

RADIOLOGIC  
TECHNOLOGY

RESPIRATORY CARE

HEALTH  
INFORMATION  
TECHNOLOGY

EMERGENCY  
MEDICAL  
TECHNICIAN

PARAMEDIC



ST. JOHNS RIVER  
STATE COLLEGE

# ALLIED HEALTH

## STUDENT HANDBOOK

2023-2024



FINANCIAL AID  
(904) 808-7407

AlliedHealthProgram@SJRstate.edu  
(904) 808-7465

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## WELCOME

On behalf of the faculty and staff of St. Johns River State College (SJRState College), we welcome you to the Allied Health Department of the Workforce Division. These programs are designed to prepare you to become a member of the healthcare team. These courses of study are a combination of both technical and general education courses. The clinical education is carefully planned with area health facilities.

The completion of these programs fulfills the educational requisite for confirmation of the Associate in Science Degree or certificate and meets the requirements for taking national credentialing examinations.

Graduates may be employed in hospitals, clinics, cardiopulmonary labs, imaging centers, education, industry, and home care.

The policies of the division are set forth in the first portion of this handbook followed by program specific policies. These policies are implemented so that each student will have an understanding of expectations in most eventualities and for the enhancement of the program. This handbook is not intended to replace or substitute policies and procedures addressed in the College catalog. The intent of this handbook is to be a supplement to the College catalog and addresses divisional and program specific information. All students enrolled in a Workforce program at SJRState College, are subject to the rules and regulations of both the College catalog and this Student Handbook. Again, we welcome you.

Dr. J. Nathaniel Southerland, PhD – Assistant Vice President Workforce Development

Dr. Holly Coulliette, DHSc, RRT– Dean of Allied Health

Jennifer Bass, B.S., RRT, RRT-NPS - Program Director Respiratory Care

Aleia Jureski, B.S., RRT-NPS - Director of Clinical Education for Respiratory Care

Dr. Charlene Livaudais, Ed.D., RHIA, CHTS, CPHIMS- Program Director of Health Information Technology

Catrena Lewis, JM, CPCO, CCS, CHTS-PW, CPC - Health Information Technology Instructor

Richard Webb, MS, EMT-P - Emergency Medical Services & Paramedic Program Director/Instructor

Vacant - EMS Instructor

Vacant – EMS Instructor

Christy Mael, M, R.T. (R)(ARRT) – Director of Radiologic Technology

Kristen McLeod, BAS, R.T.(R), RDMS (AB OB/GYN) RVT (VT) – Radiologic Technology Clinical Coordinator

Tierra Chandler, A.A. – Workforce Specialist

Kelly Anderson, A.S. Workforce Assistant

### **SJR State College Non-Discrimination Statement and Identity of College Equity Coordinator**

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@SJRstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW, Suite 19T10, Atlanta, GA 30303-8927.

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@SJRstate.edu. Una

denuncia anónima está disponible a [SJRstate.edu/report](http://SJRstate.edu/report). Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927. The College's Equity Coordinator is Charles Romer, PHR, Director of Employee Benefits/Assistant Risk Manager.

Inquiries or concerns regarding compliance with laws relating to nondiscrimination may be directed to Charles Romer at: 5001 St. Johns Avenue, Palatka FL 32177, 386-312-4074  
[Charlesromer@sjrstate.edu](mailto:Charlesromer@sjrstate.edu)

### **SJRSTATE COLLEGE MISSION STATEMENT**

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high quality education, training and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.

### **SJR STATE COLLEGE VISION**

To be a leader in student-centered education that inspires and transforms lives and communities. The College fulfills its mission through offering:

1. Transferable freshman and sophomore courses in the arts and sciences, as well as other disciplines, leading to the associate in arts degree.
2. Career and technical programs leading to the associate in science degree, college credit (technical) certificates, or vocational career certificates.
3. Upper-level courses leading to the awarding of baccalaureate degrees as authorized by the State Board of Education.
10. Intensive training and course work in the visual and performing arts for students of exceptional talent or promise.
10. Developmental courses for students who need to improve their academic skills and/or prepare for the General Educational Development examination.
6. Delivery of educational services in innovative and efficient ways to assist students whose opportunity for educational attainment is limited by place or time.
7. Support services which assist students in achieving academic success.
8. Partnerships with four-year institutions enabling students to earn baccalaureate degrees while remaining within the service district.
9. Assistance with economic development efforts by offering workforce development and continuing education programs designed to meet local, regional, and statewide needs.
10. Community enrichment and lifelong learning opportunities for the residents of the service district.

## **SJRSTATE COLLEGE ACCREDITATION STATEMENT**

See individual program's handbook for current programmatic accreditation status.

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

### **Part I: ALLIED HEALTH PROGRAM POLICIES**

#### **ACADEMIC INTEGRITY POLICY**

The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member. See current College catalog.

#### **ACADEMIC JEOPARDY**

Students will be notified through the Early Alert System of the college. Students will be counseled by program personnel, following the notification, regarding academic performance and/or attendance.

#### **ACADEMIC REQUIREMENTS AND PROGRESSION POLICY**

Students must have cumulative GPA of 2.0 to continue in the program. A minimum grade of "C" is required on all Allied Health limited access programs, prerequisite, and core courses. A grade below "C" will not enable a student to enroll in the next curriculum course. In this situation, the student will not be able to complete the curriculum and will be withdrawn from the curriculum for that academic year. The grading scale will be as follows:

**92-100=A      83-91=B      75-82=C      65-74=D      Below 65 = F**

A grade of "Incomplete" will be recorded in the event a student has not completed his/her course objectives by the last day of the semester. A grade for this incomplete course must be awarded within thirty days following the semester. If course work is not completed by this deadline, a grade of F is automatically assigned.

#### **BACKGROUND CHECK AND DRUG SCREENING**

All students are required to obtain a current criminal background check and drug testing at their own expense prior to entry into the curriculum phase. The approximate cost for the initial criminal background check and drug screening is \$166 (subject to change). Students are also required to complete an annual drug screen if they are enrolled in a limited access program longer than twelve months. The cost of the annual drug screen is \$39.50 (subject to change). Students must complete the background check and drug testing via [www.certifiedbackground.com](http://www.certifiedbackground.com). Students with criminal records or substance abuse problems may have limited clinical and/or licensure opportunities. Therefore, admission or continuance in the program may be denied.

## Allied Health Background Procedures

1. Upon acceptance, students will receive a form to sign and return giving SJRState College nursing and Allied Health programs permission to receive background/drug screen results. The student's signature indicates they understand background/drug screen results may be shared with the Board of Nursing or clinical facilities.
2. Background/Drug screens are completed through CertifiedBackground.com. Students will receive instructions on the procedure to register and pay on-line for the background/drug screen.
3. Students receive a form to take to the lab with their payment receipt and complete the drug screen. All results for background and drug screens will be available to the nursing and Allied Health departments for on-line viewing and printing.
4. Protocols for evaluating the background screens are established departmentally based on the criteria of the licensing/certification agencies, Florida statutory requirements and clinical site requirements.
  - a. Nursing: Florida Statute rules as stated in Chapter 464 Regulation of Professions and Occupations for Nursing.
  - b. Respiratory: State of Florida Department of Health, Board of Respiratory Care.
  - c. Radiography: American Registry of Radiologic Technologists (ARRT), State of Florida Department of Health
  - d. Health Information Technology (CAHIIM)
  - e. Emergency Medical Services: State of Florida Department of Health, Board of Emergency Medical Services
5. Criminal background screens will be reviewed by the Dean of Nursing or Dean of Allied Health. Each student is required to upload their results into My Clinical Exchange. Approved hospital personnel are notified to review all adverse background results and drug screens with negative results.
6. If denial occurs or further information is requested the student will need to provide documentation which includes three letters of reference, a letter from the student explaining the charges and final disposition of the charges from the court system.
7. Any criminal background result or drug screen which would cause the student to be denied clinical rotation, certification, licensure or registration will be reviewed by a college appointed committee. The college appointed committee of the appropriate Dean, Vice President for Workforce Development and Vice President for Student Affairs will have the final determination.
8. The student will be notified by letter of the outcome of the committee review as follows:
  - a. The student will be permitted to continue in the program with the understanding that licensure/certification is not guaranteed. Students will be required to sign a statement to this effect.
  - b. The student will not be permitted to continue in the program.

## **BREACH OF CONFIDENTIALITY POLICY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with your friends,

- family members or relatives of the patient. Students are prohibited from recording, copying, or retrieving any patient information on any electronic device.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the assigned preceptor.
  4. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the student. Students must follow the facilities policies regarding confidentiality and access to computer information.
  5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJRState College and/or academic program.

## **CLASSROOM ATTENDANCE AND TARDINESS POLICY**

Course attendance is vital to success in the Allied Health programs. Students cannot repeat an Allied Health course in the same manner as one can repeat other college courses. Students must pass each course with a "C" or better to remain in their program of choice.

Tardiness creates disruption in the classroom. Students who are consistently late for class demonstrate a lack of responsibility and lack of consideration for others.

An absence is defined as a missed class for any reason other than the exceptions listed at the end of this policy.

### Absence

1. The Allied Health program will follow the SJRState College policy for classroom attendance as stated in the SJRState College student handbook.
2. One absence will not affect the student grade.
3. Two absences will reduce the student's final course grade by 1%. The student will receive a warning that the absentee limit has been reached.
4. Three absences will reduce the student's final course grade by an additional 3%.
5. At the fourth absence, an additional 5% will be taken off of the final grade. The student may be withdrawn from the course and the program.

### Tardiness

1. One tardy (greater than 5 minutes) will not affect the student grade.
2. The second tardy will reduce the student's final grade by 1%.
3. The third tardy will reduce the student's final grade by 3%.
4. At the fourth tardy, an additional 5% will be taken off the final grade. The student will not be allowed in class and will be responsible for any missed assignments. It will be the student's responsibility to contact the instructor and make arrangements for missed work. The student may be withdrawn from the course and program.

### Leaving Early

1. Any student who leaves the classroom before the end of class, without prior arrangements may be subject to reduction of final grade.
2. The second offense of leaving early will reduce the student's final grade by 1%.
3. The third offense of leaving early will reduce the student's final grade by 3%.
4. At the fourth offense of leaving early, it will reduce the student's final grade by 5%. The student may be withdrawn from the course and program.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinical will be counted absent and may jeopardize moving forward in the program. Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by Program Directors.

#### Jury Duty or Other Court Appearance

In the event of the student being called for Jury Duty or other court appearance, the student will not be penalized for absence. Missed tests or quizzes will need to be made up. Any jury duty lasting more than one week may be detrimental to the student's ability to keep up with the program. This should be mentioned during jury selection. Proof of Jury Duty or other court appearance will be required, and the student should inform the Program Director in advance if called.

#### Military Service

If a student is a member of active military or reserves, they should notify their instructor of their active orders or weekend classes (reserves) as early as possible. The student should provide proof of their military orders/schedule to the program director or primary instructor. Students will not be penalized for military service and make up time depends on the specific program. The student is responsible for any arrangements regarding make up assignments.

#### Funeral Policy

In the event of death in the immediate family (spouse, mother, father, sibling, son, daughter, or grandparents) **a maximum of three calendar days are allowed without penalty.** The student should contact the program director as soon as possible. The student retains responsibility for completing the clinical /classroom objectives for that timeframe. Appropriate documentation may be required.

Students should contact the concerned faculty as soon as possible to make arrangements.

### **CLASSROOM CONDUCT**

The classroom setting should be conducive to learning for all. Students are required to be respectful and courteous to peers and faculty in the classroom. Repeated talking during lecture and presentations is inappropriate behavior. These conversations are disruptive and inhibiting to others. Inappropriate behavior or remarks during class will be called to the attention of the student(s) during class. Continuation of this behavior and disruptions will result in the student(s) being requested to leave the classroom at the discretion of the instructor. See current edition of St. Johns River State College Catalog, "Standard of Conduct."

### **CELL PHONES/PAGERS/ELECTRONIC DEVICES**

#### **Classroom Policy**

Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone calls or texting in the classroom. Students are therefore required to disengage cell phones, pagers ("silent/vibrate" mode) and place out of sight when present in a classroom during designated class times. Cell phones cannot be used as calculators during lab, class, or clinic. Audio recording devices may be used in the classroom but only with the instructor's permission. Cell phones or other electronic devices are not allowed during tests and/or quizzes. Video recording is not allowed unless



the activity has been pre-approved by the faculty member and the appropriate consent forms filled out. Electronic devices like iPads, laptops, netbooks may be used for instructional material only. Faculty reserve the right to remove any electronic device from the classroom that violates this policy.

### **Clinical Policy**

Use of cell phones, pagers and other electronic equipment is prohibited in the clinical setting with the exception of an emergency or a designated break. If a student requires use of the electronic equipment outside of these guidelines the clinical instructor/preceptor should be notified. Cell phones are not allowed in patient care areas and hospital personnel can request removal of the cell phone.

Cell phones or other electronic devices may not be used to take photographs in the clinical and fire rescue settings.

Violation of this policy may result in dismissal from the classroom, clinical, or laboratory setting. Any dismissal from the above settings may be counted as an absence and possible further disciplinary action may be taken.

### **COUNSELING AND ACADEMIC ADVISING**

Counseling services are available on each campus for students and prospective students. Counselors are available to work individually and/or in groups with students requesting academic advising, career counseling, vocational and personality assessments, disability services, and referrals to community resources. The SJRState College counselors are dedicated to providing students with quality academic support services. These services include timely and effective delivery of academic advising, new student orientation, career counseling, college-wide testing, services for students with disabilities, and appropriate referral services. In addition, resources on educational/career planning, job searching strategies, and employment information are available at the Career Resource Centers on each campus and the Career Resources Web page at: [SJRState.edu](http://SJRState.edu). Vocational and personality assessments are also available upon request and through enrollment in SLS 1301 Career Development or SLS 1401 Comprehensive Career Exploration.

### **COMPLAINT PROCEDURES**

#### **Procedure for Handling Student Complaints concerning Instructor/Instruction**

(not involving academic petitions, discriminatory behavior, or sexual harassment)

1. This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.
2. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
3. College personnel should direct the student to the office of the appropriate or director. Complaints must be in writing, and the student should complete the appropriate form by filling in all necessary information.
4. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the appropriate form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the dean or director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
5. The dean or director will contact the student to discuss the problem. If necessary and appropriate, the

dean or director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the dean, or director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The dean or director will report to the appropriate vice president on the resolution of the matter.

6. If the matter was not satisfactorily resolved at the dean or director level, it may be appealed to the appropriate vice president. The vice president's decision may be appealed to the President of the College.

## **GRIEVANCE POLICY**

### **Grievance Procedures**

Refer to current SJR State Student Handbook

## **READMISSION POLICY**

Readmission into an Allied Health program will be done on a space available basis. A student may only apply for readmission one time. **Please note: The paramedic, health information technology, radiologic technology and respiratory programs do not offer credit for experiential learning, advanced placement or transfer of classes for program core classes.**

A student must meet the following criteria and submit the following materials for consideration:

1. A written request for readmission along with the program application must be submitted within thirty calendar days of the withdrawal or failure date.  
**No application will be considered if submitted after the thirty-calendar day deadline.**  
After submitting the written request for readmission, a mandatory counseling appointment is required with the Dean of Allied Health or designated faculty to receive instructions for the readmission process.
2. A committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s) and course information provided by the faculty.
3. Documentation of evidence or plans to address previous deficiencies, to include but not limited to the following areas:
  - a. Academic Performance - No more than one (1) year lapse in experience
  - b. Clinical Performance – No more than one (1) year lapse in experience.
  - c. Professionalism
  - d. Attendance
  - e. Commitment
  - f. Extenuating Circumstance

The application packet will be reviewed by a committee consisting of the Dean of Allied Health, Vice President for Workforce Development, and program faculty. Each application will be evaluated on an individual basis. The committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s), course information provided by the faculty and student plans to address deficiencies. The decision of the committee will be to admit or not admit. No other documentation will be provided. The decision of the committee is final.

4. If a student receives an approved letter for readmission, the student is required to comply with

the following requirements. Students who withdraw or fail out of the first semester or thereafter will have to complete a 3 credit, 45 contact hour Strategies for Success and Performance (SSP) course. Students will need to enroll in this course one term prior to the designated reentering date and pass with a grade of “C” or better to continue based on the Allied Health grading scale. The student will only be allowed one attempt at the remedial course. It is not covered by financial aid and will be the responsibility of the student.

5. Any limited access program that has a lab and clinical component will also require competencies to be passed within the SSP course. The plan will be included based on the appropriate level of competency for the student based on when they failed out or withdrew from the program. If a student does not pass all lab and/or clinical competencies the student will not continue in their respective program. The Strategies for Success and Performance (SSP) course does not apply to EMT students, but the remaining requirements apply to the EMT program.

6. The student will be responsible to complete an additional background check and drug screen.

### **POLICY FOR DISMISSAL FROM A PROGRAM**

A student may be dismissed from an Allied Health program due to any of the following circumstances:

1. Any violation of student conduct code (see current college catalog) in the classroom or clinical setting.
2. Failure to get a grade of “C” or better in any program course.
3. Documented evidence from the clinical site of any of the following:
  - a. Unprofessional behavior
  - b. Unsafe practice
  - c. Disregard of clinical policies
4. Documented proof of illegal substance use.
5. Any significant change in background check after the initial admission background check.
6. Inappropriate use of any social network or electronic devices (i.e., Facebook, Twitter, Instagram or electronic media) may result in dismissal from the program.
7. Breach of confidentiality policy.

### **SMOKING POLICY**

Smoking is not allowed in the entire clinical facility or any building on the SJRState College campus. Students are highly encouraged to refrain from smoking during clinical rotations. Allied Health students should not smoke by any building entrance at any SJRState College campus or any rotation site.

Cigarettes, tobacco products and packaging must not be visible on the student’s uniform.

The faculty, patients, and/or clinical preceptors should not be able to detect the smell of tobacco products on the students. Students failing to follow the smoking policy will be sent home with an unexcused absence.

## **STUDENTS' DISABILITY POLICY**

### **Students with Disabilities**

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus.

The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

**Relay service for the hearing and vision impaired:**  
(TDD) 1-800-955-8771 or (VOICE) 1-800-955-8770

### **Substitute Admission and Program Requirements**

In accordance with Sections 1007.264 and 1007.265, FS, if appropriate documentation substantiates that a disability can be reasonably expected to prevent the individual from meeting requirements for admission to the institution, admission to a program of study or graduation, a substitution may be granted. Pertinent educational records may be reviewed prior to granting a substitution. The College is not required to lower or waive essential requirements. The Office for Students with Disabilities is responsible for developing procedures to ensure dissemination of this policy and for initiating its application.

### **Substitution Requests**

A. An eligible student requesting approval for substitution of one or more course requirements must petition, in writing, and provide documentation for such substitution. The student must meet with his or her campus disabilities coordinator who will then forward the substitution request to the Director of Counseling and Academic Advising. The Director will then review the documentation.

The substitution packet should minimally include all of the following:

- 1) Identification of the specific course requirements for which the substitution is requested.
- 2) Documentation of the disability that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances.
- 3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability.
- 4) A reason for the course substitution from the disabilities coordinator; and
- 5) A copy of all transcripts/compliance.

B. The completed package should be submitted to the Director of Counseling and Academic Advising, who will then review and approve the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision and in cases where a substitution is approved, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and schools. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis.

Documentation should be requested by the transferring student and sent from the granting institution.

### **Determining Eligibility**

In order to receive services, a student must register with the Counseling Office and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability exists, understand its impact on the student's ability to meet admission or graduation requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members if requested.

### **CHANGE IN STUDENT'S PHYSICAL STATUS**

Allied Health faculty strongly recommend that if students have any change in physical status which could put the patient at risk or make the student more susceptible to workplace hazards, they should seek the counsel of their physician and program director. Students are responsible for taking appropriate measures regarding their personal well-being. Changes in students' physical status do not absolve the students from the responsibility of completing the assigned clinical or didactic hours.

### **VIDEOTAPING POLICY**

All students will be required to present oral reports and demonstrations as part of a course requirement. In order to facilitate objective evaluation of those presentations, the instructor may videotape the students.

### **INCLEMENT WEATHER OR OTHER EMERGENCY CIRCUMSTANCES**

Occasionally, SJRState College is closed as a result of inclement weather or other emergency circumstances. If conditions do not permit attendance, time missed will be made up at a time designated by the department faculty. Make-up time required is program specific.

### **OUTSIDE EMPLOYMENT**

The workload in an Allied Health program is such that the student is encouraged not to be engaged in outside employment. All students may have required group activities in addition to course requirements. Outside employment must not interfere with required course work. Students cannot receive any compensation during assigned clinical hours.

## **Part II: ALLIED HEALTH CLINICAL SITE POLICIES**

### **ISOLATION PRECAUTIONS**

Students will adhere to all CDC Blood and Body Fluid precautions in both the laboratory and clinical settings.

### **CLINICAL SITE ATTENDANCE AND TARDINESS POLICY**

A clinical absence is defined as a missed scheduled clinical day for any reason other than the exceptions listed at the end of the classroom attendance policies. Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus. Students are required to follow the clinical schedule through the end of the term without regard to the number of hours completed.

A tardy is defined as not being in the appropriate place at the scheduled start time regarding the specific clinical site rotation.

#### Absence

1. First clinical absence will be forgiven upon notification of instructor by phone or email.
  2. The second absence will reduce the student's final grade by 5%.
  3. The third absence will reduce the student's final grade by an additional 5%.
  4. At the fourth absence, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.
- Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

#### Tardiness

1. One tardy at the clinical site will not affect the student grade.
2. A second tardy will reduce the student's final grade by 3%.
3. A third tardy will reduce the student's final grade by an additional 5%, and the student will receive a warning that continued tardiness may cause the student to be withdrawn from the class.
4. At the fourth tardy, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.

Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

#### Leaving Early

1. Any student who leaves the clinical site without faculty approval prior to the completion time may receive 5% reduction of the final grade.

Please note: If the student does not give prior notice of absences or tardiness to the clinical site or the Program Faculty, an additional 5% penalty on the final grade may occur.

Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinicals will be counted absent and may jeopardize moving forward in the program. Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by the program director and/or the Dean of Allied Health.

### **CLINICAL SITE INCIDENT**

Any student involved in an incident (i.e., needle stick, fall, pathological exposure, etc.) should follow the following procedure:

1. Follow hospital protocol regarding incident.
2. Notify preceptor/instructor at the clinical site.
3. Notify Program Faculty immediately of the incident.
4. Fill out incident report and insurance form included in the student's clinical notebook.
5. Follow College protocol regarding incident.
6. Students are responsible for any uncovered cost associated with the incident.

## **CLINICAL SITE JEOPARDY**

See individual program's policy regarding specific remediation of clinical skills.

Students will receive an early warning notification when in academic jeopardy while enrolled in a clinical course.

## **CLINICAL SKILLS REFERRAL POLICY**

A student considered lacking competence in a skill appropriate for his/her level, may be returned to the skills lab for remedial help. An instructor will give individualized instruction or supervised practice in the lab and/or clinic. The student has seven calendar days with the exception of weekends or holidays to complete the competency. Upon completion of the skill in the laboratory, the instructor who supervised the student will document completion of the required skill and the student may return to practice in the clinical setting.

## **VACCINATIONS**

All clinical affiliates require immunizations. Prior to the first scheduled clinical day, students **MUST** show proof of:

1. Physical examination.
2. Negative Tuberculin Skin test. Positive results require a chest x-ray to be completed. The chest x-ray should be negative. This test will be repeated every year.
3. Two (2) immunizations for Measles, Mumps and Rubella or positive titers.
4. Two (2) immunizations for Varicella or positive titers.
5. Three (3) immunizations for Hepatitis B. Students are advised to obtain the vaccines or choose to sign a declination form.
6. Tdap (1) immunization within 10 years.
7. Flu shots are required annually for most healthcare provider roles. Any refusal to obtain a flu shot will require medical documentation from a licensed healthcare provider. The refusal to obtain a flu shot may affect the ability to complete required clinical rotations, which may result in the inability to complete specific program requirements.

Additional vaccinations may be required at any point in time if deemed necessary by clinical sites or the college.

## **CLINICAL SITE EVALUATION OF STUDENT PERFORMANCE**

All students will be evaluated on clinical performance according to each program's evaluation procedure. Students are to complete evaluations of clinical sites and preceptors according to each program's evaluation procedure.

## **DRESS CODE**

Students will wear the appropriate program uniform while at the clinical site.

All lab coats and tops will display the appropriate emblem sewn neatly in the left upper chest area.

Appropriate student IDs must be displayed on the uniform.

Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Any fake fingernails to include acrylic, gel, overlays or tips are strictly prohibited due to infection control.

Hair must be short or pulled back from the face and kept above the collar and neatly groomed and styled to avoid contact with patients.

Facial hair must not interfere with the fit of high efficiency respirator masks.

Undergarments should not be visible.

A plain wedding band is allowed.

Costume jewelry is not allowed which includes, but is not limited to:

- Costume rings
- Necklaces
- Costume earrings –
  - Small earrings in gold, silver, white or diamonds are permissible for pierced ears
  - Limited to one hole per ear in a matched set.
- Other than pierced ears, no additional visible body piercing jewelry (including tongue piercing) is to be worn in the clinical setting.
- Costume pins (professional pins allowed)
- Anklets
- Bracelets

Heavy fragrances of perfume or cologne should not be worn due to the nature of respiratory patients.

Cigarettes and other tobacco products should not be visible on the student uniform.

All tattoos must be covered while in the clinical setting.

All students must maintain proper oral and physical hygiene at all times.

Clinical training sites may have specific dress codes and safety regulations. You will be required to conform to the dress code and safety regulations while affiliating at that facility.

**If students do not comply with the dress code, they may be dismissed from clinical. This will be considered an unexcused absence.**

## **DRUG FREE POLICY**

All students must complete a background check and drug screen prior to entry into the clinical setting. Students may be subject to random drug testing anytime during the program. A positive drug test or negative background check may result in exclusion from a clinical site, ineligibility for future licensure, and/or dismissal from the program.

## **TRANSPORTATION TO CLINICAL SITES**

Transportation to clinical affiliates is the sole responsibility of the student. Students may be assigned to rotate through a clinical affiliate in the northeast Florida region as a requirement of the curriculum. It is the student's responsibility to arrange transportation.



## **ALLIED HEALTH PROGRAMS - PROFESSIONAL TECHNICAL STANDARDS**

Applicants and students should be able to perform essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform essential functions. The Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

See individual program handbook for applicable professional technical standards and refer to <http://www.onetonline.org/> for additional information.

## **PROGRAM CODES OF ETHICS**

See individual program handbooks for applicable Code of Ethics statements.

## **PROFESSIONALISM**

The student will consistently display a professional and positive attitude in all dealings with patients, peers, instructors, and /or clients.

- a. The student will always identify himself/herself to patients.
- b. The student will explain the purpose of his/her presence to the patient.
- c. The student will display courteous behavior regardless of race, religion, color, creed, or sex.
- d. The student will adhere to the above objectives regardless of the patient's condition.

## **TUITION AND LAB FEES**

See individual program data sheets for current fees. Fees are subject to change.

# St. Johns River State College

## Respiratory Care Student Handbook



Spring 2024

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## **Respiratory Care Administration, Faculty & Staff**

Dr. J. Nathaniel Southerland, PhD – Assistant Vice President Workforce Development  
(904) 276-6891

[Natesoutherland@sjrtate.edu](mailto:Natesoutherland@sjrtate.edu)

Dr. Holly Coulliette, DHSc, RRT – Dean of Allied Health  
(904) 808-7441

[HollyCoulliette@sjrstate.edu](mailto:HollyCoulliette@sjrstate.edu)

Jennifer Bass, B.S., RRT–NPS - Program Director of Respiratory Care  
(904) 808-7458

[Jenniferbass@sjrstate.edu](mailto:Jenniferbass@sjrstate.edu)

Aleia Jureski, B.S., RRT – NPS - Director of Clinical Education, Respiratory Care  
(904) 808-7471

[Aleiajureski@sjrstate.edu](mailto:Aleiajureski@sjrstate.edu)

Tierra Chandler, A.A. – Workforce Specialist  
(904) 808-7465

[TierraChandler@sjrstate.edu](mailto:TierraChandler@sjrstate.edu)

Kelly Anderson, A.S. – Workforce Assistant  
(904) 808-7453

[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

## **Program Faculty**

The Respiratory Care faculty serves as an initial point of contact for all program concerns. The faculty is available on an appointment basis and during office hours. In addition, during each semester an evaluation conference is scheduled with the faculty to review your progress. Times for these conferences will be announced, and it is the student's responsibility to sign up for and attend these conferences.

## **Medical Director**

Dr. Eugene McCoskey – (904) 923-0582

## **Accreditation**

The AS Degree Respiratory Therapy program at St. Johns River State College located in St. Augustine, FL program number 200539 is Accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)) Commission on Accreditation for Respiratory Care, (817)283-2835.

## **Program Mission Statement:**

The mission of the respiratory care program at St. Johns River State College is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

**Program Goal:**

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care practice as performed by registered respiratory therapists (RRTs).

**Philosophy & Objective**

The philosophy of the educational approach of this program is one of professional development and application of material. Learning is an active and ongoing process manifested by a change in behavior and involving cognitive, affective, and motor skills. Each individual learns at his or her own rate depending on abilities, needs, motivation, and experience. Therefore, the program uses a multi-faceted, multi-stage approach to curriculum development.

Development of an individual's commitment to optimum Respiratory Care is the program's foremost goal. Another primary objective of this program is to meet the community needs for Respiratory Care providers and build and maintain a progressive Respiratory Care profession for the citizens of the community.

Respiratory Care is a dynamic profession based on psychosocial and biophysical sciences involving actions which facilitate and promote the health of individuals, groups, and communities. The Respiratory Care educational process is a systematic method of utilizing knowledge, theory, and skills to facilitate the provision of care. The program includes preparation in general education and respiratory courses. The scope of Respiratory Care encompasses the following roles: direct caregiver, communicator, patient advocate, patient educator, and manager of patient care. The educational preparation influences the manner in which the therapist performs these roles.

The Respiratory Care program at St. Johns River State College functions on the honor system. The profession you are preparing for demands the utmost integrity and ethics. Students are given access to confidential and sensitive information. All areas of training measure fundamental approaches to truth, honesty, integrity and ethical conduct.

**PROGRAM STANDARDS/OUTCOMES/COMPETENCIES**

Upon successful completion of the program the graduate, in any patient setting, will be able to accomplish each of the following outcomes and competencies.

**Standards/Outcomes**

1. Graduates will: demonstrate the ability to collect and analyze objective patient data.
2. Graduates will: apply and effectively perform Respiratory Care procedures based upon patient assessment and effectively communicate results.
3. Graduates will: analyze and modify therapeutic procedures based on patient response.
4. Graduates will: evaluate and recommend related diagnostic and therapeutic procedures based on patient response.
5. Graduates will: perform technical skills in the selection, application, and adjustment of Respiratory Care equipment.

## COMPETENCIES

### List of Competencies for Respiratory Care

Competency	Didactic course	Lab Course	Clinical Course
Hand washing	1024C	1024C	1875L
Isolation procedures	1024C	1024C	1875L
Vital signs	1024C	1024C	1875L
Breath sounds	1024C	1024C	1875L
Oxygen devices	1024C	1024C	1875L
Oxygen administration	1024C	1024C	1875L
Patient (physical) assessment	1024C	1024C	1875L
Humidity and Aerosol therapy	1024C	1024C	1875L
Arterial puncture	1024C	1024C	1875L, 2876, 2877
Arterial line sampling	1027C	1027C	2876, 2877
Oxyhood	2714C	2714C	2876, 2877
Pulse ox monitoring	1024C	1024C	1875L
End-tidal monitoring	2418C	2418C	2876, 2877(as available)
MDI administration	1350	1024C	1875L
DPI administration	1350	1024C	1875L
Small volume nebulizer	1350	1024C	1875L
Patient positioning (bronchial hygiene)	1024C	1024C	1875L
Airway clearance/Lung Expansion therapy	1024C	1024C	1875L
Incentive spirometry	1024C	1024C	1875L
Nasotracheal/Oropharyngeal suctioning	1027C	1027C	1875L
Endotracheal suctioning	1027C	1027C	1875
Basic Spirometry	2280C	2280C	2876,2877 (as available)
Tracheostomy and Stoma care	1027C	1027C	2876
Intubation	1027C	1027C	2876,2877
Extubation	2280C	2280C	2876, 2877
Monitoring mechanical ventilation	2280C	2280C	2876, 2877
Initiation of mechanical ventilation	1264C	1264C	2876, 2877 (As available in clinical)
Initiation of CPAP/Bipap Devices - Adult	1264C	1264C	2876, 2877 (As available in clinical)
Monitoring of CPAP/Bipap Devices - Adult	1264C	1264C	2876
Monitoring mechanical ventilation (waveforms)	2280C	2280C	2876, 2877 (As available in clinical)
BLS	1874L	No lab	1874L
ACLS	1284C	No lab	2877 (as available)
PALS	2714C	No lab	2876, 2877 (as available)
Weaning from mechanical ventilation	2280C	2280C	2876, 2877 (as available)
Initiation of mechanical ventilation (infant)	2714C	2714C	2876, 2877
Monitoring mechanical ventilation (infant)	2714C	2714C	2876, 2877
Capillary gas sampling	2714C	2714C	2876, 2877
Nasal CPAP	2714C	2714C	2876,2877
Manual Resuscitation-Infant	2714C	2714C	2876,2877

## AMERICAN ASSOCIATION FOR RESPIRATORY CARE

9425 N. MacArthur Blvd, Suite 100, Irving, TX 75063

### AARC Statement of Ethics and Professional Conduct

In the conduct of professional activities, the Respiratory Therapist shall be bound by the following ethical and professional principles. Respiratory Therapists shall:

- Demonstrate behavior that reflects integrity, supports objectivity, and fosters trust in the profession and its professionals.
- Promote and practice evidence-based medicine.
- Seek continuing education opportunities to improve and maintain their professional competence and document their participation accurately.
- Perform only those procedures or functions in which they are individually competent, and which are within their scope of accepted and responsible practice
- Respect and protect the legal and personal rights of patients, including the right to privacy, informed consent, and refusal of treatment.
- Divulge no protected information regarding any patient or family unless disclosure is required for responsible performance of duty as authorized by the patient and/or family or required by law.
- Provide care without discrimination on any basis, with respect for the rights and dignity of all individuals.
- Promote disease prevention and wellness.
- Refuse to participate in illegal or unethical acts.
- Refuse to conceal, and will report, the illegal, unethical, fraudulent, or incompetent acts of others.
- Follow sound scientific procedures and ethical principles in research.
- Comply with state or federal laws which govern and relate to their practice.
- Avoid any form of conduct that is fraudulent or creates a conflict of interest and shall follow the principles of ethical business behavior.
- Promote health care delivery through improvement of the access, efficacy, and cost of patient care.
- Encourage and promote appropriate stewardship of resources.
- Work to achieve and maintain respectful, functional, beneficial relationships and communication with all health professionals. It is the position of the American Association of Respiratory Care that there is no place in a professional practice environment for lateral violence and bullying among respiratory therapists or between healthcare professionals.

Effective 12/94

Revised 12/07

Revised 07/09

Revised 07/12

Revised 04/15

Revised 04/21

**Revised 04/23**

## **STUDENT CATALOG AND HANDBOOK**

Students are expected to follow the general rules and regulations of the college as written in the SJRState College Catalog and Student Handbook and the specific requirements of the department. The purpose of these rules and regulations is to protect the rights of students and allow students to prepare academically in a positive environment.

It is important that the student read the college's handbook which explains students' rights and responsibilities. The disciplinary actions and appeals process described are followed in administering the rules and regulations of the program.

If a student in the Respiratory Care program is dismissed due to violation of policies and procedures described in the college or the Respiratory Care Student Handbook, he/she may be able re-enter only by following the appropriate procedures as described under grievance procedures.

## **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE RESPIRATORY SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. All disposable sharp objects should be deposited in "sharps" containers, sealed when full, and disposed of in the proper manner.
3. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

## **POLICIES**

### **Lab Practice**

During lab practice a student must demonstrate competence and be checked off for that competency. A failed competency check-off must be repeated and passed within 7 calendar days excluding weekends and holidays. No more than two attempts are allowed for any competency check-off. An appointment must be made with the instructor prior to the deadline.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

### **Laboratory Guidelines**

The Respiratory Care faculty will provide laboratory access at times other than class time, as practical.

- I. Use of laboratory during regularly scheduled laboratory sessions:
  - a. During lab sessions, students should keep the laboratory area neat and clean at all times.
  - b. Upon completion of sessions, all equipment must be returned to the proper storage area.
  - c. Laboratory stations must be cleaned after each use.



- d. Medical gas supplies (i.e. oxygen, air and suction) must be turned off after use.
  - e. Disposable supplies that will not be reused must be disposed of in appropriate receptacles.
  - f. Class will not be dismissed until all laboratory stations are clean.
  - g. Students may not leave laboratory sessions until dismissed by instructor. Leaving early, without prior approval will result in an absence for that lab session.
- II. Additional use of laboratory:
- a. Students must schedule a practice time with the Respiratory Care faculty prior to the date requested.
  - b. Students may use the laboratory to practice procedures any time that the laboratory is not being used, and an instructor is present or on the campus.
  - c. Be sure that all laboratory areas are clean and all equipment returned to its proper place prior to leaving the laboratory.
  - d. It is recommended that students spend at least three hours per week in the laboratory practicing procedures and utilizing audiovisual materials.

## **RESPIRATORY CARE CLINICAL ROTATIONS**

### **Rules and Regulations**

1. An SJRState College instructor will provide rotation schedules for each student at the rotation site.
2. The shift supervisor will utilize the rotation schedule and assign students to assigned preceptors working in the designated area.
3. An SJRState College Respiratory Care instructor shall be available as needed for guiding the learning needs of the students.
4. Preceptors will retain total responsibility for patient care and will maintain administrative and professional supervision of students.
5. The student is responsible to the preceptor and SJRState College Instructors.
6. The student will communicate his/her clinical objective needs to the preceptor.
7. The preceptor will always remain in the area with the student during the performance of new or critical activities.
8. The maximum number of students permitted in the critical care units will vary.
9. Students cannot take verbal orders.
10. Students shall adhere to hospital policies/procedures.
11. Respiratory Care students shall report their care and outcomes to the responsible preceptor prior to the end of the students' scheduled shift.
12. Respiratory Care students will not be counted in the Respiratory Care ratios approved by Hospital Administration. At no time is a student allowed to complete clinical coursework while an employee at the same hospital.
13. SJRState College instructors reserve the right to reassign students at any time it is deemed necessary

to assist the student in meeting their clinical and/or College objectives.

14. The student may not ask permission to leave the clinical site for personal errands or any other unexcused absences. Program faculty must approve any change in the clinical rotation schedule, including early dismissal.
15. Students will be provided with a clinical schedule prior to the beginning of clinical rotations. The schedule will be completed one week prior to the semester starting. Any questions or requests by the students must be made in writing prior to the completion of the clinical schedule. This schedule will not be changed without the approval of the Director of Clinical Education (DCE). Students must follow the rotation schedule. Failure to do so, without prior approval, will result in disciplinary action.

### **Sign In**

Students are required to sign in and out on attendance logs in their clinical notebook. Falsification of either of these documents will result in disciplinary actions. Students are never to login another student or this may also result in disciplinary action.

### **Clinical Skills Referral Policy**

Refer to Allied Health program policy.

### **Student Counseling and Evaluations of Class, Lab and Clinical**

Students will be required to have a counseling session at least once a semester with faculty to discuss all aspects of their performance. Faculty will also conduct a student evaluation once a semester in the clinical setting as noted in the clinical syllabi. If a student is deemed unsatisfactory in either lab or clinical setting, then the remedial plan as noted in this handbook will be in effect. Documents will be signed by all parties and the student will have a completed signed copy in their student file. If a student fails to follow the agreed upon counseling or remedial plan recommendations this may result in dismissal from the program.

### **Employed Student Policy**

Students must not be used to substitute for clinical, instructional, or administrative staff. Students shall not receive any form of remuneration in exchange for work (during clinical hours) they are performing while fully enrolled in the program. Students cannot complete any credit for respiratory clinical classes while being an employee at the clinical site. Any violation may result in withdrawal from the program.

### **Community Service**

Students are encouraged to take part in activities that benefit the program and community. They are required to complete at least 2 hours of community service to the college or program per semester.

### **Transfer of Credit/Advanced Placement**

The respiratory care program does not accept transfer of credit for core courses in other respiratory care programs. Transfer of General Education classes will follow the approved college policy in the student handbook. The program does not accept advanced placement or experiential learning.

## **Uniforms**

For the clinical phase or any class sessions held at a clinical facility, the students should wear the scrub uniform, a student lab coat, socks or hose, and clean athletic shoes. Excessive jewelry is not acceptable. Students are also required to have a stethoscope, a watch with a second hand, bandage scissors, goggles, a calculator, a note pad, their clinical book, and a black pen.

## **Clinical Hours**

Clinical hours may vary depending on the clinical rotations. Students should make arrangements to be available for clinical education between the hours of 0630 and 1500 or 0630 and 1900. There will be a one-day Sleep Study rotation requiring the student to attend between the hours of 1900 and 0700. During the second-year summer internship, twelve hour shifts will be required.

## **STUDENT INTERACTIONS**

### **Student/Patient Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with patients.
  - a. The student will always identify himself/herself to patients.
  - b. The student will explain the purpose of his/her presence to the patient.
  - c. The student will display courteous behavior towards the patient.
  - d. The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.
  - e. The student will adhere to the above objectives regardless of the patient's condition.
2. The student will maintain confidentiality of all patient records and information.
  - a. The student will record all information accurately in the patient's chart.
  - b. The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
  - c. The student will display patient anonymity when removing information from the chart for program related projects.
  - d. The student will discuss with the patient, only information already known to the patient.
  - e. The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.
3. The student will display respect for the patient's right to privacy.
  - a. The student will arrange clothing and bedding to maintain patient's modesty.
  - b. The student will knock on the patient's door before entering room.
  - c. The student will perform a physical examination of the patient only when indicated, and with the assistance of a member of the same sex as the patient, when indicated.
4. The student will demonstrate concern for the protection of the patient from injury during all procedures.
  - a. The student will perform only those procedures in which he or she has been deemed competent by the instructor.
  - b. The student will adhere to task sheet when performing any procedure.
  - c. The student will assess the patient's condition.
  - d. The student will perform only procedures as written by the physician prescription. Any question concerning a specific prescription must be preferred to the SJRState College instructor, or designee, before any action on the part of the student is taken.

- e. The student, upon completion of therapy, will return patient's side rail to an upright position.

### **Student/Student Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with fellow students.
  - a. The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
  - b. The student will perform cooperatively when working in assigned areas with other students.

### **Student/Instructor Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with his or her instructor.
  - a. The student will work to the best of his or her ability to complete all assignments.
  - b. The student will use established procedures in mediating any differences between him/her and the instructor.
  - c. The student will always demonstrate respect for the instructor.

### **Student/Clinic Personnel Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with clinic personnel.
  - a. The student shall identify himself/herself by wearing proper uniform, name pin, and SJRState College shoulder patch.
  - b. The student will display respect for all hospital personnel regardless of race, religion, color, creed, or sex.
  - c. The student will read and practice all rules, regulations, and procedures that are established for the department to which he or she is assigned.
2. The student will first discuss with the SJRState College instructor any established clinic procedures, or any techniques observed in the clinic with which he or she does not agree. The student will not discuss or debate any clinic procedure in the presence of a patient and/or family member.
3. The student will demonstrate respect for the clinic by careful and responsible use of the clinic facilities and equipment.

## **Laboratory Evaluation Schedule**

Listed below are the laboratory performance evaluations which are to be completed. After the student has had adequate practice in the clinical setting, he/she may request to be checked-off. Before the student performs in the laboratory, didactic material related to the procedure has been covered in the classroom.

- 
1. Hand washing
  2. Isolation
  3. Vital signs
  4. Breath sounds
  5. Oxygen devices
  6. Oxygen administration
  7. Patient positioning
  8. Patient assessment
  9. Small volume nebulizer, MDI, DPI
  10. Humidity and Aerosol Therapy
  11. Airway clearance
  12. Lung expansion therapy
  13. Incentive spirometry
  14. Pulse Oximetry

- 
15. Basic spirometry
  16. Arterial puncture
  17. Arterial line sampling
  18. Manual resuscitation-adult
  19. Nasotracheal suction
  20. Endotracheal suction
  21. Tracheostomy & stoma care
  22. Airway Management
  23. Intubation
  24. Extubation
  25. Initiation of CPAP/Bipap Devices - Adult
  26. Monitoring of CPAP/Bipap Devices – Adult
  27. Initiation of continuous mechanical ventilation – Adult
  28. Monitoring of continuous mechanical ventilation – Adult
  29. Initiation of continuous ventilation – Infant
  30. Bag mask ventilation- Infant
  31. Monitoring continuous mechanical ventilation – Infant
  32. Nasal CPAP – infant
  33. Capillary blood gas sampling

## **Clinical Performance Evaluation Schedule**

Performance evaluations are an invaluable tool for assessment of a student's ability to function properly in the clinical setting. These evaluations must be successfully completed on or before the end of the assigned semester. Preceptors/therapists can perform practice checkoffs, but only the program director, director of clinical education or their designee, can perform a formal/final check-off.

1 <sup>st</sup> Summer Semester (some may be carried over to 2 <sup>nd</sup> semester)	1 <sup>st</sup> Summer
<hr/> <ul style="list-style-type: none"><li>1. Hand washing</li><li>2. Isolation</li><li>3. Vital Signs</li><li>4. Breath Sounds</li><li>5. Oxygen Administration</li><li>6. Patient Positioning</li><li>7. Small Volume Nebulizer, MDI, DPI</li><li>8. Patient Assessment</li><li>9. Incentive Spirometry</li><li>10. Airway Clearance</li><li>11. Lung Expansion Therapy</li></ul>	<hr/> <ul style="list-style-type: none"><li>12. Arterial Puncture</li><li>13. Oxygen Administration</li><li>14. Nasotracheal Suction</li><li>15. Endotracheal Suction</li><li>16. Humidity and Aerosol Therapy</li><li>17. Small Volume Nebulizer, MDI, DPI</li></ul>
	<hr/> <div>2<sup>nd</sup> Spring Semester</div> <hr/> <ul style="list-style-type: none"><li>28. Arterial Line Sampling</li><li>29. Arterial Puncture</li><li>Initiation of Continuous Mechanical Ventilation - Adult</li><li>30. Monitoring of Continuous Mechanical Ventilation – Adult</li><li>31. Airway Management</li></ul>
1 <sup>st</sup> Fall Semester	
<hr/> <ul style="list-style-type: none"><li>18. Arterial Puncture</li><li>19. Initiation of Continuous Mechanical Ventilation</li><li>20. Monitoring of Continuous Mechanical Ventilation</li><li>21. Monitoring of Newborn Mechanical Ventilation</li><li>22. Tracheostomy and Stoma Care</li><li>23. Passive nebulization of medication to ventilated patient</li><li>24. Extubation</li><li>25. Bipap</li><li>27. Arterial Line Sampling</li></ul>	<div>Five check offs for PICU/NICU</div> <ul style="list-style-type: none"><li>32. Monitoring Continuous Mechanical Ventilation – Infant</li><li>33. Initiation of Mechanical Ventilation - Infant</li><li>34. Nasal CPAP – Infant</li><li>35. Capillary Blood Gas Sampling</li><li>36. Oxyhood</li></ul> <div>Only 2 checkoffs (of the 5) are required to be completed in the pediatric intensive care or neonatal ICU.</div>

**ST. JOHNS RIVER STATE COLLEGE  
RESPIRATORY CARE AFFILIATES**

Flagler Hospital.....	(904) 819-4370
HCA Florida Putnam Hospital.....	(386) 328-5711
Kindred Hospital North Florida .....	(904) 284-9230
HCA Florida Orange Park Hospital.....	(904) 276-8500
UF Health Jacksonville .....	(904) 244-4130
Florida Hospital Flagler .....	(386) 586-4450
Wolfson Children's Hospital .....	(904) 202-8278, ext. 8300
Baptist South.....	(904) 821-6923
Baptist Medical Center .....	(904) 202-1063
Baptist Clay Medical Campus.....	(904) 516-1000
UF Health Gainesville.....	(352) 265-0078
JC Home Medical.....	(904) 448-9827
St. Vincent's Medical Center Clay.....	(904) 692-1263



St. Johns River State College  
Workforce Development  
**Estimated Program Cost Summary**  
2023-2024 (Fees are subject to change)  
CIP: 1351090800



**Program: 2125 Respiratory Care Associate in Science (Core courses only) \*Subject to Change**

Please note that totals are estimates based on in-state rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog. Additional costs may be associated with college preparatory coursework that may be required due to placement test scores.

**FIRST YEAR (34 credit hours)**

Tuition/Fees:	\$3,672.00 (34 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$302.00 (Each course taken online will have a \$13.00 per credit hour distance learning fee in addition to tuition. Please see the current College catalog for more information).
Criminal Background Check and Drug Screen	\$171.00
Uniforms:	\$200.00
Misc. Supplies:	\$150.00
Liability Insurance:	Included in lab course fees above
Physical and Shots	\$400.00
Textbooks:	<u>\$832.64</u> (Depending on used or new books)
First Year Total:	\$5,727.64

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**SECOND YEAR (15 credit hours)**

Tuition/Fees:	\$1,620.00 (15 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$629.00
Annual Drug Screen	\$39.50
Liability Insurance:	Included in lab course fees above
Textbooks:	<u>\$257.75</u> (Depending on used or new books)
Second Year Total:	\$2,546.25

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**POST PROGRAM COSTS**

TMC Exam	\$190.00 (National Board for Respiratory Care)
CSE Exam	\$200.00 (National Board for Respiratory Care)
State License	<u>\$105.00</u> (State of Florida Department of Health)
Total:	\$495.00

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**\*Grand Total:** \$8,768.89

General program questions should be directed to the Department of Allied Health at (904) 808-7465. To schedule an appointment with a Workforce advisor, contact the Workforce Services office (386) 312-4259 or [careerservices@sjrstate.edu](mailto:careerservices@sjrstate.edu).



## ST. JOHNS RIVER STATE COLLEGE

### RESPIRATORY CARE PROFESSIONAL TECHNICAL STANDARDS

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

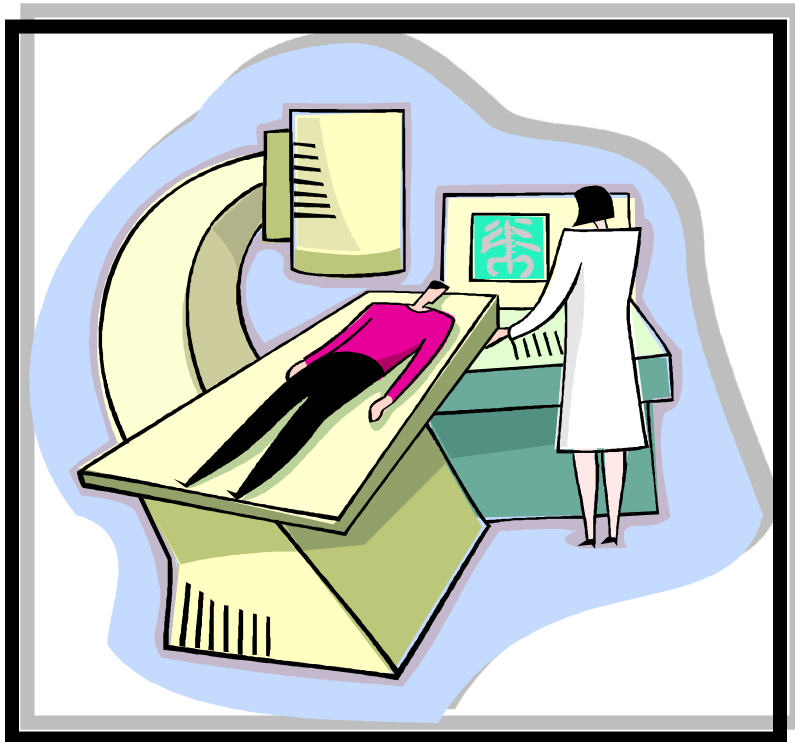
Refer to <http://www.onetonline.org/> for more information regarding technical standards.

Technical Standard	Performance Standard	Essential Function
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	The ability to tell when something is wrong or is likely to go wrong; and the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Analyzing information and evaluating results to choose the best solution and solve problems.
Interpersonal	Sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients; and frequently work with, communicate with, and teach people.
Communication	The ability to communicate information and ideas in speaking so others will understand; ability to listen to and understand information and ideas presented through spoken words and sentences; and ability to speak clearly so others can understand you.	Explain treatment procedures to patients to gain cooperation and allay fears; and relay blood analysis results to a physician. Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
Physical/Psychological Ability	Strength and stability to endure the demands of nursing or Allied Health	The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms and/or legs. The ability to use short bursts of muscle force to propel oneself.

Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion' manual and finger dexterity; and hand-eye coordination.	The ability to coordinate two or more limbs while sitting, standing, or lying down.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective care of patients and operate equipment. Ability to reach and operate overhead equipment.	The ability to keep your hand and arm steady while moving your arm, ability to bend, stretch, twist, or reach with your body, arms and/or legs.
Hearing Ability	Auditory ability sufficient to access non-direct essential information.	The ability to detect or tell the difference between sounds that vary in pitch and loudness.
Visual Ability	The ability to see details at close range (within a few feet of the observer).  Normal or corrected visual ability sufficient for observation, assessment and/or treatment of patients; ability to discriminate between subtle changes in density (black to gray) of a color in low light.	The ability to identify or detect a known pattern that is hidden in other distracting material.
Tactile Ability	Tactile ability sufficient for physical assessment.	Perform and position patients for physical assessment and administering medications along with respiratory treatment.
Olfactory Ability	Olfactory senses (smell) sufficient for maintaining environmental safety and patient's needs.	Ability to detect unknown smells for patient safety.
Professional Presentation	Ability to present professional appearance and attitude' implement measures to maintain own physical and mental health and emotional stability.	Refer to AARC Code of Ethics and Professional Conduct.

# St. Johns River State College

## Radiologic Technology Student Handbook



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## **Radiologic Technology Administration, Faculty and Staff**

Dr. J Nathaniel Southerland, PhD –Assistant Vice President, Workforce Development  
(904) 276-6891

[Natesoutherland@sjrtate.edu](mailto:Natesoutherland@sjrtate.edu)

Dr. Holly Coulliette, DHSc, RRT – Dean of Allied Health  
(904) 808-7441

[Hollycoulliette@sjrstate.edu](mailto:Hollycoulliette@sjrstate.edu)

Christy Mael, MHL, RT(R)(ARRT) – Director of Radiologic Technology  
(904) 808-7450

[Christymael@sjrstate.edu](mailto:Christymael@sjrstate.edu)

Kristen McLeod, BAS, R.T.(R), RDMS (AB OB/GYN) RVT (VT) – Radiologic Technology Clinical Coordinator  
(904) 808-7499

[KristenmcLeod@sjrstate.edu](mailto:KristenmcLeod@sjrstate.edu)

Tierra Chandler, A.A.– Workforce Specialist  
(904) 808-7465

[Tierrachandler@sjrstate.edu](mailto:Tierrachandler@sjrstate.edu)

Kelly Anderson, A.S. – Workforce Assistant  
(904) 808-7453

[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

If you want to provide a telephone number for people to contact you in case of an emergency during class/lab, they may call: 904-808-7465, 904-808-7450, and/or 904-808-7499.

## **Advising**

The Radiologic Technology program faculty serves as an initial point of contact for all program concerns and issues. The faculty is available for individual concerns on an appointment basis and during posted office hours.

Additional assistance for academic counseling and advisement is offered through the SJRState College counseling or advising services.

Palatka Campus Advising	(386) 312-4035
Orange Park Advising	(904) 276-6855
St. Augustine Advising	(904) 808-7400

### **Clinical Education Centers and Clinical Instructors**

**HCA Florida Orange Park Hospital**  
2001 Kingsley Avenue  
Orange Park FL 320073  
(904) 276-8795  
Parker Linning

**HCA Florida Putnam Hospital**  
611 Zeagler Drive  
Palatka FL 32178  
(386) 328-5711 Ext. 4  
Jana Rupp

**AdventHealth Daytona Beach**  
301 Memorial Medical Parkway  
Daytona Beach FL 32117  
(386) 231-5134  
Karen Steiner  
Jackie Sylvestri

**Baptist South**  
14550 Old St. Augustine Road  
Jacksonville FL 32258  
(904) 271-6000  
Kristyna Myer

**Baptist Clay**  
1771 Baptist Clay Dr.  
Fleming Island, FL 32003  
(904) 516-1000  
Julie Johns

**Baptist Emergency at Town Center**  
4085 Town Center Parkway  
Jacksonville, FL 32246  
(904) 202-6800  
Diane Dean

**Wolfson Children's Hospital**  
800 Prudential Drive  
Jacksonville, FL 32207  
(904) 202-8136  
Lindsay Shelton

**Express Medical Imaging**  
6300 St. Johns Avenue  
Palatka, FL 32178  
(386) 280-0080  
Sabrina Wilkinson

**Flagler Hospital**  
400 Health Park Blvd  
St. Augustine FL 32086  
(904) 819-4383  
Jessica Lewis

**St. Augustine Imaging Center**  
190 Southpark Blvd Suite 101  
St. Augustine FL 32086  
(904) 827-9191  
Holly Bellamy

**Palm Coast Imaging Center**  
3 Pine Cone Dr. #101  
Palm Coast FL 32137  
(386) 446-5200  
Sherri Quick

**Kindred Hospital North Florida**  
801 Oak Street  
Green Cove Springs, FL 32043  
(904) 284-9230 Ext 4015  
Shannon Reustle

**Hughston Orthopaedics**  
4689 US-17, Suite 11  
Fleming Island, FL 32003  
(904) 375-9753  
Kelsey Fogarty

**HCA North Florida Hospital**  
6500 W. Newberry Road  
Gainesville, FL 32605  
(352) 333-4399  
Jolee Lee

**HCA Florida Starke Emergency**  
922 E. Call St  
Starke, FL 32091  
Jolee Lee  
(904)452-2230

## **PROGRAM MISSION STATEMENT**

The Radiography curriculum is intended to provide qualified students with the educational experiences and practical skills required to function competently in the field of Radiologic Technology as an entry-level Radiographer. In addition, the program will be conducted in a manner which will motivate students to become patient advocates in their field, and to perform their duties with consideration, empathy, and respect toward all patients in all circumstances.

### **Radiologic Technology Program Outcomes/Goals**

Upon completion of this program, students will:

1. Apply radiation protection guidelines following ALARA principals to minimize radiation dose to self, coworkers, patients, and public based on their knowledge of the biological effects of radiation exposure.

Outcome 1: Students will apply appropriate radiation protection practices for patients, staff, self & visitors.

Outcome 2: Students will identify the effects of various types of radiation exposure to the human body.

Outcome 3: Students will explain the various types of radiation protection and monitoring requirements.

2. Operate radiographic equipment safely, including recognizing and reporting safety hazards, based on knowledge of the technical and scientific processes of radiation production and quality control requirements.

Outcome 1: Students will explain radiation production in various radiographic systems.

Outcome 2: Students will operate radiographic equipment safely.

Outcome 3: Students will identify quality control requirements and potential safety hazards for various imaging systems.

3. Utilize appropriate technical factors in image acquisition and processing, correctly critique images for diagnostic quality, and identify methods required to improve image quality.

Outcome 1: Students will identify factors which affect the diagnostic quality of radiographic images.

Outcome 2: Students will calculate technical factors based on changes in distance, equipment used, body habitus, and pathology.

Outcome 3: Students will correctly critique radiographic images for diagnostic quality.

4. Position and prepare patients and equipment appropriately for imaging procedures based on knowledge of anatomy and physiology as well as positioning protocols, making appropriate adjustments for body habitus, trauma, and pathology.

Outcome 1: Students will demonstrate knowledge of human anatomy and positioning requirements for radiographic procedures.

Outcome 2: Students will utilize critical thinking skills to modify radiographic procedures based on the patient's body habitus, ability, trauma, and pathology.

Outcome 3: Students will achieve clinical competency in all mandatory ARRT radiographic procedures, and at least 15 of the elective radiographic procedures.

5. Display a professional commitment to safe and ethical practices in patient care, and take appropriate actions as needed to provide safe and ethical care.

Outcome 1: The student will demonstrate effective communication skills.

Outcome 2: The student will demonstrate professionalism.

Outcome 3: The student will appropriately assess the patient and utilize critical thinking skills to assure safety.

## ACCREDITATION

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

The St. Johns River State College Radiologic Technology program is accredited by the:  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
(312) 704-5300  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

## AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY

The Radiologic Technology program is a recognized educational program by American Registry of Radiologic Technology (ARRT). Information on recognition by the ARRT of the Radiologic Technology program may be located at [www.arrt.org](http://www.arrt.org).

## CODE OF ETHICS

1. The radiologic technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice. (American Registry of Radiologic Technologists)



## PREGNANCY POLICY

The radiography program adheres to the stated rule 64E-5.311 of Part III of the Florida Administrative Code “Dose to an Embryo or Fetus” administered by the State of Florida, Department of Health and Rehabilitative Services and Guide 8.13 administrative by the United States Nuclear Regulatory Commission. St. Johns River State College also addresses pregnancy in its Policy Statement on Equality of Opportunity and Non-Discrimination, Procedure #: 1.1, in the St. Johns River State College Operating Guidelines and Procedure Manual.

Female students are notified of the pregnancy policy during program orientation.

Pregnant students may continue the program without modification.

The student may voluntarily declare a pregnancy by notifying the program director in writing. To ensure compliance with the lower radiation exposure limit to the fetus and dose monitoring requirements, the student will be monitored with a secondary (fetal) monitor at no additional charge.

A student may withdraw her declaration of pregnancy at any time. This must also be in writing.

In the event of a declared pregnancy, the following course of action shall be implemented:

1. The program director will review with the student NCR Regulatory Guide #8.13, “Instruction Concerning Prenatal Radiation Exposure.” The student will sign a declaration indicating receipt of this regulation.
2. The student will receive counseling regarding minimizing radiation exposure to the embryo/fetus. In an effort to closely monitor the radiation dose to the fetus, a fetal dosimeter will be ordered for the student, to be worn at the student’s waist, under the lead apron when applicable.
3. The student will be given the option of taking a leave of absence from the program or continue without modification. If a leave is chosen, the program will work with the student for planned re-entry at the next appropriate semester; this will normally require a one-year period of time.
4. If the student continues in the program and finds that physical restrictions are needed, she must obtain documentation from her physician attesting to that fact. Reasonable accommodations may be made so long as they do not interfere with the student’s clinical progress.
5. If the student plans to continue without a leave from the program, the program director and student will discuss options for making up clinical time missed and making up any missed tests and quizzes during delivery and post-partum time off following delivery if applicable. Students will not be able to return to the clinical portion of the program until a release is received from the student’s physician indicating that they may return to clinical activities “without restrictions” following delivery. This is usually a minimum of 6 weeks post-partum.

In reference to the radiation dose limits applicable to the embryo/fetus, the stated published federal and state standards document limits of less than 500 mrem during the entire pregnancy.

## **REGISTRY EXAMINATION: DETERMINATION OF MORAL FITNESS FOR EXAMINATION**

After completion of the Radiologic Technology program, the student must take a national exam (the ARRT Registry Exam) to become certified and work as a technologist. Eligibility for certification requires that a candidate for the ARRT examination be of good moral character. The Ethics Committee evaluates applicants who have been charged with a crime. This includes "misdemeanor or felony charges or convictions; military court-martials; disciplinary actions taken by a state or federal regulatory authority or certification board; serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. You don't have to report offenses such as poor grades or falling asleep in class." (American Registry of Radiologic Technologists, <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>).

An ethics review pre-application form can be found on the website above and should be submitted to the ARRT if the candidate feels they may have an ethics violation. Students are encouraged to do this prior to or early in the program, as the ethics review will take time. A fee is charged for the pre-application review. See the ARRT website for more information.

## **DRESS CODE AT THE CLINICAL SITE**

Please note the Allied Health Dress Code. In addition, students must always wear their dosimeter (radiation monitor) while at the clinical site or they will be sent home. This will be counted as an unexcused absence.

## **GRADES**

The program assessment requirements are evaluated using the following grading scale:

A	92%-100%
B	83% - 91%
C	75% - 82%
D	65% - 74%
F	Below 65%

**The clinical grade is based on multiple criteria. Please review the clinical syllabus carefully.**

## **ADDITIONAL INFORMATION REGARDING CLINICAL ROTATIONS**

### **Radiologic Technology Clinical Regulations and Procedures Overview**

As a radiography student you need to understand that your level of performance as a student depends on many factors. During the initial patient contact period, and prior to the actual examination, you must gain the patient's trust and confidence, keeping in mind that your personal demeanor and professional appearance will play a very important role leading to your success. Student radiographers share equal responsibility with the faculty and staff in the welfare of patients. Teamwork is especially vital to give the patient the best possible radiographic service.

Behavior at your clinical educational center as a student, and after you graduate, is not only representative of your personal traits, but also your professional character. It is generally assumed that the foundations for these behavior attributes were established in the clinical education centers or institutions for which you are, or have been affiliated with. Remember to act responsibly and professional at all times.

Truth, honesty, and confidentiality are vital to your success in this career. Should we cheat in any way, we cannot achieve the goal of being truly professional and devoted in the services of mankind. Students caught cheating may be automatically withdrawn from the program.

While at the clinical sites, students are expected to be active, enthusiastic and interested participants. If a student perceives that he/she is assigned to a technologist whose behavior is perceived to be unprofessional or unethical, this should be reported to the clinical instructor immediately. It is also important to remember that the student will eventually be employed, and required to work with a variety of individuals, all with unique personalities. The student of Radiologic Technology must learn to work with a variety of technologists and personalities.

### **Clinical Site Procedure Manuals**

Procedure or protocol manuals at each clinical education center should be available to the student. The student shall be familiarized with the contents of each manual at the beginning of their clinical rotation. Each manual lists the projections/views for each procedure, special equipment and general department regulations. It is the student's responsibility to obtain this manual from his/her respective clinical instructor before the end of the first week of clinical at each clinical assignment.

### **Film Critique Sessions**

Clinical "film critique sessions" are an integral portion of each clinical educational experience. These sessions are usually held informally at the clinical site with participation by clinical instructors, staff technologists, radiologists, and various other clinical staff. Student technologists are expected to critique their own procedures with a technologist after completion. Students will be expected to identify relevant anatomy, determine if the image is diagnostically acceptable, and explain the changes required to improve the image.

### **Clinical Assignments -Student Supervision Requirements**

Student radiographers are directly responsible to the program director and instructor. However, when on duty at their clinical education centers, they will respect the advice, direction and instruction concerning their duties from the clinical instructor and technologists responsible for their direct or indirect supervision. They are to follow directions as given by the clinical instructor and technologist as long as patient safety is assured.

#### **1. JRCERT Objective 4.4      Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.**

***Explanation:*** Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

#### **2. JRCERT Objective 4.5      Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.**

***Explanation:*** Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

#### **3. JRCERT Objective 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.**

***Explanation:*** The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

### **Student Clinical Schedules**

1. Students are responsible to report to clinical areas as assigned by the clinical instructor and are not permitted to alter posted schedules.
2. Assignment schedules are posted for each semester at each clinical site. Schedules may include weekend and/or evening assignments.
3. Trading clinical assignments is not permitted without prior clinical instructor approval.
4. Students must keep their supervising radiographers informed of their whereabouts.

### **Radiation Dosimeters and Safety**

Radiation monitoring dosimeters are to be worn by each student while in the radiology departments. Dosimeters are issued quarterly and must be worn at the collar, and on top of the lead apron when an apron is worn. These monitors are issued by the college. Records are available for review in the program office. The student will be expected to review his/her record quarterly and initial the report. It is the responsibility of each student to change his/her dosimeter in a timely manner in compliance with this policy.

Procedure for changing the dosimeters will be discussed with the students. Failure to change dosimeters as requested will have a negative impact on their clinical grade and may result in suspension from the clinical experience if the student does not comply with the policy.

Any student who loses his/her dosimeter/s or has reason to believe that an unusual reading may be recorded, must notify the program director immediately for a replacement. The student may be responsible for any additional cost associated with the replacement badge.

Any student who has a reading of **300 mrem or greater during any monitoring period** will be counseled by the program director. Repeated high readings may result in clinical probation and/or suspension at the discretion of the program director.

The program will strictly enforce all regulations regarding the use of radiation set forth by the Florida Administrative Code, the Nuclear Regulatory Commission, and the State of Florida Radiation Control.

In compliance with JRCERT Standard 4.3, "students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care" (JRCERT, Standards for an Accredited Educational Program in Radiography, 2014) (Revised March 2017).

Radiation dosimeters issued through the program are for clinical and lab assignments **ONLY**. Do not wear dosimeters when having dental or other medically necessary radiographs performed.

Any student not conforming to the above stated regulations and not adhering to program, hospital and/or department regulations may be asked to leave the clinical area. All hours lost due to non-compliance must be made up.

### **Expected Clinical Learning Outcomes**

Upon completion of each clinical course the student will be able to:

1. Display professionalism by maintaining poise and a positive disposition, following the ARRT standards of Ethics, and keeping the work area clean and organized.
2. Illustrate reliability by being on time, following the schedule, avoiding absences, and notifying the clinical instructor or site staff prior to their shift if a tardy or absence is unavoidable.
3. Employ initiative by their motivation to perform exams with indirect supervision once competency is achieved, attempting new and challenging tasks, and following through with work in a reasonable time frame.
4. Show aptitude for the profession by retaining information without the need of repeated explanations, demonstrating the ability to apply previously gained knowledge, and accepting constructive criticism positively.
5. Develop communication skills by communicating with patients clearly and in a respectful & considerate manner, communicating effectively with department and hospital staff, and demonstrating composure and tact in difficult situations.
6. Demonstrate procedure competency by performing procedures with the appropriate skill as expected for their clinical level, seeking direct supervision for repeat exams, appropriately evaluating diagnostic quality of exams, appropriately making corrections when images are unacceptable, and adapting well to various technologists' and physicians' methods.
7. Apply appropriate patient care skills by adhering to HIPAA standards, adapting appropriately to patient's physical and emotional needs, and collecting patient history appropriately.

### **Special Modality Observation**

During the Clinical IV rotation, all students will have the opportunity to spend one full clinical day observing in a post-primary area of their choice. In a given year, if one student is unable to observe in an area of their choice then no students will be allowed to observe in that specific post-primary area. Those interested in that modality will have to make another choice. If a student will be scheduled in a facility where their chosen modality is not available, they may observe in that modality prior to Clinical IV while they are still in a facility that offers the modality.

### **Student Responsibilities and Expectations at Clinical Education Centers**

Your responsibilities as a student radiographer involve direct patient contact and you **must** understand that this responsibility has great importance. A mature approach to direct patient contact is essential at all times and will be closely observed and supervised. Anyone who has contact with patients has an overriding responsibility to provide the most conscientious, safe, competent, and comforting care required by the

situation. As a student, you are expected to behave in a professional manner any time you are in a professional setting, and especially when you are in contact with patients. Your conduct will influence your effectiveness in at least two ways: First, your success or difficulty with patients often depends on their impression of you. Second, your conduct in the clinical setting can greatly facilitate or impede your learning experience and potential employment opportunities.

You are expected to treat patients, visitors, and other professional personnel with consideration and respect. At no time will noisy, abusive, unprofessional language or unprofessional conduct be tolerated in clinical areas. Your clinical instructor will indicate any rules of conduct specific to a clinical department. Always be sure that you are adhering to the established workplace policies and procedures, even if you disagree with them.

During scheduled clinical sessions, you are expected to spend your time in educational activities within the department or as assigned by your clinical instructor. Brief rest periods (breaks) and lunch periods will be assigned by your clinical instructor or the department supervisor. Upon completion of your assigned tasks, you are to return to your assigned workstation.

Students should avoid controversial discussions with referring physicians and other hospital personnel regarding policies of the radiology department. These matters should be brought to the attention of the clinical instructor and/or the program office. Should a disagreement arise with other students, technologists, or hospital personnel, the student is encouraged to resolve the conflict promptly. If a solution cannot be worked out, the student should take this issue to the clinical instructor or program director.

Students must comply with HIPAA regulations at all times or expect expulsion from the clinical site and the Radiologic Technology program.



## Estimated Program Cost Summary

2023-2024 (Fees are subject to change)

CIP: 1351090700

### Program: 2155 Radiologic Technology Associate in Science (Core Courses Only)

Please note that totals are estimates based on in-state rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog. Additional costs may be associated with college preparatory coursework that may be required due to placement test scores.

#### FIRST YEAR (29 credit hours)

Tuition/Fees:	\$3,132.00 (29 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$388.00 (Each course taken online will have a \$13.00 per credit hour distance learning fee in addition to tuition. Please see the current College catalog for more information).
Criminal Background Check and Drug Screen	\$171.00
Uniforms:	\$200.00
Misc. Supplies:	\$100.00
Liability Insurance:	Included in lab fees above
Physical and Shots	\$400.00 (Varies by student)
Textbooks:	<u>\$618.45</u> (Depending on used or new books)
First Year Total:	\$5,009.45

#### SECOND YEAR (22 credit hours)

Tuition/Fees:	\$2,376.00 (22 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$286.00
Annual Drug Screen	\$39.50
Liability Insurance:	Included in lab fees above
Textbooks:	<u>\$364.99</u> (Depending on used or new books)
Second Year Total:	\$3,066.49

#### POST PROGRAM COSTS

ARRT Certification Exam	\$225.00 (The American Registry of Radiologic Technologists)
State of Florida License "By Endorsement"	<u>\$50.00</u> (State of Florida Department of Health)
	\$275.00

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**Grand Total:** \$8,350.94

Questions regarding program length and cost should be directed to the Department of Allied Health 904-808-7465. Questions regarding admission, registration and to meet with an advisor should be directed to the Workforce Services office (386) 312-4259 or [careerservices@sjrstate.edu](mailto:careerservices@sjrstate.edu).

## ST. JOHNS RIVER STATE COLLEGE

### RADIOLOGIC TECHNOLOGY PROFESSIONAL TECHNICAL STANDARDS

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

Refer to <http://www.onetonline.org/> for more information regarding technical standards.

Technical Function	Performance Standard	Essential Function
Critical Thinking	<p>The ability to tell when something is wrong or is likely to go wrong. Recognizing there is a problem.</p> <p>Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Visualization – The ability to imagine how something will look after it is moved around or rearranged.</p> <p>Organizing and prioritizing work.</p>	<p>Assess the patient to determine if the patient will be able to stand. Recognize a change in the patient's health status. Identify a patient in distress and take appropriate actions. Recognize the need for adjustment of imaging procedures based on patient condition (trauma, difficulty breathing in various positions, pain). Evaluate image and determine which measures to take to correct positioning or process to improve image quality. Positioning patient while visualizing how the body part will look on the image based on the patient and x-ray tube position. Determine which patient has priority during multiple requests for x-ray.</p>
Interpersonal	<p>Being aware of others' reactions and understanding why they react as they do.</p> <p>Explain procedures and observe patients to ensure safety and comfort during scan.</p> <p>Provide assistance in dressing or changing seriously ill, injured, or disabled patients.</p> <p>Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.</p>	<p>Interact appropriately with patients when they are in pain, upset, under the influence of drugs, or mentally challenged.</p> <p>Communicate in a respectful manner, clearly explaining procedure and making efforts to ensure patient comfort and safety.</p> <p>Assisting patients with personal needs as required. Cleaning patient after bowel movement. Assisting patients as needed to change into patient gown, removing artifacts, etc.</p>



	<p>Job requires preferring to work with others rather than alone, and being personally connected with others on the job.</p> <p>Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.</p>	<p>Willingness to help other workers with patients or other work. Working as a team to move patients and complete work.</p> <p>Greet patients pleasantly and with respect.</p>
Communication	The ability to communicate information and ideas in speaking so that others will understand. The ability to speak clearly so that it is understandable to the listener.	In English, clearly explain procedures to the patient in terms the patient can understand. Give instructions to the patient throughout the procedure and following the procedure. Utilize interpretations services when patients do not speak English.
Physical Ability	<p>Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials.</p> <p>Static Strength – The ability to exert maximum muscle force to lift, push, pull, or carry objects. Dynamic Strength – The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.</p>	<p>Transport patients using wheelchairs, stretchers, and/or beds. Bend to lock wheelchair brakes. Stoop to move foot rests out of the way so the patient may walk without tripping. Assist with moving bedridden patients from bed to x-ray table. Provide support for patients as they step up to sit on x-ray table, as they lie down or sit up. Roll patients side to side.</p> <p>Carry multiple x-ray cassettes.</p> <p>Push portable x-ray equipment.</p>
Mobility	Using one's own hands and arms in handling, installing, forming, positioning, and moving materials or in manipulating things.	Reach both arms above shoulder height to move x-ray tube into position. Reach around and behind patient to place cassette, sponges, or other positioning tools.
Motor Skills	Finger Dexterity – The ability to make precisely coordinated movements of the fingers of one or both hands to grasp,	Move x-ray tube into position using both hands, grasping handles, controlling locks with thumbs.

	<p>manipulate, or assemble very small objects.</p> <p>Manual Dexterity – The ability to quickly move your hand your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.</p>	<p>Insert needle into vein for contrast injection.</p> <p>Stabilize patient if they are unsteady.</p>
Hearing/Listening	<p>The ability to detect or tell the difference between sounds that vary in pitch and loudness.</p> <p>The ability to tell the direction from which a sound originated.</p> <p>Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Take thorough and accurate medical histories.</p>	<p>Identify alarms on medical equipment. Hear pitch change when taking manual blood pressure.</p> <p>Identify location of patient calling for help.</p> <p>Listening to instructor's or technologist's instructions. Clarifying information not thoroughly understood. Obtain appropriate clinical information from patient.</p>
Visual Ability	<p>Near vision – The ability to see details at close range</p> <p>Far vision – The ability to see details at a distance</p>	<p>Notice changes in patient status (blue lips, hives, lack of respiration). Evaluate image diagnostic quality on computer screen.</p> <p>Ability to recognize incorrect tube angle after stepping back.</p>
Tactile Ability	<p>Take vital signs</p> <p>Positioning</p>	<p>Feel pulse</p> <p>Ability to feel bony positioning landmarks.</p>
Professional Presentation	<p>Job requires being reliable, responsible, and dependable in fulfilling obligations.</p> <p>Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.</p>	<p>Be punctual to classes and clinical sites. Avoid absences and schedule changes as much as possible.</p> <p>Maintain composure with upset patients.</p> <p>Protect patient privacy. Obtain permission to touch patient. Be</p>

	<p>Job requires being honest and ethical.</p> <p>Job requires accepting criticism and dealing calmly and effectively with high stress situations</p> <p>Job requires a willingness to take on responsibilities, challenges.</p> <p>Special uniform</p>	<p>honest with time sheets; and during testing.</p> <p>Accept critique from experienced technologists and physicians without becoming defensive.</p> <p>Attempt challenging exams.</p> <p>Wear appropriate uniform and follow dress code.</p>
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# St. Johns River State College

## Health Information Technology Student Handbook



Dr. Charlene Banta, Ed.D., RHIA, CHTS, CPHIMS  
Director of Health Information Technology  
Health Information Technology Program  
(904) 808-7454  
[CharleneBanta@sjrstate.edu](mailto:CharleneBanta@sjrstate.edu)

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### **Health Information Technology, Administration, Faculty & Staff**

Dr. J Nathaniel Southerland, PhD – Assistant Vice President, Workforce Development  
(904) 276-6891

[Natesoutherland@sjrstate.edu](mailto:Natesoutherland@sjrstate.edu)

Dr. Holly Coulliette, DHSc, RRT– Dean of Allied Health  
(904) 808-7441

[Hollycoulliette@sjrstate.edu](mailto:Hollycoulliette@sjrstate.edu)

Dr. Charlene Livaudais, Ed.D., RHIA, CHTS, CPHIMS – Director of Health Information Technology

(904) 808-7454

[Charlenelivaudais@sjrstate.edu](mailto:Charlenelivaudais@sjrstate.edu)

Catrena Lewis, JM, CPCO, CCS, CHTS-PW, CPC - Health Information Technology Instructor  
(904) 808-7448

[Catrenalewis@sjrstate.edu](mailto:Catrenalewis@sjrstate.edu)

Tierra Chandler, A.A. – Workforce Specialist  
(904) 808-7465

[Tierrachandler@sjrstate.edu](mailto:Tierrachandler@sjrstate.edu)

Kelly Anderson, A.S. – Workforce Assistant  
(904) 808-7453

[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

### **Program Faculty**

The Health Information Technology faculty serves as an initial point of contact for all program concerns. The faculty is available on an appointment basis or during office hours. If there is not resolution of an issue at the faculty level contact the Director of Health Information Technology.

### **Accreditation**

The Health Information Technology associate degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

200 East Randolph Street, Suite 5100

Chicago IL 60601

(312) 235-3255

<http://www.cahiim.org>

CAHIIM is sponsored by the following organization:

American Health Information Management Association (AHIMA)

233 N. Michigan Ave., 21<sup>st</sup> Floor

Chicago IL 60601-5809

(312) 233-1100

<http://www.ahima.org>

### **Program Mission Statement:**

The mission of the Health Information Technology program at St. Johns River State College is to provide an excellent educational experience, produce graduates with the skills to acquire entry-level health information management positions as Registered Health Information Technicians, and contribute to a stronger healthcare community by providing credentialed professionals to serve in the industry.

### **Program Goals**

**Curriculum:** The program's mission and goals are outcome-focused and relevant to the mission of the sponsoring educational institution. The program must assess the appropriateness and effectiveness of the curriculum, with the results of the program assessment used as the basis for ongoing planning and program improvement.

**Faculty Development:** The program will provide a plan for faculty that establishes or assesses the knowledge, skills, qualifications, and experience pertinent to the professional curriculum content that they are assigned to teach. This includes efforts to keep current in health information management and/or other relevant professional content and practice, as well as other components of advanced formal education.

**Students and Graduates:** The program will provide assurance that the educational needs of students are met and that graduates demonstrate at least the AHIMA entry-level curriculum competencies.

**Advisory Committee:** The Advisory Committee will assist program faculty and sponsoring educational institution personnel with the developments and revision of program goals and curriculum, monitoring program needs and expectations, and ensuring program responsiveness to change.

### **Transfer of Credits**

The health information technology program does not accept transfer of credit for the core classes from other health information technology programs. Transfer of general education classes will follow the approved college policy in the student handbook.

### **Advanced Placement**

The health information technology program does not accept advanced placement.

### **Experiential Learning**

The health information technology program does not accept experiential learning.

## **STATEMENT OF PHILOSOPHY**

The focus is on the development of critical thinking skills, ethical decision-making, personal growth, and awareness of global issues essential for lifelong learning. It recognizes that learning occurs both in and out of the classroom, with students and faculty challenged to question, analyze, problem-solve, and be open to different views.

The Health Information Technology program at St. Johns River State College functions on the honor system. The profession you are preparing for demands the utmost integrity and ethics.

Students are given access to confidential and sensitive information. All areas of training measure fundamental approaches to truth, honesty, integrity and ethical conduct.

## **THE FIELD OF HEALTH INFORMATION TECHNOLOGY**

The field of Health Information Technology is a diverse professional field that offers many challenges and opportunities to those who choose it as a career path. Traditionally, the field was focused on health record processes and reimbursement issues for acute care medical facilities. Today, the focus of the field extends to outpatient facilities, physician offices, medical insurance companies, the pharmaceutical industry, and consulting firms. HIPAA, privacy, compliance, performance improvement, and the electronic health record are current topics that are today's focus for professionals of the field.

## **THE HEALTH INFORMATION TECHNOLOGY PROGRAM**

### **The Student's Responsibility for Handbook Information**

As part of admission to the Health Information Technology program you are accountable for your activities on campus and during the Professional Practice Experience. A breach of St. Johns River State College or Health Information Technology program policies may result in probation, suspension, or expulsion from the program or college depending on the nature of the incident. Students are required to abide by the ethics of Health Information Technology profession, state and national HIPAA laws, and facility policies.

## **OUTCOMES**

Upon completion of the Health Information Technology program, students will be able to:

1. Summarize data structure, content, and information governance.
2. Verify information protection – access, use, disclosure, privacy, and security.
3. Understand informatics, analytics, healthcare statistics, and data use.
4. Apply revenue cycle management.
5. Interpret health law and compliance.
6. Understand organizational management and leadership.
7. Demonstrate evidence of knowledge in pathophysiology and pharmacology, anatomy, and physiology, medical terminology, and computer concepts and applications.

## **WHAT IS HEALTH INFORMATION TECHNOLOGY?**

**Health information technology (HIT)** refers to the framework used to manage health information, and the exchange of health information in a digital format. Professionals who work in HIT are focused on the technical side of managing health information, working with software and hardware used to manage and store patient data. HIT professionals are usually from information technology backgrounds and provide support for EHRs and other systems HIM professionals use to secure health information. As technology advances, HIT professionals are necessary to ensure the electronic data HIM professionals manage is maintained and exchanged accurately and efficiently (AHIMA, 2019).



## **Professional Opportunities**

The field of Health Information Technology offers opportunities with a wide scope of responsibility, flexible hours and an unlimited potential for growth. According to the Bureau of Labor Statistics, employment of Health Information Technology (HIT) is expected to increase by 11 percent from 2018 to 2028, faster than the average for all occupations. The demand for health services is expected to increase as the population ages. An aging population will need more medical tests, treatments, and procedures. The Health Information Technology environment can be fast-paced and requires professional interaction with a variety of personnel in the medical and healthcare profession.

Retrieved from <http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm>

## **Salary Range**

The salary range is from \$35,520 to \$66,260 depending on education level, certification, and healthcare setting.

Retrieved from <http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm>.

## **Exciting positions in the field include, but are not limited to:**

APC Coordinator, Clinical Data Specialist, Coder, Compliance Specialist, Data Quality Specialist, MS-DRG Coordinator, Information Security Specialist, Patient Information Coordinator, Research Data Analyst, Clinical Documentation Improvement Specialist, HIM Technician, HIPAA Specialist, Release of Information Specialist, Data Abstracter, and other possible healthcare administrative position.

The Health Information Technology environment can be fast-paced and requires professional interaction with a variety of personnel in the medical and healthcare profession.

Students will be working in an environment that requires a variety of physical, visual, and mental skills. The Health Information Technology student must:

1. Work independently.
2. Be able to perform repetitive movements.
3. Be able to lift medical records weighing for several ounces to several pounds.
4. Utilize a computer for health information processes.
5. Work efficiently with a high degree of accuracy.
6. Work cooperatively with others.
7. Have attention to detail.
8. Maintain a professional attitude at all times.

## **CONFIDENTIALITY**

All information gained in the Health Information Technology program relating to patient, physicians, private hospital, or other healthcare settings business is considered confidential information. Disclosure of any confidential information is cause for immediate dismissal from the program.

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing, and transmission of information at the Professional Practice Experience (PPE) facilities.

Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their PPE facility.

At all times, both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional, or any other condition except with the instructor or in the classroom setting.

If any student has been assigned a computer code as an employee of a health care facility, the student must follow the facility's policies regarding confidentiality and access to computer information.

## **PROFESSIONAL CONDUCT**

As a Health Information Technology student at St. Johns River State College, you are expected to follow the American Health Information Management Association's Code of Ethic(s) and to act in a professional manner at all times. You will respect the confidentiality of any information you might acquire while a student in any health care facility. If a student should participate in any unethical, unprofessional, or disruptive behavior, the student will be removed from the externship site and be subject to dismissal from the program and/or the college.

It is a necessary expectation that a level of professionalism be required for a student entering this program. A professional is defined as "someone who shows great skill, especially in a learned profession, engages in a given activity as a source of livelihood or a career and is an expert in their chosen field." This expectation extends from the classroom into clinical sites that the student visits and/or attends for capstone courses (externship or Professional Practice Experience). Students are representatives of St. Johns River State College and as future professional in the field of Health Information Technology are expected to maintain the highest level of professionalism, courtesy and respect. This professional manner will be a vital component of your career and enable you to reach goals and to meet the unique challenges of this field.

## **PROGRAM CODE OF ETHICS**

### **American Health Information Management Association (AHIMA)**

Ethical Principles: The following principles are based on the core values of the American Health Information Management Association and apply to all AHIMA members, non-members CCHIIM certifications, and students.

1. Advocate, uphold, and defend the consumer's right to privacy and the doctrine of confidentiality in the use and disclosure of information.
2. Put service and the health and welfare of persons before self-interest and conduct oneself in the practice of the profession so as to bring honor to oneself, their peers, and to the health information management profession.
3. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard health information and other information of a confidential nature obtained in an official capacity, taking into account the applicable statutes and regulations.
4. Refuse to participate in or conceal unethical practices or procedures and report such practices.
5. Use technology, data, and information resources in the way they are intended to be used.
6. Advocate for appropriate uses of information resources across the healthcare ecosystem.
7. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.
8. Represent the profession to the public in a positive manner.
9. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.
10. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.
11. State truthfully and accurately one's credentials, professional education, and experiences.
12. Facilitate interdisciplinary collaboration in situations supporting ethical health information principles.
13. Respect the inherent dignity and worth of every person. (AHIMA, 2019)

## PROFESSIONAL ASSOCIATIONS

Students will become a **student member of AHIMA FHIMA, and NEFHIMA**. Students are expected to have knowledge and abide by the AHIMA Code of Ethics and students are expected to adhere to facility policies on confidentiality, appropriate etiquette, and dress codes for all PPE clinical site visits.

American Health Information Management Association (AHIMA) is a national association of Health Information Technology professionals. As part of the student membership, students will receive the Journal of AHIMA, have use of AHIMA Resources, and access to the AHIMA website. An AHIMA membership will reduce the student cost to attend the annual conferences, specialty conferences, and student forums, as well as the ability to take the national certification examination for the Registered Health Information Technician (RHIT) and Clinical Coding Associate (CCA) at a student membership rate.

Florida Health Information Management Association (FHIMA) is an organization that provides student membership through AHIMA. Students will attend business and educational meetings of FHIMA, but are not be entitled to vote, nor to serve as a member of the Board of Directors, committee chairperson, committee member or delegate of FHIMA. Registration for the annual FHIMA meeting is provided to the student at reduced cost. Costs of the state meeting are the responsibility of the student unless otherwise noted.

Northeast Florida Health Information Management Association (NEFHIMA) is an organization student will attend local regional association will be provided by the program director.

## MEMBERSHIP INFORMATION AND APPLICATION

Membership information is covered during Student Orientation.

## CURRICULUM - PROGRESSION AND COMPLETION

The College grants an Associate in Science degree in Health Information Technology. It is 70 credit hours in length. Students' progress through the program by completing all courses with a minimum grade of "C" (75% or better). Students are required to follow the HIT core course sequence (rotation included). The program sequence begins every year in the fall semester.

Once all coursework is completed, the student can apply for graduation. The student must complete the graduation packet before due date (see St. Johns River State College Catalog for more information). At that time, the HIT program director must approve each student's satisfactory completion of all coursework, all Professional Practice Experiences, and grant final approval for graduation.

## **COMPETENCIES FOR THE ASSOCIATE DEGREE PROGRAM IN HEALTH INFORMATION TECHNOLOGY**

### **APPENDIX H Registered Health Information Technician (RHIT) Examination Content Outline**

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Effective 1/2/2018

Registered Health Information Technician (RHIT) Exam

Number of Questions on Exam:

150 multiple-choice questions (130 scored/20 pretest)

Exam Time: 3.5 hours – no breaks

Domain 1 – Data Content, Structure, and Information Governance (24-28%)

Tasks:

1. Apply health information guidelines (e.g. coding guidelines, CMS, facility or regional best practices, federal and state regulations)
2. Apply healthcare standards (e.g. Joint Commission, Meaningful Use)
3. Define the legal health record
4. Maintain the integrity of the legal health record
5. Audit content and completion of the legal health record (e.g. validate document content)
6. Maintain secondary health information (e.g. patient registration, financial records)
7. Educate clinicians on documentation and content
8. Coordinate document control (e.g. create, revise, standardize forms)
9. Maintain the MPI

Domain 2 – Access, Disclosure, Privacy, and Security (12-16%)

Tasks:

1. Manage disclosure of PHI using laws, regulations, and guidelines (e.g. ROI, accounting of disclosures)
2. Determine right of access to the legal health record
3. Educate internal customers (e.g. clinicians, staff, volunteers, students) on privacy, access, and disclosure
4. Educate external customers (e.g. patients, insurance companies, attorneys) on privacy, access, and disclosure
5. Assess health record disposition (retain, archive, or destroy)
6. Conduct privacy audits
7. Conduct security audits

Effective 1/2/2018

Domain 3 – Data Analytics and Use (14-18%)

Tasks:

1. Abstract data
2. Analyze data
3. Analyze privacy audits
4. Analyze security audits

5. Report data (e.g. registries, core measures)
6. Compile healthcare statistics and reports
7. Analyze healthcare statistics (e.g. census productivity, delinquency rates, resource allocation)

#### Domain 4 – Revenue Cycle Management (14-18%)

##### Tasks:

1. Code medical record documentation
2. Query clinicians
3. Conduct utilization review
4. Manage denials (e.g. coding or insurance)
5. Conduct coding audits
6. Provide coding education
7. Monitor DNFB
8. Analyze the case mix

#### Domain 5 – Compliance (13-17%)

##### Tasks:

1. Refine departmental procedures
2. Perform quality assessments
3. Assess risks (e.g. patient care, legal)
4. Report health information noncompliance
5. Ensure HIM compliance (e.g. coding, ROI, CDI)
6. Maintain standards for HIM functions (e.g. chart completion, coding accuracy, ROI, turnaround time, departmental workflow)
7. Monitor regulatory changes for timely and accurate implementation

Effective 1/2/2018

#### Domain 6 – Leadership (11-15%)

##### Tasks:

1. Provide education regarding HIM laws and regulations
2. Review HIM processes
3. Create or modify HIM policies
4. Create or modify HIM procedures
5. Establish standards for HIM functions (e.g. chart completion, coding accuracy, ROI, turnaround time, departmental workflow)
  6. Collaborate with other departments for HIM interoperability
  7. Provide HIM technical expertise

## **NATIONAL EXAMINATION**

Students can request to sit for the RHIT national certification during the last semester of the Associate in Science Health Information Technology degree. Successful completion of this examination permits the individual to be a Registered Health Information Technician (RHIT).

## **PROFESSIONAL PRACTICE EXPERIENCE**

The Health Information Technology program is primarily online with the exception of PPE in the last semester and Anatomy and Physiology labs. In the Professional Practice Experience (PPE), students will apply the knowledge learned and skills necessary in the health care settings and/or orient to different healthcare facilities in the community. In addition, students will have hands-on application utilizing the AHIMA Virtual Lab platform.

A Background check, drug screening, and current immunizations are required for entry into the HIT program. Should the results from criminal and abuse background checks find a positive result; the results will be evaluated by the scheduled practicum site and Dean to determine whether or not the student can practice at PPE sites. A significant finding on these reports may impact the student's ability to progress through the program.

The Health Information Technology program requires a total of two Professional Practice Experiences (PPE). The first one is virtual and the second one is on site at a healthcare organization. A manual is given to each student upon entering the Professional Practice Experience and contains specific guidelines for that particular Professional Practice Experience.

These experiences will include:

- hospital settings
- other than hospital setting (clinic, outpatient facilities)
- case studies
- AHIMA Virtual Lab computer lab
- NEFHIMA Conferences
- FHIMA Conferences

### **Miscellaneous Information Regarding Externships**

1. The program director retains the responsibility for securing approved sites, obtaining required legal agreements, and assessing appropriateness of a facility for student needs.
2. All Professional Practice Experiences are **during the day or evening hours**. Arrangements need to be made far in advance to have the time available for externship attendance.
3. The student may not be substituted for regular staff or paid for their Professional Practice Experience hours. However, they may undertake certain defined activities with appropriate supervision.
4. Students will need to meet the requirements of the facility, such as having a physical examination, updating immunizations, or attending facility-wide orientation.
5. If a student receives an injury on the property of the internship facility, the student is to contact the PPE supervisor immediately and the Director of the HIT Program. The Student is required to fill out an incident report form and submit it to SJR State, in addition to following the facility incident reporting protocol.

## **SUPERVISION OF EXTERNSHIPS**

The Health Information Technology program director will be responsible for overseeing the activities of students working on externships at designated facilities.

A student's externship site enables them to gain experience and competency in the variety of tasks required of the health information technician. Students are not to be substituted for paid staff while in this learning environment. Students may be employed in the facility outside regular education hours provided the work is limited so it does not interfere with regular academic responsibilities.

Health care facilities are cooperating with the college to provide the necessary experience for learning. The student is a **guest** of the facility and must conduct him or herself in an appropriate manner. The student must observe any special rules and regulations applicable to those who work for that facility. In addition, the Colleges' general code of conduct is applicable at the practice site. The Code of Conduct is available in SJRState College Student Handbook. (Refer to Part II Allied Health Clinical Site Policies)

Students are required to be at the assigned practicum site at the time determined by the program director/instructor. The assigned hours will be in accordance with the actual hours in the clinical site.

## **STUDENT RESPONSIBILITIES DURING PROFESSIONAL PRACTICE EXPERIENCE**

1. Student shall conduct him/herself in accordance with the rules, regulations, and procedure governing other employees of the Health Care Facilities. This includes being respectful of the facility and its employees.
2. Student is responsible for food and lodging expenses associated with Professional Practice Experience.
3. Student shall perform job functions as agreed upon by the supervisor of the PPE site and the Professional Practice Experience instructor. Students need to be prepared and ready to work on assigned duties.
4. The student is responsible for contacting the program director and/or the Professional Practice Experience instructor in case of absence or arriving late. Time must be made up for any absence.
5. The student shall understand that Professional Practice Experience time is unpaid.
6. The confidentiality statement signed at the beginning of the student's course of education is in effect during the entire Professional Practice Experience. In addition, violations of the confidentiality statement and guidelines may result in immediate dismissal from the program. The success of our practice site experiences depends on the student's conduct and ability to maintain patient confidentiality.
7. Students involved in a hospital and/or clinical agency incident reports are to be described in full and signed by the student and program director.
8. Students must provide the program director or Professional Practice Experience site supervisor a listing of his/her home phone, address, and emergency contact.

## **UNACCEPTABLE BEHAVIORS AT PROFESSIONAL PRACTICE EXPERIENCE**

1. Inappropriate disclosures about patients, staff, students, physicians, or other personnel of the facility.
2. Dishonest or immoral behavior.
3. Failure to treat any patient, staff, student, physician, or other personnel of the facility with respect.
4. Failing to obey facility safety rules, (i.e., standing on chairs).

5. Failing to meet scheduled commitments such as arriving late, asking to leave early extended breaks, long lunch, or excessive absenteeism.
6. Sleeping.
7. Conducting personal business with the use of facility equipment: personal copies, Internet browsing, use of social networking sites.
8. Use of cell phones during scheduled work hours.
9. Smoking in unauthorized areas (Assuming the student has a practicum in a state that allows designated smoking areas on business grounds).
10. Using obscene, foul, or intolerant/insensitive language.
11. Use of alcohol or drugs or under the influences of alcohol or drugs at the practicum site.
12. Threatening behavior to any person.
13. Any type of discrimination or harassment because of race, gender, age, disability, religion, or sexual orientation.

## **DRESS CODE**

### **Professional Practice Experience Dress Code**

1. All students must wear appropriate professional business attire. All students will be required to wear the appropriate professional business attire. Closed toed shoes are required. Sandals, flip-flops, sleeveless tops/blouses, sweatpants, jeans or casual pants are prohibited.
2. Name badges must be worn while on the practice site, if applicable.
3. Makeup must be conservative in nature and colognes/perfumes should not be used while at Professional Practice Experience sites.
4. Hair must be presented in a professional manner. Beards and mustaches should be neatly trimmed and not excessive in length.

## **PROFESSIONAL PRACTICE EXPERIENCE GRADING**

1. Professional Practice Experience evaluation is based upon performance and attendance in the clinical areas according to domains, subdomains, and tasks for Registered Health Information Technicians.
2. Students are to attend Professional Practice Experience assignments in order to meet the objectives of the course.
3. Each student is to be evaluated and notified in writing if he/she is doing unsatisfactory work in any area. These students will be notified in writing of their standing (early alert process).
4. The health care facilities, with the school's approval, may request withdrawal of any student from clinical experiences in their institution if his/her work has a detrimental effect on its staff. Students will be given the opportunity to meet with the faculty and other interested parties to discuss the problem before any final action is taken on grade assignment.
5. Students in Professional Practice Experience will have additional assignments/projects to complete.

## **HEALTH REQUIREMENTS**

Evidence of acceptable health status (physical examination and immunization form) is required for all students. A confidentiality statement must be on file in the student's records. Additional consents may be required by individual PPE sites before practical experience begins.





## Estimated Program Cost Summary

2023-2024 (Fees are subject to change)

CIP: 1351070700

### **Program(s): 0350 Health Information Technology Associate in Science \*Subject to Change**

Please note that totals are estimates based on in-state rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog. Additional costs may be associated with college preparatory coursework that may be required due to placement test scores.

#### **FIRST YEAR (37 credit hours)**

Tuition/Fees:	\$3,996.00 (37 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$114.00 (Each course taken online will have a \$13.00 per credit hour distance learning fee in addition to tuition. Additional lab fees may be charged for certain courses not included in the core courses. Please see the current College catalog for more information).
Criminal Background Check and Drug Screen	\$171.00
Physical and Shots	\$400.00
Textbooks:	<u>\$887.49</u> (Depending on used or new books. Additional book fees may be charged for certain courses.
Program Total:	\$5,568.49

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#### **SECOND YEAR (33 credit hours)**

Tuition/Fees:	\$3,564.00 (33 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$297.00 (Each course taken online will have a \$13.00 per credit hour distance learning fee in addition to tuition. Additional lab fees may be charged for certain courses not included in the core courses. Please see the current College catalog for more information).
Annual Drug Screen	\$39.50
Textbooks:	<u>\$1,093.25</u> (Depending on used or new books. Additional book fees may be charged for certain courses. Please see the current College catalog for more information).
Second Year Total:	\$4,993.75

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#### **POST PROGRAM COSTS**

RHIT Certification Exam	\$299.00 Non-AHIMA members (\$229=AHIMA members) *note: if RHIT is taken within 1 year, then non-member rate is applied.
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**Grand Total:** \$10,861.24 (\$10,791.24 for AHIMA members)

Questions regarding program length and cost should be directed to the Department of Allied Health 904-808-7465. Questions regarding admission, registration and to meet with an advisor should be directed to the Academic Advising office (904) 808-7402 or [advising@sjrstate.edu](mailto:advising@sjrstate.edu).

**ST. JOHNS RIVER STATE COLLEGE**  
**HEALTH INFORMATION TECHNOLOGY PROFESSIONAL TECHNICAL STANDARDS**

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

<b>Technical Standard</b>	<b>Performance Standard</b>	<b>Essential Functions</b>
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
Interpersonal	Sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds	*Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time. *Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. *Exhibit behavioral and social skills that are acceptable in dealing with patients, peers, and healthcare personnel.
Communication	Sufficient for interaction with others in verbal and written form. Read, write and speak with sufficient skill to communicate.	*The ability to communicate information and ideas in speaking so others will understand. *The ability to read and understand information and ideas presented in writing The ability to speak clearly so others can understand you. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Physical/ Psychological Ability	Job requires being open to change (positive or negative) and to considerable variety in the workplace Job requires accepting criticism and dealing calmly and effectively with high stress situations.	Repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to perform this job.
Mobility	Physical abilities sufficient to move from area to area and maneuver in small spaces; full range of motion; manual and finger dexterity; and hand-eye coordination.	Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
Motor Skills	Gross and fine motor abilities sufficient to and operate equipment. Ability to reach and operate equipment.	Tools used in this occupation: Bar code reader equipment — Barcode scanners Calculators or accessories — 10-key calculators Microfiche or microfilm viewer components or accessories — Microfiche viewing machines; Microfilm viewing machines Postal scales Scanners — Flat-top scanners
Hearing Ability	Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.	Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
Visual Ability	Near Vision — The ability to see details at close range (within a few feet of the observer).	Processing Information — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
Customer and Personal Service	Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.	Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job. Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Computers and Electronics	Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.	Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
Professional Presentation	Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. Ability to present professional appearance and attitude and participate in team activities.	Work With Group or Team Job requires a willingness to take on responsibilities and challenges.
Integrity	Job requires being honest and ethical.	AHIMA's Code of Ethics and Coding Code of Ethics.

# **St. Johns River State College**

## **Emergency Medical Services**

### **Emergency Medical Technician EMT Student Handbook**



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### **Administration, Faculty & Staff**

Dr. J Nathaniel Southerland, PhD –Assistant Vice President, Workforce Development  
(904) 276-6891  
[Natesoutherland@sjrtate.edu](mailto:Natesoutherland@sjrtate.edu)

Dr. Holly Coulliette, DHSc, RRT – Dean for Allied Health  
904-808-7441  
[Hollycoulliette@sjrstate.edu](mailto:Hollycoulliette@sjrstate.edu)

Richard Webb, MS., EMT-P – Emergency Medical Services & Paramedic Program Director/Instructor  
386-312-4291  
[RichardWebb@sjrstate.edu](mailto:RichardWebb@sjrstate.edu)

Vacant - EMS Instructor

Vacant – EMS Instructor

Tierra Chandler, A.A. – Workforce Specialist  
904-808-7465  
[Tierrachandler@sjrstate.edu](mailto:Tierrachandler@sjrstate.edu)

Kelly Anderson, A.S. – Workforce Assistant  
904-808-7453  
[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

### **Program Faculty**

The emergency medical services faculty serves as an initial point of contact for all program concerns. The faculty is available on an appointment basis and during office hours. In addition, during each semester an evaluation conference is scheduled with the faculty to review your progress. Times for these conferences will be announced, and it is the student's responsibility to sign up for and attend these conferences.

### **Medical Director**

Dr. John Milanick – (386) 329-1225

### **Approval**

The St. Johns River State College Emergency Medical Technician Program is approved by the Florida Department of Education, Department of Health, Bureau of Emergency Medical Services. The program prepares students for certification as EMT's in accordance with Chapter 64J of the Florida Administrative Code.

### **Program Mission Statement:**

The mission of the Program at St. Johns River State College is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills, and attitudes necessary to function as an Emergency Medical Technician (EMT's).

## **Program Goal**

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of emergency medical services as performed by Emergency Medical Technicians.

## **Philosophy & Objective**

The philosophy of the educational approach of this program is one of professional development and application of material. Learning is an active and ongoing process manifested by a change in behavior and involving cognitive, affective and motor skills. Each individual learns at his or her own rate depending on abilities, needs, motivation, and experience.

A primary objective of this program is to meet the community needs for emergency care providers and build and maintain emergency services for the citizens of the community.

The Program at St. Johns River State College functions on the honor system. The profession you are preparing for demands the utmost integrity and ethics. Students are given access to confidential and sensitive information. All areas of training measure fundamental approaches to truth, honesty, integrity and ethical conduct.

## **BACKGROUND CHECK AND DRUG SCREENING**

All students are required to obtain a current criminal background check and drug testing at their own expense prior to entry into the curriculum phase. The approximate cost for the criminal background check and drug screening is \$166. Students must complete the background check and drug testing via [www.CertifiedBackground.com](http://www.CertifiedBackground.com). Students with criminal records or substance abuse problems may be denied or have limited access to clinical and/or licensure opportunities. Therefore, admission or continuance in the program may be denied.

### **Allied Health Background Procedures**

1. Upon acceptance, students will receive a form to sign and return giving SJR State College Allied Health programs permission to receive background/drug screen results. Student's signature indicates students understand background/drug screen results may be shared with clinical facilities.
2. Background/Drug screens are completed through [CertifiedBackground.com](http://CertifiedBackground.com). Students will receive instructions on the procedure to register and pay on-line for the background/drug screen.
3. Students receive a four part form to take to the lab with their payment receipt and complete the drug screen. All results for background and drug screens will be available to the nursing and Allied Health departments for on-line viewing and printing.
4. Protocols for evaluating the background screens are established departmentally based on the criteria of the licensing/certification agencies, Florida statutory requirements and clinical site requirements.
  - e. Respiratory: State of Florida Department of Health, Board of Respiratory Care.
  - f. Radiography: American Registry of Radiologic Technologists (ARRT).
  - g. Health Information Technology
  - d. Emergency Medical Services: State of Florida Department of Health, Board of Emergency Medical Services
5. Students who have findings on their background screen will be notified by letter that the results of their background/drug screen identified an area of concern which must be documented for review.
6. Students will be requested to provide a written explanation of all charges with attached court documents of charges and outcome. Three letters of references will also be provided by the student.
7. All documentation will be reviewed by a committee consisting of the appropriate Dean or Director, Vice President for Workforce Development and Vice President for Student Affairs.
8. The student will be notified by letter of the outcome of the committee review as follows:
  - a. The student will be permitted to continue in the program with the understanding that



licensure/certification is not guaranteed. Students will be required to sign a statement to this effect

- b. The student will not be permitted to continue in the program.

## **BREACH OF CONFIDENTIALITY POLICY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with your friends, family members or relatives of the patient. Students are prohibited from recording, copying, or retrieving any patient information on any electronic device.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the assigned preceptor.
4. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the student. Students must follow the facilities policies regarding confidentiality and access to computer information.
5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State College and/or academic program.

## **CELL PHONES/PAGERS/ELECTRONIC DEVICES**

### **Classroom Policy**

Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone calls or texting in the classroom. Students are therefore required to disengage cell phones, pagers ("silent/vibrate" mode) and place out of sight when present in a classroom during designated class times. Cell phones cannot be used as calculators during lab, class, or clinic. Audio recording devices may be used in the classroom but only with the instructor's permission. Cell phones or other electronic devices are not allowed during tests and/or quizzes. Video recording is not allowed unless the activity has been pre-approved by the faculty member and the appropriate consent forms filled out. Electronic devices like iPads, laptops, netbooks may be used for instructional material only. Faculty reserve the right to remove any electronic device from the classroom that violates this policy.

### **Clinical Policy**

Use of cell phones, pagers and other electronic equipment is prohibited in the clinical setting with the exception of an emergency or a designated break. If a student requires use of the electronic equipment outside of these guidelines the clinical instructor/preceptor should be notified. Cell phones are not allowed in patient care areas and hospital personnel can request removal of the cell phone. Cell phones or other electronic devices may not be used to take photographs in the clinical and fire rescue settings.

Violation of this policy may result in dismissal from the classroom, clinical, or laboratory setting. Any dismissal from the above settings may be counted as an absence and possible further disciplinary action may be taken.

## **CLASSROOM ATTENDANCE AND TARDINESS POLICY**

Course attendance is vital to success in the Allied Health programs. Students cannot repeat an Allied

Health course in the same manner as one can repeat other college courses. Students must pass each course with a “C” or better to remain in their program of choice.

Tardiness creates disruption in the classroom. Students who are consistently late for class demonstrate a lack of responsibility and lack of consideration for others.

An absence is defined as a missed class for any reason other than the exceptions listed at the end of this policy.

Any student who is absent, tardy or leaves early will be required to make up the hours missed.

The EMT program is a 300 hour (12 credit) course requiring the student to attend the full 300 hours to successfully complete the program.

#### Absence

1. The Allied Health program will follow the SJRState College policy for classroom attendance as stated in the SJRState College student handbook.
2. One absence will not affect the student grade.
3. Two absences will reduce the student’s final course grade by 1%. The student will receive a warning that the absentee limit has been reached.
4. Three absences will reduce the student’s final course grade by an additional 3%.
5. At the fourth absence, an additional 5% will be taken off of the final grade. The student may be withdrawn from the course and the program.

#### Tardiness

1. One tardy (greater than 5 minutes) will not affect the student grade.
2. The second tardy will reduce the student’s final grade by 1%.
3. The third tardy will reduce the student’s final grade by 3%.
4. At the fourth tardy, an additional 5% will be taken off of the final grade. The student will not be allowed in class and will be responsible for any missed assignments. It will be the student’s responsibility to contact the instructor and make arrangements for missed work. The student may be withdrawn from the course and program.

#### Leaving Early

1. Any student who leaves the classroom before the end of class, without prior arrangements may be subject to reduction of final grade.
2. The second offense of leaving early will reduce the student’s final grade by 1%.
3. The third offense of leaving early will reduce the student’s final grade by 3%.
4. At the fourth offense of leaving early, it will reduce the student’s final grade by 5%. The student may be withdrawn from the course and program.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinical will be counted absent and may jeopardize moving forward in the program. Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by the Dean of Allied Health.

#### Jury Duty or Other Court Appearance

In the event of the student being called for Jury Duty or other court appearance, the student will not be

penalized for absence. Missed tests or quizzes will need to be made up. Any jury duty lasting more than one week may be detrimental to the student's ability to keep up with the program. This should be mentioned during jury selection. Proof of Jury Duty or other court appearance will be required, and the student should inform the program director in advance if called.

### Military Service

In the event that a student is a member of active military or reserves, they should notify their instructor of active orders or weekend classes (reserves) as early as possible. The student should provide proof of their military orders/schedule to the program director or primary instructor. Students will not be penalized for military service and make up time depends on the specific program. The student is responsible for any arrangements regarding make up assignments.

### Funeral Policy

In the event of death in the immediate family (spouse, mother, father, sibling, son, daughter, or grandparents) **a maximum of three calendar days are allowed without penalty.** The student should contact the program director as soon as possible. The student retains responsibility for completing the clinical /classroom objectives for that timeframe. Appropriate documentation may be required. Students should contact the concerned faculty as soon as possible to make arrangements.

## **CLINICAL SITE ATTENDANCE AND TARDINESS POLICY**

A clinical absence is defined as a missed scheduled clinical day for any reason other than the exceptions listed at the end of the classroom attendance policies. Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus. Students are required to follow the clinical schedule through the end of the term without regard to the number of hours completed.

A tardy is defined as not being in the appropriate place at the scheduled start time regarding the specific clinical site rotation. ‘

Any student who is absent, tardy or leaves early will be required to make up the hours missed.

### Absence

1. First clinical absence will be forgiven upon notification of instructor by phone or email.
2. The second absence will reduce the student's final grade by 5%.
3. The third absence will reduce the student's final grade by an additional 5%.
4. At the fourth absence, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.

Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

### Tardiness

1. One tardy at the clinical site will not affect the student grade.
2. A second tardy will reduce the student's final grade by 3%.
3. A third tardy will reduce the student's final grade by an additional 5%, and the student will receive a warning that continued tardiness may cause the student to be withdrawn from the class.
4. At the fourth tardy, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.

Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

### Leaving Early

2. Any student who leaves the clinical site without faculty approval prior to the completion time may receive 5% reduction of the final grade.

Please note: If the student does not give prior notice of absences or tardiness to the clinical site or the Program Faculty, an additional 5% penalty on the final grade may occur.

Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinicals will be counted absent and may jeopardize moving forward in the program.

Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by the program director and/or the Dean of Allied Health.

### **CLINICAL SITE INCIDENT**

Any student involved in an incident (i.e., needle stick, fall, pathological exposure, etc.) should follow the following procedure:

1. Follow hospital/clinical site protocol regarding incident.
2. Notify preceptor/instructor at the clinical site.
3. Notify program faculty immediately of the incident.
4. Fill out incident report and insurance form included in the student's clinical notebook.
5. Follow College protocol regarding incident.

Students are responsible for any uncovered cost associated with the incident.

### **FAILURE TO MEET REQUIRED COMPETENCIES**

The student will be required to attend additional field ride along and/or clinicals to meet the designated amount of minimum competencies required for graduation. A remediation plan will be designed for completion on a case by case basis. All approvals for an Incomplete will require review by the Dean of Allied Health and Vice President of Workforce Development.

### **EMERGENCY MEDICAL TECHNICIAN CURRICULUM**

<b>Prefix/ #</b>	<b>Course Title</b>	<b>Credit</b>	<b>Lecture/Lab</b>	<b>Clinical/Field Internship</b>
EMS 1119	Emergency Medical Technician	6		---
EMS 1119L	Emergency Medical Technician Lab	3		----
EMS 1431	Emergency Medical Technician Hospital/Field Experience	3		Minimum of hours with 24 hours in the ED; 120 hours Field experience Minimum of 8 emergency transports
	Totals	12		

### **PROGRAM OUTCOMES**

Upon successful completion of the program the graduate will be able to:

1. Demonstrate technical proficiency in all of the skills necessary to fulfill the role of an entry-level Emergency Medical Technician.
2. Demonstrate the knowledge, skills and behaviors consistent with the expectations of the profession.
3. Enhance the delivery of high-quality, safe health care in the pre-hospital setting.
4. Perform all care in a professional, legal, and ethical manner recognizing cultural diversity.

### **STUDENT LEARNING OUTCOMES:**

Upon successful completion of the program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the health care delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Apply fundamental knowledge of the anatomy and physiology of all human body systems to the practice of EMS.
- 13.0 Apply fundamental knowledge of life span development to patient assessment and management.
- 14.0 Describe the history and evolution of the EMS system.
- 15.0 Discuss and explain the roles, responsibilities & professionalism of EMS Personnel
- 16.0 Discuss the significance of using the correct safety precautions to ensure the safety of the patient, the EMT and the EMS team.
- 17.0 Discuss stress management techniques useful for both the EMT and the patient.
- 18.0 Discuss the procedures to safely lift and move patients of various age groups and situations (emergency, Urgent and non-urgent moves).
- 19.0 Discuss and apply knowledge of disease transmission to the overall safety and wellness of the EMS team(taught to the level described in FS 401.2701)
- 20.0 Describe the principles of medical documentation and report writing.
- 21.0 Describe the components of the EMS Communication system.
- 22.0 Describe the significance of communication techniques for the EMT.
- 23.0 Discuss the medical, legal and ethical issues to the provision of emergency care.
- 24.0 Discuss the principles of pharmacology as they are related to emergency care.
- 25.0 Discuss and demonstrate scene size up and management in an emergency situation.
- 26.0 Discuss and demonstrate primary patient assessment procedures for all patient age levels.
- 27.0 Discuss and demonstrate the procedures for taking the history of a patient.
- 28.0 Discuss and demonstrate secondary patient assessment procedures for all patient age levels.
- 29.0 Describe the significance of monitoring devices in patient assessment.
- 30.0 Discuss the components and factors of reassessment and its significance in patient assessment.
- 31.0 Demonstrate an understanding and proficiency in Airway Management techniques
- 32.0 Demonstrate an understanding and proficiency in Respiration techniques.
- 33.0 Demonstrate an understanding and proficiency in Artificial Ventilation techniques.
- 34.0 Apply a fundamental knowledge of the causes, pathophysiology and management of shock and the components of resuscitation
- 35.0 Apply knowledge to provide care for patients with a neurological emergency.
- 36.0 Apply knowledge to provide care for patients with an Abdominal/Gastrointestinal emergency.
- 37.0 Apply knowledge to provide care for patients with an Immunologic emergency.

- 38.0 Apply knowledge to provide care for a patient experiencing an infectious disease.
- 39.0 Apply knowledge to provide care for a patient with an endocrine disorder.
- 40.0 Apply knowledge to provide care for a patient with a psychiatric emergency.
- 41.0 Apply knowledge to provide care for patients with a cardiovascular emergency.
- 42.0 Apply Knowledge of toxicology to provide care for a patient with a poisoning or overdose emergency.
- 43.0 Apply knowledge to provide care for a patient with a respiratory emergency.
- 44.0 Apply knowledge of Hematology to provide care for patients with a clotting disorder or are experiencing a sickle cell disease crisis.
- 45.0 Apply knowledge to provide care for a patient with a genitourinary/renal emergency.
- 46.0 Apply knowledge to provide care for a patient with a gynecologic emergency.
- 47.0 Apply knowledge to provide care for a patient with a Non-Traumatic Musculoskeletal emergency.
- 48.0 Describe an overview of the identification, categorization, pathophysiology and assessment of a trauma patient.
- 49.0 Demonstrate an understanding and the skills required for the management of a patient with traumatic bleeding.
- 50.0 Demonstrate an understanding and the skills required for the management of a patient with a chest trauma.
- 51.0 Demonstrate an understanding and the skills required for the management of a patient with an abdominal/genitourinary trauma.
- 52.0 Demonstrate an understanding and the skills required for the management of a patient with an orthopedic trauma.
- 53.0 Demonstrate an understanding and the skills required for the management of a patient with a soft tissue trauma.
- 54.0 Demonstrate an understanding and the skills required for the management of a patient with a head, facial, or neck (non-spinal) trauma.
- 55.0 Demonstrate an understanding and the skills required for the management of a patient with a nervous system trauma.
- 56.0 Demonstrate an understanding of the special considerations for the management of a patient experiencing a trauma during pregnancy.
- 57.0 Demonstrate an understanding of the special considerations for the management of the pediatric patient experiencing a trauma.
- 58.0 Demonstrate an understanding of the special considerations for the management of the geriatric patient experiencing a trauma.
- 59.0 Demonstrate an understanding of the special considerations for the management of the cognitively impaired patient experiencing a trauma.
- 60.0 Discuss and demonstrate how to assess and manage environmental trauma emergencies.
- 61.0 Define and articulate the kinematics of trauma.
- 62.0 Describe the components and procedures of a multi-system trauma.
- 63.0 Apply knowledge of growth development, aging and assessment to the obstetric and neonatal populations.
- 64.0 Apply knowledge of growth development, aging and assessment to the pediatric population.
- 65.0 Apply knowledge of growth development, aging and assessment to the geriatric population.
- 66.0 Apply knowledge of growth development, aging and assessment to patients with special challenges.
- 67.0 Discuss and demonstrate the principles of safely operating a ground ambulance.
- 68.0 Discuss an overview of EMS operations during a multiples casualty incident.
- 69.0 Demonstrate knowledge and procedures involved in safely operating in and around an air medical operations landing zone.
- 70.0 Discuss correct procedures of extrication to ensure EMS personnel and patient safety during extrication operations.
- 71.0 Discuss the risks and responsibilities of operating during a terrorism event or during a natural or man-made disaster.

(Retrieved from Florida Department of Education Curriculum Framework:  
[http://www.fldoe.org/workforce/dwdframe/health\\_cluster\\_frame11.asp](http://www.fldoe.org/workforce/dwdframe/health_cluster_frame11.asp))

\*The Student Performance Standards for Emergency Medical Technology-EMT were adapted and condensed from the current version of the National Emergency Medical Services Education Standards – Emergency Medical Technician Instructional Guidelines.



St. Johns River State College  
Workforce Development



## Estimated Program Cost Summary

2023-2024 (Fees are subject to change)

CIP: 0351090415

**Program(s) 4085 Emergency Medical Technician College Credit Certificate \*Subject to Change**

Please note that totals are estimates based on in-state tuition rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog.

### **PROGRAM COSTS**

Tuition/Fees:	\$1,296.00 (12 credits at \$108.00 per credit hour)
Lab/Course Fees	\$434.00 (Each course taken online will have a \$13.00 per credit hour distance learning fee in addition to tuition. Please see the current catalog for more information).
Criminal Background Check and Drug Screen	\$171.00
Misc. Supplies:	\$150.00
Physical and Shots:	\$450.00
Uniforms:	\$235.00
Textbooks:	<u>\$413.35</u> (Depending on used or new books)
First Year Total:	\$3,149.35

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### **POST PROGRAM COSTS**

NREMT Exam	\$104.00 (National Registry of Emergency Medical Technicians)
Certification Application Fee	<u>\$35.00</u> (State of Florida Department of Health)
Total:	\$139.00

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**Grand Total:** \$3,288.35

Questions regarding program length and cost should be directed to the Department of Allied Health at (904) 808-7465. Questions regarding admission, registration and to meet with an advisor should be directed to the Academic Advising office (904) 276-6855 or [advising@sjrstate.edu](mailto:advising@sjrstate.edu).



## **STUDENT CATALOG AND HANDBOOK**

Students are expected to follow the general rules and regulations of the college as written in the SJR State College Student Handbook and the specific requirements of the department. The purpose of these rules and regulations is to protect the rights of students and allow students to prepare academically in a positive environment.

It is important that the student read the college's handbook which explains students' rights and responsibilities. The disciplinary actions and appeals process described are followed in administering the rules and regulations of the program.

If a student in the emergency medical services/Emergency Medical Technician program is dismissed due to violation of policies and procedures described in the college or the Emergency Medical Services Student Handbook, he/she may be able re-enter only by following the appropriate procedures as described under grievance procedures.

### **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE EMERGENCY MEDICAL SERVICES SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. All disposable sharp objects should be deposited in "sharps" containers, sealed when full, and disposed of in the proper manner.
3. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

## **POLICIES**

### **Lab Practice**

During lab practice a student must demonstrate competence and be checked off for that competency. A failed competency check-off must be repeated and passed within 7 calendar days excluding weekends and holidays. No more than three attempts are allowed for any competency check-off. An appointment must be made with the instructor prior to the deadline.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

### **Laboratory Guidelines**

1. Use of laboratory during regularly scheduled laboratory sessions:
  - a. During lab sessions, students should keep the laboratory area neat and clean at all times.
  - b. Upon completion of sessions, all equipment must be returned to the proper storage area.
  - c. Laboratory stations must be cleaned after each use.
  - d. Disposable supplies that will not be reused must be disposed of in appropriate receptacles.
  - e. Class will not be dismissed until all laboratory stations are clean.
  - f. Students may not leave laboratory sessions until dismissed by instructor. Leaving early, without prior approval will result in an absence for that lab session.

2. Additional use of laboratory:
  - a. Students must schedule a practice time with the faculty prior to the date requested.
  - b. Students may use the laboratory to practice procedures any time that the laboratory is not being used, and an instructor is present or on the campus.
  - c. Be sure that all laboratory areas are clean and all equipment returned to its proper place prior to leaving the laboratory.

## **CLINICAL ROTATIONS**

### **Rules and Regulations**

1. An SJR State College instructor will provide rotation schedules for each student.
2. An SJR State College instructor shall be available as needed for guiding the learning needs of the students.
3. Students shall adhere to hospital policies/procedures.
4. The student may not ask permission to leave the clinical site for personal errands or any other unexcused absences. Program faculty must approve any change in the clinical rotation schedule, including early dismissal.
5. Students will be provided with a clinical schedule prior to the beginning of clinical rotations. Any questions or requests by the students must be made in writing. This schedule will not be changed without the approval of the instructor. Students must follow the rotation schedule. Failure to do so, without prior approval, will result in disciplinary action.

### **Uniforms/Dress Code**

For all clinical or class sessions held the students should wear the uniform. The uniform consists of the following:

1. Navy blue BDV pants and black belt.
2. Light blue uniform shirt with St. Johns River State College patch attached.
3. Black shoes or boots polished and clean. Shoes must completely enclose the foot, no open toes or heels permitted. It is suggested that the shoes/boots be water resistant and have oil resistant soles. (The student will be entering a variety of environments and the protection of the student from slipping, getting contaminated or soiling their uniform is a priority). Black socks are expected. White socks may be worn if covered by the shoes.
4. Appropriate student IDs must be displayed on the uniform.
5. A simple wedding band and wrist watch are the only acceptable jewelry.
6. Deodorant, cologne, or perfume should not be excessive due to the close contact with patients.
7. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Any fake fingernails to include acrylic, gel, overlays or tips are strictly prohibited due to infection control.
8. Hair must be short or pulled back from the face and kept above the collar and neatly groomed and styled to avoid contact with patients.
9. Facial hair must not interfere with the fit of high efficiency respirator masks.
10. Undergarments should not be visible.
11. Cigarettes and other tobacco products should not be visible on the student uniform.
12. All tattoos must be covered while in the clinical setting.
13. All students must maintain proper oral and physical hygiene at all times.

Clinical training sites may have specific dress codes and safety regulations. You will be required to conform to the dress code and safety regulations while affiliating at that facility.

**If students do not comply with the dress code, they may be dismissed from clinical.**

## **Clinical Hours**

Clinical hours may vary depending on the clinical rotations. Students should make arrangements to be available for clinical education between the hours of 0700 and 2300.

## **STUDENT INTERACTIONS**

### **Student/Patient Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with patients.
  - a. The student will always identify himself/herself to patients
  - b. The student will explain the purpose of his/her presence to the patient.
  - c. The student will display courteous behavior towards the patient.
  - d. The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.
  - e. The student will adhere to the above objectives regardless of the patient's condition.
2. The student will maintain confidentiality of all patient records and information.
  - a. The student will record all information accurately in the patient's chart.
  - b. The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
  - c. The student will display patient anonymity when removing information from the chart for program related projects.
  - d. The student will discuss with the patient, only information already known to the patient.
  - e. The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.
3. The student will display respect for the patient's right to privacy.
  - a. The student will arrange clothing and bedding to maintain patient's modesty.
  - b. The student will knock on the patient's door before entering room.
4. The student will demonstrate concern for the protection of the patient from injury during all procedures.
  - a. The student will perform only those procedures in which he or she has been deemed competent by the instructor.
  - b. The student will assess the patient's condition.
  - c. The student will perform only procedures as written by the physician prescription/protocols.

### **Student/Student Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with fellow students.
  - a. The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
  - b. The student will perform cooperatively when working in assigned areas with other students.

### **Student/Instructor Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with his or her instructor.
  - a. The student will work to the best of his or her ability to complete all assignments.

- b. The student will use established procedures in mediating any differences between him/her and the instructor.
- c. The student will demonstrate respect for the instructor at all times.

**Student/Clinic Personnel Interaction**

- 1. The student will consistently display a professional and positive attitude in all dealings with clinic personnel.
  - a. The student shall identify himself/herself by wearing proper uniform, name pin, and SJR State College patch.
  - b. The student will display respect for all hospital personnel regardless of race, religion, color, creed, or sex.
  - c. The student will read and practice all rules, regulations, and procedures that are established.
- 2. The student will demonstrate respect for the clinic by careful and responsible use of the clinic facilities and equipment.

**ST. JOHNS RIVER STATE COLLEGE  
EMERGENCY MEDICAL SERVICES CLINICAL AFFILIATES**

<b>Flagler Hospital.....</b>	<b>(904) 819-4370</b>
<b>Putnam Community Medical Center.....</b>	<b>(386) 328-5711</b>
<b>Orange Park Medical Center.....</b>	<b>(904) 276-8500</b>
<b>Putnam County Emergency Medical Services .....</b>	<b>(386) 329-0892</b>
<b>Clay County Emergency Medical Services.....</b>	<b>(904) 284-7703</b>
<b>St. Johns County Administration &amp; Operations.....</b>	<b>(904) 209-1700</b>

**ST. JOHNS RIVER STATE COLLEGE**  
**EMERGENCY MEDICAL TECHNICIAN (EMT) PROFESSIONAL TECHNICAL STANDARDS**

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

Refer to <http://www.onetonline.org/> for more information regarding technical standards.

<b>Technical Standard</b>	<b>Performance Standard</b>	<b>Essential Function</b>
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	The ability to tell when something is wrong or is likely to go wrong; and the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Analyzing information and evaluating results to choose the best solution and solve problems.
Interpersonal	Sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients; and frequently work with, communicate with, and teach people.
Communication	The ability to communicate information and ideas in speaking so others will understand; ability to listen to and understand information and ideas presented through spoken words and sentences; and ability to speak clearly so others can understand you.	Communicating with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment. Observe, record, and report to physician/nurse the patient's condition or injury, treatment provided and reactions to drugs or treatment.
Physical/Psychological Ability	Being aware of others' reactions and understanding why they react as they do.	Maintaining composure, keeping emotions in check, controlling anger and avoid aggressive behavior, even in very difficult situations.

		Requires preferring to work with others rather than alone and being personally connected with other on the job.
Mobility	Adjusting actions in relation to others' actions.	Running, maneuvering, navigating, or driving vehicles.
Motor Skills	Principles and methods for moving people and equipment. Operate equipment, immobilize patients, and administer first aid treatment or life support to sick or injured persons in the pre-hospital setting	Immobilization of patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
Hearing Ability	The ability to listen to and understand information and ideas presented through spoken words and sentences,	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate time.
Visual Ability	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. Assess nature and extent of illness or injury to establish and prioritize medical procedures	Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
Tactile Ability	Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. Ability to coordinate two or more limbs while sitting, standing, or lying down.	Perform emergency diagnostic and treatment procedures. Operate equipment such as EKG's, external defibrillators, or bag valve mask resuscitators
Olfactory Ability	Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems	Decontaminate ambulance interior following treatment of patient with infectious disease. Assess nature and extent of illness (i.e., diabetic emergencies) to prioritize medical procedures.

# **St. Johns River State College**

## **Emergency Medical Services**

### **Paramedic Student Handbook**



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### **Administration, Faculty & Staff**

Dr. J Nathaniel Southerland, PhD –Assistant Vice President, Workforce Development  
(904) 276-6891

[Natesoutherland@sjrtate.edu](mailto:Natesoutherland@sjrtate.edu)

Dr. Holly Coulliette, DHSc, RRT – Dean for Allied Health  
904-808-7441

[Hollycoulliette@sjrstate.edu](mailto:Hollycoulliette@sjrstate.edu)

**Richard Webb, MS., EMT-P** – Emergency Medical Services & Paramedic Program Director/Instructor  
386-312-4291

[RichardWebb@sjrstate.edu](mailto:RichardWebb@sjrstate.edu)

Vacant – EMS Instructor

Vacant – EMS Instructor

Tierra Chandler, A.A. – Workforce Specialist  
904-808-7465

[Tierrachandler@sjrstate.edu](mailto:Tierrachandler@sjrstate.edu)

Kelly Anderson, A.S. – Workforce Assistant  
904-808-7453

[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

### **Program Faculty**

The emergency medical services faculty serves as an initial point of contact for all program concerns. The faculty is available on an appointment basis and during office hours. In addition, during each semester an evaluation conference is scheduled with the faculty to review your progress. Times for these conferences will be announced, and it is the student's responsibility to sign up for and attend these conferences.

### **Medical Director**

Dr. John Milanick – (386) 329-1225

### **Approval**

The St. Johns River State College Emergency Medical Technician Program is approved by the Florida Department of Education, Department of Health, Bureau of Emergency Medical Services. The program prepares students for certification as Paramedic in accordance with Chapter 64J of the Florida Administrative Code.

## **Accreditation**

“The St. Johns River State College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).”

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs

9355 113<sup>th</sup> St., N., #7709

Seminole, FL 33775

<https://www.caahep.org>

To contact COAEMSP:

<https://www.coaemsp.org>

Phone: 214-703-8445

Fax: 214-703-8992

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

## **Program Mission Statement:**

The mission of the St. Johns River State College paramedic program is to prepare students to function as an entry level paramedic so they can deliver high quality care in the pre-hospital environment. Through a program of didactic, lab, clinical and field internships graduates will display team leader effectiveness within the emergency medical services team.

## **Program Outcomes**

Upon successful completion of the program the graduate will be able to:

1. Demonstrate the ability to understand and analyze clinical information for stabilizing and transporting acute and chronically ill patients.
2. Apply and perform correct emergency medical procedures upon patient assessment and effectively communicate results.
3. Apply critical thinking skills to recommend interventions based on patient response.
4. Develop technical skills in providing emergency care to patients in the pre-hospital setting.
5. Explain and recommend treatment for the emergency care patient in the pre-hospital setting.

## **Program Goal**

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

## **Philosophy & Objective**

The philosophy of the educational approach of this program is one of professional development and application of material. Learning is an active and ongoing process manifested by a change in behavior and involving cognitive, affective and motor skills. Each individual learns at his or her own rate depending on abilities, needs, motivation, and experience. A primary objective of this program is to meet the community needs for emergency care providers and build and maintain emergency services for the citizens of the community.

The Program at St. Johns River State College functions on the honor system. The profession you are preparing for demands the utmost integrity and ethics. Students are given access to confidential and sensitive information. All areas of training measure fundamental approaches to truth, honesty, integrity and ethical conduct.

## **STUDENT CATALOG AND HANDBOOK**

Students are expected to follow the general rules and regulations of the college as written in the SJR State College Student Handbook and the specific requirements of the department. The purpose of these rules and regulations is to protect the rights of students and allow students to prepare academically in a positive environment.

It is important that the student read the college's handbook which explains students' rights and responsibilities. The disciplinary actions and appeals process described are followed in administering the rules and regulations of the program.

If a student in the Emergency Medical Services/Paramedic program is dismissed due to violation of policies and procedures described in the college or the Emergency Medical Services Student Handbook, he/she may be able re-enter only by following the appropriate procedures as described under grievance procedures.

## **BACKGROUND CHECK AND DRUG SCREENING**

All students are required to obtain a current criminal background check and drug testing at their own expense prior to entry into the curriculum phase. The approximate cost for the criminal background check and drug screening is \$166 (Subject to Change). Students must complete the background check and drug testing via [www.CertifiedBackground.com](http://www.CertifiedBackground.com). Students with criminal records or substance abuse problems may be denied or have limited access to clinical and/or licensure opportunities. Therefore, admission or continuance in the program may be denied.

### **Allied Health Background Procedures**

1. Upon acceptance, students will receive a form to sign and return giving SJR State College Allied Health programs permission to receive background/drug screen results. Student's signature indicates students understand background/drug screen results may be shared with clinical facilities.
2. Background/Drug screens are completed through [CertifiedBackground.com](http://CertifiedBackground.com). Students will receive instructions on the procedure to register and pay on-line for the background/drug screen.
3. Students receive a four part form to take to the lab with their payment receipt and complete the drug screen. All results for background and drug screens will be available to the nursing and Allied Health departments for on-line viewing and printing.
4. Protocols for evaluating the background screens are established departmentally based on the criteria of the licensing/certification agencies, Florida statutory requirements and clinical site requirements.
  - a. Respiratory: State of Florida Department of Health, Board of Respiratory Care.
  - b. Radiography: American Registry of Radiologic Technologists (ARRT).
  - c. Health Information Technology
  - d. Emergency Medical Services: State of Florida Department of Health, Board of Emergency Medical Services
5. Students who have findings on their background screen will be notified by letter that the results of their background/drug screen identified an area of concern which must be documented for review.
6. Students will be requested to provide a written explanation of all charges with attached court documents of charges and outcome. Three letters of references will also be provided by the student.
7. All documentation will be reviewed by a committee consisting of the appropriate Dean or Director,

Vice President for Workforce Development and Vice President for Student Affairs.

8. The student will be notified by letter of the outcome of the committee review as follows:
  - a. The student will be permitted to continue in the program with the understanding that licensure/certification is not guaranteed. Students will be required to sign a statement to this effect
  - b. The student will not be permitted to continue in the program.

## **BREACH OF CONFIDENTIALITY POLICY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with your friends, family members or relatives of the patient. Students are prohibited from recording, copying, or retrieving any patient information on any electronic device.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the assigned preceptor.
4. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the student. Students must follow the facilities policies regarding confidentiality and access to computer information.
5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State College and/or academic program.

## **DEFIBRILLATOR POLICY**

1. The Life Pak 15 defibrillation/monitor used in the St. Johns River State College EMS Program is to be used according to the skills sheets provided by the program.
2. The monitors used in the EMS Program may be marked as training monitors.
3. The monitors used by St. Johns River State College are fully active and can produce an electrical charge of 360 joules.
4. Any purposeful discharge without direction from an instructor will result in an immediate dismissal from the EMS Program.
5. There is to be a verbal warning of "I'm clear, your clear, everyone clear" with visual confirmation of no less than 2 feet around the manikin prior to any discharge from the monitors
6. Instructors are to supervise their students at all times to ensure there are no accidental discharges.
7. If a student is unfamiliar with the defibrillator/monitor he/she is using, instruction is available in class or in assistance labs

If used properly these are great learning tools, but if used incorrectly, they can be deadly. Remember to think before you do – SAFETY FIRST!

## **DIDACTIC, LAB AND CLINICAL GRADING POLICY**

### **Didactic testing:**

Passing grade for didactic testing is 75%. Students may retake two failed tests. If they pass the retest, their failing grade will be replaced with a 75% regardless of the score of the retest. Students are only allowed to take a retest once and must be scheduled within 7 days of the failed test. A student must receive a final grade of 75% in each course to continue.

### **Laboratory skills grading:**

Grading is on a pass/fail basis. Failure of any part of a skills station constitutes failure of the entire station. A student can schedule a retest within seven days of the skills failure. A student must bring in the original skills sheet to be checked off. Failure to successfully retest any skill will constitute failure of the course.

### **Program Comprehensive Written and Terminal Competency grading:**

A student must achieve a minimum of 75% on the final comprehensive written and practical exams. A student is allowed to retake this exam one time. Failure of this exam will require readmission to the program. **Paramedic students will NOT be allowed to complete the same term more than two (2) times.**

## **SUCCESSFUL COMPLETION CRITERIA**

Upon successful completion of the Paramedic Program, the student will be eligible for the Paramedic certification process as provided by the State of Florida. Successful completion **requires all** of the following:

1. Attending all sessions of the Program, or makeup hours as assigned
2. Completing all assigned coursework
3. Achieving a score average of 75% or better over the length of the term
4. Achieving a score average of 75% or better on the Midterm and Final exams
5. Achieving a score of 75% or better on all skill exams
6. Completing all of the required clinical skills and hours
7. Completion all patient contact competencies

## **READMISSION POLICY**

Readmission into an Allied Health program will be done on a space available basis. A student may only apply for readmission one time. **Please note: The paramedic, health information technology, radiologic technology and respiratory programs do not offer credit for experiential learning, advanced placement or transfer of classes for program core classes.**

A student must meet the following criteria and submit the following materials for consideration:

1. A written request for readmission along with the program application must be submitted within thirty calendar days of the withdrawal or failure date.  
**No application will be considered if submitted after the thirty calendar day deadline.**  
After submitting the written request for readmission a mandatory counseling appointment is required with the Dean of Allied Health or designated faculty to receive instructions for the readmission process.
2. A committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s) and course information provided by the faculty.

3. Documentation of evidence or plans to address previous deficiencies, to include but not limited to the following areas:
  - a. Academic Performance - No more than one (1) year lapse in experience
  - b. Clinical Performance – No more than one (1) year lapse in experience.
  - c. Professionalism
  - d. Attendance
  - e. Commitment
  - f. Extenuating Circumstance

The application packet will be reviewed by a committee consisting of the Dean of Allied Health, Vice President for Workforce Development and program faculty. Each application will be evaluated on an individual basis. The committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s), course information provided by the faculty and student plans to address deficiencies. The decision of the committee will be to admit or not admit. No other documentation will be provided. The decision of the committee is final.

4. If a student receives an approved letter for readmission, the student is required to comply with the following requirements. Students who withdraw or fail out of the first semester or thereafter will have to complete a 3 credit, 45 contact hour Strategies for Success and Performance (SSP) course. Students will need to enroll in this course one term prior to the designated reentering date and pass with a grade of “C” or better to continue based on the Allied Health grading scale. The student will only be allowed one attempt at the remedial course. It is not covered by financial aid and will be the responsibility of the student.

5. Any limited access program that has a lab and clinical component will also require competencies to be passed within the SSP course. The plan will be included based on the appropriate level of competency for the student based on when they failed out or withdrew from the program. If a student does not pass all lab and/or clinical competencies the student will not continue in their respective program. The Strategies for Success and Performance (SSP) course does not apply to EMT students but the remaining requirements apply to the EMT program.

6. The student will be responsible to complete an additional background check.

## **PROGRESSION POLICY**

All courses require a 75% average for successful completion. If any portion of a given course is not completed successfully, the student must successfully repeat that entire course prior to progressing in the program. Students will meet with the program director or appropriate faculty member at least once a semester to discuss academics. The counseling session may include other deficiencies in any areas of the program as noted by program personnel.

## **TESTING GUIDELINES**

Within a week following Mid-term, Final or any other “high stakes” exam, the Program Director and faculty will complete an item analysis of the exam. The p value, point biserial and discrimination index with each question will be reviewed for reliability, validity and content. This review will determine if the question is good, needs revision or dropped. Revision of the question will be presented to the Medical Director for final approval.

## **FAILURE TO MEET REQUIRED COMPETENCIES**

The student will be required to attend additional field ride along and/or clinicals to meet the designated amount of minimum competencies required for graduation. A remediation plan will be designed for completion on a case by case basis. All approvals for an Incomplete will require review by the Dean of Allied Health and Vice President of Workforce Development.

## **LETTERS OF COMPLETION**

Per Florida Administrative Code 64J-1.020 (1)(e) “Course directors shall submit a roster of students eligible to take the state certification examination to the department with 14 days after course completion but not before course completion. This roster shall be signed by the Program Director.

Furthermore, per Florida Statute Title XXIX Chapter 401.2701 (5), “each approved program must issue a certificate of completion to program graduates within 14 days of completion” .

## **MEDICAL DIRECTOR RESPONSIBILITIES**

“The medical director shall have the duty and responsibility of certifying that graduates have successfully completed all phases of the education program and are proficient in basic and advanced life support techniques, as applicable”(FS401.2701 (4) (a).)

- 1) Medical Director must review and approve the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy.
- 2) Review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
- 3) Review and approval of the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate process.
- 4) Assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- 5) Medical Director is responsible for cooperative involvement with the program director.

## **AFFECTIVE, PSYCHOMOTOR AND PROFESSIONAL BEHAVIOR EVALUATIONS**

### **Affective**

Students must demonstrate professionalism, conscientiousness and interest in learning.

### **Psychomotor**

Students must demonstrate proficiency in all skills. A complete list of skill competencies expected to be completed within the program will be provided to each student.

### **Professional Behavior**

Continuous evaluations in the area of professional behavior include; integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communications, time management, teamwork and diplomacy, respect, patient advocacy, careful delivery of service.

These professional behaviors will be assessed during classroom activities, practical lab sessions, clinical rotations and field internship rotations. Interactions between the student and other students, instructors, preceptors, patients and others the student has contact/interactions with will form the basis for evaluation in this area.

In the event there are areas in need of improvement, the student will be counseled and documentation will include the areas in need of improvement as well as corrective actions which need to be taken. Continued problems in this area may lead to dismissal from the program.

## **CELL PHONES/PAGERS/ELECTRONIC DEVICES**

### **Classroom Policy**

Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone calls or texting in the classroom. Students are therefore required to disengage cell phones, pagers ("silent/vibrate" mode) and place out of sight when present in a classroom during designated class times. Cell phones cannot be used as calculators during lab, class, or clinic. Audio recording devices may be used in the classroom but only with the instructor's permission. Cell phones or other electronic devices are not allowed during tests and/or quizzes. Video recording is not allowed unless the activity has been pre-approved by the faculty member and the appropriate consent forms filled out. Electronic devices like iPads, laptops, netbooks may be used for instructional material only. Faculty reserve the right to remove any electronic device from the classroom that violates this policy.

### **Clinical Policy**

Use of cell phones, pagers and other electronic equipment is prohibited in the clinical setting with the exception of an emergency or a designated break. If a student requires use of the electronic equipment outside of these guidelines the clinical instructor/preceptor should be notified. Cell phones are not allowed in patient care areas and hospital personnel can request removal of the cell phone. Cell phones or other electronic devices may not be used to take photographs in the clinical and fire rescue settings. Violation of this policy may result in dismissal from the classroom, clinical, or laboratory setting. Any dismissal from the above settings may be counted as an absence and possible further disciplinary action may be taken.

## **DECLARED PREGNANT POLICY**

Students who have declared pregnancy during clinical portions of their programs must provide clear, written instructions from their physician as their ability to fully participate in such clinical and the physician must provide a list of any physical limitations, i.e., lifting, radiation exposure, fumes from cold sterilization agents or other chemicals, etc. Physician-directed limitations may require student withdrawal from the program.

St. Johns River State College may request subsequent clearance notes from the doctor, as the pregnancy progresses, in order to participate in clinical rotations. Pregnancy is not a disability and therefore the declared pregnant student does not qualify for reasonable accommodation under the Americans with Disabilities Act (ADA).



## **EMPLOYED STUDENT POLICY**

A student which is employed in the emergency medical services field may not use any compensatory time to fulfill paramedic program requirements. On duty hours cannot substitute for the required program hours. Any violation of this policy may result in withdrawal from the program.

## **LAB POLICIES**

### **Lab Practice**

During lab practice a student must demonstrate competence and be checked off for that competency. A failed competency check-off must be repeated and passed within 7 calendar days excluding weekends and holidays. No more than three attempts are allowed for any competency check-off. An appointment must be made with the instructor prior to the deadline.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

### **Laboratory Guidelines**

1. Use of laboratory during regularly scheduled laboratory sessions:
  - a. During lab sessions, students should keep the laboratory area neat and clean at all times.
  - b. Upon completion of sessions, all equipment must be returned to the proper storage area.
  - c. Laboratory stations must be cleaned after each use.
  - d. Disposable supplies that will not be reused must be disposed of in appropriate receptacles.
  - e. Class will not be dismissed until all laboratory stations are clean.
  - f. Students may not leave laboratory sessions until dismissed by instructor. Leaving early, without prior approval will result in an absence for that lab session.
2. Additional use of laboratory:
  - a. Students must schedule a practice time with the faculty prior to the date requested.
  - b. Students may use the laboratory to practice procedures any time that the laboratory is not being used, and an instructor is present or on the campus.
  - c. Be sure that all laboratory areas are clean and all equipment returned to its proper place prior to leaving the laboratory.

## **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE EMERGENCY MEDICAL SERVICES SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. All disposable sharp objects should be deposited in "sharps" containers, sealed when full, and disposed of in the proper manner.
3. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

## **CLASSROOM ATTENDANCE AND TARDINESS POLICY**

Course attendance is vital to success in the Allied Health programs. Students cannot repeat an Allied Health course in the same manner as one can repeat other college courses. Students must pass each course with a "C" or better to remain in their program of choice.

Tardiness creates disruption in the classroom. Students who are consistently late for class demonstrate a lack of responsibility and lack of consideration for others.

An absence is defined as a missed class for any reason other than the exceptions listed at the end of this policy.

The Paramedic program is a 1,230 hour, 42 credit course requiring the student to complete all 1,230 hours and 42 credits for completion of the program.

Any student who is absent, tardy or leaves early will be required to make up the hours missed.

### Absence

1. The Allied Health program will follow the SJRState College policy for classroom attendance as stated in the SJRState College student handbook.
2. One absence will not affect the student grade.
3. Two absences will reduce the student's final course grade by 1%. The student will receive a warning that the absentee limit has been reached.
4. Three absences will reduce the student's final course grade by an additional 3%.
5. At the fourth absence, an additional 5% will be taken off of the final grade. The student may be withdrawn from the course and the program.

### Tardiness

1. One tardy (greater than 5 minutes) will not affect the student grade.
2. The second tardy will reduce the student's final grade by 1%.
3. The third tardy will reduce the student's final grade by 3%.
4. At the fourth tardy, an additional 5% will be taken off of the final grade. The student will not be allowed in class and will be responsible for any missed assignments. It will be the student's responsibility to contact the instructor and make arrangements for missed work. The student may be withdrawn from the course and program.

### Leaving Early

1. Any student who leaves the classroom before the end of class, without prior arrangements may be subject to reduction of final grade.
2. The second offense of leaving early will reduce the student's final grade by 1%.
3. The third offense of leaving early will reduce the student's final grade by 3%.
4. At the fourth offense of leaving early, it will reduce the student's final grade by 5%. The student may be withdrawn from the course and program.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinical will be counted absent and may jeopardize moving forward in the program. Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by the Dean of Allied Health.

### Military Service

In the event that a student is a member of active military or reserves, they should notify their instructor of active orders or weekend classes (reserves) as early as possible. The student should provide proof of their military orders/schedule to the program director or primary instructor. Students will not be penalized for military service and make up time depends on the specific program. The student is responsible for any arrangements regarding make up assignments.

### Jury Duty or Other Court Appearance

In the event of the student being called for Jury Duty or other court appearance, the student will not be penalized for absence. Missed tests or quizzes will need to be made up. Any jury duty lasting more than one week may be detrimental to the student's ability to keep up with the program. This should be mentioned during jury selection. Proof of Jury Duty or other court appearance will be required, and the student should inform the program director in advance if called.

### Funeral Policy

In the event of death in the immediate family (spouse, mother, father, sibling, son, daughter, or grandparents) **a maximum of three calendar days are allowed without penalty.** The student should contact the program director as soon as possible. The student retains responsibility for completing the clinical /classroom objectives for that timeframe. Appropriate documentation may be required. Students should contact the concerned faculty as soon as possible to make arrangements.

## **CLINICAL SITE ATTENDANCE AND TARDINESS POLICY**

A clinical absence is defined as a missed scheduled clinical day for any reason other than the exceptions listed at the end of the classroom attendance policies. Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus. Students are required to follow the clinical schedule through the end of the term without regard to the number of hours completed.

A tardy is defined as not being in the appropriate place at the scheduled start time regarding the specific clinical site rotation.

Any student who is absent, tardy or leaves early will be required to make up the hours missed.

### Absence

1. First clinical absence will be forgiven upon notification of instructor by phone or email.
2. The second absence will reduce the student's final grade by 5%.
3. The third absence will reduce the student's final grade by an additional 5%.
4. At the fourth absence, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.

Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

### Tardiness

1. One tardy at the clinical site will not affect the student grade.
2. A second tardy will reduce the student's final grade by 3%.
3. A third tardy will reduce the student's final grade by an additional 5%, and the student will receive a warning that continued tardiness may cause the student to be withdrawn from the class.
4. At the fourth tardy, an additional 5% will be taken off of the student's final grade and they may be withdrawn from the course and the program.

Any student arriving to the clinical site later than 15 minutes will be considered absent and must be rescheduled with completion prior to the end of the semester.

#### Leaving Early

1. Any student who leaves the clinical site without faculty approval prior to the completion time may receive 5% reduction of the final grade.

Please note: If the student does not give prior notice of absences or tardiness to the clinical site or the Program Faculty, an additional 5% penalty on the final grade may occur.

Students are required to spend a specific number of hours or days at the clinical site each term as indicated in the clinical course syllabus.

Students are expected to be punctual, and attend all classes, labs, simulation, and clinical activities. Late students disrupt the classroom environment. Students who do not attend class, labs, simulations, or clinicals will be counted absent and may jeopardize moving forward in the program.

Non-attendance may result in course failure or instructor withdrawal (see absentee policy in student handbook). In the event of an unplanned extenuating circumstance, the student is required to provide documentation for review by the program director and/or the Dean of Allied Health.

#### **CLINICAL SITE INCIDENT**

Any student involved in an incident (i.e., needle stick, fall, pathological exposure, etc.) should follow the following procedure:

1. Follow hospital/clinical site protocol regarding incident.
2. Notify preceptor/instructor at the clinical site.
3. Notify program faculty immediately of the incident.
4. Fill out incident report and insurance form included in the student's clinical notebook.
5. Follow College protocol regarding incident.

Students are responsible for any uncovered cost associated with the incident.

#### **CLINICAL ROTATIONS**

Faculty has chosen clinical sites and clinical experiences, which will be both meaningful and relevant for you. As time for instruction is limited, it is important that you attend your pre-selected clinical. To maximize your learning experiences and as a courtesy to the clinical site, preceptor and instructors please be prompt. Students who arrive late may be sent home from clinical at the discretion of the hospital/fire department personnel and this time must be made up. Any student sent home from a clinical experience will receive an absence for that clinical and result in a one letter grade reduction. A second offense may result in withdrawal from the clinical portion of the program, NO EXCEPTIONS!

Each EMT/Paramedic student will function under the direct supervision of an EMS preceptor, shall not be in the patient compartment alone during patient transport, and shall not be used to meet staffing requirements.

Written work (EMS clinical objectives, narratives, reports, attendance forms, FISDAP, etc.) are due within 72 hours of each clinical, as assigned. All attendance, objectives forms, and minimum skill requirements found in your clinical manual are a minimum requirement, and MANDATORY! Your grade is not based on how many skills and forms you complete. Clinical grades are based on the quality of the work delivered as well as the points deducted for program violations. If any of the forms or the minimum skills are not completed the student will FAIL the clinical portion of the program. In addition, the number of clinical hours is not optional but mandatory according to state and accreditation rule. Failure to complete the required hours will cause the student to receive a failing grade. Points will be deducted for

late assignments. In extenuating circumstances, and with faculty approval, additional time can be contracted for completing forms and skills. To receive an additional time contract, speak to your clinical instructor prior to the due date.

### **Rules and Regulations**

1. An SJR State College instructor will provide rotation schedules for each student.
2. An SJR State College instructor shall be available as needed for guiding the learning needs of the students.
3. Students shall adhere to hospital policies/procedures.
4. The student may not ask permission to leave the clinical site for personal errands or any other unexcused absences. Program faculty must approve any change in the clinical rotation schedule, including early dismissal.
5. Students will be provided with a clinical schedule prior to the beginning of clinical rotations. Any questions or requests by the students must be made in writing. This schedule will not be changed without the approval of the instructor. Students must follow the rotation schedule. Failure to do so, without prior approval, will result in disciplinary action.

### **Clinical Hours**

Clinical hours may vary depending on the clinical rotations. Students should make arrangements to be available for clinical education between the hours of 0700 and 2300.

## **STUDENT INTERACTIONS**

### **Student/Patient Interaction**

- ★ The student will consistently display a professional and positive attitude in all dealings with patients.
  - a. The student will always identify himself/herself to patients
  - b. The student will explain the purpose of his/her presence to the patient.
  - c. The student will display courteous behavior towards the patient.
  - d. The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.
  - e. The student will adhere to the above objectives regardless of the patient's condition.
- ★ The student will maintain confidentiality of all patient records and information.
  - a. The student will record all information accurately in the patient's chart.
  - b. The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
  - c. The student will display patient anonymity when removing information from the chart for program related projects.
  - d. The student will discuss with the patient, only information already known to the patient.
  - e. The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.
- ★ The student will display respect for the patient's right to privacy.
  - a. The student will arrange clothing and bedding to maintain patient's modesty.
  - b. The student will knock on the patient's door before entering room.

- ★ The student will demonstrate concern for the protection of the patient from injury during all procedures.
  - a. The student will perform only those procedures in which he or she has been deemed competent by the instructor.
  - b. The student will assess the patient's condition.
  - c. The student will perform only procedures as written by the physician prescription/protocols.

### **Student/Student Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with fellow students.
  - a. The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
  - b. The student will perform cooperatively when working in assigned areas with other students.

### **Student/Instructor Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with his or her instructor.
  - a. The student will work to the best of his or her ability to complete all assignments.
  - b. The student will use established procedures in mediating any differences between him/her and the instructor.
  - c. The student will demonstrate respect for the instructor at all times.

### **Student/Clinic Personnel Interaction**

1. The student will consistently display a professional and positive attitude in all dealings with clinic personnel.
  - a. The student shall identify himself/herself by wearing proper uniform, name pin, and SJR State College patch.
  - b. The student will display respect for all hospital personnel regardless of race, religion, color, creed, or sex.
  - c. The student will read and practice all rules, regulations, and procedures that are established.
5. The student will demonstrate respect for the clinic by careful and responsible use of the clinic facilities and equipment.

### **UNIFORMS/DRESS CODE**

For all clinical or class sessions held the students should wear the uniform. The uniform consists of the following:

1. Navy blue BDV pants and black belt
2. Program uniform shirt with St. Johns River State College patch attached.
3. Black shoes or boots polished and clean. Shoes must completely enclose the foot, no open toes or heels permitted. It is suggested that the shoes/boots be water resistant and have oil resistant soles. (The student will be entering a variety of environments and the protection of the student from slipping, getting contaminated or soiling their uniform is a priority). Black socks are expected. White socks may be worn if covered by the shoes.
4. Appropriate student IDs must be displayed on the uniform.
5. A simple wedding band and wrist watch are the only acceptable jewelry.
6. Deodorant, cologne, or perfume should not be excessive due to the close contact with patients.

7. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Any fake fingernails to include acrylic, gel, overlays or tips are strictly prohibited due to infection control.
8. Hair must be short or pulled back from the face and kept above the collar and neatly groomed and styled to avoid contact with patients.
9. Facial hair must not interfere with the fit of high efficiency respirator masks.
10. Undergarments should not be visible.
11. Cigarettes and other tobacco products should not be visible on the student uniform.
12. All tattoos must be covered while in the clinical setting.
13. All students must maintain proper oral and physical hygiene at all times.

Clinical training sites may have specific dress codes and safety regulations. You will be required to conform to the dress code and safety regulations while affiliating at that facility.

**If students do not comply with the dress code they may be dismissed from clinical.**

## **PARAMEDIC CURRICULUM**

### PARAMEDIC CORE CLASSES

	EMS 2010 EMS Anatomy and Physiology.....	3
	EMS 2603 Paramedic I.....	6
	EMS 2603L Paramedic I Lab.....	2
	EMS 2666 Paramedic Clinical Experience I.....	4
+	EMS 2604 Paramedic II.....	8
+	EMS 2604L Paramedic II Lab.....	2
+	EMS 2667 Paramedic Clinical Experience II.....	4
+	EMS 2605 Paramedic III.....	5
+	EMS 2605L Paramedic III Lab.....	1
+	EMS 2920 Paramedic Seminar.....	2
+	EMS 2659 Field/Clinical Internship ....	5
	<b>REQUIRED TOTAL CREDIT HOURS.....</b>	<b>42</b>

+Prerequisite course required. See course description in catalog.

A student must earn a grade of "C" or above in all courses required in the program.

**ST. JOHNS RIVER STATE COLLEGE  
EMERGENCY MEDICAL SERVICES AFFILIATES**

<b>Flagler Hospital.....</b>	<b>(904) 819-4370</b>
<b>Putnam Community Medical Center.....</b>	<b>(386) 328-5711</b>
<b>Orange Park Medical Center.....</b>	<b>(904) 276-8500</b>
<b>Putnam County Emergency Medical Services .....</b>	<b>(386) 329-0892</b>
<b>Clay County Emergency Medical Services.....</b>	<b>(904) 284-7703</b>
<b>St. Johns County Administration &amp; Operations.....</b>	<b>(904) 209-1700</b>
<b>Baptist Medical Center.....</b>	<b>(904)202-2000</b>
<b>Wolfson Children's Hospital.....</b>	<b>(904)202-2000</b>
<b>Baptist Clay Medical Campus.....</b>	<b>(904)516-1000</b>
<b>Baptist South Medical Center.....</b>	<b>(904)271-6000</b>
<b>St. Vincent's Clay .....</b>	<b>(904) 602-1000</b>





St. Johns River State College  
Workforce Development



**Estimated Program Cost Summary**  
**2023-2024 (Fees are subject to change)**  
**CIP: 0351090405**

**Program(s) 3085 Paramedic College Credit Certificate \*Subject to Change**

Please note that totals are estimates based on in-state tuition rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog.

**PROGRAM COSTS**

Tuition/Fees:	\$4,536.00 (42 credits at \$108.00 per credit hour)
Lab/Course Fees	\$887.00 (Each course taken online will have a \$13.00 Per credit hour distance learning fee in addition to tuition. Please see current catalog for more information).
Criminal Background Check and Drug Screen	\$171.00
Misc. Supplies:	\$150.00
Liability Insurance:	Included in course fees above
Physical and Shots	\$450.00
Uniforms	\$235.00
Textbooks:	<u>\$905.80</u> (Depending on used or new books)
First Year Total:	<u>\$7,334.80</u>

**POST PROGRAM COSTS**

NREMT Exam	\$160.00 (National Registry of Paramedics)
Certification Application Fee	<u>\$45.00</u> (State of Florida Department of Health)
Total:	<u>\$205.00</u>

**Grand Total:** \$7,539.80

Questions regarding program length and cost should be directed to the Department of Allied Health at (904) 808-7465. Questions regarding admission, registration and to meet with an advisor should be directed to the Workforce Services office (386) 312-4259 or [careerservices@sjrstate.edu](mailto:careerservices@sjrstate.edu).

**ST. JOHNS RIVER STATE COLLEGE  
PARAMEDIC PROFESSIONAL TECHNICAL STANDARDS**

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

Refer to <http://www.onetonline.org/> for more information regarding technical standards.

<b>Technical Standard</b>	<b>Performance Standard</b>	<b>Essential Function</b>
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	The ability to tell when something is wrong or is likely to go wrong; and the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Analyzing information and evaluating results to choose the best solution and solve problems.
Interpersonal	Sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients; and frequently work with, communicate with, and teach people.
Communication	The ability to communicate information and ideas in speaking so others will understand; ability to listen to and understand information and ideas presented through spoken words and sentences; and ability to speak clearly so others can understand you.	Communicating with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment. Observe, record, and report to physician/nurse the patient's condition or injury, treatment provided and reactions to drugs or treatment.
Physical/Psychological Ability	Being aware of others' reactions and understanding why they react as they do.	Maintaining composure, keeping emotions in check, controlling anger and avoid aggressive behavior, even in very difficult situations. Requires preferring to work with others rather than alone and being personally connected with other on the job.
Mobility	Adjusting actions in relation to others' actions.	Running, maneuvering, navigating, or driving vehicles.

Motor Skills	Principles and methods for moving people and equipment. Operate equipment, immobilize patients, and administer first aid treatment or life support to sick or injured persons in the pre-hospital setting	Immobilization of patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
Hearing Ability	The ability to listen to and understand information and ideas presented through spoken words and sentences,	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate time.
Visual Ability	Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects. Assess nature and extent of illness or injury to establish and prioritize medical procedures	Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
Tactile Ability	Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects. Ability to coordinate two or more limbs while sitting, standing, or lying down.	Perform emergency diagnostic and treatment procedures. Operate equipment such as EKG's, external defibrillators, or bag valve mask resuscitators
Olfactory Ability	Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems	Decontaminate ambulance interior following treatment of patient with infectious disease. Assess nature and extent of illness (i.e., diabetic emergencies) to prioritize medical procedures.
Professional Presentation	Principles and processes for providing customer and personal services, actively looking for ways to help people.	Being reliable, responsible, dependable, honest, ethical and sensitive to others' needs and feelings.

# ALLIED HEALTH FORMS



- I have received the Allied Health and \_\_\_\_\_ Program Student Handbook.
- I understand that I am responsible for the information contained within this handbook.
- I agree to abide by the policies and procedures as stated in this handbook.
- I understand that I must abide by the professional ethics and standards accepted by professionals and technicians in the \_\_\_\_\_ profession.
- I hereby acknowledge that it is my obligation to comply with the policies, requirements, etc., and that this statement will be placed in my permanent file in the Allied Health Office.

---

Program Director
Date



\_\_\_\_\_  
**PROGRAM**

**RELEASE OF INFORMATION**

I, \_\_\_\_\_, give my permission for St. Johns River State College to release information about me to perspective employers concerning my academic performance, attitude, appearance, and any otherwise pertinent information while a student at the college.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

**EMPLOYER SATISFACTION SURVEY**

I, \_\_\_\_\_, give permission for St. Johns River State College to contact my post-graduate employers and ask them to complete an "Employer Satisfaction Survey" for accreditation purposes.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**



## PROGRAM

## STATEMENT OF PROFESSIONAL CONDUCT AND ETHICAL STANDARDS

**(Student Confidentiality Statement)**

I, the undersigned, agree to abide by the Code of Ethics established by my Professional Organization at all times.

I will be professional in performing all \_\_\_\_\_ related skills. I understand that confidentiality of any medical information obtained by any experience provided through my training and education as a \_\_\_\_\_ professional is privileged. A breach of confidentiality will result in dismissal from the program. Similarly, any break of conduct with respect to the Honor Code, as it is described in the St. Johns River State College catalog will also result in expulsion from the program, without opportunity for re-entry.

---

Print Student Name \_\_\_\_\_

---

Student Signature
Date

---

Program Director	Date
------------------	------



\_\_\_\_\_**PROGRAM**

### CONSENT AND RELEASE FORM

Event or topic: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby authorize St. Johns River State College, its District Board of Trustees and its employees to edit, reproduce, display, distribute, exhibit, or otherwise use the photographs, video, written or creative works without compensation to me in whole or in part, for educational, instructional, promotional, public relations and advertising purposes in any manner, format or media, throughout the world, in perpetuity.

For these purposes, I waive and relinquish any personal rights and privacy rights, and all photographs or video shall become the sole property of SJR State and may be copyrighted in its own name or a name of its choosing.

I also release SJR State and its employees from any and all claims for libel, slander, invasion of privacy or other claims based on SJR State's use of the photographs or video and agree to hold SJR State harmless from any and all claims by the Third Parties.

1. \_\_\_\_\_  
Name (Please Print) Date

\_\_\_\_\_  
Phone number E-mail address

\_\_\_\_\_  
Signature of Participant, or Parent or Guardian if a Minor

2. \_\_\_\_\_  
Name (Please Print) Date

\_\_\_\_\_  
Phone number E-mail address

\_\_\_\_\_  
Signature of Participant, or Parent or Guardian if a Minor



**ST. JOHNS RIVER STATE COLLEGE**  
**CRIMINAL JUSTICE TRAINING PROGRAM**  
**ACADEMY POLICIES AND PROCEDURES MANUAL**

**CONGRATULATIONS!**

You have earned the privilege of joining a class of recruits who together will continue the St. Johns River State College tradition of excellence and quality education at convenient locations.

The experiences you share here will provide the foundation for your career. Whether your goal is law enforcement or corrections, you will find yourself amid rapid change and continual challenge. The knowledge and skills you will gain by the completion of this program will enable you to measure up to the trust placed in you by the public and your employer. When you graduate, you will be eligible to join select and dedicated individuals who serve the public interest with pride and integrity as criminal justice professionals demonstrating the highest level of ethical behavior. Your commitment to yourself, fellow criminal justice professionals, and the community begins now.



**YOU SHOULD BE PROUD TO HAVE MADE IT HERE**  
**WE ARE CERTAINLY PROUD TO WELCOME YOU**

**NON-DISCRIMINATION STATEMENT**

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Anonymous reporting is available at [SJRstate.edu/report](http://SJRstate.edu/report). Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW, Suite 19T10, Atlanta, GA 30303-8927.

Spanish version:

St. Johns River State College, una institución de igualdad de acceso, prohíbe la discriminación en su empleo, actividades, políticas y procedimientos por motivo de raza, sexo, género, identidad de género, edad, color, religión, origen nacional, etnia, discapacidad, el embarazo, orientación sexual, estado civil, información genética, o estatus de ser veterano/a. Preguntas relativas a la equidad educativa, igualdad de acceso, o igualdad de oportunidades deben dirigirse al Coordinador del Título IX: Charles Romer, Oficina A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@SJRstate.edu. Una denuncia anónima está disponible a [SJRstate.edu/report](http://SJRstate.edu/report). Las consultas o quejas se pueden presentar ante el Coordinador del Título IX en línea, en persona, por correo, por correo electrónico o con el Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles, Oficina de Atlanta, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

# ACADEMY POLICIES AND PROCEDURES

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## INTRODUCTION

### OUR GUIDING PRINCIPLES

A career in criminal justice requires a commitment to life-long learning. Society and the law are constantly changing. We believe it is our role to help you create a strong personal and professional foundation to continue meeting the needs of your changing surroundings.

The Florida Criminal Justice Standards and Training Commission establish minimum training standards. The St. Johns River State College Criminal Justice Training Program (hereinafter known as the Academy) meets those minimum standards. These standards keep the program consistent with the goals and the ever-changing needs of the agencies that employ our graduates. All course instructors are certified by, or meet or exceed, the criteria of the Florida Department of Law Enforcement and the Criminal Justice Standards and Training Commission to teach the classes.

This manual outlines the standards of conduct and behavior expected of our recruits. It contains answers to frequently asked questions and provides the information needed to comply with the program policies and procedures. Please read these pages thoroughly so that you will understand what is expected of you while attending the Academy.

In order to accomplish the objectives established by the Academy and to maintain its high standards of excellence, a close working relationship between the faculty and the recruits is necessary. These policies and procedures are designed to assist in this relationship. Situations not outlined in these policies and procedures will be addressed at the discretion of the Dean/Director and Vice President of Workforce development and will be consistent with the objectives of the Academy.

A positive professional attitude and daily application of ethical standards is required for recruits to successfully complete courses and advance their careers with a sense of achievement. The faculty and staff want to express best wishes to you in successful completion of this program. We stand ready to assist you toward that end and are available to answer your questions. Please make an appointment when necessary.

#### **Mission Statement**

The Department of Criminal Justice Training at St Johns River State College is committed, through the delivery of quality effective training in an academically sound environment, to providing Law Enforcement agencies and the community with professional and disciplined Law Enforcement and Correctional Officers who will possess the essential knowledge and skills to effectively serve as public safety professionals.

As a component of a comprehensive public state college committed to open access, recruit learning and achievement, the Criminal Justice Training Program of St Johns River State College will provide personalized attention to recruits, will embrace diversity, and will use innovation to enhance teaching and learning.

## **Program Outcomes for the Basic Law Enforcement Program**

**Graduates of the Basic Law Enforcement and Crossover from Corrections to Law Enforcement programs will:**

1. Possess the skills needed to effectively serve as a public safety professional.
2. Have the knowledge to successfully complete the Florida State Officer Certification Examination.
3. Embody the skills and abilities needed to work effectively as a member of a team.
4. Exhibit the skills and abilities essential in decision-making.

## **Program Outcomes for the Corrections Basic Recruit Program**

**Graduates of the Corrections Basic Recruit and Crossover from Law Enforcement to Corrections programs will:**

1. Possess the skills needed to effectively serve as a public safety professional.
2. Have the knowledge to successfully complete the Florida State Officer Certification Examination.
3. Embody the skills and abilities needed to work effectively as a member of a team.
4. Exhibit the skills and abilities essential in decision-making.

## **Student Learning Outcomes**

1. Students must demonstrate proficiency in both constitutional law and statutory criminal law.
2. Students must demonstrate the ability to communicate in a criminal justice setting in regards to such elements as human diversity, special needs populations, report writing, interviews, and operating in crises.
3. Students must demonstrate knowledge of patrol activities such as problem-solving, officer safety, stress management, patrolling techniques, arrest procedures, directing traffic responding to calls for service, and special hazardous events.
4. Students must demonstrate knowledge of criminal investigative procedures.
5. Students must demonstrate knowledge of crime scene investigations techniques and procedures.
6. Students must demonstrate knowledge of traffic crash investigation and traffic control.
7. Students must demonstrate knowledge of enforcement of Driving While Under the Influence laws and procedures.
8. Students must demonstrate proficiency on high liability topics, including firearms, vehicle operations, first aid (to include CPR), and defensive tactics.
9. Students must demonstrate the ability to participate in physical fitness training.

## **THE CRIMINAL JUSTICE TRAINING PROGRAM STAFF**

**OFFICE:** St. Augustine Campus, Building “J”

Higgins-Solomon Criminal Justice Center, Room J101  
2990 College Drive, St. Augustine, FL 32084

Phone Numbers:

St. Augustine: (904) 808-7490

Palatka: (386) 312-4200 x7490

Orange Park: (904) 276-6800 x7490

### **ASSISTANT VICE PRESIDENT, WORKFORCE DEVELOPMENT**

**DR. J. NATE SOUTHERLAND**

Dr. Nate Southerland is Assistant Vice President for Workforce Development at St. Johns River State College and serves as the College’s lead administrator for workforce preparation programs. After graduating from high school in St. Augustine, FL, he earned a bachelor’s degree from Brigham Young University in physics teaching and music, a master’s degree from Utah State University in rural and community development, and a doctorate degree in Educational Leadership and Policy from the University of Utah.

Dr. Southerland has worked for nearly 25 years in a variety of educational roles. He began his career as a high school teacher on the Navajo Nation and worked for four years in the K-12 setting in New Mexico and Florida before moving into higher education. At the University of Utah, he worked extensively with education, local and state government, and workforce development partners as the adult education specialist for the Utah Education Network, a unique state agency devoted to providing telecommunications infrastructure, distance learning systems, and instructional content for public and higher education providers. He then moved to Salt Lake Community College for nine years, where he supervised a range of areas including academic support, admissions and recruitment, registration and academic records, financial aid, library services, high school dual credit programs, curriculum development, assessment, faculty development, and academic scheduling. Prior to returning home to Florida and joining SJR State in January 2023, Dr. Southerland was the Provost at Coconino Community College in Flagstaff, Arizona, where he served as the chief academic and student affairs officer and accreditation liaison officer for five years.

### **DEAN/TRAINING CENTER DIRECTOR**

**TIMOTHY ADAMS**

Mr. Adams retired from the Federal Bureau of Investigation (FBI) in 2017 after serving over 21 years. In addition to investigative assignments in the FBI’s violent crime, white collar crime and national security programs, he was an FBI Legal Advisor and held positions as the Associate Division Counsel and Chief Division Counsel for the FBI’s Jacksonville Field Office. Before entering on duty with the FBI, Mr. Adams was an Assistant District Attorney in Allentown, Pennsylvania. Mr. Adams has served as an adjunct instructor for us since 2019 and most recently was an Investigator in the Special Prosecution Division of the State Attorney’s Office, Fourth Judicial Circuit. Mr. Adams earned a Juris Doctor (cum laude) from Widener University Delaware Law School and a Bachelor of Arts Degree in Economics/Business Administration from the University of Pittsburgh. He is also admitted to the Bar of the Commonwealth of Pennsylvania.

**INSTRUCTOR/COORDINATOR**

THREASA OWENS

Threasa Owens served with the Putnam County Sheriff's Office (PCSO) for 14 years. She held positions in Dispatch, as a Field Training Officer, a SWAT Support Member, and on the Rifle Security Team. Ms. Owens also served in the Criminal Investigations Unit for 6 years investigating child sex crimes and as a member of the Internet Crimes Against Children Task Force. In 2020, she was promoted to Corporal and assisted with the road patrol supervisors. Ms. Owens is an FDLE Certified General and First Aid Instructor. She has a bachelor's degree in Criminal Justice from the University of Phoenix. Ms. Owens remains a certified law enforcement officer with the PCSO reserve unit and resides in Putnam County, Florida, with her husband Tommy Jay Owens.

**INSTRUCTOR/COORDINATOR**

JOHN DONLON

John Donlon retired from the St Johns County Sheriff's Office as a Commander with over 31 years. Mr. Donlon attended the FBI National Academy and also holds a four-year degree in Business Administration from Nova Southeastern University. He has been teaching in the Criminal Justice field since 1989 to include the Law Enforcement Academy, Correctional Officers Academy, Advanced and Specialized Courses. Mr. Donlon served in the United States Navy aboard the USS Nimitz prior to beginning his career in law enforcement.

**INSTRUCTOR/COORDINATOR**

BRIAN HARRINGTON

Brian Harrington, retired from the St Johns County Sheriff's Office as a Commander with 27 years. He has supervised many different areas of the Sheriff's Office from Patrol to Investigations. Mr Harrington has a Bachelor of Arts degree from Colombia and a Master of Administration degree from Barry University. He has attended the SPI leadership CODC Academy and Leadership St Johns. He has been an Adjunct instructor for SJRSC since 2004 covering all the high liability topics and many advanced & specialized courses as well as the Academy classes.

**INSTRUCTOR/COORDINATOR**

HANCEL WOODS

Captain Hancel Woods received a Bachelor of Arts degree from the University of Tennessee in 1994 and a Master of Public Management degree from East Tennessee State University in 1998. Captain Woods was employed by the Putnam County Florida Sheriff's Office from 2006 until July of 2021. During his time at the Sheriff's Office he obtained the rank of Captain and served as a District Commander in Patrol. Captain Woods remains a certified law enforcement officer and holds the Rank of Reserve Captain with the Putnam County Sheriff's Office. Captain Woods has been an adjunct instructor with St. Johns River State College since 2011 and has the following Florida Department of Law Enforcement Instructor certifications: General Instructor, Firearms Instructor, Defensive Tactics Instructor, Driving Instructor, and Precision Immobilization Technique (PIT) instructor. Captain Woods lives in St Augustine and has been married to his wife Suzanne for 32 years.

**INSTRUCTOR/COORDINATOR**

DEBORAH McCARLEY

Deborah McCarley retired from the Federal Bureau of Investigation (FBI) as a Supervisory Special Agent in Jacksonville, FL after serving for 22 years. As a Special Agent with the FBI Deborah investigated a myriad of criminal offenses to include Domestic Terrorism, Violent Crimes, Crimes against children, and White-Collar Crimes. In addition to her investigative duties, Deborah was also a member of the FBI Phoenix Division's Evidence Response Team for twelve years processing crime scenes, and served as the media coordinator for four years handling press releases and press conferences for the Phoenix Division. Deborah was later assigned to the FBI National Academy in Quantico, VA and then to the Jacksonville Division. Previous to her position with the FBI, Deborah was a Police Officer with the Charlotte Mecklenburg Police Department for six years. Deborah holds a Bachelor's and Masters of Science Degree in Criminal Justice from the University of North Carolina at Charlotte.

**WORKFORCE SPECIALIST**

ANNETTE QUINTIERI

Mrs. Quintieri has over 25 years of clerical and secretarial experience in the private sector as well as with the State of Florida. Mrs. Quintieri holds a Bachelor of Science degree from Florida International University and currently supports the administrative function of the Criminal Justice Training Academy.

**WORKFORCE ASSISTANT**

JO-ANN BEAL

Ms. Beal has a B.A. in Business Education. She moved to Florida in 1991 from New Jersey. She has worked for the State of Florida and St Johns school district as a clerk/administrative assistant.



## COLLEGE INFORMATION

### REGISTRATION/FEEES:

1. **Registration for courses:** Recruits must complete registration by deadlines set by the SJR State/Criminal Justice Training Program (CJTP).
2. **Payment of tuition and fees:** Full payment of the recruit's fees for each block of instruction is required by specified deadlines. Payment may be made by cash, check, money order, or VISA/MasterCard. All checks and money orders must be made payable to St. Johns River State College.  
**Any recruit who does not pay fees by the specified deadline will be withdrawn from the program and not allowed to attend.**

### WITHDRAWAL/REFUND OF FEES:

1. For basic recruit law enforcement, corrections, or cross-over programs, no refunds will be given after the first week of each block.
2. Withdrawal after the first week but prior to a specified "last date to withdraw" in the block, by the recruit and/or instructor must go to the web site to withdraw the student from a course without academic penalty (and issued a grade of "W").
3. After the established withdrawal date of the block, recruits who no longer attend and have dropped out of the program, will be issued the grade of "U" in all remaining classes in the block for which the recruit is registered.
4. The College reserves the right to withdraw a recruit from one or more classes when circumstances warrant such an action.

### INSURANCE:

It is the recruit's (or employing agency's if applicable) responsibility to provide insurance against accident or injury while attending the training program.

### READMISSION/TRANSFER:

1. A recruit may be permitted to return in the next available academy class to complete all failed and incomplete course work. The following requirements apply:
  - a. All current entrance requirements have been met.
  - b. Course fees are paid at current rate for new classes.
  - c. Space is available.
  - d. Recruit(s) is in "good standing."
  - e. Recruit(s) has no more than one prior dismissal due to excessive failures or discipline related issues.
2. Designation of "in good standing".

- a. A former recruit must be “in good standing” to be readmitted to the SJR State-CJTP. A recruit from another FDLE/CJSTC-certified academy, who requests to complete his/her academy program at SJR State he/she must be “in good standing,” with the previous academy program.
  - b. For the SJR State-CJTP, this designation applies to the following circumstances:
    - (1) A recruit who was dismissed only due to academic difficulty, i.e., a failed examination(s).
    - (2) A recruit who voluntarily withdrew from the program due to non-disciplinary reasons including, but not limited to: illness, change in employment, family concerns, finances, military deployment, and relocation.
  - c. Only the Training Center Director can provide the designation, “in good standing.” A recruit who wishes to transfer from another academy must provide a letter from the applicable Training Center Director verifying the “in good standing” designation.
3. Curriculum Changes: If the curriculum has changed, a review must be completed to determine if previously completed courses may be applied toward the new curriculum program. Recruits may be required to take new courses to satisfy changes in curriculum.
  4. Recruits employed by agencies will be given priority for open class seats.

#### **GRADE AND ATTENDANCE RELEASE:**

Each recruit is given a form on which he/she can grant or deny St. Johns River State College permission to release information related to his or her grades, academy performance, conduct, attendance reports, or personal contact information to his or her employing agency, an agency inquiring for potential hire, and the Criminal Justice Standards and Training Commission. See Appendix F.

#### **CERTIFICATION:**

1. To be eligible to take the State Officer Certification Exam (SOCE), a recruit must meet all grade and performance requirements of St. Johns River State College and the Criminal Justice Standards and Training Commission.
2. Recruits who meet all requirements will be issued a Certificate of Completion and an Examination Admission Voucher (CJSTC Form 517) which is required for admittance into the testing center to sit for the SOCE.

## **CLASS OFFICERS**

One or more recruits will be selected by the Instructor/Coordinator (I/C) in each of the listed classifications. In addition to the duties listed below, the I/C will determine additional class officer assignments based on the needs of the academy.

### **1. Class Leader**

- a. Serves as recruit liaison between class and the I/C.
- b. Responsible for the completion of the daily attendance roster.
- c. Responsible for communications from the class to the I/C.
- d. Responsible for assignment of tasks associated with training blocks.
- e. Disseminates information and tasks or duties to the class identified by the I/C.

### **2. Squad Leader**

- a. Accountable for each member of his/her squad.
- b. Maintains daily squad attendance and individual member status.
- c. Assists squad members with inspections and academic requirements.
- d. Keeps class leader informed as to squad member status, condition, absence, tardiness, notifications, etc.
- e. First Squad Leader serves as Class Leader whenever Class Leader is absent.

### **3. Class Scribe**

- a. Ensures daily attendance log sheet is timely and accurate.
- b. Ensures instructor completes amount of hours taught section of daily log.
- c. Ensures VA roster is initialed and signed by applicable recruits each day.
- d. Accountable for completeness of all submitted documentation as directed by the I/C.

### **4. Guidon**

- a. Ensures class flag is placed in classroom each day/night before class.
- b. Returns class flag to the instructor/coordinator's office each day/night after class.
- c. Ensures class flag and pole are in good repair.

### **5. Historian**

- a. Takes photos/videos of various class activities to include both classroom and high liability skills sessions to preserve class history.
- b. Prepares, under the I/C's supervision and oversight, items to be uploaded onto the College's Facebook page.
- c. Prepares, under the I/C's supervision and oversight, a brief program on a CD/DVR disc to be used at the graduation ceremony to showcase the class throughout the program.

### **6. Safety Officer**

- a. Maintains class First Aid kit to include restocking of supplies under direction of I/C.
- b. Ensures portable AED and class First Aid kit are taken to, and are available at off-campus training sites (i.e., Driving Track and Gun Range).
- c. Assists I/C as directed.
- d. Responsible for reporting injury/illness to I/C, but does not initiate First Aid action unless directed to do so by I/C.

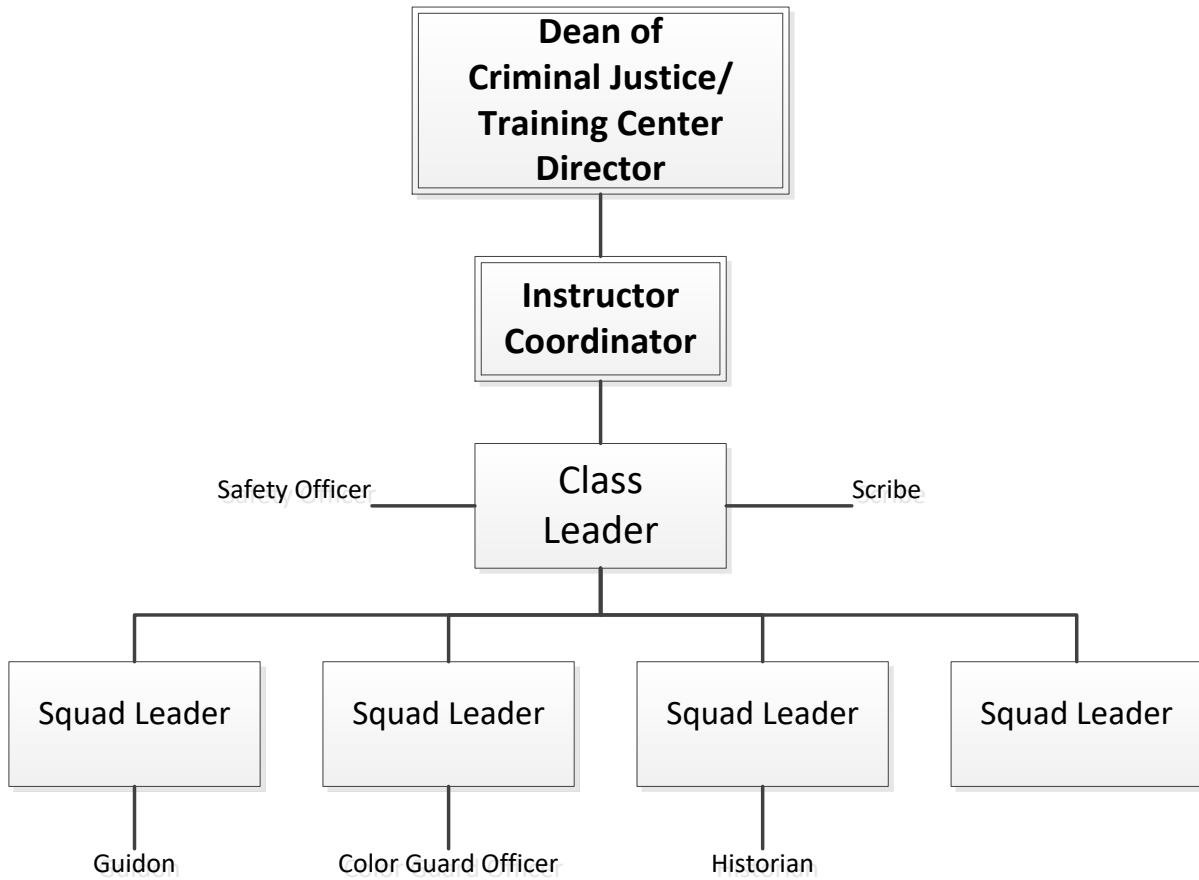
### **7. Color Detail Officer**

- a. Responsible for the morning raising or the evening lowering of the flags.
- b. When called upon to do so at Formation, gives verbal commands and direction to

four other members of Color Detail.

- c. Supervises raising or lowering of the flags and the proper folding of the flags.
- d. Arranges for folded flags to be given to I/C.

**SJR State Criminal Justice Training Program Academy  
Chain of Command**



# **DISCIPLINE**

## **INTRODUCTION**

It is expected that academy recruits will display a high level of discipline in their conduct. Although the vast majority of recruits will never be affected, when acts of unacceptable conduct occur, they will be dealt with in a manner supportive of the training/educational process and the recruit's role in the criminal justice program.

The Criminal Justice Training Program at St. Johns River State College has defined unacceptable conduct. The penalties and disciplinary procedures, which apply when violations occur and the due process requirements, which will be used, are described in these rules and regulations.

Recruits will be held accountable to the College for acts that violate St Johns River State Rules and Regulations and to civil authorities for violations of law. Disciplinary action at the College will normally proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. (Visit [sjrstate.edu](http://sjrstate.edu) for the Student Handbook which contains additional guidance on the Grievances and Disciplinary Procedures and related information.)

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### **A RECRUIT WILL BE CONSIDERED A PRINCIPAL IF THE RECRUIT:**

1. Commits an offense in violation of these rules and regulations.
  2. Causes an act to be done which, if directly performed by the recruit, would be in violation of these rules and regulations.
  3. Aids, abets, counsels, commands, or causes the commission of an offense in violation of these rules and regulations.
- 

All recruits shall be presumed to have knowledge of the laws of the State of Florida and the United States, the provisions of these Academy policies and procedures, and the policies concerning recruits of the St. Johns River State College. Lack of knowledge shall not be a defense to violation(s) of any of the aforementioned laws, rules, regulations, policies, or procedures. A recruit may be dismissed from the academy if he or she is the subject of disciplinary action in accordance with these rules, or there is probable cause to believe the recruit has committed a criminal violation, even if they are not arrested, or criminally charged.

### **JURISDICTION:**

Any criminal justice officer or recruit assigned to or attending the St. Johns River State College Criminal Justice Training Academy is subject to the provisions of these rules and regulations while in attendance at the program.

### **DISCIPLINE POLICY:**

Any recruit found in violation of any rule or regulation contained herein by an Instructor, Staff Member, Instructor/Coordinator, or Academy Director of the St. Johns River State College Criminal Justice Training Academy shall be disciplined in accordance with these rules and regulations.

## AUTHORIZED FORMS OF DISCIPLINE

Each of the following forms of discipline can be issued based on the classification of offense. (see Classification of Offenses). In most circumstances, the academy follows a process of progressive discipline, which involves moving from the least to the most stringent form of discipline necessary to encourage acceptable performance. However, certain serious violations may require more stringent forms of discipline.

**Mandatory Physical Activities:** This includes picking up ammunition brass, performing push-ups, running laps, or any other physical activity deemed necessary, within reason, by an instructor, a Coordinator, or other Academy staff.

**Written Assignment:** A written essay intended to raise the student's awareness of a rules violation and/or the reason a rule exists. When a written assignment is prescribed for a violation of rules and regulations, the student shall:

- Write an essay that is a minimum of 500 words
- Describe the rule/regulation that was violated
- Describe what impact his/her conduct had (or could have had) on the class, him/herself and the criminal justice system
- Explain, in detail, why compliance with rules and regulations is important.
- Utilize APA format.

The written essay shall become part of the recruit's academic file.

**Verbal Counseling:** An SJR State Instructor/Coordinator shall conduct a verbal counseling to discuss the issue(s) with the recruit and seek remedies to ensure future compliance with rules and regulations. This discipline shall be documented and is noted in the recruit's academic file. Should the recruit be agency sponsored, said agency will be notified of this action.

**Written Counseling:** The next step in the disciplinary process is written counseling. A written counseling can occur when there is a significant rule violation or when previous attempts at correction have been proven ineffective. A written counseling is implemented by the Coordinator. It is documented and will be retained in the student's academic file. Should the student be agency sponsored, said agency will be notified of this action.

**Probation:** Recruit is placed on warning for a specific period of time during which recruit continues to participate fully in program activities or instruction. Any subsequent rule/regulation violation(s) may be cause for more stringent discipline up to and including immediate dismissal. Probation can only be implemented by the Training Center Director but can be recommended by the Coordinator. Should the student be agency sponsored, said agency will be notified of this action.

**Suspension:** A status in which the recruit, who is pending a disciplinary hearing or appeal, does not participate in program activities or instruction. Suspension can only be implemented by the Director, but may be recommended by the Coordinator. The student shall remain responsible for completing any work for classes missed during the process. Should the student be agency sponsored, said agency will be notified of this action.

**Dismissal:** An action by the Training Center Director in which the recruit is permanently removed from the class without grade privileges.

### **TIMELINESS**

1. Discipline should occur immediately. However, discipline by instructors and staff members may be delayed for one business day.
2. Discipline involving suspension or dismissal must occur within five business days of an academy staff member becoming aware of the violation.
3. Recruit will immediately comply with all issued discipline, subject to written appeal.
4. The Training Center Director may remit any unexecuted portion of any disciplinary action at any time prior to its completion.



## CLASSIFICATION OF OFFENSES

All violations are classified into one of the following four classes. Following this page, and throughout this manual, the class of violation is indicated in parenthesis at the end of a rule or regulation. For example; “Gambling in any form (Class 3),” indicates that gambling in any form is a Class 3 violation. The four offense classes and the types of discipline that may be administered are as follows:

### CLASS 1 OFFENSES:

- a. Mandatory Physical Activities
- b. written assignment

### CLASS 2 OFFENSES:

- a. Mandatory Physical Activities
- b. written assignment
- c. verbal counseling
- d. written counseling
- e. probation

### CLASS 3 OFFENSES:

- a. written assignment
- b. verbal counseling
- c. written counseling
- d. probation
- e. suspension
- f. dismissal

### CLASS 4 OFFENSES:

- a. dismissal

## AUTHORITY TO ISSUE DISCIPLINE

Discipline will always be coordinated with the class coordinator. The disciplinary process may be initiated by any of the following persons:

Academy Instructor: Due to the nature of contact between the students and instructors, an instructor may implement disciplinary procedures to include push-ups and written assignment. More severe forms of discipline may be recommended to the Instructor/Coordinator. In the event an instructor is recommending more severe forms of punishment, the instructor must provide the coordinator a detailed written account of the violation.

Instructor/Coordinator: The class Instructor/Coordinator may implement all forms of discipline up to, and including, written counseling. More severe forms of discipline may be recommended to the Director. If the Instructor/Coordinator recommends discipline beyond written counseling, the Instructor/Coordinator shall:

- Gather and review all incident reports and/or statements.
- Review the student’s file for previous discipline.
- Provide the Director with a complete investigative packet, to include:
  - A summary of details.
  - A finding of fact.
  - Any previous violations/disciplinary action.
  - A recommendation of disposition.

- A recommendation of discipline.

Training Academy Director: The Training Center Director may initiate and implement all stages of the disciplinary process.

#### SECOND OFFENSE FOR SAME VIOLATION

If a recruit repeats the same violation following disciplinary action, the discipline will be increased to the next offense classification.

#### THREE OR MORE VIOLATIONS

If a recruit commits three or more violations, whether related or unrelated, the violations will be automatically upgraded to a Class 3 Offense.

## **APPEAL PROCESS**

In order to allow the recruit the ability to appeal discipline action(s) taken against him/her, the following appeal process has been established:

### **LEVEL ONE**

#### **TO APPEAL DISCIPLINE ADMINISTERED BY AN INSTRUCTOR:**

The recruit shall give written notice of appeal to the appropriate Instructor/Coordinator within one business day. A memorandum format shall be used with all factual information included. The Instructor/Coordinator shall respond to the recruit within five business days. The decision of the Instructor/Coordinator is final.

### **LEVEL TWO**

#### **TO APPEAL DISCIPLINE ADMINISTERED BY INSTRUCTOR/COORDINATOR:**

The recruit shall give written notice of appeal to the Dean of Criminal Justice/Training Center Director within one business day, with a copy of the notice given to the appropriate Instructor/Coordinator. A memorandum format shall be used with all factual information included. The Dean of Criminal Justice/Training Center Director shall respond to the recruit within five business days. The decision of the Dean/Director is final.

### **LEVEL THREE**

#### **TO APPEAL DISCIPLINE ADMINISTERED BY THE DEAN OF CRIMINAL JUSTICE/TRAINING CENTER DIRECTOR:**

This discipline may be appealed in writing to the Vice President of Workforce, with a copy of the notice to the Dean of Criminal Justice/Training Center Director. This written notice must be given within one business day of the recruit's receipt of discipline notice. The Vice President shall respond to the recruit within five business days. The decision of the Vice President is final.

### **LEVEL FOUR**

#### **TO APPEAL DISCIPLINE INVOLVING SUSPENSION OR DISMISSAL:**

This discipline may be appealed to a committee composed of two training advisory committee members and a Criminal Justice Standards and Training Commission field representative. The recruit must appeal in writing and deliver the appeal within one business day to the Vice President of Workforce, with a copy to the Dean of Criminal Justice/Training Center Director. The appeal hearing will take place within five business days.

## **GENERAL RULES OF CONDUCT**

RECRUITS ARE REQUIRED TO BE TRUTHFUL AT ALL TIMES. TRUTHFULNESS IS PARAMOUNT IN THE CRIMINAL JUSTICE PROFESSION AND VIOLATIONS OF THIS RULE MAY IN RESULT TERMINATION OF THE RECRUIT FROM THE PROGRAM.

### **CLASS 1 OFFENSES**

#### **ADDRESSING ACADEMY STAFF, INSTRUCTORS, AND RANKING MEMBERS OF LAW ENFORCEMENT AND CORRECTIONS (Class 1)**

Recruits will observe a respectful attitude at all times while addressing staff members and/or other members of the college. Recruits will greet all staff and agency members by their proper title and by stating, "Good Morning/Afternoon Sir/Ma'am."

#### **ADMINISTRATIVE OFFICE (Class 1)**

Recruits are not allowed in College offices unless they have official business and then only one recruit at a time is allowed unless notified otherwise. Visiting, interrupting, or fraternizing with the college staff is not permitted.

#### **BULLETIN BOARDS (Class 1)**

Recruits are responsible for checking the bulletin board for notices, schedules, special announcements and other important information.

#### **GROOMING/APPEARANCE/UNIFORMS (Class 1)**

A clean and well-groomed appearance, in compliance with the Standards of Appearance, is required at all times.

#### **CAMPUS AND HALLWAY CONDUCT (Class 1)**

Recruits shall conduct themselves professionally and show respect for all College, staff, faculty and students. Conversation in the halls will be kept to a minimum. No yelling, horseplay or loud talking is permitted. Recruits shall refrain from loud, boisterous, disruptive conduct while on campus or while off-campus in uniform. Recruits are to conduct themselves in a professional and courteous manner.

#### **CLASSROOM, LOCKER ROOM AND KITCHEN**

The classroom, locker room and recruit kitchen shall always be neat and orderly after each class. (Class 1)

#### **REPORTING TELEPHONE NUMBERS/ADDRESSES (Class 1)**

Recruits will report any change in their telephone number and/or current address, emergency contact or other important information in writing to your Instructor/Coordinator within 24 hours.

#### **EQUIPMENT AND TRAINING ATTIRE (Class 1)**

The recruit must have all required equipment when needed for training.  
The proper uniform must be worn for the day's training.

## **CLASS 2 OFFENSES**

### **POSTED REGULATIONS (Class 2)**

All rules and regulations posted by the College, such as smoking, parking restrictions, etc. shall be obeyed.

### **SOCIAL MEDIA (Class 2)**

Recruits are encouraged to use the Academy's Facebook to chronicle their Academy Experience. However, recruits will not post any pictures, comments, and/or information involving Academy activities, logo, or facilities, on any social media outlets without the expressed permission of the Academy Director.

### **ATTITUDE (Class 2)**

Recruits will maintain a positive attitude at all times and are expected to display a strong teamwork ethic during all academy activities. Recruits will refrain from making any statement or remark which discredits another recruit or staff member. Recruits will not engage in gossip, dissemination of rumors, or comments that slander another recruit, academy staff member, or the training academy.

### **COMMUNICATION DEVICES (Class 2)**

Cellular phones and other electronic communication devices are prohibited inside the Criminal Justice building, on the sidewalks surrounding the Criminal Justice building, on the Firing Range, and on the Driving Track, except when specifically authorized by the Instructor/Coordinator. If a recruit must be available for emergency contact, the Instructor/Coordinator may, on a daily basis, authorize the recruit to activate the communication device for the time period of the emergency; however, the device must remain in vibrate or silent mode.

Cellular phones or other electronic communications devices may be used in the recruit parking area. These items may be stored in the recruit's vehicle or a locker; however, the academy is not responsible for damage or theft of the device.

### **LANGUAGE/GESTURES (Class 2)**

Use of profane, obscene, or vulgar language and/or gestures is not permitted while engaged in any academy training, while in a St. Johns River State College or criminal justice academy facility, or while wearing any uniform or insignia of the criminal justice academy or sponsoring agency.

### **PROPERTY (Class 2)**

Presence in or use of college premises, facilities or property is forbidden without proper authorization.

### **ACADEMY UNIFORM/EQUIPMENT (Class 2)**

Recruits shall be fully attired in the designated academy uniform while at the criminal justice academy building, to include: hallways, courtyard, classrooms, and adjacent sidewalks.

At no time will Recruits wear their "Duty Gear" away from the criminal justice academy building and its adjacent sidewalks and parking lot, unless authorized to do so by the I/C.

### **SUPERVISION (Class 2)**

1. All activities of the training program shall be supervised. No recruit is allowed to physically train, exercise, or practice without an instructor or staff member present.
2. There will be no unsupervised activities, including the time prior to and after scheduled activities.

#### TOBACCO PRODUCTS (Class 2)

1. SJR State is tobacco free campus.
2. The tobacco-free policy applies to all students, employees and visitors on all College properties and prohibits the use of all forms of tobacco and smoking devices, including e-cigarettes.

#### RIDE-ALONGS (Class 2)

1. Recruits shall not wear any portion of their academy uniform while participating in the ride-along.
2. Recruits will submit a memorandum to the Instructor/Coordinator detailing the ride-along.

#### DEFENSIVE TACTICS (Class 2)

Horseplay, intentional roughness or attempting tactics not already learned.

#### COLLEGE ACTIVITIES (Class 2)

Intentional or reckless interference with normal College or College-sponsored activities, including but not limited to studying, teaching, college administration, security, or emergency services.

#### COLLEGE RULES AND REGULATIONS (Class 2)

Disobeying or violating of any College rule or regulation not otherwise mentioned herein.

#### TRAFFIC LAWS (Class 2)

1. Campus speed limits must be obeyed.
2. Recruits driving from one location to another as part of the training program and driving to and from the program shall take the most direct route, obey all traffic laws and take due care not to endanger any life or property.

## CLASS 3 OFFENSES

### UNLAWFUL CONDUCT OFFENSES (Level 3)

Disciplinary measures resulting from unlawful conduct may be imposed independently of, and concurrent with, civil and criminal prosecutions. The administration of internal disciplinary measures for unlawful conduct will depend upon individual case circumstances, and shall be determined by the Training Center Director.

- a. Non-Criminal Violations (as defined in Section 775.08, F.S.): Students shall adhere to all federal, state, and local laws, including those punishable by no other penalty than a fine, forfeiture, or other civil penalty. (Level 3)
- b. Students shall obey all traffic laws and take due care to avoid endangering any life or property. Note: Any traffic citations received by a student **must** be reported to the appropriate coordinator by the start of the next scheduled class day. (Level 3)
- c. Commission of Misdemeanors: Students shall adhere to all federal, state, and local laws, and shall not commit any act or crime defined by Florida Statutes as a misdemeanor (first or second degree) which brings discredit upon the institute or otherwise impairs the operation and efficiency of the institute, and/or which is likely to impair the ability of students or staff to perform assigned duties. (Level 3)

### COMPLIANCE (Class 3)

Recruits are required to immediately and fully comply with the directions given by academy staff, academy instructors, and College officials, including campus security, who are acting within the scope of their authority.

### CONSPIRING (Class 3)

Conspiring with another person to commit an offense under these rules and regulations will not be tolerated.

### CONTACT WITH LAW ENFORCEMENT PERSONNEL (Failure to notify) (Class 3)

1. Any recruit who has any official contact with a law enforcement officer, who is performing his/her official duty, shall notify the Instructor/Coordinator within 24 hours.
2. This reporting includes but is not limited to the following: being issued a traffic citation, being the subject of a traffic stop or investigation, being served with a court document, being a witness to an incident necessitating the writing of a statement, being involved in a traffic crash, etc.

### ENDANGERING SAFETY (Class 3)

Any action endangering the safety and well-being of other persons while on campus or at other training locations.

### FALSE STATEMENTS (Class 3)

1. Knowingly signing any false, misleading, or inaccurate memo or document.
2. Knowingly making any other false, misleading, or inaccurate statement.
3. Knowingly making any false statement to gain entry to the St. Johns River State College Criminal Justice Academy.

### FREEDOM OF EXPRESSION (Class 3)

Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.

### GAMBLING (Class 3)

Gambling in any form is prohibited.

### HORSEPLAY/SAFETY VIOLATIONS (Class 3)

1. Any horseplay or intentional safety violation during any of the blocks of instruction is prohibited.
2. Violation of safety procedure(s) and/or instruction/direction of range master, track master, lead instructor, instructor/coordinator, or adjunct instructor(s).

HORSEPLAY MAY RESULT IN THE RECRUIT'S REMOVAL FROM THE CLASS.

### DISCRIMINATORY LANGUAGE (Class 3)

Derogatory remarks or acts against another person or persons because of race, ethnicity, color, national origin, marital status, religion, age, gender, pregnancy, sexual orientation, gender identity, genetic information, or disability, or veteran status shall not be permitted.

### PROPERTY DAMAGE OR LOSS (Class 3)

Intentionally, recklessly, carelessly, maliciously, or negligently damaging, using, or losing College property or equipment is prohibited.



## **CLASS 4 OFFENSES**

### **FELONY OFFENSES (Class 4)**

Students shall not commit any act or crime defined by Florida Statutes as a felony. (Level 4)

### **INSUBORDINATION (Class 4)**

Defiance, disobedience, recalcitrance, arrogance, confrontation, insolence by attitude or other display of contempt for authority will not be tolerated.

### **INTEGRITY (Class 4)**

Recruits will direct their efforts in such a manner that will establish and maintain the highest standards of integrity. Recruits will be honest and truthful in all matters relative to their participation in the academy.

### **VIOLATIONS OF FEDERAL, STATE, LOCAL LAWS, OR CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION "MORAL CHARACTER VIOLATIONS" (See Appendix B). (Class 4)**

Offenses in this category may result in the recruit's Certificate of Completion being held in abeyance until final disposition of the charge.

### **USE OF ALCOHOL, DRUGS, OR INTOXICANTS (Class 4)**

Use of alcohol, drugs or intoxicants of any kind will not be tolerated. Attending class or any class activity under the influence of an intoxicant of any kind is prohibited. (Class 3)

### **SEXUAL HARASSMENT (Class 4)**

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition: Sexual harassment of employees and students at St. Johns River State College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- 1) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education career.
- 2) Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual.
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

### **FALSE ALARMS (Class 4)**

Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency on College premises or at College-sponsored activities.

### **FIREARMS AND WEAPONS (Class 4)**

Possession or use of unauthorized firearms, ammunition or other weapons on the campus or at a training facility utilized by the Academy is prohibited.

Recruits in a crossover program, whether sponsored or non-sponsored, are prohibited from carrying an agency-issued firearm while participating in basic recruit academy training. A crossover recruit may use his or her agency-issued firearm for firearms training only if authorized by the issuing agency and the academy range master.

Recruits will be provided a SJR State weapon, ammunition and other equipment as required for any particular block of instruction.

Possession or use of firearm or ammunition while under provisions of Domestic Violence Injunction is prohibited.

#### MISREPRESENTATION OF POSITION (Class 4)

Recruits will at no times intentionally or unintentionally represent themselves as law enforcement or corrections officers.

#### CONDUCT UNBECOMING (Class 4)

It is necessary to the goals and objectives of this academy for its students to conduct themselves in a manner consistent with the academy's guiding principles. Conduct unbecoming is defined as any conduct or act by an individual student which has or could have an adverse impact upon the operation of the academy or diminishes public respect and confidence in the academy and its students. Such conduct may include, but is not limited to, participation in any immoral, indecent, or disorderly conduct, or conduct which causes substantial doubt concerning a student's honesty, fairness, or respect for the rights of others, or the laws of the state or nation, regardless of whether such act or conduct constitutes a crime.

#### FORGERY (Class 4)

Altering or using any college document without authorization is prohibited. This includes examination materials and/or identification cards.

Note: Conduct not specifically addressed in the list of offenses but deemed unacceptable by the Instructor/Coordinator will be classified in consultation with the Training Center Director.

## **ATTENDANCE**

### **CLASS SCHEDULE: (Class 2)**

Occasionally the scheduled start time of a class or location of a class may change. These changes will be posted or otherwise communicated for all concerned. It is the recruit's sole responsibility to ensure they are kept informed of these changes.

### **REQUIRED ATTENDANCE (Class 4)**

Attendance is required for the full number of academy hours. A recruit with an unexcused absence and/or a recruit with an excused absence who does not complete required make-up work WILL BE DROPPED FROM THE COURSE OR DENIED A CERTIFICATE OF COMPLETION.

### **LEAVING CAMPUS (Class 3)**

Students are required to remain on campus during all class breaks, to include the lunch break. Refrigerators are available for students to store meals, and the Viking Center offers hot and cold food and drinks for purchase. In the event of a personal emergency or urgent matter, the training coordinator may give a student permission to leave campus while on break.

### **EXCUSED ABSENCES (Class 3)**

Absences for illness, subpoenas, or jury duty, must be approved by the Instructor/Coordinator, the employing agency, if applicable, and the Training Center Director and may be excused. Appropriate make-up work must be completed for excused absences prior to the end of the block. Make-up work will be completed under the supervision of academy staff. When an absence occurs, the ability to complete the block of instruction will be based on the content missed and the percentage of the block missed per the Director.

**5% Rule:** Any recruit whose absences exceed 5% of the total hours of the program in which he/she is enrolled must leave the program without eligibility for certification unless approval is granted by the Training Center Director.

If a recruit is aware of an upcoming absence, they are responsible for requesting approval in writing five (5) class days in advance for the absence to be excused. The recruit will submit the document to the class coordinator for review. If the request is denied, the recruit will be required to be in class. If the recruit is absent during the previously denied timeframe, it is considered insubordination, and termination from the Basic Recruit program will result.

### **UNEXCUSED ABSENCES (Class 4)**

Absences in which the recruit misses any portion of class, with or without proper notification, which the Training Center Director does not excuse will be considered an unexcused absence. Absences for reasons other than those listed under EXCUSED ABSENCES will be considered on a case-by-case basis for excused or unexcused status. Hunting trips, vacations, cruises, and other outings are not considered excused absences whether planned in advance or not.

### **REPORTING ABSENCES (Class 3)**

Each recruit is responsible for properly reporting leave or absence. The recruit shall complete a memorandum explaining the reason for any absence, including Physical Fitness, and forward it to the Class Coordinator via their respective class officer chain of command.

Barring an emergency or sudden illness, written request for absence must be submitted to Instructor/Coordinator and the recruit's hiring agency, if applicable, PRIOR TO the leave or absence being taken. If a recruit is unable to give advanced, written notice of absence from class due to illness, injury,

death in the family or other conflicts, the recruit will be responsible for contacting the Instructor/Coordinator and the Class Leader at least 30 minutes prior to the start of the training day.

#### **MAKE UP WORK (Class 4)**

Make up work is required for **all** missed instructional time. For each cognitive hour missed, the recruit shall complete a handwritten, make-up assignment. In accordance with CJSTC requirements, for each physical fitness training hour missed, the recruit shall make up the missed time with actual physical fitness training. Alternate physical fitness dates/times will be authorized and assigned by the Instructor/Coordinator. All missed time must be made up. Make up work for cognitive hours missed will also require a writing assignment.

Recruits are responsible for turning in all handwritten make-up work prior to sitting for the end of course exam, unless expressly approved by the Instructor/Coordinator. All make-up work will be completed under the supervision of academy staff. All make-up work shall be completed prior to the end of the course examination as assigned by the coordinator unless other arrangements are authorized by the class coordinator.

#### **Instructions for Written Assignments**

All material covered during the recruit's absence and any additional material the Instructor/Coordinator deems appropriate shall be legibly, handwritten, word for word from the basic recruit textbook, to include cover sheets and objectives. This requirement is regardless of the quantity of material that the student must write.

All handwritten material shall be in the format as follows:

1. Cover page with recruit's name, class number, date and subject clearly listed, centered on the page.
2. Content pages will be on standard college ruled notebook paper, single-spaced with top and bottom margins of 1.5 inches and side margins of 1 inch.
3. The last page will include a reference page listing all sources of the material.
4. Page number, total number of pages, (i.e. 1 of 5 pages) and recruit's name (upper right side of page) on each page of course work being submitted.
5. All work will be in black ink.
6. No strikethroughs, whiteout or obvious corrections.
7. Writing will be in print lettering in the style of proper police report handwriting.

If the makeup work is not legible and in the proper format it will be returned to the recruit to be re-written; it is highly recommended to the recruits to make sure the makeup work is in the right format and legible the first time it is submitted.

#### **HIGH LIABILITY COURSE REQUIREMENT:**

1. It is expected that all recruits participate fully in each of the high liability courses.
2. Only written notification from a physician or the sponsoring agency administrator, with the concurrence of the Training Center Director, may excuse recruits from participating fully.
3. Recruits who are injured or are otherwise excused by the Training Center Director from participating fully may be allowed to sit in the class with the approval of the High Liability Instructor/Coordinator and the Training Center Director.
4. Recruits will be exposed to a number of simulated, real-world scenarios law enforcement/corrections officers often face in the field. These scenarios may include **physical contact**, unpleasant and/or upsetting images, and foul or profane language. The Academy and in particular, the High Liability Proficiency Skills portion of the Academy, involves physically challenging training exercises and grueling

test of strength, endurance, pain tolerance, and reaction time. This training is mandatory and a fundamental aspect of the program.

5. The academy will likely not be able to schedule make-up hours for absences in high liability courses due to difficulties in scheduling high liability instructors and related facilities. Consequently, any absences in high liability courses will likely result in an incomplete for the block of instruction. The recruit will need to make up the entire block of instruction with another class and will not be able to graduate with his/her class. These situations will be reviewed on a case by case basis but absences in high liability courses will presumptively result in an incomplete block of instruction.

#### **PUNCTUALITY/TARDINESS:**

Recruits will be punctual when reporting to class at the time and location designated by training academy staff. Tardiness is indicative of a lack of responsibility and commitment to the training program. Arriving after the starting time of a class or any other scheduled activity is considered tardiness. Recruits are responsible for all material missed due to instances of tardiness. **Any amount of time missed must be made up.**

1. A recruit arriving after the assigned time is considered late for class and shall report to the Instructor/Coordinator or designee prior to entering the class. (Class 2).
2. A recruit who reports late for class will be required to provide a written explanation for the tardiness and complete the appropriate handwritten make-up work. (Class 2)
3. Repeated tardiness may result in being dismissed from the program. (Class 3)

## **INJURIES/ILLNESS**

### **PRE-EXISTING CONDITIONS**

All pre-existing physical injuries, illnesses, impairments, or any other limitations shall be reported in writing to the academy staff during registration. After review, the Training Center Director or Instructor/Coordinators may request the applicant to undergo a medical examination for evaluation of the injury, illness, or impairment to include written instructions from a physician prior to the start of the academy. Non-disclosure of this information is considered a willful, deliberate and knowing omission, which may result in dismissal from the academy (Class 3).

### **INSURANCE**

Recruits are required to have and maintain health insurance. Treatment for injuries incurred while in training will be covered by the insurance carrier of the recruit's own personal policy or by the insurance agency of the sponsored recruit's employing agency.

### **ON-CAMPUS INJURIES (Class 2)**

In the event of an injury during any academy program activity, the below listed procedure SHALL BE FOLLOWED:

1. Immediately stop the activity and notify the Adjunct Instructor and Instructor/Coordinator of the injury.
2. The Adjunct Instructor or Instructor/Coordinator will stop the class and access the recruit's injury. If the injury appears to be serious in nature the recruit should not be moved from their location.
3. The Adjunct Instructor and Instructor/Coordinator will determine if Rescue personnel should be summoned. If the Instructor/Coordinator is not present, the adjunct instructor shall contact the instructor/coordinator immediately. If the instructor/coordinator cannot be contacted, the adjunct instructor shall contact the Training Center Director. At no time will other recruits transport injured recruits to the hospital.
4. If the injury appears to be minor and the recruit is able, he/she can be moved to a safe location where first aid can be administered as needed.
5. Recruits who have any injury or strain, which prevents them from participating in the high liability courses, must provide a doctor's approval to continue their participation in these courses. Specific rules regarding Defensive Tactics and Physical Training are as follows:
  - a. Recruits who cannot participate on any day of training because of physical limitations must provide a doctor's medical note stating they are unable to participate at 100%
  - b. A doctor's medical note which has any restriction, regardless of how minor, will prevent the recruit from participating in both physical training and defensive tactics.
  - c. If a recruit cannot participate fully in the training program, the recruit will be permitted to sit and observe the training activities, but will not physically participate in the activities in any manner.
  - d. Recruits who miss any class activities will have to make up the excused absence at a later time, per the direction of the Training Center Director.
  - e. Recruits will not be allowed to return to physical activity without a doctor's medical note indicating they can return without limitations.
  - f. Recruits must make up any high liability absences and demonstrate proficiency prior to graduation from the academy.
6. The Adjunct Instructor or Instructor/Coordinator will notify campus security when rescue is contacted.
7. In the event of serious injuries, the Instructor/Coordinator will notify the Training Center Director as soon as possible. In the event of minor injuries that occur after hours, the Training Center Director may be notified the next business day.

8. Instructor/Coordinator will complete an accident-incident report and submit it to SJR State Human Resources within 24 hours of the incident.

### **IN CASE OF ILLNESS**

In the event that a recruit becomes ill during the class, the below listed procedure SHALL BE FOLLOWED:

1. The recruit shall notify the Instructor or Instructor/Coordinator and Employing Agency (if applicable) immediately (Class 1).
2. The Instructor or Instructor/Coordinator will determine whether the recruit should go home or if Rescue personnel should be summoned. Other recruits will not be used to transport ill recruits to the hospital or to other locations during the normal time that the class is scheduled.
3. If the recruit leaves for the rest of the class, a written memo explaining the illness shall be submitted to the Instructor/Coordinator prior to returning to class. Make-up work in accordance with the aforementioned MAKE-UP WORK policy will be completed. (Class 2).

### **INJURIES OR ILLNESS PREVENTING PARTICIPATION**

1. Any injury or illness that prevents active participation will require a doctor's excuse prior to returning to class (Class 2).
2. Any recruit whose illness or injury prevents participation or completion of the course requirements will be withdrawn from the class. The recruit may re-enroll in the next available academy class with a doctor's approval.

### **PHYSICIAN'S APPOINTMENT**

Appointments such as check-ups and routine examinations will be scheduled outside of class time.

### **TATTOOS**

Recruits will not have tattoo related work done during their attendance at the Academy.

### **COVID-19**

St. Johns River State College's Covid-19 policies apply to the operations of the Academy and will be strictly followed. These policies are listed on the college's website.

## CLASSROOM PROCEDURES

### ADDRESSING STAFF AND AGENCY MEMBERS

Recruits will observe a respectful attitude at all times while addressing staff members and/or other members of the agency. Recruits will greet all staff and agency members by their proper title and by stating, "Good Morning/Afternoon Sir/Ma'am." (Class 1)

### INSTRUCTORS

All instructors and staff shall be addressed by their proper title or rank and last name, e.g., Captain Green, Mr. Green, Ms. Green, etc. (Class 1)

### ATTENTION

At the beginning of the first academy class each day or night, following the meal break, or upon a change of instructors, the Class Leader or designee will call the class "to attention" upon the entry of the instructor. The class is to be called to attention the first time a visiting criminal justice officer or the Training Center Director enters the room.

Outside the classroom, upon the approach of the training center director, any instructor/coordinator, instructor, or uniformed criminal justice officer; students will yield to the approaching individual, assume the position of attention, and call out, "attention on deck." The student will remain in the position of attention until instructed otherwise, usually by an order of 'carry on' or 'as you were.' *An exception to this requirement is if two or more officers, dignitaries, staff members, etc. are engaged in conversation while approaching cadets. In this event, the cadet will come to attention, greet the persons as before and may resume normal activities when the persons have passed without a specific command to do so.* (Class 1)

### ATTENTIVENESS

While receiving instruction in the classroom, recruits will sit up straight in an appropriate position with both feet on the floor. Propping feet on chairs, tables, or sitting on tables, desks or backs of chairs or laying one's head down on the table or placing of hands or arms under or over the head will not be permitted (Class 1).

### COMPUTERS

Students are *prohibited* from using the instructor computers located in each classroom. With permission of the instructor/coordinator, students may use the academy computer lab or academy laptop computers to complete written assignments.

No other computers or tablets are permitted in the classroom without expressed consent of the instructor/coordinator. (Class 2)

### DESKS

Recruit work areas shall be neat at all times. Only classroom supplies are to be kept at the desk. Extraneous materials, such as magazines or irrelevant reading materials are not permitted at the recruit's work area (Class 1).

### PHYSICAL TRAINING

1. After physical training or defensive tactics, recruits will shower, change into the designated uniform and report promptly to the next class (Class 2).
2. Exposure to chemical agent is mandated for all recruits as a part of Defensive Tactics.
3. Recruits must participate 100%--there are no medical exemptions from participating in physical training. There will be a physical fitness assessment conducted at the beginning and again at the end of each program.



**PROHIBITED MATERIALS**

1. Gum is not permitted in the classroom (Class 1).
2. Food and drinks, other than bottled water, are not permitted in the classroom unless authorized by the Instructor/Coordinator (Class 1).
3. Other than prescription photochromic eyeglasses, sunglasses shall not be worn indoors, on covered walkways, while in formation, or when specifically prohibited by an instructor. The frame of the sunglasses shall be professional and conservative in color and style, and the lenses shall not be mirrored or reflective. Sunglasses shall not be worn on top of the head, on the ball cap, on cords around the neck, or in any other manner the sunglasses were not originally designed and intended to be worn unless specifically permitted by an instructor. (Class 1).
4. Cellular phones and pagers are not permitted, except as authorized by the instructor/coordinator. (Class 2).
5. Tobacco products are not permitted on campus, including e-cigarettes.

**RECORDING DEVICES**

The use or possession of audio or video recording devices in the classroom is prohibited unless authorized by the Instructor/Coordinator (Class 1). This prohibition is subject to applicable Florida statutes.

**ROLE-PLAYS**

Recruits are expected to participate in role-play scenarios mandated by the instructor. (Class 2).

**SLEEPING WHILE INVOLVED IN TRAINING**

Recruits will not sleep during any scheduled class or training activity. (Class 2)

**QUESTIONS**

To ask a question or provide additional comment in the classroom, the recruit shall raise his or her hand until recognized by the instructor. Once acknowledged by the instructor, the recruit may ask the question. Side conversations will not be tolerated in the classroom. This procedure will apply unless indicated otherwise by the instructor (Class 1).

**ROLL CALL AND INSPECTION**

Roll call and inspection will be performed 15 minutes prior to the start of the first class of each day or at times designated by the Instructor/Coordinator. Recruits are required to be in formation in complete uniform standing at attention and ready for inspection at this time. After roll call, recruits will report to the classroom. Any recruit not in formation at the appointed time, without prior approval from the class coordinator, will be considered late for class (Class 1).

**SEATING**

It is the recruit's responsibility to be at his or her seat at the start of each class. Recruits will occupy the seat assigned throughout the academy, unless otherwise instructed (Class 1).

**TALKING**

1. All talking shall cease when entering the classroom (Class 1).
2. Recruits will be polite and courteous at all times (Class 1).
3. Disruptive conduct is not permitted (Class 1).

## EXAMINATIONS

### POLICY

St. Johns River State College Criminal Justice Academy examination/re-examination policy complies with the applicable provisions of the Florida Administrative Code and Florida Statutes.

### PROCEDURES

1. A fulltime staff member will proctor all examinations.
2. Once an examination is in the hands of a recruit, the recruit will remain in the classroom until he/she completes the exam. (Class 2).
3. The recruit will exit the classroom after completing the examination. (Class 2).
4. Each recruit will be provided with the results of the examination as soon as possible. Recruits will be provided with a thorough review following the completion of each examination.

### METHODS

The following methods will be used to test recruits' knowledge of program objectives/materials and their ability to explain, perform, or demonstrate practical skills.

1. WRITTEN EXAMINATIONS
2. PROFICIENCY EXAMINATIONS
3. QUIZZES (may be given without notice)

### INVALID QUESTIONS/EXAMINATIONS

Invalid questions may be identified in two ways. First, if the analysis of the exam shows that 50% or more of the students taking the exam get a question wrong, the Instructor/Coordinator will review the question. If, after review, the question is deemed invalid, the question will be removed, and all recruits will receive appropriate credit for that question. Secondly, if a recruit believes a question is invalid, the instructor/coordinator will provide the recruit an opportunity to challenge the validity either verbally or in writing. A challenge must provide a clear reason the question was invalid. For example, the question was not related to specific goals and objectives or statutes; there was no correct answer; there was more than one correct answer. If the instructor/coordinator determines a question is invalid, the question will be removed and all recruits will receive appropriate credit for that exam question. The Instructor/Coordinator will also document the question review, which will be maintained in the "test" file. Also, see #1.c. under "Reexaminations."

### RE-EXAMINATIONS

#### 1. Cognitive Courses (Non-High Liability)

- a. A recruit may be granted One No Fault cognitive re-examination during a single Basic Recruit Training Program. A recruit wanting to request a re-examination under this rule must do so to the Instructor/Coordinator. Any re-examination must be a different set of questions from the first test.
- b. Any other cognitive course re-examinations will only be allowed if one or more of the following conditions exist:
  - (1) Technical difficulties with the test's administration.
  - (2) Condition of recruit adversely impacts recruit's ability to pass test.
  - (3) Testing instrument is shown to be invalid.
- c. A recruit wanting to request a re-examination under this provision must do so to the Instructor/Coordinator. The Training Center Director must approve the re-examination. Any re-examination must be a different set of questions from the first test.

- d. Upon successful completion of any re-examination, the official score to be entered is an 80% regardless of the actual score.
- e. If a recruit should fail a re-examination, he/she will be considered as failing the course.

## 2. High Liability Courses

Defensive Tactics, Vehicle Operations, Firearms, and First Aid are identified by the CJSTC as high liability courses. To pass the high liability courses, students must demonstrate proficiency in specified skills through practical examinations and cognitive knowledge through written examinations.

- a. A recruit is eligible for either remediation and re-examination on the practical portions or re-examination on the cognitive knowledge portion - NOT on both.
- b. A recruit who fails a practical examination in a high liability course will be given remedial training based on a remediation plan agreed upon by the instructor and the recruit.
- c. After remedial training, the recruit will be given a practical re-examination.
- d. Should a recruit fail a practical re-examination of the high liability course, he/she will not be allowed to take the written end-of-course examination and will be considered as having failed the course.
- e. A written re-examination must be from a different set of questions. Upon successful passing of the second attempt, an official score of 80% must be recorded regardless of how much above 80% the recruit actually scored.
- f. Should the recruit fail the written re-examination, he/she will be considered as having failed the course.
- g. This policy also applies to DUI Traffic Stops. See Rule 11B-35.002, F.A.C.

## **GRADING PROCESS AND ACADEMIC DISMISSAL FROM THE ACADEMY**

**1. COMPREHENSIVE KNOWLEDGE:**

Recruits must achieve a score of at least 80% on each written end-of-course examination that measures acquisition of required knowledge, skills and abilities.

**2. SKILL PROFICIENCY:**

Recruits must demonstrate proficiency in each of the high liability skills. High liability areas are:

Vehicle Operations	Criminal Justice Weapons Firearms
Defensive Tactics	First Aid
DUI Field Sobriety Tests	

CPR requires a minimum score of 84% to pass.

Each proficiency practical examination has individual criteria, which has been approved and is required by the Criminal Justice Standards and Training Commission.

**3. ACADEMIC DISMISSAL FROM ACADEMY:**

Failure of any combination of two courses is considered an exit point from the academy for academic reasons. Any student who reaches the exit point for academic reasons shall be dismissed from his or her current academy class but may be readmitted to a subsequent academy class when offered.

## **NON-ACADEMIC DISMISSAL FROM THE ACADEMY**

The following may result in dismissal from the Academy:

1. Withdrawal of a recruit's sponsorship by the recruit's employing agency.
2. Withdrawal of a recruit's letter of intent by a criminal justice agency.
3. Absences that meet or exceed 5% of the total duration of the Basic Recruit course.
4. Absences that exceed 5% of the hours during a high-liability block of instruction.
5. Any unexcused absence.
6. Three instances of tardiness.
7. Egregious or repeated insubordination. (Class 4)
8. Cheating of any kind, including on an examination. (Class 4)
9. Consumption or possession of alcoholic beverages while on the Academy premises, or reporting to class with the odor of alcohol on the student's breath. (Class 4)
10. Consumption of alcoholic beverages off-duty or off-campus in a public place while wearing the academy uniform.
11. The use of ethnic, sexual, racial, or other comments or remarks, which are demeaning or derogatory. (Class 3)

12. Failing to notify Academy staff regarding interactions with law enforcement outside of class time. (Class 3)
13. Any other acts, on or off-campus, which compromise the integrity and high standards of this institution or its affiliated Law Enforcement or Corrections agencies.
14. An egregious safety violation that endangers staff or other students' lives. A safety violation is defined as a violation of a safety rule, policy, directive, rule, or procedure. The violation is egregious when negligence (as defined by CJSTC) occurs. The violation results in a situation that is, or reasonably could be expected to be life-threatening or potentially cause serious bodily harm to the violator and other students, instructors, staff, or other persons. The Training Center Director will determine the egregious nature of the safety violation after reviewing the findings of an appropriate inquiry. The inquiry should include fact-finding, including interviewing relevant witnesses, and provide an opportunity for the accused to furnish facts and evidence. The Training Center Director shall communicate the findings to the student in writing. Within two (2) working days of the receipt of the decision, the student may appeal the decision in writing to the Vice President of Workforce and must provide a detailed explanation for the appeal to the Training Center Director. (Class 3)
15. Violations of any Florida State Statute that disqualify a recruit from employment as a Criminal Justice professional, per Florida State Statute (FSS) 943.
16. If a student is arrested and charged with a felony, misdemeanor, or any charge involving drugs, weapons, violence, or moral character as defined in FSS 943, the student will be suspended and withdrawn from the program pending the outcome of the criminal case.

## CHEATING AND PLAGIARISM

Cheating or plagiarism on any examination, project, quiz, or assignment will not be tolerated and will result in appropriate disciplinary action (Class 4).

### DEFINITIONS:

**CHEATING** – the giving, receiving or taking of any information or material with the intent of wrongfully aiding oneself or another in academic work considered in the determination of a course grade.

**PLAGIARISM** – “the act of appropriating the literary composition of another, or parts of passages of his writing, or the ideas or language of the same, and passing them off as the product of one’s own mind.” (Black’s Law Dictionary, Revised Fourth Edition.)

### EXAMPLES:

The St. Johns River State College Criminal Justice Training Academy has specifically identified the following as examples of cheating and/or plagiarism:

#### 1. WRITTEN ASSIGNMENTS

- a. Failure to use quotation marks or other conventional markings around material quoted verbatim from any printed source.
- b. Paraphrasing a specific passage from a specific source without clearly identifying the source.
- c. Letting another person compose or rewrite a recruit’s assignment.
- d. Copying or falsifying a report of a laboratory, clinical project, or assignment without doing the required work.

#### 2. EXAMINATIONS AND QUIZZES

- a. Asking for information from another recruit during the administration of an exam.
- b. Copying answers from, or looking at, another recruit’s exam paper.
- c. Knowingly allowing someone to copy answers from one’s exam paper.
- d. Using sources other than those allowed by the exam proctor.

#### 3. GRADE ALTERING

Changing answers on a returned, graded examination in order to get one’s grade revised.

## STANDARDS OF APPEARANCE

### GROOMING:

#### 1. MALE RECRUITS:

- A. Hair: Must be closely cut and neatly trimmed. Hair on the back of the neck shall not touch the collar. Hair will be neat; clean and hair color must be of natural shades.
- B. Facial Hair: Must be cleanly shaven. No beards, goatees, mustaches, or other facial hair shall be permitted unless a medical condition (and documentation from a physician) requires otherwise.
- C. Fingernails:
  - 1) Fingernails shall be neatly trimmed and clean.
  - 2) Length shall not extend more than 1/4" beyond the finger tips.
- D. Cologne: Will not be worn, deodorant must be a minimal scent.

#### 2. FEMALE RECRUITS:

- A. Hair length: Length may not extend below the seam connecting the shirt yoke with the back of the uniform shirt. Hair may not hang below the eyebrows. (Hair may be cut short to conform to these standards. Longer hair must be worn "up" in a manner to be properly secured).
- B. Hair style:
  - 1) The sides of the hair will be styled close to the face to prevent it from blowing loosely. A short feathered-back cut or hair tightly secured in back, or hair secured on the sides with simple, non-distracting barrettes or clips, is permissible.
  - 2) No pigtails or bouffant styles are permitted.
  - 3) Hair style shall be conducive to the wearing of the uniform hat.
  - 4) Hair will be neat; clean and hair color must be of natural shades.
- C. Fingernails:
  - 1) Fingernails shall be neatly trimmed and clean.
  - 2) Length shall not extend more than 1/4" beyond the finger tips.
  - 3) Only clear shade nail polish is authorized while in uniform.
- D. Make up: Only minimal amounts will be permitted.
- E. Perfume/Cologne: Will not be worn, deodorant must be a minimal scent.

## UNIFORMS

### GENERAL:

1. The wearing of the uniform is mandated by the SJR State -CJTP. A recruit's appearance and uniform directly reflect their commitment to the program and attention to detail. Recruits are responsible for maintaining their recruit uniforms, shoes, and all accompanying equipment and accessories in a neat, clean, orderly fashion and ready for inspection at all times. Any discrepancies found during inspections will be noted and recorded in the recruit's class file.
  - a. Certain specified and mandated portions of the uniform (i.e., items containing the logo) will be purchased from the authorized vendor.
  - b. Any variation from any portion of the uniform requirement will only be authorized by the Training Center Director.
  - c. For recruits who are employed by a criminal justice agency, only the Training Center Director may authorize the wearing of the agency uniform or agency uniform components in lieu of the academy uniform. Agency recruits will wear the similar uniform as the basic recruit as instructed by the Instructor/Coordinator.
  - d. Only Academy hats (logo) are authorized head gear and shall be worn during all outdoor training activities.
  - e. Because of the uncertainty of cooler weather during some parts of the year, it will be the recruit's responsibility to wear only approved outer gear.
  - f. It is the recruit's responsibility to keep the uniform components in good condition at all times, i.e., shirt and trousers cleaned and pressed, shoes shined, etc.
  - g. Uniforms that become unserviceable or are missing components will have to be replaced at the recruit's expense.
  - h. **The class coordinator may designate the specific attire to be worn at any time.**
2. The Training Center Director has authorized that the Tactical uniform may be worn at the following times:
  - a. During all firearms and Defensive Tactics High liability courses.
  - b. During other training deemed necessary by the Instructor/Coordinator.
3. The following is the standard for the wearing of jewelry:
  - a. The following items will **not** be worn regardless of gender:
    - (1) earrings (whether intended for the ear or other body parts)
    - (2) bracelets/anklets/necklaces
  - b. The following items may be worn:
    - (1) Only one ring or ring set. A ring set is considered the engagement and wedding rings worn together.
    - (2) One watch.
  - c. **No** jewelry is to be worn during defensive tactics.
  - d. It is the recruit's responsibility to keep jewelry items secure. The SJR State-CJTP cannot assume responsibility for the loss of jewelry items.



#### GENERAL CONTINUED:

1. Shirt: Academy issued Short sleeve shirt.
2. Undershirt: Black crew neck t-shirt must be worn underneath the Class A uniform shirt.
3. Pants: Academy issued black BDUs.
4. Footwear: Not academy issued (Class coordinator will advise of proper footwear). Socks: Black
5. Belts: Academy issued
6. Headgear: Academy issued Black baseball type cap with academy identification on front.
7. Windbreaker: Academy issued Lined Black with academy logo on front for cold weather.

#### PHYSICAL CONDITIONING:

1. Shirt: Academy issued blue T-shirt with academy logo and recruit name on back or Optional Academy sweat shirt with logo. Shirt will be tucked in shorts at all times.
2. Shorts: Academy issued Dark black shorts with academy logo or Optional Academy sweat pants with logo on the legs.
3. Compression Shorts are required to be worn under Academy shorts for male and female recruits.
4. Shoes: Appropriate plain black or white running type athletic shoe with black or white laces.
5. Socks: White.
6. Sports bra: Required for female recruits.

#### TACTICAL:

1. Firearms, Vehicle Operations,
  - a. Pants: Academy issued Black BDU's.
  - b. Shirt: Academy issued T-shirt with academy logo and recruit name on back. Optional Academy sweat shirt with logo or lined windbreaker may be worn in cooler weather
  - c. Shoes: Not academy issued (Class coordinator will advise of proper footwear).
  - d. Headgear: Academy issued baseball cap.
2. Defensive Tactics
  - a. Pants: Academy issued Black BDU's.
  - b. Shirt: Academy issued T-shirt with academy logo and recruit name on back or Optional Academy sweat shirt with logo may be worn in cooler weather.
  - c. Shoes: Not academy issued (Class coordinator will advise of proper footwear).
  - d. Athletic Supporter: Required for male recruits.
  - d. Sports bra: Required for female recruits.

#### MAINTENANCE OF UNIFORMS

Uniforms and training attire will be in good conditions at all times. Good condition means clean, pressed, and all buttons buttoned. Shoes will be clean and well maintained. Uniforms that become unserviceable (i.e., torn, stained, etc.) will have to be replaced at the cost of the recruit.

## **ISSUANCE OF LOCKERS AND EQUIPMENT**

Recruits will be issued academy lockers and training equipment when available during the time they are at the academy.

1. Recruits will sign a receipt for their locker and all training equipment they are issued during the academy. The receipt will be placed in the recruit's file.
2. Lockers will be assigned in the locker room for classes requiring a uniform change. Recruits will attach their personal combination lock to their assigned locker. Only combination locks will be used. The Combination for the lock will be submitted to the I/C.
3. Academy staff reserves the right to inspect lockers at any time.
4. Lost or misplaced expendable items which the recruit is required to have for training will be replaced at the recruit's expense.
5. Recruits will not deliberately or recklessly abuse or misuse academy property. Any academy property damaged through such misuse or abuse will be replaced at the recruit's expense. (Class 3)
6. Recruits are required to return all academy property to their academy instructor/ coordinator at the end of the academy or upon being dismissed for any other reason.
7. Recruits will remove the lock and all personal property from their locker at the end of the academy or upon being dismissed for any other reason. Failure to do so will result in academy staff cutting the lock and disposing of the property contained within.

## **GRADUATION CEREMONY**

All planning and arrangements for the graduation ceremony will be coordinated through the Academy Director.

(Appendix A: Memorandum Format)

MEMORANDUM

DATE: [Date you write the memo]  
TO: [Title and name of the person to who the memo is directed]  
VIA: [Chain of Command]  
FROM: [Your name]  
SUBJECT: [PURPOSE OF COMMUNICATION – IN ALL CAPITAL LETTERS]

This memorandum format is to be used for all correspondence, make up work, rule violations, etc. All written correspondence is to be printed in block letters or typed and submitted on 8 1/2 x 11 unlined paper. Your statement is to be correct in every respect including grammar, punctuation and composition. It must be neat and legible. When you mention anyone for the first time, state his or her title and complete name. Subsequent references can be made by mentioning the title and last name. Do not use abbreviations.

Leave a two-inch margin at the top of the first page and then a one-inch margin at the top of each following page. Leave a one-inch margin on the bottom, left, and right sides of each page. Paragraphs shall be in block format with no indentation. Leave four lines below the last paragraph, then type or print your name and rank. Sign your name above your typed or printed name.

If the memorandum is for a violation of rules and regulations, describe the rule or regulation that was violated. Describe what impact your conduct/violation had (or might have had) on your class, yourself or the criminal justice profession. Explain, in detail, why compliance with the rule or regulations is so important.

All memoranda and correspondence shall be submitted via the chain of command to proper authority (usually the Instructor/Coordinator). Each member in the chain shall proof read memoranda, initial, date, indicate rank and either return for correction or forward to the Instructor/Coordinator.

The CLASS Commander shall immediately notify the Instructor/Coordinator of any memoranda, make-up work, or other correspondence returned for correction(s) that would cause the author to miss an assigned deadline.

[Signature above printed name]  
RECRUIT (PRINT YOUR NAME)

## APPENDIX B: Moral Character Violations

Florida Statute 943.13 provides that one of the minimum qualifications for appointment or employment, as an officer in this state, is that s/he be of good moral character. The Criminal Justice Standards and Training Commission (CJSTC), in Rule 11B-27.0011 Florida Administrative Code, has defined a list of offenses which, if committed by an officer, would indicate s/he is NOT of good moral character. Commission of an offense listed below, could result in action being taken by the CJSTC against the officer's certification.

These offenses are listed here to place the recruit on notice that St. Johns River Criminal Justice Training Academy is supportive of, and sensitive to, the concerns of the Commission relative to an officer's (or aspiring recruits) moral character. Therefore, should a recruit be officially charged DURING the Academy with a criminal act, especially if it is one of the listed "moral character" offenses, his/her certification of completion will be held in abeyance (i.e., not issued) pending the outcome of legal proceedings.

### LIST OF MORAL CHARACTER OFFENSES

<u>Florida Statute/Rule Number</u>	<u>Title of Charge</u>
Section 316.193	Driving under the influence
Section 316.1935	Fleeing or attempting to elude a law enforcement officer; aggravated fleeing or eluding
Section 327.35	Boating under the influence; penalties; "designated drivers".
Section 414.39	Fraud
Section 741.31	Violation of an injunction for protection against domestic violence.
Section 784.011	Assault
Section 784.03	Battery; felony battery
Section 784.046(15)	Dating violence – violation protective injunction
Section 784.047	Penalties for violation protective injunction against violators
Section 784.048	Stalking; definition; penalties
Section 784.05	Culpable negligence
Section 790.01	Carrying concealed weapons
Section 790.10	Improper exhibition of dangerous weapons or firearms
Section 790.15	Discharging firearm in public
Section 790.27	Alteration or removal of firearm serial number or possession, sale, or delivery of firearm with serial number altered or removed prohibited; penalties
Section 794.027	Duty to report sexual battery; penalties
Section 796.07	Prohibiting prostitution, etc.; evidence; penalties; definitions
Section 800.02	Unnatural and lascivious act
Section 800.03	Exposure of sexual organs

LIST OF MORAL CHARACTER OFFENSES continued

<u>Florida Statute/Rule Number</u>	<u>Title of Charge</u>
Section 806.101	False alarms of fires
Section 806.13	Criminal mischief; penalties; penalty for minor
Section 810.08	Trespass in structure or conveyance
Section 810.14	Voyeurism
Section 810.145	Video voyeurism
Section 812.014	Theft
Section 812.015	Retail and farm theft; transit fare evasion; mandatory fine; alternative; punishment; detention and arrest; exemption from liability for false arrest; resisting arrest; penalties
Section 812.14	Trespass and larceny with relation to utility fixtures
Section 817.235	Personal property; removing or altering identification marks
Section 817.49	False reports of commission of crimes; penalty
Section 817.563	Controlled substance named or described in s. 893.03; sale of substance in lieu thereof
Section 817.565	Urine testing, fraudulent practices; penalties
Section 817.567	Making false claims of academic degree or title
Section 817.61	Fraudulent use of credit cards
Section 817.64	Receipt of money, etc., obtained by fraudulent use of credit cards
Section 827.04	Contributing to the delinquency or dependency of a child; penalty
Section 828.12	Cruelty to animals
Section 831.30	Medicinal drugs; fraud in obtaining
Section 831.31(1)(b)	Counterfeit controlled substance; sale, manufacture, delivery, or possession with intent to sell, manufacture, or deliver
Section 832.05	Giving worthless checks, drafts, and debit card orders; penalty; duty of drawee; evidence; costs; complaint form
Section 837.012	Perjury when not in an official proceeding
Section 837.05	False reports to law enforcement authorities
Section 837.055	False information to law enforcement during investigation
Section 837.06	False official statement
Section 839.13	Falsifying records
Section 839.20	Refusal to execute criminal process
Section 843.02	Resisting officer without violence to his or her person
Section 843.03	Obstruction by disguised person
Section 843.06	Neglect or refusal to aid peace officers
Section 843.085	Unlawful use of police badges or other indicia of authority
Section 847.011	Prohibition of certain acts in connection with obscene, lewd, etc., materials; penalty
Section 856.021	Loitering or prowling; penalty

LIST OF MORAL CHARACTER OFFENSES continued

<u>Florida Statute/Rule Number</u>	<u>Title of Charge</u>
Section 870.01	Affrays and riots
Section 893.13	Prohibited acts; penalties
Section 893.147	Use, possession, manufacture, delivery, transportation, or advertisement of drug paraphernalia
Section 914.22	Tampering with a witness, victim, or informant
Section 934.03	Interception and disclosure of wire, oral, or electronic communications prohibited
Section 944.35	Unauthorized use of force on an inmate
Section 944.37	Acceptance of unauthorized compensation from an inmate
Section 944.39	Interference with prisoners

# APA Format Summary of Rules

## Overall Paper Format - APA

- The paper should be typed and double-spaced, on standard 8 ½" x 11", 20-pound white paper.
- All four outside margins should be set at 1 inch.
- As many as applicable of the following sections should appear in the paper, each one beginning on a separate page: abstract, text, references, appendices, author identification notes, footnotes, tables, figure captions, figures. Each section should have a running header on the first line of the page, flush right.
- The manuscript title on the first page should begin about 1/3 of the way down the page. The title block on that page should include: full title (one or more lines), writer's name, course name and number, instructor's name, and the date - all centered on double-spaced lines
- A running header with consecutive page numbering should appear flush right in the upper right-hand corner of each page, including the manuscript title page. This running header will appear one-half inch from the top of the page, and should contain a short version of the manuscript title, followed by the page number.

## In-Text Citation of Sources - APA

- In general, APA in-text documentation format uses the author-date style of citation, with the author's name, followed by the year of publication, cited within the body text of an article. The complete details on the source document are included in the "References" list at the end of the paper.
- Normally, an in-text citation will be introduced with a "signal phrase" that includes the author's last name, followed by the year of publication in parentheses. The page number in the source document, preceded by a "p.", should appear in parentheses immediately after the quotation. Example: As Smith (1998) observed, "There was only one way to go after that" (p. 97).
- In cases when the author's name is not in the signal phrase, enclose the author's last name, the year, and the page number, in parentheses at the end of the quotation. Example: (Smith, 1998, p. 263).
- If the work cited has two authors, name both authors in the signal phrase and in parentheses at the end of the quotation. For the latter, separate their names with the "&" symbol. Example: (Hartwick & Rogers, 1999).
- For more than two authors, identify all of the authors in the introductory signal phrase or in the parentheses the first time they are named. Example: (Brendan, Donaldson, Smith, & Warden, 1995). Later citations of the same work can use the first author's name followed by "et al." Example: (Brendan et al., 1995).
- If the author is an organization with a long cumbersome name, use the entire name in the body text the first time it is used, with the acronym for the organization enclosed in parentheses, followed by the year. Example: (American Society of Strategic Planners [ASSP], 1997). For later citations of the same work, use the acronym followed by the year. Example: (ASSP, 1997).

## Reference List - APA

- A list of all sources cited in the paper must be included at the end of the paper. This list is entitled "References" and must begin on a separate page after the last page of text. This heading should be centered on the page.

- The reference list will arrange in alphabetical order, by author's last name. If there is more than one work by the same author, place the entries in order of publication date, from oldest to most recent. (i.e. list 1991 references before 1995 references for the same author).
- The first line of each entry in the list of references is typed flush to the left margin. Subsequent lines for the same entry are indented one-half inch. All lines are double-spaced with no extra spaces between entries.
- All author's names in the references list are to use the inverted form; with last name first. Initials should be used for the author's first name. For two or more authors, separate the names by commas and use "&" instead of "and" for the last name mentioned.
- For the references list, use the last name of the author; do not use "et al" there.
- When an author appears as both a sole author, and as the first author of a group, list the single author entry first.
- If no author name is available for a publication, alphabetize the entry by the title of the work, and use a shortened version of the title in parenthetical "in-text" citations in the body of the text.
- For the title of the work being cited, use underlining or italics, not both. They are equivalent in this case. Whichever convention is chosen must be used throughout the essay for all titles cited.
- When referencing BOOKS, capitalize the first word and all proper nouns contained in the title and sub-title. Do not use all capitals.
- When citing ARTICLES capitalize the first word and all proper nouns in the title. Do not put titles of articles in quotations.
- When referencing PERIODICALS such as magazine articles or articles in scholarly journals, list the volume number in Arabic numerals, and underline it. Do not use "vol." before the number, and do not use "p." or "pp." for the page numbers. (These can be used when referencing newspaper articles or works in anthologies).



RUNNING HEAD: REFORMING CHILD PROTECTION

Reforming the Child Protection System

Recruit Name

St. Johns River State College

Criminal Justice Academy

Abstract

The child protection system has encountered numerous problems over the years in each of its components. Heavy caseloads for child protective investigators, child welfare workers and attorneys has been one of the major problems in the system. The juvenile dependency court system shares this burden with its backlog of cases and delay of judicial proceedings. Various efforts for reform have been proposed including better communication and collaboration among the agencies. The court system is also a major area that is in need of positive program implementation to reduce the issues related to juvenile dependency proceedings. The reforms may be extensive and take time but result is a more effective child protection system.

### Reforming the Child Protection System

Although the child protection system has gone through numerous reforms over the years, there are still many issues remaining. Problems exist at all levels of the system, starting with the abuse hotline and going on through the courts. One of the issues that has been ongoing in the child protection system is the overabundance of cases for protective investigators, child welfare workers and the child welfare attorneys. So many new cases come in and there is a lack of time for efficiency in the work being provided by these professionals. The backlogs in the court also cause unnecessary delays and families are unable to achieve certain goals without court approval. Inconsistency in the ways that cases are handled in courts adds to the frustration of all people involved in the child protection system, especially the hardships of the children and families. The court system involved in child protection is in need of swifter and consistent responses and increases in efficiency of handling child abuse cases.

The high amount of caseloads for workers in the child protection system is one of the major problems that slow down the system. However, there are other issues that cause disruption in the child protection courts and this began with the pendulum of balancing parent's rights and state's rights to protect children. The laws are intended to promote the safety and well-being of the children but they are more recently including the permanency and preservation of the family unit. In the past, there were mainly problems in the system because children were being often removed from their parents without giving them the appropriate resources to help the family. There was too much emphasis on child safety alone which neglected to consider that child well-being also considers being able to have their own family and not thrown into foster care. Such a large amount of children in foster care is equally a problem in the system and the states in developing child abuse statutes. These federal initiatives are the Child Abuse Prevention and Treatment Act of 1974 (CAPTA) and the Adoption Assistance and Child Welfare Act of 1980 (Melli,1998). These initiatives basically outline the federal laws regarding child abuse and neglect and also relate to the adoption proceedings that are usually a concurrent goal in the dependency cases.

Melli outlines the three basic situations that exist as a result of the child abuse and neglect laws. First, is the decision to remove the child from home, the efforts to reunify the child with the family or the decision to terminate the rights of the parents and the child is usually adopted (Melli,1998). The law requires that there is a permanency plan within the twelve months so there is either a reunification with the family or the child is not going to return. "The permanent family relationship is in the best interest of the children" (Melli, 1998). Therefore, the

procedures that are followed by child protection workers and the judges' decisions are to promote the best interest of the child in finding a permanent and stable home. This can either be done by providing them services in the family or by removing the child and reunifying if possible. The high amount of caseloads makes it difficult to always accurately assess safety situations and often times families are not seen as much as they are required or need. When children are left in the home, the amount of services provided to the family is not always adequate to meet their needs.

The lack of adequate supervision on families where the children remain has brought serious outcomes. CAPTA had focused on making legislative changes so that there are more prevention programs to reduce the risk of child abuse and neglect.

## References

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- The 2005 Florida Statutes. Retrieved May 13, 2006 from [http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=Ch0039/SEC001.HTM&Title=-%3E2005-%3ECh0039-%3ESection%20001#0039.001](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0039/SEC001.HTM&Title=-%3E2005-%3ECh0039-%3ESection%20001#0039.001).
- U.S. Supreme Court DESHANEY v. WINNEBAGO CTY. SOC. SERVS. DEPT., 489 U.S. 189 (1989). Retrieved May 20, 2006 from <http://caselaw.lp.findlaw.com/scripts/getcase.pl?court=US&vol=489&invol=189>.





## ACKNOWLEDGEMENT

I \_\_\_\_\_ have received and understand that I will read the  
(PRINT YOUR COMPLETE NAME USING ALL UPPER CASE LETTERS)  
attached St. Johns River State College, Criminal Justice Training Academy Policies and Procedures Rules and  
Regulations. Further, I hereby agree to the terms and conditions as stated in this manual as a condition of my  
continued enrollment in the Criminal Justice Training Academy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date







## **St. Johns River State College Criminal Justice Training Program**

### **Permission to Release Personal Information to Interested Potential Employers**

Before the end of the Basic Recruit Training Program or after graduation, area criminal justice agencies who are interested in hiring qualified individuals may request that the College provide them with names and contact information of academy recruits. If you are agreeable to the Criminal Justice Training Program giving out to potential employers, when requested, personal contact information about you, please sign below. If not, please sign in the appropriate blank indicating your denying permission to do so.

I, \_\_\_\_\_, give the Criminal Justice  
(PRINT NAME)

Training Program permission to release my name and contact information (mailing address and Phone number) to potential area employers who request this information.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I, \_\_\_\_\_, deny the Criminal Justice  
(PRINT NAME)

Training Program permission to release my name and contact information (mailing address and phone number) to potential area employers who request this information.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**





## **St. Johns River State College Criminal Justice Training Program**

### **Acknowledgement of Risks of Training**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_

I, the above named police/corrections trainee, do hereby understand and accept the following:

1. That there are hazards and risks of bodily contact and possible bodily injury that may result from the training, associated educational activities and courses of instruction in which I may participate at the Criminal Justice Academy;
2. That these hazards and risks may result from the physical contact with fellow police/corrections trainees who may or may not be the same level of training or skill development as myself;
3. That I have had explained to me by the academy staff and instructors the nature and character of these hazards and risks, and further that I have had the opportunity to ask any questions regarding these hazards and risks so that I may fully understand their nature and character;
4. That the training associated educational activities and courses of instruction are designed to prepare me to fulfill the duties and responsibilities of a police/corrections officer and as a result I accept and assume the risks of this training.





## St. Johns River State College Authorization for Promotional Use

I, the undersigned, give my permission for the photos/video/other taken on the date(s) listed below to be used for recruitment, promotion, advertisement, or other projects for St. Johns River State College. This includes, but is not limited to, Web pages, brochures, catalogs, press releases, advertisements, or commercials. These projects may be produced within the College or by outside sources. All uses of photo/video/other will be approved by the College.

I also understand that I am volunteering to be in the photo/video/other and do not expect reimbursement of any kind.

---

### **Please Print Clearly**

Check all that apply:      ☐ Photo      ☐ Video      ☐ Other \_\_\_\_\_

Date(s) of photo/video/other: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signature \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEDICAL  
ASSISTING



# MEDICAL ASSISTING

## STUDENT HANDBOOK

2023-2024



(904) 808-7465  
AlliedHealthProgram@  
SJRstate.edu

FINANCIAL AID  
(904) 808-7407

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## **MEDICAL ASSISTING DEPARTMENT**

Dr. J Nathaniel Southerland, PhD –Assistant Vice President, Workforce Development  
(904) 276-6891  
[Natesoutherland@sjrtate.edu](mailto:Natesoutherland@sjrtate.edu)

Dr. Holly Coulliette –Dean of Allied Health  
(904) 808-7441  
[Hollycoulliette@sjrstate.edu](mailto:Hollycoulliette@sjrstate.edu)

Wendy Whitlow-Mehl – Program Director of Medical Assisting  
(386) 312-4069  
[Wendywhitlowmehl@sjrstate.edu](mailto:Wendywhitlowmehl@sjrstate.edu)

Stephanie Bernard – Medical Assisting Faculty  
(386) 312-4069  
[Stephaniebernard@sjrstate.edu](mailto:Stephaniebernard@sjrstate.edu)

Tierra Chandler– Allied Health Workforce Specialist, St Augustine campus  
(904) 808-7465  
[Tierrachandler@sjrstate.edu](mailto:Tierrachandler@sjrstate.edu)

Kelly Anderson – Allied Health Workforce Assistant, St Augustine campus  
(904) 808-7453  
[Kellyanderson@sjrstate.edu](mailto:Kellyanderson@sjrstate.edu)

## **PURPOSE OF ST. JOHNS RIVER STATE COLLEGE MEDICAL ASSISTING PROGRAM**

Congruent with the purpose of St. Johns River State College, the Medical Assisting Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students gain the knowledge and skills to qualify for entry-level positions in a variety of health care settings.

### **ACCREDITATION**

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

The Medical Assisting Program of St. Johns River State College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Review Board.

### **NON-DISCRIMINATION STATEMENT**

St. Johns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX

Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; [CharlesRomer@sjrstate.edu](mailto:CharlesRomer@sjrstate.edu) Anonymous reporting is available at [SJRstate.edu/report](http://SJRstate.edu/report). Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW, Suite 19T10, Atlanta, GA 30303-8927.

### **DISABILITY SERVICES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus. The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

## **SJRSTATE COLLEGE MISSION STATEMENT**

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high quality education, training and cultural opportunities to encourage scholarly achievement. St. Johns River State College creates a supportive learning environment that includes services and resources to enable students to meet their educational goals.

## **PROGRAM MISSION STATEMENT**

The mission of the program is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, professional skills, and attitudes necessary to function as a Medical Assistant.

## **PHILOSOPHY AND OBJECTIVE**

Learning is an active and ongoing process manifested by a change in behavior and involving cognitive, affective and psychomotor skills. Each individual learns at his or her own rate depending on abilities, needs, motivation, and experience. The purpose of the Medical Assistant education is to provide instruction for students to become safe, competent, technically-skilled Medical Assistants.

The Program at St. Johns River State College functions on the honor system. The profession you are preparing for demands the utmost integrity and ethics. Students are given access to confidential and sensitive information. All areas of training measure fundamental approaches to truth, honesty, integrity and ethical conduct.

## **CURRICULUM FRAMEWORK**

1. **Clinical competence** pertains to cognitive, affective, and manual skills of professional medical assistants, which are learned in a Medical Assisting education program. Medical Assistants are considered competent in clinical domains when they collect data, perform vitals, document, and provide directed clinical care at the entry level. The entry level, as presented in this program, is defined as patient care that is delivered under supervision of a physician.
2. **Ethical/legal aspects of care** medical assistants are required to follow a rule of ethics, and also a set of legal guidelines, depending on which state they practice in. Medical Assistants relate ethical principles to health-related decisions of the provider and use ethics to resolve conflicts in practice.
3. **Health of populations** concerns the overall goal of medical assisting, which is to assist the doctor to promote, restore, or otherwise maintain the health of selected populations.
4. **Culture** is an integrated pattern of human behavior among persons of similar language, class, ethnicity, geographical region, and historical lineage. Awareness of culture involves the informed recognition of similarities and differences among cultural groups. Medical Assistants should adapt to patients while providing care according to cultural presentations. Furthermore, medical assistants who are aware of cultural differences can be both sensitive

- and competent in delivering culturally appropriate care.
5. **Inquiry** consists of skills that support the exploration of ideas, critical thinking, theories, and knowledge. Such skills are necessary for medical assisting practice.
  6. **Collaboration** is defined as working jointly with others. It is founded upon principles/skills of communication that are learned and evaluated during your medical assisting courses. Collaboration also involves active participation in health-care teams and shared decision-making.

## **PROGRAM OUTCOMES/GOALS**

1. Graduates will be competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Graduates will perform within the legal and ethical boundaries of the Medical Assistant's scope of practice.
3. Graduates will integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances.
4. Graduates will display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
5. Graduates will participate as team players within the various settings of health care delivery.

## **STUDENT LEARNING OUTCOMES**

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Demonstrate communication skills used by medical assistants.
- 13.0 Demonstrate knowledge of legal and ethical responsibilities for medical assistants.
- 14.0 Demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.
- 15.0 Demonstrate basic clerical/medical office duties.
- 16.0 Demonstrate accepted professional, communication, and interpersonal skills.
- 17.0 Discuss phlebotomy in relation to the health care setting.
- 18.0 Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.

- 19.0 Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- 20.0 Demonstrate skills and knowledge necessary to perform phlebotomy.
- 21.0 Practice infection control following standard precautions.
- 22.0 Practice accepted procedures of transporting, accessioning and processing specimens.
- 23.0 Practice quality assurance and safety.
- 24.0 Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.
- 25.0 Describe the cardiovascular system.
- 26.0 Identify legal and ethical responsibilities of an EKG aide.
- 27.0 Perform patient care techniques in the health care facility.
- 28.0 Demonstrate knowledge of, apply and use medical instrumentation modalities.
- 29.0 Demonstrate basic office examination procedures.
- 30.0 Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques.
- 31.0 Demonstrate minor treatments.
- 32.0 Demonstrate knowledge of basic diagnostic medical assisting procedures.
- 33.0 Demonstrate basic X-Ray procedures.
- 34.0 Demonstrate knowledge of pharmaceutical principles and administer medications.
- 35.0 Perform CLIA-waived diagnostic clinical laboratory procedures.
- 36.0 Demonstrate awareness of clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision.
- 37.0 Demonstrate knowledge of emergency preparedness and protective practices.
- 38.0 Perform administrative office duties.
- 39.0 Perform administrative and general skills.
- 40.0 Perform clinical and general skills.
- 41.0 Display professional work habits integral to medical assisting.

(Retrieved from Florida Department of Education Curriculum Framework:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2018-19-frameworks/health-science.shtml>).

## **PURPOSE OF HANDBOOK**

The purpose of this Student Handbook is to supplement the information contained in the St. Johns River State College Catalog and St. Johns River State College Student Handbook. All medical assisting students should have a copy of the St. Johns River State College Catalog, and Medical Assisting Student Handbooks.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in both the Catalog and Student Handbooks. The policies and procedures in the Medical Assisting Student Handbook are subject to change. Public notice will be available to students for policy changes.

## STUDENT RECORDS

A file will be maintained in the Medical Assisting office of student admission data and progress in the program. This file is open to the student, and students may request to see their file at any time.

## TEXTBOOKS

Textbooks for the medical assisting program can be purchased in the campus bookstore. A current list of required and recommended textbooks will be given to the students before each block of classes.

### MEDICAL ASSISTING CURRICULUM COURSE CHART

COURSE/ TITLE	Classroom	Lab	Total Hours
Introduction to Medical Assisting	125	125	250
Basic Healthcare Worker	60	30	90
Administrative Office Procedures	30	50	90
Medical Office Procedures	25	30	75
<b>Total Hours</b>	<b>240</b>	<b>265</b>	<b>505</b>

COURSE/ TITLE	Classroom	Lab	Total Hours
Clinical Assisting	115	115	230
Laboratory Procedures	40	85	125
Pharmacology	60	30	90
Electrocardiograph Aid	25	50	75
<b>Total Hours</b>	<b>240</b>	<b>280</b>	<b>520</b>

COURSE/ TITLE	Classroom	Lab	Clinical	Total Hours
Phlebotomy	25	50		75
Practicum			200	200
<b>Total Hours</b>	<b>25</b>	<b>50</b>	<b>200</b>	<b>275</b>
<b>Total Program Hours</b>	<b>505</b>	<b>545</b>	<b>200</b>	<b>1300</b>

## GENERAL POLICIES

### POST ADMISSION REQUIREMENTS:

Following acceptance into the program medical assisting students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the medical assisting program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen.
2. Attend Mandatory Program Orientations on the specified date(s).
3. Have an annual physical examination verifying acceptable health status absence of communicable or infectious disease and completing all the health-related requirements or the medical assisting program. Requirements for the physical are included on the form provided to each student after admission to the medical assisting program.
4. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)
5. Have Student Accident (Education/Training) insurance. (Payment included with lab fees during registration)

### CLASSROOM ATTENDANCE AND TARDINESS POLICY

Course attendance is vital to success in the Allied Health programs. Students cannot repeat an Allied Health course in the same manner as one can repeat other college courses. Students must pass each course with a “C” or better to remain in their program of choice.

Students are expected to attend all classes, labs, simulation, and clinical activities. Students are expected to be punctual. It is disruptive to fellow students when students arrive late. Appropriate 10-minute breaks are provided. Students that fail to call and do not show for exams, labs, simulations or practicum will be counted absent and will receive a zero grade for that activity. Students must appeal to the Medical Assisting Program Director and or Dean of Allied Health for any Extenuating Circumstances.

The attendance policy described in the SJR State College Student Handbook is utilized for the classroom attendance. The attendance policy described in the SJR State *Medical Assisting Student Handbook* is utilized for classroom and clinical activities. Clinical activities are defined as lab, simulation, and practicum experience both during in-patient and out-patient settings. Clinical, lab, or practicum make-up is to the discretion of the Instructor and or Program Director.

**Note: Medical Assisting students are required to fulfill all hours of the program. A class, lab or practicum absence requires make up time to fulfill 1300 hours of the program.**

**Absence** is defined as:

- Not being present for class, lab, clinical, or practicum activities.
- Arriving greater than 30 minutes late for class, lab, or practicum.
- Leaving prior to the end of class, lab, simulation, or practicum.

*1<sup>st</sup> Absence* will result in a verbal warning from instructor and zero attendance on timesheet, hours will be made up upon instructor availability.

*2<sup>nd</sup> Absence* will result in a written warning from instructor and advisement meeting with Program Director.

*3<sup>rd</sup> Absence* will result in meeting with the Program Director in order to be considered to continue in the program and may result in withdraw from the program. Student **MUST** produce documentation of ALL extenuating circumstances.

**Tardiness:**

- A tardy is defined as being absent from the classroom when attendance is taken at any time after the class is scheduled to begin.
- Tardiness creates disruption in the classroom. Students who are consistently late for class demonstrate a lack of responsibility and lack of consideration for others.

Three times tardy will count as **one** absence. The student will be considered late any time after the start of class. Leaving class early will count as a time tardy. The student will be charged with **one** absence for each **three** times they leave early.

Any exceptions to the attendance and make up examination policy need to be approved by the Dean of Allied Health and the Medical Assisting Program Director in consultation with the course instructor.

**A student must attend 100% of class, lab, and clinical practicum hours. This means that a Medical Assistant student must attend all 1300 hours of the program according to State of Florida regulations. If a student has a medical emergency, court order, death in the family, or other extenuating circumstances, documentation will need to be provided in order for the student to attend any available make up session. Permission and approval are granted from the Program Director and/or Dean of Allied Health.**



## **JURY DUTY OR OTHER COURT APPEARANCES**

In the event of the student being called for Jury Duty or other court appearance, the student will not be penalized for absence. Missed tests or quizzes will need to be made up. Any jury duty lasting more than one week may be detrimental to the student's ability to keep up with the program. This should be mentioned during jury selection. Proof of Jury Duty or other court appearance will be required, and the student should inform the program director in advance if called.

## **FUNERAL POLICY**

In the event of death in the immediate family (spouse, mother, father, sibling, son, daughter, or grandparents) **a maximum of three calendar days are allowed without penalty.** The student should contact the program director as soon as possible. The student retains responsibility for completing the clinical /classroom objectives for that timeframe and for any missed class, lab, or practicum hours. Appropriate documentation may be required. Students should contact the concerned faculty as soon as possible to make arrangements.

## **PRACTICUM SITE ATTENDANCE AND TARDINESS POLICY**

A practicum absence is defined as a missed scheduled day in the clinic site for any reason other than the exceptions listed at the end of the classroom attendance policies. Students are required to spend a specific number of hours or days at the clinical site as indicated in the Practicum course syllabus. Students are required to follow the clinical schedule through the end of the term without regard to the number of hours completed.

A tardy is defined as not being in the appropriate place greater than 10 minutes before the scheduled start time at the clinical site.

### Absence

All clinical rotations are required for program completion. Absences other than emergencies must be approved prior to scheduled practicum hours. Missed practicum hours must be rescheduled and completed prior to semester end.

### Tardiness

1. One tardy at the clinical site will not affect the student grade.
2. Student must make up time missed due to tardiness.

### Leaving Early

1. Students who leave the clinical site early are required to make up the missed time.
2. **A student must attend 100% of required practicum hours.**

## **TESTING**

**A student must be present on the day of an exam.** Students who are absent on the day of an exam or arrive to class after an exam has started will receive a zero for that exam. If testing is in progress, students may not enter the class until testing is complete. Only documented circumstances will be considered for make-up.

## **PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment. The procedure for those matters is set forth in the Student Handbook.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
2. College personnel should direct the student to the office of the appropriate Dean, who may assign the matter to Director. Complaints must be in writing, and the student should complete the complaint form by filling in all necessary information.
3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the Student Complaint Form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
4. The Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President on the resolution of the matter.
5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President. The Vice President's decision may be appealed to the President of the College.

## **INCIDENTS**

An incident includes, but is not limited to any accident, occurrence, or deviation from policies involving a patient, an employee, a visitor, or a student on the premises of a health care facility or in the college classroom or laboratory.

Incidents involving students while in class or clinical settings must be reported to their instructor and the Program Director immediately.

Incident forms will be completed by the student and reviewed by the appropriate agency for corrective action.

Failure to report any incident may result in disciplinary action up to and including withdrawal from program.

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## **ILLNESS OR INJURY OF STUDENT**

Students absent for illness or injury may be required to obtain a statement from a health care provider to return to class/clinical site. If a health care provider's statement is required for a student to return to class/clinical site, the statement must be written on the health care provider's letterhead.

Students who are pregnant should inform the instructor so that no assignment will be made involving exposure to radiation or other hazards. The instructor may request a letter from the health care provider clearing the student for practicum, if indicated. The student would not be able to begin practicum before they were released and the letter was received.

## **MEDICAL CARE**

Students are responsible for providing for their medical care. The following procedure is to be followed in case of a needle stick, blood exposure or other accident in the classroom, laboratory or clinical area:

1. The student shall immediately notify the clinical instructor, Program Director and other appropriate personnel such as the nurse manager.
2. A facility incident report, as well as a SJR State incident report, should be completed with a copy for the student, the student's campus file, and the instructor, as well as the facility and SJR State.
3. If the student is sent to the Emergency Room, clarification is needed regarding financial responsibility. Students may prefer to choose their own facility if they are the payee.
4. When a student is exposed to blood or other body fluids directly or indirectly, (e.g. needle stick) of a patient with suspected or documented HIV infection while in the clinical area, the student should follow the Center for Disease Control (CDC) guidelines for exposure as well as those of the assigned clinical agency.
5. Florida Community Colleges Risk Management Consortium provides accident coverage for students in Allied Health programs. This covers accidents on the premises designated and supervised by the College or on the premises used for classes, labs or clinical training as designated by the college or traveling with a group in connection with the activities under the direct supervision of the college.

## **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE EMERGENCY MEDICAL SERVICES SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. All disposable sharp objects should be deposited in "sharps" containers, sealed when full, and disposed of in the proper manner.
3. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

## **LAB PRACTICE**

During lab practice a student must demonstrate competence and be checked off for that competency. A failed competency check-off must be repeated and passed within 7 calendar days excluding weekends and holidays. No more than three attempts are allowed for any competency check-off. An appointment must be made with the instructor prior to the deadline.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

## **LABORATORY GUIDELINES**

1. Use of laboratory during regularly scheduled laboratory sessions:
  - a. During lab sessions, students should keep laboratory area neat and clean at all times.
  - b. Upon completion of sessions, equipment must be returned to the proper storage area.
  - c. Laboratory stations must be cleaned after each use.
  - d. Disposable supplies that will not be reused must be disposed of in appropriate receptacles.
  - e. Class will not be dismissed until all laboratory stations are clean.
  - f. Students may not leave laboratory sessions until dismissed by instructor. Leaving early, without prior approval will result in an absence for that lab session.
2. Additional use of laboratory:
  - a. Students must schedule a practice time with the faculty prior to the date requested.
  - b. Students may use the laboratory to practice procedures any time that the laboratory is not being used, and an instructor is present or on the campus.
  - c. Be sure that all laboratory areas are clean, and all equipment returned to its proper place prior to leaving the laboratory.

## **UNIFORMS/DRESS CODE**

For all practicum or class sessions held the students should wear the uniform. The uniform consists of the following:

1. Embroidered White Scrub top and Pewter Scrub Pants  
White or Pewter scrub jacket (optional)  
SJR State Polo, can be worn with scrub pants.
2. Appropriate student IDs must be displayed on the uniform.
3. A simple wedding band and wristwatch are the only acceptable jewelry.
4. Deodorant, cologne, or perfume should not be excessive due to close contact with patients.
5. Fingernails must be neat, clean and short (no more than slightly visible when looking from the palm of the hand). Any fake fingernails to include acrylic, gel, overlays or tips are **strictly prohibited** due to infection control.

6. Hair must be short or pulled back from the face and kept above the collar and neatly groomed and styled to avoid contact with patients. No unnatural hair color will be permitted.
7. No facial piercings, fake eyelashes or excessive makeup will be permitted while in the program.
8. Undergarments should not be visible.
9. Cigarettes and other tobacco products should not be visible on the student uniform.
10. All tattoos must be covered while in the clinical setting.
11. All students must maintain proper oral and physical hygiene at all times.

**Practicum training sites may have specific dress codes and safety regulations. You will be required to conform to the dress code and safety regulations while affiliating at that facility.**

**If students do not comply with the dress code, they may be dismissed from practicum.**

### **UNIFORM FOR PRACTICUM EXPERIENCE**

1. SJR State College Department of Allied Health approved slate gray scrubs, white scrub top with embroidery of SJR State patch or logo.
2. Clean socks and shoes specific to on campus dress code or required uniform of clinical office. (No crocs or open toed shoes).
3. SJR State issued Photo ID badge is to be attached at the collar and visible at all times.
4. Required medical equipment and supplies that allow you to be prepared to work.

Students are required to adhere to all uniform requirements. Failure to meet the uniform policy will result in counseling of student. Repeat offenses may subject the student to disciplinary action that may include administrative withdrawal from the medical assisting program.

Any exceptions to the student uniforms and appearances policies for physical, cultural or religious reasons must be approved by the Program Director or Dean Allied Health-

### **REMEDIATION**

Students which demonstrate deficient or unsafe practice will need to be provided an opportunity during the clinical experience for remediation and demonstration for improvement. The student may receive a remediation plan which requires them to go to the medical assisting lab. The instructor will assist the students in the remediation process and provide feedback to the clinical educator.

### **CONFIDENTIALITY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.

2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, nursing and medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with any friends, family members, relatives of the patient, or email, facebook, blogs, twitter, etc.
3. Information relating to patients shall be given **only** to patients themselves except when the patient is a non-emancipated minor and in special circumstances.
4. If any student has a computer code as an employee of a clinical facility, the student must protect this code and use it in the manner in which it was entrusted to the student and expected to be used. Students must follow the facilities policies regarding confidentiality and access to computer information.
5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State Allied Health Program.
6. Students are expected to keep confidential all events occurring within a clinical facility, on the clinical facility grounds, and/or information pertaining to clinical facilities.
7. Students are expected to keep confidential classroom discussions and performances by peers in the clinical laboratory, classroom, and clinical practicum.

## **STUDENT MISCONDUCT**

Students in the Allied Health Programs must demonstrate a high level of professionalism. The Allied Health Programs adhere to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **PRACTICUM POLICIES**

Clinical experiences provide the opportunity for students to:

- Apply theoretical concepts learned in the classroom
- Practice skills learned in the medical assisting laboratory in a variety of clinical situations.
- Demonstrate administrative and clinical care skills.
- Practice communication skills with individual patient, families, colleagues, and other health professionals.
- Increase problem-solving and critical thinking skills.
- Practice clinical organization and time management skills for providing care for individuals, families, and communities.

## **PRACTICUM RULES AND REGULATIONS**

1. The Medical Assisting Program Director will provide Practicum schedules for each student. Site is responsible for direct supervision of the student.
2. An SJR State College instructor shall be available as needed for guiding the learning needs of the students.
3. Students shall adhere to policies/procedures of the ambulatory care center.
4. The student may not ask permission to leave the clinical site for personal errands or any other unexcused absences. Program faculty must approve any change in the Practicum rotation schedule, including early dismissal.
5. Students will be provided with a Practicum schedule prior to the beginning of the rotations. Any questions or requests by the students must be made in writing. This schedule will not be changed without the approval of the instructor. Students must follow the rotation schedule. Failure to do so, without prior approval, will result in disciplinary action.
6. Students shall not receive any remuneration for practicum hours.

## **STUDENT INTERACTIONS**

### **STUDENT AND PATIENT INTERACTION**

1. The student will consistently display a professional and positive attitude in all dealings with patients.
  - a. The student will always identify himself/herself to patients
  - b. The student will explain the purpose of his/her presence to the patient.
  - c. The student will display courteous behavior towards the patient.
  - d. The student will display courteous behavior towards the patient regardless of race, religion, color, creed, or sex.
  - e. The student will adhere to the above objectives regardless of the patient's condition.
2. The student will maintain confidentiality of all patient records and information.
  - a. The student will record all information accurately in the patient's chart.
  - b. The student will discuss patient information only with other medical personnel involved in the care of the patient in non-public areas.
  - c. The student will display patient anonymity when removing information from the chart for program related projects.



- e. The student will discuss the patient's condition only when out of the audible range of the patient and/or family and not in public areas.
- 3. The student will display respect for the patient's right to privacy.
  - a. The student will arrange clothing and perform learned draping to maintain patient's modesty.
  - b. The student will knock on the patient's door before entering room.
- 4. The student will demonstrate concern for the protection of the patient from injury during all procedures.
  - a. The student will perform only those procedures, deemed competent by instructor in which are in his or her scope of practice while supervised by a lead MA or Physician.
  - b. The student will assess the patient's condition to be determined when taking vital signs and will alert the physician of anything abnormal without alarming the patient.
  - c. The student will perform only procedures as written by the physician prescription/protocols.

### **STUDENT AND STUDENT INTERACTION**

- 1. The student will consistently display a professional and positive attitude in all dealings with fellow students.
  - a. The student will complete, without the aid of another student, all assignments that he or she is expected to complete alone.
  - b. The student will perform cooperatively when working in assigned areas with other students.
  - c. The student will be respectful of other classmates and support all learning styles present in the classroom.

### **STUDENT AND INSTRUCTOR INTERACTION**

- 1. The student will consistently display a professional and positive attitude in all dealings with his or her instructor.
  - a. The student will work to the best of his or her ability to complete all assignments.
  - b. The student will use established procedures in mediating any differences between him/her and the instructor.
  - c. The student will demonstrate respect for the instructor at all times.

## **STUDENT AND CLINIC PERSONNEL INTERACTION**

1. The student will consistently display a professional and positive attitude in all dealings with clinic personnel.
  - a. The student shall identify himself/herself by wearing proper uniform, name pin, and SJR State College patch.
  - b. The student will display respect for all office personnel regardless of race, religion, color, creed, or sex.
  - c. The student will read and practice all rules, regulations, and procedures that are established.
2. The student will demonstrate respect for the clinic by careful and responsible use of clinic facilities and equipment.

## **ACADEMIC POLICIES**

Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the class is expressly prohibited. Such acts or behaviors include but are not limited to academic dishonesty.

## **GRADING**

1. The grading scale for Medical Assisting is:  
90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
Below 60 = F
2. Medical Assisting courses must be completed in sequential order, by block and all hours must be completed. A grade of "C" or better must be achieved in all medical assisting courses to progress in the program.
3. Instructor evaluation of the individual student's clinical and class performance will be available to the student. All students will meet with their instructors at the end of the clinical course to read and sign their evaluations done by the instructor. Students are encouraged to meet with their instructor at any time in the semester concerning their academic progress. The instructor is available during office hours and by appointment.
4. No information relative to grades, evaluation or examination items will be given over the telephone.
5. Only SJR State email may be used for confidential grade information.
6. Students are responsible for keeping up with their own grades and hours.
7. Minimal criteria to be met for successful completion and to pass a course includes, but is not limited to:

- An overall course average of 70%, including all exams, final exam, graded homework, and quizzes.
- Resolved or completed remediation and/or assignments, including those related to class and practicum.
- Attendance that meets the Allied Health program requirements.
- A satisfactory clinical site evaluation including resolved or completed remediation and/or assignments. When assigned, remediation becomes a course requirement to pass. Failure to complete the remediation assignment in part or in whole by the assigned date may result in a final course grade of incomplete.

## **ACADEMIC INTEGRITY**

The allied health department follows the college academic policy.

1. Academic Integrity incorporates, but is not limited to, the following:
  - a. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself, or another in academic work considered in the determination of a course grade.
  - b. Plagiarism, which is defined as the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
  - c. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may be reasonably deemed to be part of this heading.

## **UNSATISFACTORY PRACTICUM OUTCOMES**

Failure to meet practicum expectations as defined in the syllabus and the clinical evaluation tool, checklist etc. are addressed in the following manner:

A student may be placed on Clinical Warning for incivility, unprofessional, unsafe clinical behaviors, or when a student does not meet clinical standards. Prior to a Clinical Warning being issued, the clinical faculty will confer with the lead instructor. If the lead instructor is not available, the clinical instructor will confer with the Program Director and/or the Dean of Allied Health. When a student receives a Clinical Warning, an appointment will be made with the instructor and program director to discuss the Clinical Warning.

**A student who receives a second Clinical Warning for any reason will receive an unsatisfactory for the clinical portion of a course and may be academically withdrawn from the program.**

## CELL PHONES/PAGERS/ELECTRONIC DEVICES

### Classroom Policy

Students must not engage in any activity which is disruptive to orderly classroom instruction including, without limitation, taking cell phone calls or texting in the classroom. Students are therefore required to disengage cell phones, pagers (“silent/vibrate” mode) and place out of sight when present in a classroom during designated class times. Cell phones cannot be used as calculators during lab, class, or clinic. Audio recording devices may be used in the classroom. Cell phones or other electronic devices are not allowed during tests and/or quizzes. Video recording is not allowed unless the activity has been pre-approved by the faculty member and the appropriate consent forms filled out. Electronic devices like iPads, laptops, netbooks may be used for instructional material only. Faculty reserve the right to remove any electronic device from the classroom that violates this policy.

### Practicum Policy

Cell phone use in the clinical setting may be used only after approval of the clinical instructor. Cell phone use in the clinical setting is restricted to clinical purposes and/or emergency situations only, and must be on vibrate at all times. Personal texting, taking pictures and recording are **prohibited** in the clinical setting. Students may not use their cell phone in the presence of patients. The clinical preceptor, program faculty, and any authorized healthcare personnel has the right to revoke cell phone privileges at any time. In addition, the student may be sent home for non-compliance in using the cell phone and this will count as an absence. Further inappropriate use of the cell phone, may result in dismissal from the program.

## VACCINATIONS

All clinical affiliates require immunizations. Prior to the first scheduled clinical day, students MUST show proof of:

1. Physical examination.
2. Negative Tuberculin Skin test. Positive results require a chest x-ray to be completed. The chest x-ray should be negative. This test will be repeated every year.
3. Two (2) immunizations for Measles, Mumps and Rubella or positive titers.
4. Two (2) immunizations for Varicella or positive titers.
5. Three (3) immunizations for Hepatitis B. Students are advised to obtain the vaccines or choose to sign a declination form.
6. Tdap (1) immunization within 10 years.
7. Flu shots are required annually for most healthcare provider roles. Any refusal to obtain a flu shot will require medical documentation from a licensed healthcare provider. The refusal to obtain a flu shot may affect the ability to complete required clinical rotations, which may result in the inability to complete specific program requirements.

Additional vaccinations may be required at any point in time if deemed necessary by clinical sites or the college.

## **PROGRAM WITHDRAWAL**

Students may be withdrawn from the program without prior warning in some specific circumstances which demonstrate:

1. Unsafe behaviors
2. Attending *any learning* activity in the Medical Assisting Program while under the influence of alcohol, illegal drugs or non-prescribed use of prescription drugs which affect alertness, judgment or mood
3. Conviction of a felony
4. Falsifying or altering a patient's medical record
5. Knowingly administering medications or treatments without a physician's order
6. Violating the confidentiality of information or knowledge concerning a patient/or their family
7. Stealing or cheating
8. Inappropriate or unprofessional behavior

Students withdrawn from the program based on any of the above criteria may not be eligible for readmission.

## **CLINICAL WORK POLICIES (EMPLOYED STUDENT)**

Students must not be used to substitute for clinical staff. Students shall not receive any form or remuneration in exchange for work (during the program or practicum) they are performing while fully enrolled in the program. Students cannot complete any credit for medical assisting classes while being an employee at the practicum site. Any violation may result in withdrawal from the program.

## **TRANSFER OF CREDITS**

The medical assisting program does not accept transfer of credit for the core classes in other medical assisting programs. Transfer of general education classes will follow the approved college policy in the student handbook.

## **ADVANCED PLACEMENT**

The medical assisting program does not accept advanced placement.

## **EXPERIENTIAL LEARNING**

The medical assisting program does not accept experiential learning.

## **READMISSION POLICY**

Readmission into an Allied Health program will be done on a space available basis. A student may only apply for readmission one time.

A student must meet the following criteria and submit the following materials for consideration:

1. A written request for readmission along with the program application must be submitted within thirty calendar days of the withdrawal or failure date.  
**No application will be considered if submitted after the thirty-calendar day deadline.**

After submitting the written request for readmission, a mandatory counseling appointment is required with the Dean of Allied Health or designated faculty to receive instructions for the readmission process.

2. A committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s) and course information provided by the faculty.
3. Documentation of evidence or plans to address previous deficiencies, to include but not limited to the following areas:
  - a. Academic Performance - No more than one (1) year lapse in experience
  - b. Clinical Performance – No more than one (1) year lapse in experience.
  - c. Professionalism
  - d. Attendance
  - e. Commitment
  - f. Extenuating Circumstance

The application packet will be reviewed by a committee consisting of the Dean of Allied Health, Vice President for Workforce Development and program faculty. Each application will be evaluated on an individual basis. The committee will consider academic performance, clinical performance, program GPA (including prerequisite classes), assessment criteria of the course(s), course information provided by the faculty and student plans to address deficiencies. The decision of the committee will be to admit or not admit. No other documentation will be provided. The decision of the committee is final.

## **GENERAL INFORMATION**

### **INSTRUCTIONAL FACILITIES**

#### **Campus Facilities**

Allied Health facilities are located on the Palatka Campus, St. Augustine and Orange Park Campus. Skills laboratory activities provide the learning experiences (teaching and evaluating of psychomotor skills, reinforcement of previous learning to maintain skill level, assisting with critical thinking) necessary to perform safely in the clinical office and build self-confidence in the medical assistant role. The computer labs are located on each campus of St. Johns River State College and may be used for instructional aids, development of care plans and other classroom assignments.

## **ACADEMIC ADVISING**

Program Advisors are available to work individually with students requesting assistance in the decision-making process involving academics, career development, job search skills, and personal adjustment. For an appointment, the telephone number is (386) 312-4035 and email address is [advising@SJRState.edu](mailto:advising@SJRState.edu).

In addition, an advising office is located on each campus of SJR State to further assist with enrollment and registration matters.

The telephone numbers for advising are:

Palatka Campus	(386) 312-4035
Orange Park Campus	(386) 276-6855
St. Augustine Campus	(386) 808-7402

The Medical Assisting Program Director and Dean Allied Health meet with the counselors and advisors on a regular basis to provide updates on developments/changes within the Allied Health department, as well as other issues and concerns. In addition to the program advisors, the allied health faculty is available to advise and/or make necessary referrals for academic advisement of medical assisting students. Medical assisting students will be assigned a faculty advisor upon acceptance into the program. Individual appointments need to be made directly with the faculty.

## **ST. JOHNS RIVER STATE COLLEGE STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT**

Students in the Allied Health Programs must demonstrate a high level of professionalism. The Allied Health Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **MEDICAL ASSISTING CODE OF ETHICS**

The Medical Assisting Code of Ethics of the AAMA sets forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of the AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity.

- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- C. Uphold the honor and high principles of the profession and accept its disciplines.
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

American Association of Medical Assistants Code of Ethics, 2019, <http://www.aama-ntl.org/about/overview#.XNMdEmcUW70>

## **MEDICAL ASSISTING TECHNICAL STANDARDS**

Applicants and students should be able to perform these essential functions, or with reasonable accommodations, such as the help of compensatory techniques and/or assistive devices, be able to perform these functions. Allied Health Programs are open to all qualified applicants and complies with the American with Disabilities Act with section 504 of the Rehabilitation Act of 1973.

Refer to <http://www.onetonline.org/> for more information regarding technical standards.



<b>Technical Standard</b>	<b>Performance Standard</b>
Reading Comprehension	Understanding written sentences and paragraphs in work related documents.
Speaking	Talking to others to convey information effectively.
Active Listening	Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Social Perceptiveness	Being aware of others' reactions and understanding why they react as they do.
Monitoring	Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
Oral Comprehension	The ability to listen and understand information and ideas presented through spoken words and sentences.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Problem Sensitivity	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Written Comprehension	The ability to read and understand information and ideas presented in writing.
Near Vision	The ability to see details at close range (within a few feet of the observer).
Assisting and Caring for Others	Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
Documenting/Recording Information	Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
Getting Information	Observing, receiving, and otherwise obtaining information from all relevant sources.
Communicating with Supervisors, Peers, or Subordinates	Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.
Interacting with Computers	Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.



St. Johns River State College  
Workforce Development



## Estimated Program Cost Summary

2023-2024 (Fees are subject to change)

CIP: 0351080102

### Program(s): (0212) Medical Assisting \*Subject to Change

Please note that totals are estimates based on in-state rates for Florida residents and that amounts are subject to change. For current tuition rates and fees, please refer to the College catalog. Additional costs may be associated with college preparatory coursework that may be required due to placement test scores.

College Application Fee:	\$30.00 (non-refundable)
Tuition/Fees:	\$3,574.72 (1300 clock hours)
Lab/Course Fees:	\$264.00
Criminal Background Check and Drug Screen	\$171.00
Uniforms:	\$75.00 (estimate)
Liability Insurance:	Included in the lab course fees above
Physical and Shots	\$450.00 (estimate based on student having to obtain all required immunizations)
Textbooks:	<u>\$655.30</u> (Depending on used or new books)
First Year Total:	\$5,220.02

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#### POST PROGRAM COSTS

CMA Exam	\$135.00
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**Grand Total:** \$5,355.02

Questions regarding program length and cost should be directed to the Department of Allied Health 904-808-7465.  
Questions regarding admission, registration and to meet with an academic advisor should be directed to the Academic Advising office (386) 312-4035.

**NURSING**  
Palatka Office  
386-312-4176

**NURSING**  
Orange Park Office  
904-276-6863

**FINANCIAL AID**  
386-312-4040



ST. JOHNS RIVER STATE COLLEGE  
**NURSING**  
**STUDENT HANDBOOK**  
2023-2024



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## NURSING DEPARTMENT

<b>Assistant V.P. of Workforce Development</b> Nate Southerland, PhD	<b>Phone</b> 904-276-6891	<b>e-mail</b> natesoutherland@sjrstate.edu
<b>Dean of Nursing</b> Diane Pagano RN, DNP, CCRN-K	386-312-4267	dianepagano@sjrstate.edu
<b>Director of BSN</b> Melody Corso, DNP, RN, CNE	<b>Phone</b> 904-276-6884	<b>e-mail</b> melodycorso@sjrstate.edu
<b>Full-time Faculty</b>		
Melissa Arrants, MSN, RN	386-312-4611	melissaarrants@sjrstate.edu
Erika Dalton, MSN, RN	386-312-4179	erikadalton@sjrstate.edu
Rebecca Davis, MSN, RN		rebeccadavis@sjrstate.edu
Tekaylor Etienne, MSN, RN	904-276-6865	tekaylortienne@sjrstate.edu
Rene' Grosdidier, MSN, RN	904-276-6861	renegrosdidier@sjrstate.edu
Donna Hamilton, MSN, RN	904-276-6869	donnaahamilton@sjrstate.edu
Colleen Hollister, MSN, RN, CPN	386-312-4205	colleenhollister@sjrstate.edu
Brittany Jackson, MSN, RN		brittanyjackson@sjrstate.edu
Mary Melfi, MSN, RN	386-312-4038	marymelfi@sjrstate.edu
Rita Pickis, MSN, RN	386-312-4604	ritapickis@sjrstate.edu
Michelle Sink, MSN, RN	904-276-6872	michellesink@sjrstate.edu
Mona Stanley, MSN, RN	386-312-4061	monastanley@sjrstate.edu
Wendy Thomas, MSN. RN	386-312-4146	wendythomas@sjrstate.edu
Charlene Velasco, PhD, RN	904-276-6871	charlenevelasco@sjrstate.edu
Shasta Ware, DNP, RN	386-312-4179	shastaware@sjrstate.edu
<b>Support Staff</b>		
Olivia Luke Workforce Specialist	386-312-4176	olivialuke@sjrstate.edu
Lori Gaskin Workforce Assistant-Palatka Campus	386-312-4176	lorigaskin@sjrstate.edu
Libby Burckhard Workforce Assistant-Orange Park	904-276-6863	libbyburckhard@sjrstate.edu
<b>Additional Information</b> Nursing Department Fax Numbers	386-312-4191 PA 904-276-6870 OP	

## **PURPOSE OF ST. JOHNS RIVER STATE COLLEGE ASSOCIATE IN SCIENCE IN NURSING PROGRAM**

Congruent with the purpose of St. Johns River State College, the Associate of Science Degree in Nursing Program prepares students with the knowledge, attitude, and skills required of professional nursing practice. The learning environment inter-relates care and concern for humanity with scientific knowledge to promote health and quality of life.

Fulfillment of personal and professional goals, including the achievement of life-long learning is emphasized. The learning environment fosters individual intellectual, social, and economic advancement while emphasizing community service responsibility.

Faculty (serving as role models) actively participates in community and professional organizations to provide direction for future nurses and the future of nursing.

## **ACCREDITATION**

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College. The nursing program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN #C02, Tallahassee, FL 32399-3257, Phone (850) 245-4125, Fax (850) 245-4172, [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa), email [MQA\\_nursing@soh.state.fl.us](mailto:MQA_nursing@soh.state.fl.us)

This nursing education program, Associate of Science in Nursing and the LPN to RN Bridge program, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

## **NON-DISCRIMINATION STATEMENT**

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

## **DISABILITY SERVICES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Academic Advising Center on their campus. The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

## **DEPARTMENT OF NURSING EDUCATION MISSION STATEMENT**

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, as well as demonstrate caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

## **DEPARTMENT OF NURSING EDUCATION VISION STATEMENT**

The Department of Nursing Education at St. Johns River State College is committed to educating students to become competent, caring and ethically professional nurses who will aspire to be leaders in the field of nursing. Students will expand their nursing knowledge through existing research while providing safe, therapeutic and compassionate nursing care to the residents of their community. We, the nursing faculty direct, guide, support, teach, and model Dorothea Orem's Self-Care Deficit Theory of Nursing to support personal and professional student development via a collaborative process between students and faculty.

## **THE PHILOSOPHY OF THE ST. JOHNS RIVER STATE COLLEGE NURSING EDUCATION PROGRAM**

St. Johns River State College Nursing Program provides access to entry-level professional education in nursing for high school graduates (or equivalent) without regard to race, creed, color or national origin, and particularly for those who live in three northern Florida counties: Clay, Putnam, and St. Johns. Entrance into the program follows the principles of open-access to college education.

The philosophy and conceptual framework of the St. Johns River State College Nursing Program is derived from a synthesis of beliefs and values shared by nursing faculty and administrators concerning nursing and nursing education. The faculty and administrators believe that a dynamic statement of philosophy serves as the foundation for determining the nature, purposes, structure, and priorities within the program. Faculty members and administrators of the nursing program believe that:



**Self-care** is a practice of activities which individuals initiate and perform on their own behalf in maintaining life, health, and well-being.

- It incorporates self-care agency, which is a human ability to engage in self-care.
- Self-care is conditioned by age developmental state, life experience, socio-cultural orientation, health and available resources.
- When a person is unable to care for self, a therapeutic self-care demand exists.
- In order for the nurse to help the patient meet self-care requisites, it is necessary for the nurse to use evidence-based practice in a plan of care and apply ethical principles to health related decisions.
- Self-care requisites are developmental and health related actions directed towards provision of self-care associated with life processes, maintenance of integrity of human structure and functioning, and are needs that are common to all human beings.

**Nursing** is defined as the skilled investigation using multiple resources of information to improve nursing practice. The components of nursing include:

- encompassing the patient's perspective of health condition, the primary healthcare provider perspective, and the nursing perspective
- rendering the patient or members of the family capable of meeting the patient's self-care needs or health care requisites
- assisting the patient to maintain a state of health of physical and psychological health
- assisting the patient to regain normal or near normal state of health in the event of disease or injury
- stabilizing, controlling, or minimizing the effects of chronic poor health or disability
- facilitating a dignified and comfortable death.

**Health** and healthy are terms used to describe the state of wholeness or integrity of living things across the lifespan.

- Health is wholeness or integrity including that which makes a person human operating in conjunction with physiological and psycho-physiological mechanisms in relation to interacting with other human beings.
- Health promotion and health maintenance are the individual's and are society's responsibilities.

**Environment** and human beings are integrated systems.

- Persons exist within complex interacting internal and external physical, chemical, biologic, and socioeconomic –cultural environments that influence their self-care requisites and their self-care capabilities and in turn positively or negatively affect their lives, health, development, and well-being (Orem, 2001).

**Human beings** are the recipients of nursing care.

- Human beings are an integrated whole composed of internal physical, psychological, spiritual, and social dimensions with varying degrees of self-care ability.
- Human beings manifest self-care requisite independence both at individual and societal levels.
- Human beings are free and responsible to make decisions regarding their healthcare.
- A human being may have “health related/health derived limitations that render the individual incapable of continuous self-care or dependent care or limitations that result in ineffective/incomplete care” (Orem, 2001).
- A human being is the focus of nursing when a self-care requisite exceeds self-

care capabilities.

**Nursing problem** is a condition of an actual or a potential deviation in the patient's health status or self-care that a nurse is licensed and competent to treat.

- Nursing address requisites and deficits in universal, developmental, and/or health derived conditions.

### **Nursing process**

- A system to determine (1) why a person is under care (2) a plan for coordinated care based on a desired outcome, developed collaboratively with the health care team and grounded in evidence based practice, (3) the implementation of care, and (4) evaluation of outcomes.

**Nursing therapeutics** are actions a nurse undertakes to aid in meeting a person's self-care requisites within the scope of nursing practice.

- Nursing therapeutics are deliberate, systematic and purposeful evidenced-based actions to restore a patient's self-care agency.
- Nursing therapeutics include the planned and purposeful distribution of health-related resources in meeting the patient's self-care needs.
- The end results of nursing therapeutics are the maintenance, restoration, and/or preservation of health.

**Learning** is a collaborative interaction and process that is common to all human beings.

- It results in the acquisition of knowledge and skills from simple to complex.
- It may occur in formal and informal settings and be both planned and unplanned.
- Learners bring their culture, ethnicity, religion, and other personal factors to the classroom and to the clinical setting.
- Learning promotes the expression of diversity among learners in and through curricular and extra-curricular activities of the nursing program.
- Active learning is enhanced through a variety of teaching modalities and involves critical reasoning.
- Learning is influenced by the context in which it occurs and the motivation of the student.
- The academic environment promotes mutual respect and other shared values of nursing.
- Learning is a lifelong process and a lifelong commitment for the professional nurse.

## **CURRICULUM FRAMEWORK**

The curriculum represents an intentional blending of the Florida Department of Education core curriculum for Associate of Science in Nursing (ASN), contemporary professional nursing practices, and pertinent standards of nursing care, and concepts from Orem's self-care deficit theory.

Concepts of self-care theory provide a foundation and guide for the St. Johns River State College curriculum in nursing. Orem's Self-Care Model describes a structure wherein the nurse assists the patient, where needed, to maintain an adequate level of self-care (Orem, 2001).

The nursing process is used as a method to determine the self-care deficit of the patient and define the role of the nurse to meet the self-care deficit and requirements.

The art of nursing is the theoretical base of nursing and other disciplines such as sciences and the humanities, which serve as the basis improving self-care towards improvement of one's functioning and development. The social, interpersonal, and regulatory steps within the approach are considered to be the technical component of the nursing process. The science of nursing is the evidence-based practices on which nursing therapeutics are grounded.

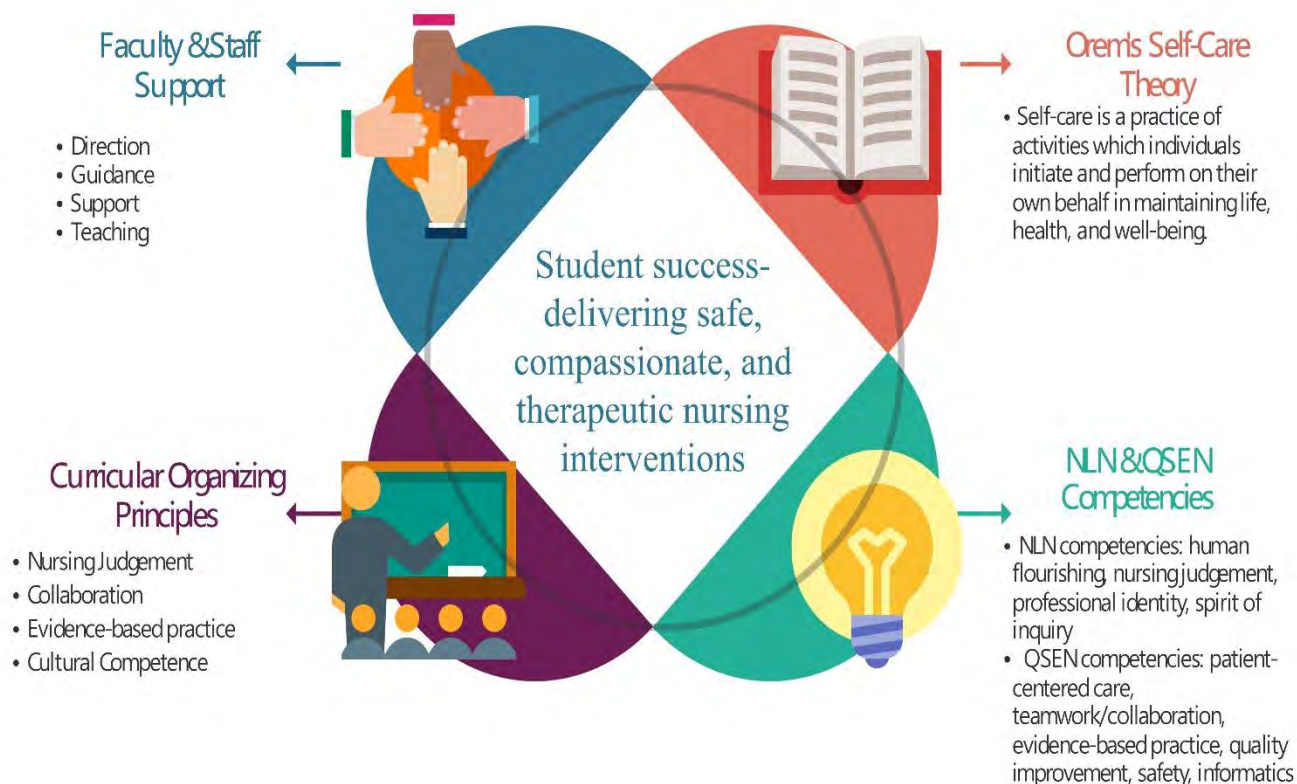
The end-of-program student learning outcomes are organized using the principles aligned with Orem's Theory of Nursing framework and the NLN competencies. This provides structure for the course syllabi, learning activities and clinical evaluation tools. The following principles have been incorporated in the program:

1. Nursing Judgement
2. Collaboration
3. Evidence-based Practice
4. Cultural Competence

## ORGANIZING PRINCIPLES

1. **Nursing Judgement** Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience.
2. **Collaboration** Collaboration in health care is defined as health care professionals assuming complementary roles and cooperatively working together, sharing responsibility for problem-solving and making decisions to formulate and carry out plans for patient care.
3. **Evidence Based Practice** The integration of the best research with clinical expertise and patient values.
4. **Cultural Competence** Culturally competent care includes knowledge, attitudes, and skills that support caring for people across different languages and cultures. 1. Culture influences not only health practices but also how the healthcare provider and the patient perceive illness.

## ASSOCIATE IN SCIENCE IN NURSING CONCEPTUAL MODEL



## END OF PROGRAM STUDENT LEARNING OUTCOMES OF THE ASSOCIATE DEGREE NURSING PROGRAM

At the end of the program the graduate will be able to:

- Utilize nursing judgment to provide safe and effective care for a variety of client populations. (*Nursing Judgement*)
- Collaborate with interdisciplinary members of the healthcare team to manage client care. (*Collaboration*).
- Utilize evidence-based practice to evaluate care processes, quality and safety improved client outcomes. (*Evidence-Based Practice*)
- Implement practices that support the clients' cultural and societal beliefs. (*Cultural Competence*)

## **PURPOSE OF HANDBOOK**

The purpose of this ASN Student Handbook is to supplement the information contained in the St. Johns River State College Catalog and St. Johns River State College Student Handbook. All ASN students should have a copy of the St. Johns River State College Catalog, as well as the College and ASN Student Handbooks.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in both the Catalog and Student Handbooks. The policies and procedures in the ASN Student Handbook are subject to change. Public notice will be available to students for policy changes.

## **COMPUTER REQUIREMENTS**

This distance learning course uses Canvas and internet access. By accessing Canvas on the college's web site, learners can have immediate 24-hour access to the course materials from anywhere with an internet connection and a computer that meets the specified technical requirements. A computer with reliable and dependable access to the internet, basic computer skills, and proficiency in use of Canvas are necessary. Canvas course requirements include items such as capability of submitting assignments electronically, required course reading or viewing assignments, literature searches using the on-line data bases and e-books of the library, and course-related assessments that necessitate utilization of a computer with up-to-date virus protection, Microsoft Word, PowerPoint, and Adobe Reader.

All distance learning students are required to have access to, and be comfortable using, the following technology:

- Computer with access to the internet (e.g. a computer with a modem, DSL, or cable modem connection)
- SJR State student email account and portal
- Web browsers - suggested browsers:
  - IE 11/Edge or later
  - Chrome: Version 46 or later
  - Firefox: Version 43 or later
- Preferred Operating Systems:
  - Windows 7 or later (preferably not Vista)
  - Mac OSX 10.9 or later
- Virus checking software
- MS Word
- Web cam
- Some courses may require additional software.

For details about specific course requirements, refer to the information found online at [SJRstate.edu/distance.html](http://SJRstate.edu/distance.html)

Use of a desktop or laptop computer is recommended.

### ASN ROTATION CHART

	<b>FIRST TERM</b>	<b>SECOND TERM</b>	<b>THIRD TERM</b>	<b>FOURTH TERM</b>	<b>FIFTH TERM</b>
<b>FALL TERM Palatka Admission</b>	<b>Aug – Dec</b>  Foundations of Nursing Practice (4 credits)  Foundations Lab (5 credits)	<b>Jan – April</b>  Adult Health I (5 credits)  Pharmacology (3 credits)	<b>May – Aug</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>Aug – Dec</b>  Adult Health III (5 credits)  Parent Child (4 credits)	<b>Jan – April</b>  Adult Health IV (4 credits)  Transitional (4 credits)
<b>FALL TERM Orange Park Admission</b>	<b>Aug – Dec</b>  Foundations of Nursing Practice (4 credits)  Foundations Lab (5 credits)	<b>Jan – April</b>  Adult Health I (5 credits)  Pharmacology (3 credits)	<b>May – Aug</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>Aug – Dec</b>  Adult Health III (5 credits)  Parent Child (4 credits)	<b>Jan – April</b>  Adult Health IV (4 credits)  Transitional (4 credits)
<b>FALL TERM St. Augustine Admission - LPN Bridge Program</b>	<b>Aug – Dec</b>  LPN Transitions (4 credits)  Pharmacology (3 credits)	<b>Jan – April</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>May – Aug</b>  Summer A Adult Health III (5 credits)  Summer B Parent Child (4 credits)	<b>Aug – Dec</b>  Adult Health IV (4 credits)  Transitional (4 credits)	
<b>SPRING TERM Orange Park Admission</b>	<b>Jan-April</b>  Foundations of Nursing Practice (4 credits)  Foundations Lab (5 credits)	<b>May-Aug</b>  Adult Health I (5 credits)  Pharmacology (3 credits)	<b>Aug-Dec</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>Jan-April</b>  Adult Health III (5 credits)  Parent Child (4 credits)	<b>May-Aug</b>  Adult Health IV (4 credits)  Transitional (4 credits)
<b>SPRING TERM Palatka Admission</b>	<b>Jan-April</b>  Foundations of Nursing Practice (4 credits)  Foundations Lab (5 credits)	<b>May-Aug</b>  Adult Health I (5 credits)  Pharmacology (3 credits)	<b>Aug-Dec</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>Jan-April</b>  Adult Health III (5 credits)  Parent Child (4 credits)	<b>May-Aug</b>  Adult Health IV (4 credits)  Transitional (4 credits)
<b>SUMMER TERM St Augustine Admission</b>	<b>May-Aug</b>  Foundations of Nursing Practice (4 credits)  Foundations Lab (5 credits)	<b>Aug-Dec</b>  Adult Health I (5 credits)  Pharmacology (3 credits)	<b>Jan-April</b>  Adult Health II (5 credits)  Mental Health (3 credits)	<b>May-Aug</b>  Adult Health III (5 credits)  Parent Child (4 credits)	<b>Aug-Dec</b>  Adult Health IV (4 credits)  Transitional (4 credits)



### NURSING - LPN BRIDGE (#0208)

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			Recommended Prerequisites	**BSC 2085 Anatomy & Physiology I	
				**BSC 2085L Anatomy & Physiology I Lab	
				ENC 1101 Composition I	Prerequisite: exemption, satisfactory score on placement test, or completion of dev. ed. reading or writing.
				PSY 2012 General Psychology	
				POS 1041 or AMH 2020	
			2nd Semester	NUR 1005 LPN Transitions	
				NUR 1140 Clinical Pharmacology	
				**BSC 2086 Anatomy & Physiology II	Prerequisite BSC 2085 & 2085L
				**BSC 2086L Anatomy & Physiology II Lab	Prerequisite BSC 2085 & 2085L
			3rd Semester	NUR 1212C Adult Health Nursing II	
				NUR 1521C Mental Health Nursing	
				**MCB 2010 Microbiology	Refer to college catalog for prerequisite
				**MCB 2010L Microbiology Lab	Refer to college catalog for prerequisite
				**DEP 2004 Human Growth & Development	
			4th Semester	NUR 2244C Adult Health Nursing III	
				NUR 2460C Parent Child Nursing	
				**MAC 1105 College Algebra	Prerequisite: MAT 1033 or college ready test scores. See advisor
			5th Semester	NUR 2251C Adult Health Nursing IV	
				NUR 2943C Transitional Nursing	
				**Humanities	Refer to catalog for general education requirements.
			6th Semester		

Total Credits Needed 72

Total Credits Earned: 0

Percentage of Completion: 0%

**(Students admitted to the program must follow the plan of study as outlined above)**

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.





# NURSING

## NURSING (#0208) SPRING CLASS - ORANGE PARK and PALATKA

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			1st Semester	NUR 1020 Foundations of Nursing Practice	
				NUR 1020L Foundations of Nursing Practice Lab	
				BSC 2085 Human Anatomy and Physiology I	
				BSC 2085L Human Anatomy and Physiology I Lab	
				ENC 1101 Composition I	Prerequisite: exemption, satisfactory score on placement test, or completion of dev. ed., reading or writing.
			2nd Semester	NUR 1210C Adult Health Nursing I	
				NUR 1140 Clinical Pharmacology	
				**BSC 2086 Anatomy & Physiology II	Prerequisite BSC 2085 & 2085L
				**BSC 2086L Anatomy & Physiology II Lab	Prerequisite BSC 2085 & 2085L
				POS 1041 or AMH 2020	
			3rd Semester	PSY 2012 General Psychology	
				NUR 1212C Adult Health Nursing II	
				NUR 1521C Mental Health Nursing	
				**MCB 2010 Microbiology	Refer to college catalog for prerequisite
				**MCB 2010L Microbiology Lab	Refer to college catalog for prerequisite
			4th Semester	**DEP 2004 Human Growth & Development	
				NUR 2244C Adult Health Nursing III	
				NUR 2460C Parent Child Nursing	
				**MAC 1105 College Algebra	Prerequisite MAT 1033 or college ready test scores. See advisor
			5th Semester	NUR 2251C Adult Health Nursing IV	
				NUR 2943C Transitional Nursing	
				**Humanities	Refer to general education requirements in catalog
			6th Semester		

Total Credits Needed 72  
 Total Credits Earned: 0  
 Percentage of Completion: 0%

**(Students admitted to the program must follow the plan of study as outlined above)**

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**NURSING (#0208) FALL CLASS - ORANGE PARK & PALATKA**

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			1st Semester	NUR 1020 Foundations of Nursing Practice	
				NUR 1020L Foundations of Nursing Practice Lab	
				BSC 2085 Human Anatomy and Physiology I	
				BSC 2085L Human Anatomy and Physiology I Lab	
				ENC 1101 Composition I	Prerequisite: exemption, satisfactory score on placement test, or completion of dev. ed., reading or writing.
			2nd Semester	NUR 1210C Adult Health Nursing I	
				NUR 1140 Clinical Pharmacology	
				**BSC 2086 Anatomy & Physiology II	Prerequisite BSC 2085 & 2085L
				**BSC 2086L Anatomy & Physiology II Lab	Prerequisite BSC 2085 & 2085L
				POS 1041 or AMH 2020	
			3rd Semester	PSY 2012 General Psychology	
				NUR 1212C Adult Health Nursing II	
				NUR 1521C Mental Health Nursing	
				**MCB 2010 Microbiology	Refer to college catalog for prerequisite
				**MCB 2010L Microbiology Lab	Refer to college catalog for prerequisite
			4th Semester	**DEP 2004 Human Growth & Development	
				NUR 2244C Adult Health Nursing III	
				NUR 2460C Parent Child Nursing	
				**MAC 1105 College Algebra	Prerequisite: college ready test scores or courses. See advisor
			5th Semester	NUR 2251C Adult Health Nursing IV	
				NUR 2943C Transitional Nursing	
				**Humanities	Refer to catalog for general education requirements
			6th Semester		

Total Credits Needed 72

Total Credits Earned: 0

Percentage of Completion: 0%

***(Students admitted to the program must follow the plan of study as outlined above)***

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.



**NURSING (#0208) SUMMER CLASS - ST. AUGUSTINE**

Term/Yr	Create Your Own Personal Course Map	Credits	Term	Recommended Course Map	Notes
			1st Semester	NUR 1020 Foundations of Nursing Practice	
				NUR 1020L Foundations of Nursing Practice Lab	
				BSC 2085 Human Anatomy and Physiology I	
				BSC 2085L Human Anatomy and Physiology I Lab	
				ENC 1101 Composition I	Prerequisite: exemption, satisfactory score on placement test, or completion of dev. ed., reading or writing.
			2nd Semester	NUR 1210C Adult Health Nursing I	
				NUR 1140 Clinical Pharmacology	
				BSC 2086 Anatomy & Physiology II	Prerequisite BSC 2085 & 2085L
				BSC 2086L Anatomy & Physiology II Lab	Prerequisite BSC 2085 & 2085L
				POS 1041 or AMH 2020	
				PSY 2012 General Psychology	
			3rd Semester	NUR 1212C Adult Health Nursing II	
				NUR 1521C Mental Health Nursing	
				MCB 2010 Microbiology	Refer to college catalog for prerequisite
				MCB 2010L Microbiology Lab	Refer to college catalog for prerequisite
				DEP 2004 Human Growth & Development	
			4th Semester	NUR 2244C Adult Health Nursing III	
				NUR 2460C Parent Child Nursing	
				MAC 1105 College Algebra	Prerequisite MAT 1033 or college ready test scores. See advisor
			5th Semester	NUR 2251C Adult Health Nursing IV	
				NUR 2943C Transitional Nursing	
				HUM 2020	
			6th Semester		

Total Credits Needed 72  
 Total Credits Earned: 0  
 Percentage of Completion: 0%

***(Students admitted to the program must follow the plan of study as outlined above)***

## GENERAL POLICIES

### **POST ADMISSION REQUIREMENT:**

Following acceptance into the program ASN students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. *Additional random and scheduled drug screening may be required at any time during the program.*
2. Attend Mandatory Nursing Student Orientation Boot camp online prior to the first day of class.
3. Prior to the first day of class students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program – BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State nursing program.
4. Have an annual physical examination verifying acceptable health status absence of communicable or infectious disease and completing all the health related requirements for the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)
6. Have Student Accident (Education/Training) insurance. (Payment included with lab fees during registration)
7. Initiate and maintain an annual subscription to myClinicalExchange and Castlebranch Bridges as a clinical requirement. The initial payment is included with course fees during registration. The annual renewal is the financial responsibility of the student and is submitted individually.

Vaccinations or vaccine exemptions may be required to participate in clinicals if deemed necessary by the clinical facilities.

### **ATTENDANCE AND PUNCTUALITY**

Students are expected to attend all classes, labs, simulation, and clinical activities. Students are expected to be punctual. It is disruptive to fellow students when students arrive late.

Appropriate 10-minute breaks are provided. Students that fail to call and do not show for exams, labs, simulations or clinical will be counted absent and will receive a zero grade for that activity. Students must appeal to the Dean of Nursing for any Extenuating Circumstances.

The attendance policy described in the SJR State College Student Handbook is utilized for the classroom attendance. The attendance policy described in the SJR State *Nursing Student Handbook* is utilized for clinical activities. Clinical activities are defined as lab, simulation, and clinical practicum both in-patient and out-patient settings.

If a student is absent one day of clinical, lab, or simulation, the instructor will initiate an official warning to the student, using the early alert system, that the student has reached the limit of

allowed absences. Further absences may result in the student receiving a failing grade or being withdrawn from the course. If a student has a second absence, the student must produce documentation of Extenuating Circumstances for review by the Dean of Nursing in order to be considered to continue in the program.

Clinical tardiness is determined by the clinical instructor and may result in a dismissal for the day. Two episodes of clinical tardiness will equal a clinical absence. All missed clinical time must be made up. The clinical make up day will be scheduled at the discretion of the instructor.

Absence is defined as:

- **Not being present** for class, lab, simulation, or clinical activities
- Arriving greater than 30 minutes **late** for class, lab, simulation, or clinical activities
- **Leaving prior** to the end of class, lab, simulation, or clinical activities

Any exceptions to the attendance and make up examination policy need to be approved by the Dean of Nursing in consultation with the course lead instructor.

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **TESTING**

A student must be present on the day of an exam. Students who are absent on the day of an exam or arrive to class after an exam has started will receive a zero for that exam. **If testing is in progress, students may not enter the class until testing is complete. Only documented rare and extreme circumstances will be considered for make-up.**

## **PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
2. College personnel should direct the student to the office of the appropriate Dean (who may assign the matter to an Associate Dean) or Director. Complaints must be in writing, and the student should complete the attached form by filling in all necessary information.
3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the attached form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean, or Director. Reasonable efforts will be taken to

maintain confidentiality unless the nature of the complaint requires disclosure.

4. The Dean, Associate Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President on the resolution of the matter.

5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President. The Vice President's decision may be appealed to the President of the College.

## **INCIDENTS**

An incident includes, but is not limited to any accident, occurrence, or deviation from policies involving a patient, an employee, a visitor, or a student on the premises of a health care facility or in the college nursing laboratory.

Incidents involving students while in class or clinical settings must be reported to their instructor or to the Dean of Nursing immediately.

Incident forms will be completed by the student and reviewed by the appropriate agency for corrective action.

Failure to report any incident may result in disciplinary action up to and including withdrawal from program.

## **ILLNESS, INJURY or OTHER EVENTS**

Students absent for illness, injury, or another event may be required to obtain a statement from a health care provider to return to class/clinical. When determining if a student is able to return to clinical, SJRState reserves the right to require an evaluation by a physician of our choosing. The evaluation would determine if the student is fit for duty in clinical facilities. If a health care provider's statement is required for a student to return to class/clinical, the statement must be written on the health care provider's letterhead.

Students who are pregnant should inform the instructor so that no assignment will be made involving exposure to radiation or other hazards. The instructor may request a letter from the health care provider clearing the student for clinical, if indicated.

## **MEDICAL CARE**

Students are responsible for providing for their medical care. The following procedure is to be followed in case of a needle stick, blood exposure or other accident in the classroom, laboratory or clinical area:

1. The student shall immediately notify the clinical instructor and other appropriate personnel such as the nurse manager.
2. A facility incident report, as well as a SJR State incident report, should be completed with a copy for the student, the student's campus file, and the instructor, as well as the facility and SJR State.

3. If the student is sent to the Emergency Room, clarification is needed regarding financial responsibility. Students may prefer to choose their own facility if they are the payee.
4. When a student is exposed to blood or other body fluids directly or indirectly, (e.g. needle stick) of a patient with suspected or documented HIV infection while in the clinical area, the student should follow the Center for Disease Control (CDC) guidelines for exposure as well as those of the assigned clinical agency.
5. Florida Community Colleges Risk Management Consortium provides accident coverage for students in Nursing programs. This covers accidents on the premises designated and supervised by the College or on the premises used for classes, labs or clinical training as designated by the college or traveling with a group in connection with the activities under the direct supervision of the college.

### **NURSING SAFETY AND TECHNICAL STANDARDS**

The purpose of the Safety and Technical Standards is to provide information and guidance in decision making by the student and by the faculty. These standards:

- Provide information for prospective and for current students on the physical, emotional, and cognitive requirements of the nursing program.
- Aid the students who contemplate entering or who enter the program to know and understand the requirements and make informed decisions regarding the pursuit of this profession.
- Provide clarification for counselors on the physical, emotional, and cognitive requirements of the nursing program.
- Provide clarification for healthcare providers performing initial or follow up health assessments on the physical, emotional, and cognitive requirements of the nursing program.
- Provide guidance for faculty when making decisions about a student's performance or ability to safely remain in the classroom, lab, or clinical settings due to injury, illness, or other health situation.

The SJR State Associate Degree Nursing Program has the responsibility to society to educate proficient health care providers to safely care for their patients at the entry level with critical judgment, broadly based knowledge, grounded in safety and competent technical skills. Certain functional abilities are essential for the delivery of safe, effective nursing care. Technical standards for core professional nursing performance are non-academic criteria that are essential to safely participate in the nursing program, to safely deliver patient care, and to function in the role of a professional nurse. These core competencies reflect the minimum and essential skills necessary to protect the public.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, then the student may request accommodation according to college procedure, and the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably. If a student has had an accident, illness, or other health situation (temporary or long term) that would render the student unable to meet the standards, then based on documentation from the healthcare provider, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably, particularly for safe patient care in the clinical setting. During the nursing program, if a student is determined to not meet one or more of the standards, then based on documentation from the healthcare provider or other sources, the nursing program would determine on an individual basis whether the necessary accommodations or modifications

can be made reasonably, particularly for safe patient care in the clinical setting.

The student should possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and for the utilization of equipment in a variety of health care settings. The student should possess sufficient stamina for 8 – 12 hour clinical days and 3 – 6 hour classroom days. Examples of performance standards for admission and progression in the nursing program are outlined below.

ISSUE	STANDARD	EXAMPLES (not all inclusive)
Critical Thinking	Critical thinking ability For effective clinical reasoning and clinical judgment consistent with level of educational preparation.	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions.	Explanation of treatment procedures, initiation of health teaching Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room and in small spaces.	Movement about patient's room, work spaces and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	Ability to observe patient's condition and responses to treatments.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions. *

\* Southern Regional Education Board. (3/2016). Americans with Disabilities Act: Implications for Nursing Education.  
Publication Retrieved from <http://www.sreb.org/publication/americans-disabilities-act>

### **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE NURSING SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for

Disease Control of the United States Public Health Service guidelines (posted in the laboratory).

2. Under NO CIRCUMSTANCES are students allowed to administer injections, perform venipuncture, or collect peripheral blood samples on another student or other persons in the laboratory setting. All procedures using needles sharps are to be practiced on mannequins.
3. All disposable sharp objects should be deposited in “sharps” containers, sealed when full, and disposed of in the proper manner. Students are expected to follow standard precautions and to implement CDC recommendations for sharps management. Students are expected to handle sharps in a safe, respectful manner.
4. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students are required to successfully complete a new skill with three attempts and a previously learned skill after two attempts. Failure to meet the skill requirements will result in failure of the course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

## **STUDENT UNIFORMS AND APPEARANCE**

### **CLASSROOM UNIFORM**

1. Approved navy scrub shirts.
2. Loose-fitting approved navy scrub pants.
3. White Lab coat or navy SJR State sweatshirt can be worn over uniform in classroom.
4. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
5. SJR State issued photo ID badge is to be attached to collar and visible at all times.

### **UNIFORM FOR CLINICAL EXPERIENCE**

1. SJR State College of Nursing approved white top with SJR State embroidery upper on left.
2. SJR State College of Nursing approved white lab coat with SJR State embroidery on upper left
3. SJR State College of Nursing approved navy pant.
4. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
5. SJR State issued Photo ID badge is to be attached to collar and visible at all times.
6. Watch with second hand.
7. Bandage scissors, stethoscope, penlight and hemostats.

### **GENERAL APPEARANCE WHILE IN A CLINICAL SETTING**

1. The uniform must be appropriately fitted, clean, unwrinkled and in good repair. Female undergarments worn may be plain white or complement the student's skin tone. Any undergarment to cover arms must be plain white.
2. The lab coat is not to be worn when performing patient care.



3. Additional accessories which may be worn during the hours spent in the clinical setting are:
  - a) A plain wedding band.
  - b) One set of small metal or white posts for pierced ears.
  - c) No additional visible body piercing jewelry (including tongue piercing) is to be worn in clinical setting.
4. Hair must be simply styled, clean, and neat, well off the collar and not falling in the face.
5. Men's facial hair must be neatly trimmed and close to face.
6. Perfumes, colognes or after-shave and perfume-type deodorants cannot be worn.
7. Make-up must be natural looking and applied in moderation, including lashes.
8. Nails must be clean, evenly trimmed, extend no more than 1/16" from the end of the finger, with no polish, artificial nails, or any nail enhancements or applications.
9. All white shoes must be clean, polished and in good repair and laces must be clean.
10. All tattoos must be covered while in the clinical setting.

Students are required to adhere to all uniform requirements. Failure to meet the uniform policy will result in counseling of student. Repeat offenses may subject the student to disciplinary action that may include administrative withdrawal from the nursing program.

Any exceptions to the student uniforms and appearances policies for physical, cultural or religious reasons must be approved by the Dean of Nursing. -

## **CONFIDENTIALITY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, nursing and medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with any friends, family members, relatives of the patient, or email, facebook, blogs, twitter, etc.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the nurse assigned to the patient or the nurse manager.
4. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the student nurse. Students must follow the facilities policies regarding confidentiality and access to computer information.
5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State, Associate in Science in Nursing Program.
6. Students are expected to keep confidential all events occurring within a clinical facility, on the clinical facility grounds, and/or information pertaining to clinical facilities.
7. Students are expected to keep confidential classroom discussions and performances by peers in the clinical laboratory, simulation and clinical practicum.

## **STUDENT MISCONDUCT**

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

The Nursing programs after program admission will notify the Office of Student Affairs those individuals selected for admission. The Office of Student Affairs will notify the Dean of any students that have an existing misconduct history. If a record exist, students may be counseled on the professional behavior required of a student in the health program and associated clinical environment. Students will be counseled that any further incidents of student misconduct, harassment, intimidation, discrimination or related behaviors may constitute grounds for dismissal from the program.

## **ACADEMIC POLICIES**

**Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the class is expressly prohibited. Such acts or behaviors include but are not limited to academic dishonesty.**

## **GRADING**

1. The grading scale for the Department of Nursing is:  
     92-100 = A  
     83-91 = B  
     75-82 = C  
     65-74 = D  
     Below 65 = F
2. Nursing courses must be completed in sequential order per the curriculum progression and prior to program completion. A grade of "C" or better must be achieved in all nursing courses to progress in the program.
3. Students are required to take the nationally-normed HESI Specialty Tests throughout the curriculum and to make satisfactory scores on such tests.
4. Clinical experiences will be graded as Pass/Fail and will not be calculated as part of the final letter grade. **A student must pass the clinical component of the course in order to pass the course.** A student who fails the clinical component of the course will receive an F in the course and will be required to repeat the entire course.
5. No grades will be released to students until all grades are posted in the college data base system at the end of each term.
6. Instructor evaluation of the individual student's clinical and class performance will be available to the student. All students will meet with their instructors at the end of the clinical

course to read and sign their evaluations done by the instructor. Students are encouraged to meet with their instructor at any time in the semester concerning their academic progress. The instructor is available during office hours and by appointment.

7. No information relative to grades, evaluation or examination items will be given over the telephone.
8. Only SJR State email may be used for confidential grade information.
9. Students are responsible for keeping up with their own grades.
10. Students are strongly advised to avoid a forty-hour work schedule if registered for twelve (12) semester credit hours or more.
11. Minimal criteria to be met for successful completion and to pass a nursing course includes, but is not limited to:
  - A minimum average of 75% on exams/unit tests, including the final exam, but excluding HESI Specialty Tests, quizzes, graded assignments, and graded homework. This average is calculated separately and is not part of the overall course average.
  - An overall course average of 75%, which includes all exams, final exam, graded homework, quizzes, and the HESI Specialty Test conversion score.
  - Resolved or completed remediation and/or assignments.
  - Attendance that meets the nursing program requirements.
  - A satisfactory simulation and clinical evaluation including resolved or completed remediation and/or assignments. When assigned, remediation becomes a course requirement to pass. Failure to complete the remediation assignment in part or in whole by the assigned date may result in a final course grade of incomplete.

### **ACADEMIC INTEGRITY**

The nursing department follows the college academic integrity policy:

1. Academic Integrity incorporates, but is not limited to, the following:
  - a. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself, or another in academic work considered in the determination of a course grade.
  - b. Plagiarism, which is defined as the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
  - c. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may be reasonably deemed to be part of this heading.

### **UNSATISFACTORY CLINICAL OUTCOME**

Failure to meet clinical expectations as defined in the syllabus and the clinical evaluation tool are addressed in the following manner:

A student may be placed on Clinical Warning for incivility, unprofessional, unsafe clinical behaviors, or when a student does not meet clinical standards. Prior to a Clinical Warning being issued, the clinical faculty will confer with the lead instructor. If the lead instructor is not available, the clinical instructor will confer with the Dean of the Nursing Program. When a

student receives a Clinical Warning, an appointment will be made with the lead instructor/ lab instructor/ clinical instructor to discuss the Clinical Warning.

**A student who receives a second Clinical Warning for any reason will receive an unsatisfactory for the clinical portion of a course and will be academically withdrawn from the program.**

### **CELL PHONE USE IN CLINICAL**

Cell phone use in the clinical setting may be used only after approval of the clinical instructor. Cell phone use in the clinical setting is restricted to clinical purposes and/or emergency situations only, and must be on vibrate at all times. Personal texting, taking pictures and recording are prohibited in the clinical setting. Students may not use their cell phone in the presence of patients. Texting or communicating with the clinical instructor should occur in a discrete location, avoiding staff dense locations. The clinical instructor has the right to revoke cell phone privileges at any time.

### **PROGRAM WITHDRAWAL**

**Students withdrawn from the nursing program for any reason may no longer attend classes and/or clinical experiences in the nursing course in which he or she is withdrawn.**

**The following is the procedure for program withdrawal:**

1. Students withdrawing from the nursing program or from a nursing course are expected to notify the Dean of Nursing and their nursing instructor(s). Failure to do so may impede the student's readmission to the nursing program. All course withdrawals are to be executed in accordance with SJR State Policy.
2. The student may have an exit interview with a faculty member and the Dean of Nursing if requested.
3. The student will be assisted, if he/she so desires, to explore educational and career options for career growth.

Students who are considered "withdrawn" after admission to the nursing program are as follows:

1. One who has officially withdrawn from a nursing course or one who has interrupted the nursing sequence for any reason.
2. One who fails to complete the course requirements as outlined in the course syllabus
3. One whose final grade is less than "C"

Students may be withdrawn from the program without prior warning in some specific circumstances which demonstrate:

1. Unsafe behaviors
2. Attending *any learning* activity in the Nursing Program while under the influence of alcohol, illegal drugs or non-prescribed use of prescription drugs which affect alertness, judgment or mood
3. Conviction of a felony
4. Falsifying or altering a patient's medical record
5. Knowingly administering medications or treatments without a physician's order

6. Violating the confidentiality of information or knowledge concerning a patient/or their family
7. Stealing or cheating
8. Inappropriate or unprofessional behavior

Students withdrawn from the program based on any of the above criteria may not be eligible for readmission.

## **READMISSION**

### **Associate Degree Nursing**

Students who have been withdrawn or fail out of NUR 1020 Foundations of Nursing or NUR 1020L Foundations of Nursing Lab must reapply as a new student. Foundations and Foundations Lab are co-requisites and must be repeated even if the student passes one course with a grade of “C” or better. **A student may only be considered for readmission to the nursing program one time, regardless of entry point.**

A student must meet the following criteria:

1. Have an overall grade point average of at least 2.5 in the ASN curriculum to include Prerequisites.
2. A counseling appointment is recommended with the Dean of Nursing or designated faculty to receive instructions for readmission.
3. Students who withdraw or fail NUR 1140 Clinical Pharmacology may apply for readmission by submitting an application for readmission.
4. Students who withdraw or fail out of courses beyond Adult Health I may apply for readmission by submitting an application for readmission.
5. Readmission will be based on seat availability, GPA and HESI scores achieved within the NUR courses.
6. A student with a lapse of more than one (1) year is required to complete the background/drug screen again.
7. A student with a lapse of two or more years will be required to start the program from the beginning and repeat all NUR courses. If eligible for readmission, students must submit a Readmission Request form to the Nursing office. Students must also complete an update application to the college and an online nursing application must be submitted.

### **LPN Bridge**

**A student may only be considered for readmission to the nursing program one time, regardless of entry point.**

A student must meet the following criteria:

1. Students who withdraw or fail out of NUR 1005 LPN Transitions are not allowed to progress in the program and must reapply to the LPN to RN Bridge.
2. Students who withdraw or fail out of NUR 1140 Clinical Pharmacology but pass NUR 1005 LPN Transitions must choose one of the following options:
  - a. A student may apply for readmission to NUR 1140 Pharmacology in the LPN to RN online program. This course is offered once a year in the LPN to RN online program.
3. Readmission is based on seat availability, GPA and HESI scores achieved within the NUR courses.

**OR**

- a. A student can apply for readmission to NUR 1140 Pharmacology in the Associate Degree Nursing (in-seat) program course. Students seeking this option are required to follow the schedule as developed for the course. The schedule may vary based on the clinical needs of the course. Readmission is based on seat availability, GPA and HESI scores achieved within the NUR courses.
- b. Students who withdraw or fail out of courses beyond NUR1140 Pharmacology and NUR 1005 may apply for readmission by submitting an application for readmission. Extenuating circumstances may be considered. Readmission will be based on seat availability, GPA and HESI scores achieved within the NUR courses.
4. A student with a lapse of more than one (1) year is required to complete the background/drug screen again.
5. A student with a lapse of two or more years will be required to start the program from the beginning and repeat all NUR courses. If eligible for readmission, students must submit a Readmission Request form to the Nursing office. Students must also complete an update application to the college and an online nursing application must be submitted.

**Transfer between the ASN and LPN RN bridge programs does not alter the readmission criteria. A student is allotted one readmission regardless of entry point into the ASN nursing program.**

**TRANSFER BETWEEN CAMPUSES**

Transfer of students to a different campus is based on need and space availability. The following is the procedure for students seeking approval for a transfer:

1. A transfer request form must be submitted to the Nursing Department.
2. Requests will be considered by date of submission.
3. The request is determined by space availability at the destination campus.
4. Upon review of the specified need for the move and space availability, the Dean of Nursing will grant or deny the request for a transfer to the designated campus.
5. Students will be notified indicating approval or denial of the request.
6. If a transfer is granted, the move will occur with the beginning of the next term.
7. Students are allowed one transfer only.

**HESI SPECIALTY TEST**

Students are required to take the nationally-normed HESI Specialty Tests throughout the curriculum and to make satisfactory scores on such tests. An assessment of learning via the HESI Specialty Test for the course counts towards the final grade. A satisfactory score is defined as a test score of 900. If a student does not achieve a test score of 900, then the student is to complete remediation before the date on the course calendar. If a student does not complete the remediation before the date on the course calendar, then the student may receive a grade of incomplete for the course. Refer to the college student handbook regarding grades of incomplete. The test grade that is entered in the course grade calculation is the student's conversion score, which is based on 0 – 100%.

## **GENERAL INFORMATION**

### **INSTRUCTIONAL FACILITIES**

#### **Campus Facilities**

Nursing Department facilities are located on the Palatka Campus and Orange Park Campus. Nursing Skills laboratory activities provide the learning experiences (teaching and evaluating of psychomotor skills, reinforcement of previous learning to maintain skill level, assisting with critical thinking) necessary to perform safely in the clinical area and build self-confidence in the ASN role. The computer labs are located on each campus of St. Johns River State College and may be used for instructional aids, development of care plans and other classroom assignments.

### **ACADEMIC ADVISING**

Academic Advisors are available to work individually with students requesting assistance in the decision-making process involving academics, career development, job search skills, and personal adjustment. For an appointment, the telephone number is (386) 312-4035 and email address is [careerservices@SJRState.edu](mailto:careerservices@SJRState.edu).

In addition, an Academic Advising office is located on each campus of SJR State to further assist with enrollment and registration matters.

The telephone numbers for counseling are:

Palatka Campus	(386) 312-4035
Orange Park Campus	(386) 276-6855
St. Augustine Campus	(386) 808-7400

The Dean of Nursing meets with the Academic advisors on a regular basis to provide updates on developments/changes within the Nursing department, as well as other issues and concerns. In addition to the Academic advisors, the nursing faculty is available to advise and/or make necessary referrals for academic advisement of nursing students. Individual appointments need to be made directly with the faculty.

### **NCLEX-RN LICENSING EXAMINATION**

All nurses must pass the National Council Licensure Exam (NCLEX-RN) to be registered in any state. During the last semester of school, students will receive information pertaining to this exam. Students must follow instructions accurately. After notification by the Dean of Nursing students should:

1. Obtain state and national application from the Florida Board of Nursing or complete the on-line application
2. Complete the application and send (with fee) to the State Board of Nursing and National Council of State Boards of Nursing
3. Schedule a time to take the exam following the procedure in the application packet provided by the State Board of Nursing

## **ARREST RECORD**

The application to take the NCLEX includes a question regarding a history of arrest(s). If a student has ever been arrested for anything other than minor traffic violations, they would answer “yes” and send a letter of explanation with their application.

By law, the requirements for taking the NCLEX, is that students convicted of any offense, other than minor traffic violations, must submit court records stating the nature of the offense and final disposition before one can practice in the State of Florida. A conviction may prohibit a student from being eligible to sit for the licensing exam.

If there are any convictions on the student’s record that question their eligibility to take the NCLEX examination after they complete the program, the student needs to see the Dean of Nursing as early in the program as possible.

If the student plans to take the exam in another state, they should contact the Board of Nursing in that state for information.

## **ST. JOHNS RIVER STATE COLLEGE STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT**

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college’s sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **NATIONAL STUDENT NURSES’ ASSOCIATION INC. CODE OF ACADEMIC AND CLINICAL CONDUCT**

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.



## **A CODE FOR NURSING STUDENTS**

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

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

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

## **AMERICAN NURSES' ASSOCIATION CODE OF ETHICS**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  - 1.1 Respect for Human Dignity
  - 1.2 Relationships with Patients
  - 1.3 The Nature of Health
  - 1.4 The Right to Self-Determination
  - 1.5 Relationships with Colleagues and Others
2. The nurse's primary commitment is to the patient, whether an individual, family, group,

community, or population.

- 2.1 Primacy of the Patient's Interests
- 2.2 Conflict of Interest for Nurses
- 2.3 Collaboration
- 2.4 Professional Boundaries
3. The Nurse promotes, advocates for, and protects the right, health, and safety of the patient.
  - 3.1 Protection of the Rights of Privacy and Confidentiality
  - 3.2 Protection of Human Participants in Research
  - 3.3 Performance Standards and Review Mechanisms
  - 3.4 Professional Responsibility in Promoting a Culture of Safety
  - 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
  - 3.6 Patient Protections and Impaired Practice
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  - 4.1 Authority, Accountability, and Responsibility
  - 4.2 Accountability for Nursing Judgments, Decisions, and Actions
  - 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
  - 4.4 Assignment and Delegation of Nursing Activities or Tasks
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  - 5.1 Duties to Self and Others
  - 5.2 Promotion of Personal health, Safety, and Well Being
  - 5.3 Preservation of Wholeness of Character
  - 5.4 Preservation of Integrity
  - 5.5 Maintenance of Competence and Continuation of Professional Growth
  - 5.6 Continuation of Personal Growth
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  - 6.1 The Environment and Moral Virtue
  - 6.2 The Environment and Ethical Obligation
  - 6.3 Responsibility for the Healthcare Environment
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  - 7.1 Contributions through Research and Scholarly Inquiry
  - 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
  - 7.3 Contributions through Nursing and Health Policy Development
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  - 8.1 Health is a Universal Right
  - 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
  - 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
  - 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
  - 9.1 Articulation and Assertion of Values
  - 9.2 Integrity of Profession
  - 9.3 Integrating Social Justice
  - 9.4 Social Justice in Nursing and Health Policy

(Revised 2015)

**FLORIDA NURSING STUDENT ASSOCIATION**

Just as nurses are expected to participate in their professional organizations, students are encouraged to join their professional student organization.

FSNA offers many membership services: scholarships, reduced rates for nursing periodicals, reduced cost health insurance, malpractice insurance, student loans, and discounted registration for NSNA's NCLEX Excel. Review course and review aids from MCP Hahnemann University, and opportunities to join other specialty nursing organizations. If a student is a member of FSNA during their final year of the nursing program, they are eligible to receive one year in FNA free.

**ST. JOHNS RIVER STATE COLLEGE NURSING STUDENT  
HANDBOOK  
2023-2024**

This is to certify that I, \_\_\_\_\_, have read and understand the policies, requirements, etc., presented in the SJR State Nursing Student Handbook and have retained a copy. I hereby acknowledge that it is my obligation to comply with the policies, requirements, etc., and that this statement will be placed in my permanent file in the Nursing Office.

---

Date

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Student Signature

Students will be required to read and sign additional requirements specific to each course.

**NURSING**  
Palatka Office  
386-312-4176

**NURSING**  
Orange Park Office  
904-276-6863

**FINANCIAL AID**  
386-312-4040



# **NURSING ASSISTANT**

## **STUDENT HANDBOOK**

**2023-2024**



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## NURSING DEPARTMENT

### Assistant V.P. of Workforce Development

Nate Southerland, PhD

#### Phone

904-276-6891

#### e-mail

natesoutherland@sjrstate.edu

### Dean of Nursing

Diane Pagano RN, DNP, CCRN-K

386-312-4267

dianepagano@sjrstate.edu

### Director of BSN

Melody Corso, DNP, RN, CNE

#### Phone

904-276-6884

#### e-mail

melodycorso@sjrstate.edu

### Full-time Faculty

Melissa Arrants, MSN, RN

386-312-4611

melissaarrants@sjrstate.edu

Erika Dalton, MSN, RN

386-312-4179

erikadalton@sjrstate.edu

Rebecca Davis, MSN, RN

rebeccadavis@sjrstate.edu

Tekaylor Etienne, MSN, RN

904-276-6865

tekaylortienne@sjrstate.edu

Rene' Grosdidier, MSN, RN

904-276-6861

renegrosdidier@sjrstate.edu

Donna Hamilton, MSN, RN

904-276-6869

donna.hamilton@sjrstate.edu

Colleen Hollister, MSN, RN, CPN

386-312-4205

colleenhollister@sjrstate.edu

Brittany Jackson, MSN, RN

brittanyjackson@sjrstate.edu

Mary Melfi, MSN, RN

386-312-4038

marymelfi@sjrstate.edu

Rita Pickis, MSN, RN

386-312-4604

ritapickis@sjrstate.edu

Michelle Sink, MSN, RN

904-276-6872

michellesink@sjrstate.edu

Mona Stanley, MSN, RN

386-312-4061

monastanley@sjrstate.edu

Wendy Thomas, MSN, RN

386-312-4146

wendythomas@sjrstate.edu

Charlene Velasco, PhD, RN

904-276-6871

charlenevelasco@sjrstate.edu

Shasta Ware, DNP, RN

386-312-4179

shastaware@sjrstate.edu

### Support Staff

Olivia Luke Workforce Specialist

386-312-4176

olivialuke@sjrstate.edu

Lori Gaskin

Workforce Assistant-Palatka Campus

386-312-4176

lorigaskin@sjrstate.edu

Libby Burckhard

Workforce Assistant-Orange Park

904-276-6863

libbyburckhard@sjrstate.edu

### Additional Information

Nursing Department Fax Numbers

386-312-4191 PA

904-276-6870 OP



## **PURPOSE OF ST. JOHNS RIVER STATE COLLEGE**

### **NURSING PROGRAM**

Congruent with the purpose of St. Johns River State College, the Certified Nursing Assistant Program prepares students with the knowledge, attitude, and skills required of nursing practice. The learning environment inter-relates care and concern for humanity with scientific knowledge to promote health and quality of life.

Fulfillment of personal and professional goals, including the achievement of life-long learning is emphasized. The learning environment fosters individual intellectual, social, and economic advancement while emphasizing community service responsibility.

Faculty (serving as role models) actively participates in community and professional organizations to provide direction for future nurses and the future of nursing.

### **ACCREDITATION**

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

The Certified Nursing Assistant program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN #C02, Tallahassee, FL 32399-3257, Phone (850) 245-4125, Fax (850) 245-4172, [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa), email [MQA\\_nursing@soh.state.fl.us](mailto:MQA_nursing@soh.state.fl.us)

### **NON-DISCRIMINATION STATEMENT**

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

### **DISABILITY SERVICES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Academic Advising Office on their campus. The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities.

The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

### **DEPARTMENT OF NURSING EDUCATION MISSION STATEMENT**

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to identify actual or potential self-care deficits, as well as demonstrate caring behaviors while practicing within the legal and ethical scope of nursing assistant practice. Nursing assistant students are prepared to function competently upon graduation.

### **DEPARTMENT OF NURSING EDUCATION VISION STATEMENT**

The Department of Nursing Education at St. Johns River State College is committed to educating students to become competent, caring and ethical nursing assistants. Students will provide safe, therapeutic and compassionate nursing care to the residents of their community. We, the nursing faculty direct, guide, support, teach, and model Dorothea Orem's Self-Care Deficit Theory of Nursing to support personal student development via a collaborative process between students and faculty.

### **THE PHILOSOPHY OF THE ST. JOHNS RIVER STATE COLLEGE NURSING EDUCATION PROGRAM**

St. Johns River State College Certified Nursing Assistant Program provides access to entry-level education in nursing for high school graduates (or equivalent) without regard to race, creed, color or national origin, and particularly for those who live in three northern Florida counties: Clay, Putnam, and St. Johns. Entrance into the program follows the principles of open-access to college education.

The philosophy and conceptual framework of the St. Johns River State College Nursing Program is derived from a synthesis of beliefs and values shared by nursing faculty and administrators concerning nursing and nursing education. The faculty and administrators believe that a dynamic statement of philosophy serves as the foundation for determining the nature, purposes, structure, and priorities within the program. Faculty members and administrators of the nursing program believe that:

**Self-care** is a practice of activities which individuals initiate and perform on their own behalf in maintaining life, health, and well-being.

- It incorporates self-care agency, which is a human ability to engage in self-care.
- Self-care is conditioned by age developmental state, life experience, socio-cultural orientation, health and available resources.
- When a person is unable to care for self, a therapeutic self-care demand exists.
- In order for the nurse to help the patient meet self-care requisites, it is necessary for the nurse to use evidence-based practice in a plan of care and apply ethical principles to health related decisions.
- Self-care requisites are developmental and health related actions directed towards

provision of self-care associated with life processes, maintenance of integrity of human structure and functioning, and are needs that are common to all human beings.

**Nursing** is defined as the skilled investigation using multiple resources of information to improve nursing practice. The components of nursing include:

- encompassing the patient's perspective of health condition, the primary healthcare provider perspective, and the nursing perspective
- rendering the patient or members of the family capable of meeting the patient's self-care needs or health care requisites
- assisting the patient to maintain a state of health of physical and psychological health
- assisting the patient to regain normal or near normal state of health in the event of disease or injury
- stabilizing, controlling, or minimizing the effects of chronic poor health or disability
- facilitating a dignified and comfortable death.

**Health** and healthy are terms used to describe the state of wholeness or integrity of living things across the lifespan.

- Health is wholeness or integrity including that which makes a person human operating in conjunction with physiological and psycho-physiological mechanisms in relation to interacting with other human beings.
- Health promotion and health maintenance are the individual's and are society's responsibilities.

**Environment** and human beings are integrated systems.

- Persons exist within complex interacting internal and external physical, chemical, biologic, and socioeconomic-cultural environments that influence their self-care requisites and their self-care capabilities and in turn positively or negatively affect their lives, health, development, and well-being (Orem, 2001).

**Human beings** are the recipients of nursing care.

- Human beings are an integrated whole composed of internal physical, psychological, spiritual, and social dimensions with varying degrees of self-care ability.
- Human beings manifest self-care requisite independence both at individual and societal levels.
- Human beings are free and responsible to make decisions regarding their healthcare.
- A human being may have "health related/health derived limitations that render the individual incapable of continuous self-care or dependent care or limitations that result in ineffective/incomplete care" (Orem, 2001).
- A human being is the focus of nursing when a self-care requisite exceeds self-care capabilities.

**Nursing problem** is a condition of an actual or a potential deviation in the patient's health status or self-care that a nurse is licensed and competent to treat.

- Nursing address requisites and deficits in universal, developmental, and/or health derived conditions.

**Nursing process**

- A system to determine (1) why a person is under care (2) a plan for coordinated care based on a desired outcome, developed collaboratively with the health care team and grounded in evidence based practice, (3) the implementation of care, and (4) evaluation of outcomes.

**Nursing therapeutics** are actions a nurse undertakes to aid in meeting a person's self-care requisites within the scope of nursing practice.

- Nursing therapeutics are deliberate, systematic and purposeful evidenced-based actions

to restore a patient's self-care agency.

- Nursing therapeutics include the planned and purposeful distribution of health-related resources in meeting the patient's self-care needs.
- The end results of nursing therapeutics are the maintenance, restoration, and/or preservation of health.

**Learning** is a collaborative interaction and process that is common to all human beings.

- It results in the acquisition of knowledge and skills from simple to complex.
- It may occur in formal and informal settings and be both planned and unplanned.
- Learners bring their culture, ethnicity, religion, and other personal factors to the classroom and to the clinical setting.
- Learning promotes the expression of diversity among learners in and through curricular and extra-curricular activities of the nursing program.
- Active learning is enhanced through a variety of teaching modalities and involves critical reasoning.
- Learning is influenced by the context in which it occurs and the motivation of the student.
- The academic environment promotes mutual respect and other shared values of nursing.
- Learning is a lifelong process and a lifelong commitment for the professional nurse.

### **CURRICULUM FRAMEWORK**

The curriculum represents an intentional blending of the Florida Department of Education core curriculum, contemporary nursing practices, and pertinent standards of nursing care, and concepts from Orem's self-care deficit theory.

Concepts of self-care theory provide a foundation and guide for the St. Johns River State College curriculum in nursing. Orem's Self-Care Model describes a structure wherein the nurse assists the patient, where needed, to maintain an adequate level of self-care (Orem, 2001).

The nursing process is used as a method to determine the self-care deficit of the patient and define the role of the nurse to meet the self-care deficit and requirements. The art of nursing is the theoretical base of nursing and other disciplines such as sciences and the humanities, which serve as the basis of improving self-care towards improvement of one's functioning and development. The social, interpersonal, and regulatory steps within the approach are considered to be the technical component of the nursing process. The science of nursing is the evidence-based practices on which nursing therapeutics are grounded.

The student learning outcomes are organized using principles aligned with Orem's Theory of Nursing, which provides the framework for the nursing course syllabi, learning activities, and clinical evaluation tools. The following principles have been incorporated throughout the program:

1. Nursing Judgement
2. Collaboration
3. Evidence-based Practice
4. Cultural Competence

## DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES

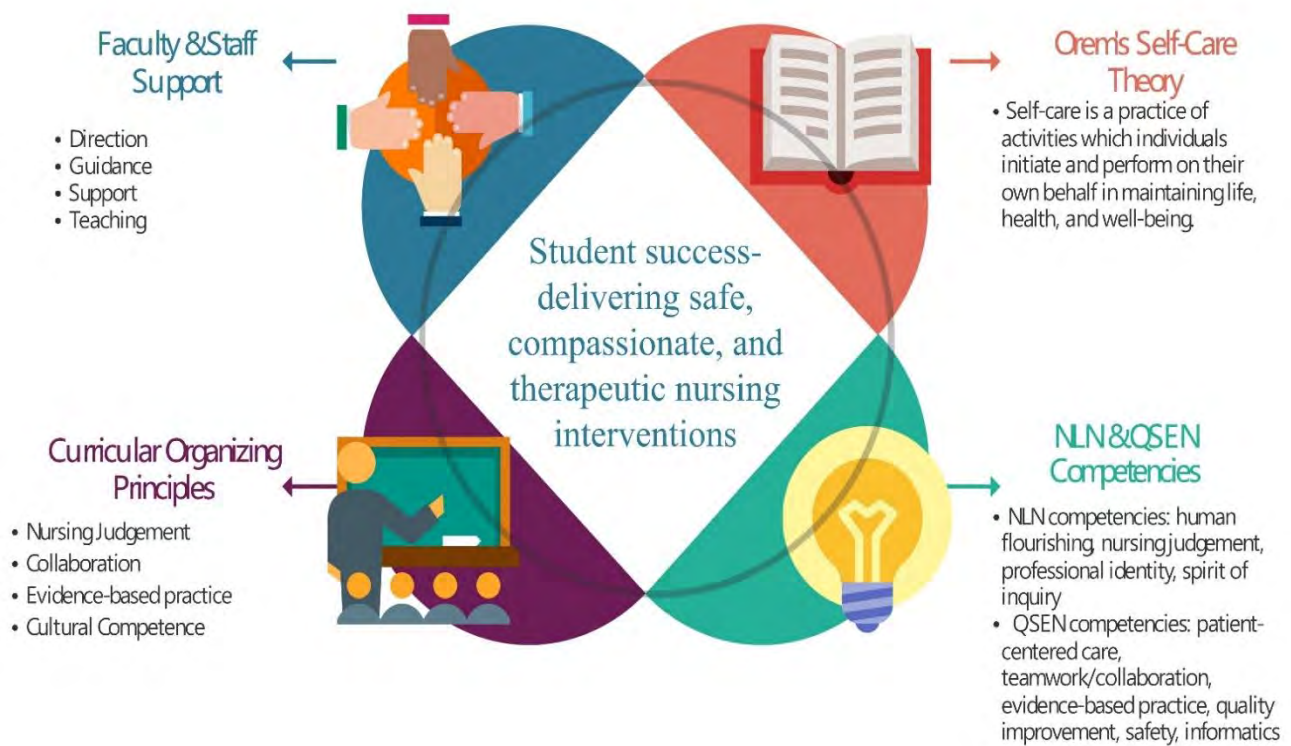
**Nursing Judgement** Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience.

**Collaboration** Collaboration in health care is defined as health care professionals assuming complementary roles and cooperatively working together, sharing responsibility for problem-solving and making decisions to formulate and carry out plans for patient care.

**Evidence Based Practice** The integration of the best research with clinical expertise and patient values.

**Cultural Competence** Culturally competent care includes knowledge, attitudes, and skills that support caring for people across different languages and cultures. Culture influences not only health practices but also how the healthcare provider and the patient perceive illness.

### SJRState Nursing Conceptual Model



## **END OF PROGRAM STUDENT LEARNING OUTCOMES** **OF THE NURSING PROGRAM**

By the conclusion of the Certified Nursing Assistant program, the student should be able to:

1. Demonstrate safe standards of patient care including prevention and quality of care. (*Nursing Judgement*)
2. Participate as a member of the health care team in maintaining the health of patients through directed assistance. (*Collaboration*)
3. Students will be able to demonstrate knowledge of common elements required for certification (*Evidence Based Practice*)
4. Recognize issues related to race, ethnicity and culture that influence nursing assistant care. (*Cultural Competence*)
5. Demonstrate employability skills specific to Certified Nursing Assistants. (Nursing Judgement, Collaboration)

### **PURPOSE OF HANDBOOK**

The purpose of this Student Handbook is to supplement the information contained in the St. Johns River State College Catalog and St. Johns River State College Student Handbook. All nursing students should have a copy of the St. Johns River State College Catalog, as well as the College and Nursing Student Handbooks.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in both the Catalog and Student Handbooks. The policies and procedures in the Nursing Student Handbook are subject to change. Public notice will be available to students for policy changes.

### **STUDENT RECORDS**

A file will be maintained in the Nursing Office of student admission data and progress in the program. This file is open to the student, and students may request to see their file at any time.

### **TEXTBOOKS**

Textbooks for the nursing program can be purchased in the campus bookstore or e-books are available. A current list of required and recommended textbooks is also available in the Nursing Office. Students are encouraged to identify their textbooks and notebooks inside the cover with their name and phone number.



**NURSE CURRICULUM**  
**COURSE ROTATION**  
**PALATKA CAMPUS**

<b>TERM</b>	<b>COURSE/ TITLE</b>	<b>Classroom/Lab</b>	<b>Clinical</b>	<b>Hours</b>
<b>FALL</b>	HCP0121 Nurse Aide and Orderly (Long Term Care)	80	*40	120
	Faculty : Student Ratio	1:24	1:12	
<b>SPRING</b>	HCP0121 Nurse Aide and Orderly (Long Term Care)	80	*40	120
	Faculty : Student Ratio	1:24	1:12	

\*Clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home or licensed long term care facility.

**GENERAL POLICIES**

**POST ADMISSION REQUIREMENT:**

Following acceptance into the program nursing students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. *Additional random and scheduled drug screening may be required at any time during the program.*
2. Prior to the first day of class students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program – BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State nursing program.
3. Have an annual physical examination verifying acceptable health status absence of communicable or infectious disease and completing all the health related requirements or the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
4. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)
5. Have Student Accident (Education/Training) insurance. (Payment included with lab fees during registration)

**ATTENDANCE AND PUNCTUALITY**

Students are expected to attend all classes, labs, simulation, and clinical activities. Students are expected to be punctual. It is disruptive to fellow students when students arrive late. Appropriate 10-minute breaks are provided. Students that fail to call and do not show for exams, labs, simulations or clinical will be counted absent.

The attendance policy described in the SJR State *Nursing Student Handbook* is utilized for classroom and clinical activities. **Clinical activities are defined as clinical experience both in-patient and out-patient settings. Students are required to attend 100% of classroom, lab, and clinical instruction.**

**Note:** A classroom or clinical absence requires make up time to fulfill the 120 hours of the program.

Absence is defined as:

- Not being present for class, lab, simulation, or clinical activities
- Arriving greater than 30 minutes late for class, lab, simulation, or clinical activities
- Leaving prior to the end of class, lab, simulation, or clinical activities

If a student is absent one day of class, clinical, lab or simulation, the instructor will initiate an official warning to the student, using the early alert system, that the students has reached the limit of allowed absences. Further absences may result in the student receiving a fail grade or being withdrawn from the course. If a student has a second absence, the student must produce documentation of extenuating circumstances for review by the Dean of Nursing in order to be considered to continue in the program.

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **TESTING**

**A student must be present on the day of an exam.** Students who are absent on the day of an exam or arrive to class after an exam has started will receive a zero for that exam. If testing is in progress, students may not enter the class until testing is complete. Only documented rare and extreme circumstances will be considered for make-up.

## **PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment. The procedure for those matters is set forth in the Student Handbook.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the



- instructor.
2. College personnel should direct the student to the office of the appropriate Dean. Complaints must be in writing, and the student should complete the complaint form by filling in all necessary information.
  3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the Student Complaint Form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
  4. The Dean will contact the student to discuss the problem. If necessary and appropriate, the Dean will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean will report to the appropriate Vice President or Provost of Open Campus on the resolution of the matter.
  5. If the matter was not satisfactorily resolved at the Dean level, it may be appealed to the appropriate Vice President or Provost of Open Campus. The Vice President's or Provost's decision may be appealed to the President of the College.

### **INCIDENTS**

An incident includes, but is not limited to any accident, occurrence, or deviation from policies involving a patient, an employee, a visitor, or a student on the premises of a health care facility or in the college nursing laboratory.

Incidents involving students while in class or clinical settings must be reported to their instructor or to the Dean of Nursing immediately.

Incident forms will be completed by the student and reviewed by the appropriate agency for corrective action.

Failure to report any incident may result in disciplinary action up to and including withdrawal from program.

### **ILLNESS, INJURY or OTHER EVENTS**

Students absent for illness, injury, or another event may be required to obtain a statement from a health care provider to return to class/clinical. When determining if a student is able to return to clinical, SJRState reserves the right to require an evaluation by a physician of our choosing. The evaluation would determine if the student is fit for duty in clinical facilities. If a health care provider's statement is required for a student to return to class/clinical, the statement must be written on the health care provider's letterhead.

Students who are pregnant should inform the instructor so that no assignment will

be made involving exposure to radiation or other hazards. The instructor may request a letter from the health care provider clearing the student for clinical, if indicated.

### **MEDICAL CARE**

Students are responsible for providing for their medical care. The following procedure is to be followed in case of a needle stick, blood exposure or other accident in the classroom, laboratory or clinical area:

1. The student shall immediately notify the clinical instructor and other appropriate personnel such as the nurse manager.
2. A facility incident report, as well as an SJR State incident report, should be completed with a copy for the student, the student's campus file, and the instructor, as well as the facility and SJR State.
3. If the student is sent to the Emergency Room, clarification is needed regarding financial responsibility. Students may prefer to choose their own facility if they are the payee.
4. When a student is exposed to blood or other body fluids directly or indirectly, (e.g. needle stick) of a patient with suspected or documented HIV infection while in the clinical area, the student should follow the Center for Disease Control (CDC) guidelines for exposure as well as those of the assigned clinical agency.
5. Florida Community Colleges Risk Management Consortium provides accident coverage for students in Nursing programs. This covers accidents on the premises designated and supervised by the College or on the premises used for classes, labs or clinical training as designated by the college or traveling with a group in connection with the activities under the direct supervision of the college.

### **NURSING SAFETY AND TECHNICAL STANDARDS**

The purpose of the Safety and Technical Standards is to provide information and guidance in decision making by the student and by the faculty. These standards:

- Provide information for prospective and current students on the physical, emotional, and cognitive requirements of the nursing program.
- Aid the students who contemplate entering or who enter the program to know and understand the requirements and make informed decisions regarding the pursuit of this profession.
- Provide clarification for advisers on the physical, emotional, and cognitive requirements of the nursing program.
- Provide clarification for healthcare providers performing initial or follow up health assessments on the physical, emotional, and cognitive requirements of the nursing program.
- Provide guidance for faculty when making decisions about a student's performance or ability to safely remain in the classroom, lab, or clinical settings due to injury, illness, or other health situation.

The SJR State Nursing Program has the responsibility to society to educate proficient health care providers to safely care for their patients at the entry level with critical judgment, broadly based knowledge, grounded in safety and competent technical skills. Certain functional abilities are essential for the delivery of safe, effective nursing care. Technical standards for core professional nursing performance are non-academic criteria that are essential to safely participate in the nursing program, to safely deliver patient care, and to function in the role of a professional nurse. These core competencies reflect the minimum and essential skills necessary to protect the public.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, then the student may request accommodation according to college procedure, and the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably. If a student has had an accident, illness, or other health situation (temporary or long term) that would render the student unable to meet the standards, then based on documentation from the healthcare provider, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably, particularly for safe patient care in the clinical setting. During the nursing program, if a student is determined to not meet one or more of the standards, then based on documentation from the healthcare provider or other sources, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably, particularly for safe patient care in the clinical setting.

ISSUE	STANDARD	EXAMPLES (not all inclusive)
Critical Thinking	Critical thinking ability For effective clinical reasoning and clinical judgment consistent with level of educational preparation.	<ul style="list-style-type: none"> <li>• Identification of cause/effect relationships in clinical situations</li> <li>• Use of the scientific method in the development of patient care plans</li> <li>• Evaluation of the effectiveness of nursing interventions</li> </ul>
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.	<ul style="list-style-type: none"> <li>• Establishment of rapport with patients/clients and colleagues</li> <li>• Capacity to engage in successful conflict resolution</li> <li>• Peer accountability</li> </ul>
Communication	Communication adeptness sufficient for verbal and written professional interactions.	<ul style="list-style-type: none"> <li>• Explanation of treatment procedures, initiation of health teaching</li> <li>• Documentation and interpretation of nursing actions and patient/client responses</li> </ul>
Mobility	Physical abilities sufficient to move from room to room and in small spaces.	<ul style="list-style-type: none"> <li>• Movement about patient's room, work spaces and treatment areas.</li> <li>• Administration of rescue procedures- cardiopulmonary resuscitation</li> </ul>

Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	<ul style="list-style-type: none"> <li>• Calibration and use of equipment</li> <li>• Therapeutic positioning of patients</li> </ul>
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals</li> <li>• Ability to discern auscultatory sounds and cries for help.</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	<ul style="list-style-type: none"> <li>• Ability to observe patient's condition and responses to treatments.</li> </ul>
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Ability to palpitate in physical examinations and various therapeutic interventions.</li> </ul>

\*\* Southern Regional Education Board. (3/2016). Americans with Disabilities Act: Implications for Nursing Education. Publication Retrieved from <http://www.sreb.org/publication/americans-disabilities-act>

The student should possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and for the utilization of equipment in a variety of health care settings. The student should possess sufficient stamina for 8 – 12 hour clinical days and 3 – 6 hour classroom days. Examples of performance standards for admission and progression in the nursing program are outlined below.

### **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE NURSING SKILLS LABORATORY**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. Under NO CIRCUMSTANCES are students allowed to administer injections, perform venipuncture, or collect peripheral blood samples on another student or other persons in the laboratory setting. All procedures using needles sharps are to be practiced on mannequins.
3. All disposable sharp objects should be deposited in “sharps” containers, sealed when full, and disposed of in the proper manner. Students are expected to follow standard precautions and to implement CDC recommendations for sharps management. Students are expected to handle sharps in a safe, respectful manner.
4. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body

fluids are to be cleaned with the appropriate disinfectant using gloves.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students are required to successfully complete a new skill with three attempts and a previously learned skill after two attempts. Failure to meet the skill requirements will result in failure of the course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open lab hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

## **STUDENT UNIFORMS AND APPEARANCE**

### **UNIFORM FOR CLINICAL EXPERIENCE**

1. SJR State College of Nursing – CNA approved white scrubs with State embroidery on left lapel.
2. SJR State College of Nursing approved white lab coat with State embroidery on left lapel.
3. SJR State College of Nursing approved Navy Blue pant.
4. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
5. SJR State issued Photo ID badge is to be attached at the collar and visible at all times.
6. Watch with second hand and stethoscope,
7. Bandage scissors (optional)

### **GENERAL APPEARANCE WHILE IN A CLINICAL SETTING**

1. The uniform must be appropriately fitted, clean, unwrinkled and in good repair. Female undergarments worn may be plain white or complement the student's skin tone. Any undergarment to cover arms must be plain white.
2. The lab coat is not to be worn when performing patient care.
3. Additional accessories which may be worn during the hours spent in the clinical setting are:
  - a. A plain wedding band.
  - b. One set of small metal or white posts for pierced ears.
  - c. No additional visible body piercing jewelry (including tongue piercing) is to be worn in clinical setting.
4. Hair must be simply styled, clean and neat, well off the collar and not falling in the face.
5. Men's facial hair must be neatly trimmed and close to face.
6. Perfumes, colognes or after-shave and perfume-type deodorants cannot be worn.
7. Make-up must be natural looking and applied in moderation. Including lashes.
8. Nails must be clean, evenly trimmed, extend no more than 1/16" from the end of the finger, with no polish, artificial nails, or any nail enhancements or applications.
9. All white shoes must be clean, polished and in good repair and laces must

be clean.

10. All tattoos must be covered while in the clinical setting.

Students are required to adhere to all uniform requirements. Failure to meet the uniform policy will result in counseling of student. Repeat offenses may subject the student to disciplinary action that may include administrative withdrawal from the nursing program. Any exceptions to the student uniforms and appearances policies for physical, cultural or religious reasons must be approved by the Dean of Nursing.

### **CLINICAL POLICIES**

**Prior to clinical experience: Students must receive a minimum of 16 hours of classroom instruction on communication, interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respect of residents' rights prior to any direct contact.**

Nursing students participate in a **supervised clinical experience with a registered nurse**. The program supports one faculty to 12 students (15 maximum) in the clinical setting with direct supervision. Direct supervision is direct observation by the clinical faculty member.

The nurse clinical educator facilitates active learning in the clinical setting. Students will work in clinical groups of a minimum of 4 to a maximum of 12 students with the clinical faculty educator. Program faculty supervise students in the clinical setting.

Expectations for clinical include:

- The clinical educator will select patient care assignments for each student.
- Clinical hours may vary according to course and facility.
- Pre-conference and post-conference are required.
  - Pre-conference is to discuss the objectives for the day and to clarify student expectations.  
During this time, clinical faculty should focus on the quality and safety indicators that may pertain to the students' patient assignment.
  - Post conference is a clinical learning activity. The clinical faculty assist the students to make connections between the didactic components of the course and patient care practices.

Documentation of student progress is required. The clinical evaluation tool (formative & summative) provides a mechanism for constructive feedback to students regarding their progress towards meeting the clinical objectives. Students should always be aware of their progress or lack of progress in meeting the clinical objectives of the course.

Vaccinations may be required at any point in time if deemed necessary by clinical sites or the college.

### **Nursing Lab and Remediation**

Students who demonstrate deficient or unsafe practice will need to be provided an opportunity during the clinical experience for remediation and demonstration for improvement. Students may receive a remediation plan which requires them to go to the nursing lab. The clinical lab coordinator will assist the students in the remediation process and provide feedback to the clinical educator.

### **CONFIDENTIALITY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, nursing and medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with any friends, family members, relatives of the patient, or email, Facebook, blogs, twitter, etc.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the nurse assigned to the patient or the nurse manager.
4. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the student nurse. Students must follow the facilities policies regarding confidentiality and access to computer information.
5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State Nursing Program.
6. Students are expected to keep confidential all events occurring within a clinical facility, on the clinical facility grounds, and/or information pertaining to clinical facilities.
7. Students are expected to keep confidential classroom discussions and performances by peers in the clinical laboratory, simulation and clinical practicum.

### **STUDENT MISCONDUCT**

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adhere to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally



act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

### **ACADEMIC POLICIES**

Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the class is expressly prohibited. Such acts or behaviors include but are not limited to academic dishonesty.

### **GRADING**

A minimal criterion to be met for successful completion and to pass the nursing assistant course includes:

- A grade of satisfactory for Clinical Practicum Competency
- A student must attend 100% of class and lab and 100% of clinical hours
- No letter grades will be awarded. Only Satisfactory (S) or Unsatisfactory (U) for class and clinical practicum.

Failure of the course includes, but is not limited to, (1) a clinical grade of unsatisfactory; (2) and/or unsatisfactory final skill return demonstration; (3) any hours missed including class, lab, or clinical. Student must achieve a 76% on all tests averaged together, and a satisfactory clinical grade to receive a satisfactory grade in the course.

**A numerical grade will not be assigned. A grade of satisfactory or unsatisfactory will be given for the Nursing Assistant Course**

### **Grading Policies**

1. No grades will be released to students until all grades are posted in the college data base system.
2. Instructor evaluation of the individual student's clinical and class performance will be available to the student. All students will meet with their instructors at the end of the clinical course to read and sign their evaluations done by the instructor. Students are encouraged to meet with their instructor at any time during the course concerning their academic progress. The instructor is available during office hours and by appointment.
3. No information relative to grades, evaluation or examination items will be given over the telephone.
4. Only SJR State email may be used for confidential grade information.
5. Students are responsible for keeping up with their own grades.
6. Minimal criteria to be met for successful completion and to pass a nursing course includes, but is not limited to:
  - a. Resolved or completed remediation and/or assignments. When assigned, remediation becomes a course requirement to pass. Failure to complete the remediation assignment in part or in whole by the assigned



- date may result in a final course grade of incomplete.
- b. Attendance that meets the nursing program requirements.
- c. Student must achieve a 76% on all tests averaged together to receive a satisfactory in the course.

### **ACADEMIC INTEGRITY**

The nursing department follows the college academic policy.

1. Academic Integrity incorporates, but is not limited to, the following:
  - a. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself, or another in academic work considered in the determination of a course grade.
  - b. Plagiarism, which is defined as the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
  - c. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may be reasonably deemed to be part of this heading.

### **UNSATISFACTORY CLINICAL OUTCOME**

Failure to meet clinical expectations as defined in the syllabus and the clinical evaluation tool are addressed in the following manner:

A student may be placed on Clinical Warning for incivility, unprofessional, unsafe clinical behaviors, or when a student does not meet clinical standards. Prior to a Clinical Warning being issued, the clinical faculty will confer with the lead instructor. If the lead instructor is not available, the clinical instructor will confer with the Dean of the Nursing Program. When a student receives a Clinical Warning, an appointment will be made with the lead instructor/ lab instructor/ clinical instructor to discuss the Clinical Warning.

**A student who receives a second Clinical Warning for any reason will receive an unsatisfactory for the clinical portion of a course and will be academically withdrawn from the program.**

### **CELL PHONE USE IN CLINICAL**

Cell phone use in the clinical setting may be used only after approval of the clinical instructor. Cell phone use in the clinical setting is restricted to clinical purposes and/or

emergency situations only, and must be on vibrate at all times. Personal texting, taking pictures and recording are prohibited in the clinical setting. Students may not use their cell phone in the presence of patients. Texting or communicating with the clinical instructor should occur in a discrete location, avoiding staff dense locations. The clinical instructor has the right to revoke cell phone privileges at any time.

## **GENERAL INFORMATION**

### **INSTRUCTIONAL FACILITIES**

Nursing Department facilities are located on the Palatka Campus and Orange Park Campus. Nursing Skills laboratory activities provide the learning experiences (teaching and evaluating of psychomotor skills, reinforcement of previous learning to maintain skill level, assisting with critical thinking) necessary to perform safely in the clinical area and build self-confidence in the nursing role. The computer labs are located on each campus of St. Johns River State College and may be used for instructional aids, development of care plans and other classroom assignments.

### **ACADEMIC ADVISING**

Program Advisors are available to work individually with students requesting assistance in the decision- making process involving academics, career development, job search skills, and personal adjustment. For an appointment, the telephone number is 386-312-4035 and email address is [careerservices@SJRState.edu](mailto:careerservices@SJRState.edu).

In addition, an advising office is located on each campus of SJR State to further assist with enrollment and registration matters. In addition to the program advisors, the nursing faculty is available to advise and/or make necessary referrals for academic advisement of nursing students. Individual appointments need to be made directly with the faculty.

### **ARREST RECORD**

The application to take the CNA Registry Exam includes multiple questions regarding a history of arrest(s). If a student has ever been arrested for anything other than minor traffic violations, they would answer “yes” and send a letter of explanation with their application.

By law, the requirements for taking the CNA Registry Exam, is that students convicted of any offense, other than minor traffic violations, must submit court records stating the nature of the offense and final disposition before one can practice in the State of Florida. A conviction may prohibit a student from being eligible to sit for the registry exam.

If there are any convictions on the students record that question their eligibility to take the CNA Registry Exam after they complete the program, the student needs to see the Dean of Nursing as early in the program as possible.

If the student plans to take the exam in another state, they should contact the Board of Nursing in that state for information.

## **ST. JOHNS RIVER STATE COLLEGE STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT**

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **NATIONAL STUDENT NURSES' ASSOCIATION INC. CODE OF ACADEMIC AND CLINICAL CONDUCT**

### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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

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

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical

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

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

#### **AMERICAN NURSES' ASSOCIATION CODE OF ETHICS (Revised 2015)**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  - 1.1 Respect for Human Dignity
  - 1.2 Relationships with Patients
  - 1.3 The Nature of Health
  - 1.4 The Right to Self-Determination
  - 1.5 Relationships with Colleagues and Others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
  - 2.1 Primacy of the Patient's Interests
  - 2.2 Conflict of Interest for Nurses
  - 2.3 Collaboration
  - 2.4 Professional Boundaries
3. The Nurse promotes, advocates for, and protects the right, health, and safety of the patient.
  - 3.1 Protection of the Rights of Privacy and Confidentiality
  - 3.2 Protection of Human Participants in Research

- 3.3 Performance Standards and Review Mechanisms
- 3.4 Professional Responsibility in Promoting a Culture of Safety
- 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
- 3.6 Patient Protections and Impaired Practice
  - 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- 4.1 Authority, Accountability, and Responsibility
- 4.2 Accountability for Nursing Judgments, Decisions, and Actions
- 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
- 4.4 Assignment and Delegation of Nursing Activities or Tasks
  - 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- 5.1 Duties to Self and Others
- 5.2 Promotion of Personal health, Safety, and Well Being
- 5.3 Preservation of Wholeness of Character
- 5.4 Preservation of Integrity
- 5.5 Maintenance of Competence and Continuation of Professional Growth
- 5.6 Continuation of Personal Growth
  - 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- 6.1 The Environment and Moral Virtue
- 6.2 The Environment and Ethical Obligation
- 6.3 Responsibility for the Healthcare Environment
  - 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- 7.1 Contributions through Research and Scholarly Inquiry
- 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
- 7.3 Contributions through Nursing and Health Policy Development
  - 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- 8.1 Health is a Universal Right
- 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
- 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
- 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings
  - 9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

- 9.1 Articulation and Assertion of Values
- 9.2 Integrity of Profession
  - 9.3 Integrating Social Justice
  - 9.4 Social Justice in Nursing and Health

Policy Retrieved from: <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

ST. JOHNS RIVER STATE COLLEGE  
NURSING STUDENT HANDBOOK  
2023-2024

This is to certify that I, \_\_\_\_\_, have read and understand the policies, requirements, etc., presented in the SJR State Nursing Student Handbook and have retained a copy. I hereby acknowledge that it is my obligation to comply with the policies, requirements, etc., and that this statement will be placed in my permanent file in the Nursing Office.

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Date

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Student Signature

Students will be required to read and sign additional requirements specific to each course.



**NURSING**  
Palatka Office  
386-312-4176

**NURSING**  
Orange Park Office  
904-276-6863

**FINANCIAL AID**  
386-312-4040



**ST. JOHNS RIVER**  
STATE COLLEGE

# **PRACTICAL NURSING**

## **STUDENT HANDBOOK**

**2023-2024**





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<b>Assistant V.P. of Workforce Development</b> Nate Southerland, PhD	<b>Phone</b> 904-276-6891	<b>e-mail</b> natesoutherland@sjrstate.edu
<b>Dean of Nursing</b> Diane Pagano RN, DNP, CCRN-K	386-312-4267	dianepagano@sjrstate.edu
<b>Director of BSN</b> Melody Corso, DNP, RN, CNE	<b>Phone</b> 904-276-6884	<b>e-mail</b> melodycorso@sjrstate.edu
<b>Full-time Faculty</b>		
Melissa Arrants, MSN, RN	386-312-4611	melissaarrants@sjrstate.edu
Erika Dalton, MSN, RN	386-312-4179	erikadalton@sjrstate.edu
Rebecca Davis, MSN, RN		rebeccadavis@sjrstate.edu
Tekaylor Etienne, MSN, RN	904-276-6865	tekaylortienne@sjrstate.edu
Rene' Grosdidier, MSN, RN	904-276-6861	renegrosdidier@sjrstate.edu
Donna Hamilton, MSN, RN	904-276-6869	donna.hamilton@sjrstate.edu
Colleen Hollister, MSN, RN, CPN	386-312-4205	colleenhollister@sjrstate.edu
Brittany Jackson, MSN, RN		brittanyjackson@sjrstate.edu
Mary Melfi, MSN, RN	386-312-4038	marymelfi@sjrstate.edu
Rita Pickis, MSN, RN	386-312-4604	ritapickis@sjrstate.edu
Michelle Sink, MSN, RN	904-276-6872	michellesink@sjrstate.edu
Mona Stanley, MSN, RN	386-312-4061	monastanley@sjrstate.edu
Wendy Thomas, MSN. RN	386-312-4146	wendythomas@sjrstate.edu
Charlene Velasco, PhD, RN	904-276-6871	charlenevelasco@sjrstate.edu
Shasta Ware, DNP, RN	386-312-4179	shastaware@sjrstate.edu
<b>Support Staff</b>		
Olivia Luke Workforce Specialist	386-312-4176	olivialuke@sjrstate.edu
Lori Gaskin Workforce Assistant-Palatka Campus	386-312-4176	lorigaskin@sjrstate.edu
Libby Burckhard Workforce Assistant-Orange Park	904-276-6863	libbyburckhard@sjrstate.edu
<b>Additional Information</b> Nursing Department Fax Numbers	386-312-4191 PA 904-276-6870 OP	

### **PURPOSE OF ST. JOHNS RIVER STATE COLLEGE NURSING PROGRAM**

Congruent with the purpose of St. Johns River State College, the Nursing Program prepares students with the knowledge, attitude, and skills required of professional nursing practice. The learning environment inter-relates care and concern for humanity with scientific knowledge to promote health and quality of life.

Fulfillment of personal and professional goals, including the achievement of life-long learning is emphasized. The learning environment fosters individual intellectual, social, and economic advancement while emphasizing community service responsibility.

Faculty (serving as role models) actively participates in community and professional organizations to provide direction for future nurses and the future of nursing.

### **ACCREDITATION**

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

The Practical Nurse program is approved by the Florida Department of Health, Division of Medical Quality Assurance, Florida Board of Nursing, 4052 Bald Cypress Way, BIN #C02, Tallahassee, FL 32399-3257, Phone (850) 245-4125, Fax (850) 245-4172, [www.doh.state.fl.us/mqa](http://www.doh.state.fl.us/mqa), email [MQA\\_nursing@soh.state.fl.us](mailto:MQA_nursing@soh.state.fl.us)

### **NON-DISCRIMINATION STATEMENT**

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

### **DISABILITY SERVICES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus. The purpose of the Office for Students with Disabilities is to ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester. Special assistance is available with academic orientation, registration, academic planning, special supplies, and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student.

### **DEPARTMENT OF NURSING EDUCATION MISSION STATEMENT**

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, as well as demonstrate caring behaviors while

practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

### **DEPARTMENT OF NURSING EDUCATION VISION STATEMENT**

The Department of Nursing Education at St. Johns River State College is committed to educating students to become competent, caring and ethically professional nurses who will aspire to be leaders in the field of nursing. Students will expand their nursing knowledge through existing research while providing safe, therapeutic and compassionate nursing care to the residents of their community. We, the nursing faculty direct, guide, support, teach, and model Dorothea Orem's Self-Care Deficit Theory of Nursing to support personal and professional student development via a collaborative process between students and faculty.

### **THE PHILOSOPHY OF THE NURSING PROGRAM**

St. Johns River State College Nursing Program provides access to entry-level professional education in nursing for high school graduates (or equivalent) without regard to race, creed, color or national origin, and particularly for those who live in three northern Florida counties: Clay, Putnam, and St. Johns. Entrance into the program follows the principles of open-access to college education.

The philosophy and conceptual framework of the St. Johns River State College Nursing Program is derived from a synthesis of beliefs and values shared by nursing faculty and administrators concerning nursing and nursing education. The faculty and administrators believe that a dynamic statement of philosophy serves as the foundation for determining the nature, purposes, structure, and priorities within the program. Faculty members and administrators of the nursing program believe that:

**Self-care** is a practice of activities which individuals initiate and perform on their own behalf in maintaining life, health, and well-being.

- It incorporates self-care agency, which is a human ability to engage in self-care.
- Self-care is conditioned by age developmental state, life experience, socio-cultural orientation, health and available resources.
- When a person is unable to care for self, a therapeutic self-care demand exists.
- In order for the nurse to help the patient meet self-care requisites, it is necessary for the nurse to use evidence-based practice in a plan of care and apply ethical principles to health related decisions.
- Self-care requisites are developmental and health related actions directed towards provision of self-care associated with life processes, maintenance of integrity of human structure and functioning, and are needs that are common to all human beings.

**Nursing** is defined as the skilled investigation using multiple resources of information to improve nursing practice. The components of nursing include:

- encompassing the patient's perspective of health condition, the primary healthcare provider perspective, and the nursing perspective
- rendering the patient or members of the family capable of meeting the patient's self-care needs or health care requisites
- assisting the patient to maintain a state of health of physical and psychological health
- assisting the patient to regain normal or near normal state of health in the event of disease or injury
- stabilizing, controlling, or minimizing the effects of chronic poor health or disability
- facilitating a dignified and comfortable death.

**Health** and healthy are terms used to describe the state of wholeness or integrity of living things across the lifespan.

- Health is wholeness or integrity including that which makes a person human operating in conjunction with physiological and psycho-physiological mechanisms in relation to interacting with other human beings.
- Health promotion and health maintenance are the individual's and are society's responsibilities.

**Environment** and human beings are integrated systems.

- Persons exist within complex interacting internal and external physical, chemical, biologic, and socioeconomic –cultural environments that influence their self-care requisites and their self-care capabilities and in turn positively or negatively affect their lives, health, development, and well-being (Orem, 2001).

**Human beings** are the recipients of nursing care.

- Human beings are an integrated whole composed of internal physical, psychological, spiritual, and social dimensions with varying degrees of self-care ability.
- Human beings manifest self-care requisite independence both at individual and societal levels.
- Human beings are free and responsible to make decisions regarding their healthcare.
- A human being may have “health related/health derived limitations that render the individual incapable of continuous self-care or dependent care or limitations that result in ineffective/incomplete care” (Orem, 2001).
- A human being is the focus of nursing when a self-care requisite exceeds self-care capabilities.

**Nursing problem** is a condition of an actual or a potential deviation in the patient's health status or self-care that a nurse is licensed and competent to treat.

- Nursing address requisites and deficits in universal, developmental, and/or health derived conditions.

**Nursing process**

- A system to determine (1) why a person is under care (2) a plan for coordinated care based on a desired outcome, developed collaboratively with the health care team and grounded in evidence based practice, (3) the implementation of care, and (4) evaluation of outcomes.

**Nursing therapeutics** are actions a nurse undertakes to aid in meeting a person's self-care requisites within the scope of nursing practice.

- Nursing therapeutics are deliberate, systematic and purposeful evidenced-based actions to restore a patient's self-care agency.
- Nursing therapeutics include the planned and purposeful distribution of health-related resources in meeting the patient's self-care needs.
- The end results of nursing therapeutics are the maintenance, restoration, and/or preservation of health.

**Learning** is a collaborative interaction and process that is common to all human beings.

- It results in the acquisition of knowledge and skills from simple to complex.
- It may occur in formal and informal settings and be both planned and unplanned.
- Learners bring their culture, ethnicity, religion, and other personal factors to the classroom and to the clinical setting.
- Learning promotes the expression of diversity among learners in and through curricular and extra-curricular activities of the nursing program.
- Active learning is enhanced through a variety of teaching modalities and involves critical reasoning.
- Learning is influenced by the context in which it occurs and the motivation of the student.

- The academic environment promotes mutual respect and other shared values of nursing.
- Learning is a lifelong process and a lifelong commitment for the professional nurse.

## CURRICULUM FRAMEWORK

The curriculum represents an intentional blending of the Florida Department of Education core curriculum, contemporary professional nursing practices, and pertinent standards of nursing care, and concepts from Orem's self-care deficit theory.

Concepts of self-care theory provide a foundation and guide for the St. Johns River State College curriculum in nursing. Orem's Self-Care Model describes a structure wherein the nurse assists the patient, where needed, to maintain an adequate level of self-care (Orem, 2001).

The nursing process is used as a method to determine the self-care deficit of the patient and define the role of the nurse to meet the self-care deficit and requirements. The art of nursing is the theoretical base of nursing and other disciplines such as sciences and the humanities, which serve as the basis improving self-care towards improvement of one's functioning and development. The social, interpersonal, and regulatory steps within the approach are considered to be the technical component of the nursing process. The science of nursing is the evidence-based practices on which nursing therapeutics are grounded.

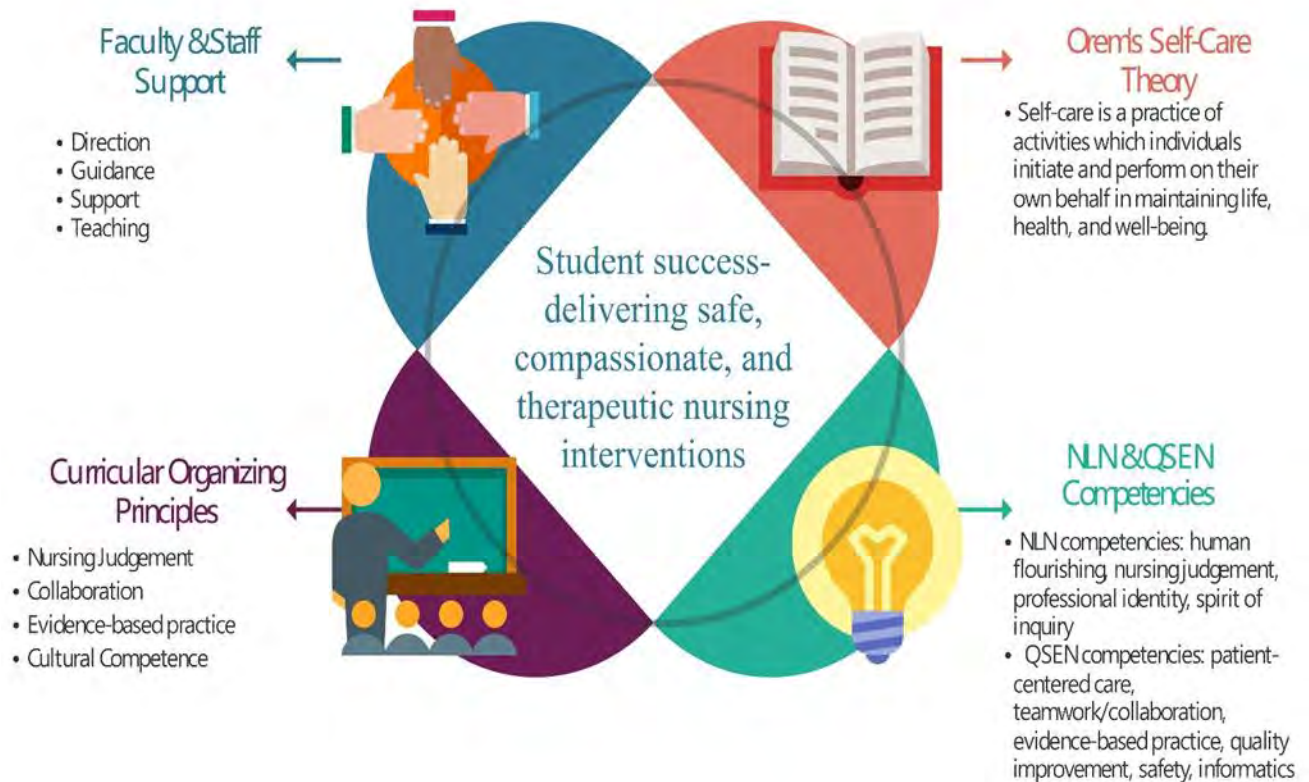
The end-of-program student learning outcomes are organized using the principles aligned with Orem's Theory of Nursing framework and the NLN competencies. This provides structure for the course syllabi, learning activities and clinical evaluation tools. The following principles have been incorporated in the program:

1. Nursing Judgement
2. Collaboration
3. Evidence-based Practice
4. Cultural Competence

## DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES

1. **Nursing Judgement** Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, and the nurse's practical experience.
2. **Collaboration** Collaboration in health care is defined as health care professionals assuming complementary roles and cooperatively working together, sharing responsibility for problem-solving and making decisions to formulate and carry out plans for patient care.
3. **Evidence Based Practice** The integration of the best research with clinical expertise and patient values.
4. **Cultural Competence** Culturally competent care includes knowledge, attitudes, and skills that support caring for people across different languages and cultures. 1. Culture influences not only health practices but also how the healthcare provider and the patient perceive illness.

## SJR STATE PRACTICAL NURSING CONCEPTUAL MODEL



## END OF PROGRAM STUDENT LEARNING OUTCOMES

By the conclusion of the Practical Nursing program, the student should be able to:

- Demonstrate knowledge of the healthcare delivery system and health occupations. (*Nursing Judgement*)
- Recognize and practice safety, security and emergency procedures. (*Nursing Judgement, Evidenced-based Practice*)
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS. (*Nursing Judgement*)
- Perform patient and personal care as it pertains to the practical nurse. (*Nursing Judgement*)
- Assist with restorative (rehabilitation) activities. (*Nursing Judgement*)
- Demonstrate organizational functions, following the patient plan of care. (*Nursing Judgement, Collaboration*)
- Describe the importance of the link between culture and personal values to health behaviors, beliefs, and practices. (*Culture*)



## PURPOSE OF HANDBOOK

The purpose of this Student Handbook is to supplement the information contained in the St. Johns River State College Catalog and St. Johns River State College Student Handbook. All nursing students should have a copy of the St. Johns River State College Catalog, as well as the College and Nursing Student Handbooks.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in both the Catalog and Student Handbooks. The policies and procedures in the Nursing Student Handbook are subject to change. Public notice will be available to students for policy changes.

## PRACTICAL NURSE CURRICULUM COURSE CHART

<b>COURSE/ TITLE</b>	<b>Classroom</b>	<b>Lab</b>	<b>Simulation</b>	<b>Clinical</b>	<b>Hours</b>
Practical Nursing Foundations I	100	100	0	100	300
Practical Nursing Foundations 2	80	85	35	100	300
Medical Surgical Nursing 1	80	65	35	120	300
Medical Surgical Nursing 2	80	65	35	120	300
Comprehensive Nursing and Transitional Skills	15	5	30	100	150
<b>Total Hours</b>	<b>355</b>	<b>320</b>	<b>135</b>	<b>540</b>	<b>1350</b>

## GENERAL POLICIES

### **POST ADMISSION REQUIREMENT:**

Following acceptance into the program nursing students must complete/attend the following: Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. All students are asked to sign a consent and waiver to perform a Criminal and Professional Background Check and Drug Screen. Failure to provide consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the Criminal and Professional Background Check and Drug Screen. *Additional random and scheduled drug screening may be required at any time during the program.*
2. Attend Mandatory Nursing Student Orientation Boot camp online prior to the first day of class.
3. Prior to the first day of class students must complete the American Heart Association Basic Life Support for Health Care Providers (CPR & AED) program – BLS for Health Care Providers certification is to be valid through the date of graduation from the SJR State nursing program.
4. Have an annual physical examination verifying acceptable health status absence of communicable or infectious disease and completing all the health related requirements or the nursing program. Requirements for the physical are included on the form provided to each student after admission to the nursing program.
5. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during registration)

6. Have Student Accident (Education/Training) insurance. (Payment included with lab fees during registration)

### **ATTENDANCE AND PUNCTUALITY**

Students are expected to attend all classes, labs, simulation, and clinical activities. Students are expected to be punctual. It is disruptive to fellow students when students arrive late. Appropriate 10-minute breaks are provided. Students that fail to call and do not show for exams, labs, simulations or clinical will be counted absent and will receive a zero grade for that activity. Students must appeal to the Dean of Nursing for any Extenuating Circumstances.

The attendance policy described in the SJR State College Student Handbook is utilized for the classroom attendance. The attendance policy described in the SJR State *Nursing Student Handbook* is utilized for clinical activities. Clinical activities are defined as lab, simulation, and clinical experience both in-patient and out-patient settings.

Clinical tardiness is determined by the clinical instructor and may result in a dismissal for the day. Two episodes of clinical tardiness will equal a clinical absence. All missed clinical time must be made up. The clinical make up day will be scheduled at the discretion of the instructor.

If a student is absent one day of clinical, lab, or simulation, the instructor will initiate an official warning to the student that the student has reached the limit of allowed absences. If a student has a second absence, the student must produce documentation of Extenuating Circumstances for review by the Dean of Nursing in order to be considered to continue in the program. Further absences may result in the student receiving a failing grade or being withdrawn from the course.

**Note:** Practical Nursing students are required to fulfill all the hours of the program. A clinical or simulation absence requires make up time to fulfill the 1350 hours of the program.

Absence is defined as:

- Not being present for class, lab, simulation, or clinical activities
- Arriving greater than 30 minutes late for class, lab, simulation, or clinical activities
- Leaving prior to the end of class, lab, simulation, or clinical activities

Any exceptions to the attendance and make up examination policy need to be approved by the Dean of Nursing in consultation with the course lead instructor.

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

### **TESTING**

**A student must be present on the day of an exam.** Students who are absent on the day of an exam or arrive to class after an exam has started will receive a zero for that exam. If testing is in progress, students may not enter the class until testing is complete. Only documented rare and extreme

circumstances will be considered for make-up.

### **PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
2. College personnel should direct the student to the office of the appropriate Dean (who may assign the matter to an Associate Dean) or Director. Complaints must be in writing, and the student should complete the attached form by filling in all necessary information.
3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the attached form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean, or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
4. The Dean, Associate Dean, or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean, or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean, or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President on the resolution of the matter.
5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President. The Vice President's decision may be appealed to the President of the College.

### **INCIDENTS**

An incident includes, but is not limited to any accident, occurrence, or deviation from policies involving a patient, an employee, a visitor, or a student on the premises of a health care facility or in the college nursing laboratory.

Incidents involving students while in class or clinical settings must be reported to their instructor or to the Dean of Nursing immediately.

Incident forms will be completed by the student and reviewed by the appropriate agency for corrective action.

Failure to report any incident may result in disciplinary action up to and including withdrawal from program.

## **ILLNESS, INJURY or OTHER EVENTS**

Students absent for illness, injury, or another event may be required to obtain a statement from a health care provider to return to class/clinical. When determining if a student is able to return to clinical, SJRState reserves the right to require an evaluation by a physician of our choosing. The evaluation would determine if the student is fit for duty in clinical facilities. If a health care provider's statement is required for a student to return to class/clinical, the statement must be written on the health care provider's letterhead.

Students who are pregnant should inform the instructor so that no assignment will be made involving exposure to radiation or other hazards. The instructor may request a letter from the health care provider clearing the student for clinical, if indicated.

## **MEDICAL CARE**

Students are responsible for providing for their medical care. The following procedure is to be followed in case of a needle stick, blood exposure or other accident in the classroom, laboratory or clinical area:

1. The student shall immediately notify the clinical instructor and other appropriate personnel such as the nurse manager.
2. A facility incident report, as well as a SJR State incident report, should be completed with a copy for the student, the student's campus file, and the instructor, as well as the facility and SJR State.
3. If the student is sent to the Emergency Room, clarification is needed regarding financial responsibility. Students may prefer to choose their own facility if they are the payee.
4. When a student is exposed to blood or other body fluids directly or indirectly, (e.g. needle stick) of a patient with suspected or documented HIV infection while in the clinical area, the student should follow the Center for Disease Control (CDC) guidelines for exposure as well as those of the assigned clinical agency.
5. Florida Community Colleges Risk Management Consortium provides accident coverage for students in Nursing programs. This covers accidents on the premises designated and supervised by the College or on the premises used for classes, labs or clinical training as designated by the college or traveling with a group in connection with the activities under the direct supervision of the college.

## **NURSING SAFETY AND TECHNICAL STANDARDS**

The purpose of the Safety and Technical Standards is to provide information and guidance in decision making by the student and by the faculty. These standards:

- Provide information for prospective and for current students on the physical, emotional, and cognitive requirements of the nursing program.
- Aid the students who contemplate entering or who enter the program to know and understand the requirements and make informed decisions regarding the pursuit of this profession.
- Provide clarification for counselors on the physical, emotional, and cognitive requirements of the nursing program.
- Provide clarification for healthcare providers performing initial or follow up health assessments on the physical, emotional, and cognitive requirements of the nursing program.
- Provide guidance for faculty when making decisions about a student's performance or ability to

safely remain in the classroom, lab, or clinical settings due to injury, illness, or other health situation

The SJR State Nursing Program has the responsibility to society to educate proficient health care providers to safely care for their patients at the entry level with critical judgment, broadly based knowledge, grounded in safety and competent technical skills. Certain functional abilities are essential for the delivery of safe, effective nursing care. Technical standards for core professional nursing performance are non-academic criteria that are essential to safely participate in the nursing program, to safely deliver patient care, and to function in the role of a professional nurse. These core competencies reflect the minimum and essential skills necessary to protect the public.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, then the student may request accommodation according to college procedure, and the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably. If a student has had an accident, illness, or other health situation (temporary or long term) that would render the student unable to meet the standards, then based on documentation from the healthcare provider, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably, particularly for safe patient care in the clinical setting. During the nursing program, if a student is determined to not meet one or more of the standards, then based on documentation from the healthcare provider or other sources, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably, particularly for safe patient care in the clinical setting.

The student should possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and for the utilization of equipment in a variety of health care settings. The student should possess sufficient stamina for 8 – 12 hour clinical days and 3 – 6 hour classroom days. Examples of performance standards for admission and progression in the nursing program are outlined below.

ISSUE	STANDARD	EXAMPLES (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships. Think critically while acting, analyzing data. Perform accurate mental calculations. Identify cause and effect relationships. Make correct interpretations. Progression during program to reflect growth in independent decision making with appropriate supervision.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish positive rapport. Be able to cope with life and death situations and deal with families stressed by their loved one's critical condition while working with other health care providers.
Communication	Communication abilities sufficient for interaction	Accurately interpret verbal and/or written instructions. Able to elicit information from others. Effectively communicate

	with others in verbal and written form.	verbally, non-verbally, and in writing. Communicate in a professional manner.
Mobility	Physical abilities sufficient to move from room to room, through hallways, and maneuver in small spaces. Includes the strength necessary to lift patients as needed.	Move independently in and around furnishings, workspaces, treatment and patient care areas. Able to stand for extended periods (hours), sit, kneel, bend, push, squat, pull, carry, walk, reach, twist, reach above shoulder level, and balance. Medium Work - Lifting, carrying, pushing, pulling, or otherwise moving objects, including the human body, including objects weighing 21 to 50 pounds occasionally, and/or 11 to 20 pounds frequently, and/or greater than negligible up to 10 pounds constantly.( Physical Demand requirements are in excess of those for Light Work) Able to lift at least 50 pounds without strain. Flexibility and dexterity to turn, transfer, transport, and exercise patients.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Start effective cardiopulmonary resuscitation. Physically maneuver and support a helpless adult. Maneuver sufficiently to physically protect self from possible injury caused by emotionally disturbed or combative patients. Manipulate small objects. Calibrate and use equipment. Open and close containers. Write clearly. Keyboard while standing or sitting.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Be able to hear well enough (average of 30 decibel for both ears) to respond to calls for help from individuals remote from the location of the student. Auscultation of BP, breath sounds, heart sounds, and bowel sounds. Hear alarms in units, call bells, and telephones. Accurately interpret the English spoken word.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Precise eye/hand coordination with visual acuity. Read charts/flow sheet/monitors. Read markings on equipment and medication administration devices. Accurately interpret computer monitor print. Read fine print, both letters and numbers. Accurate color perception / interpretation. Accurately observe individuals and situations at a distance and close at hand.
Tactile	Tactile ability sufficient for physical assessment and to provide nursing intervention.	Accurately interpret by touch.
Behavioral	Emotional stability to fully utilize intellectual abilities, exercise sound judgment, and develop meaningful professional relationships with patients, peers, and instructors.	Flexibility to function under stress. Function in the face of uncertainties inherent in clinical settings. Adapt to changing environments. Able to control anger and frustration, particularly under stress or duress.

\*\* Adapted from *SREB Council on Collegiate Education for Nursing Task Force Publication* (Reapproved 2004). Source: <http://www.sreb.org/programs/nursing/publications/adareport.asp>

## **STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS**

1. In an effort to provide a safe learning environment, any procedure or accident which involves blood or body fluids must be handled using standard precautions according to the Center for Disease Control of the United States Public Health Service guidelines (posted in the laboratory).
2. Under NO CIRCUMSTANCES are students allowed to administer injections, perform venipuncture, or collect peripheral blood samples on another student or other persons in the laboratory setting. All procedures using needles sharps are to be practiced on mannequins.
3. All disposable sharp objects should be deposited in “sharps” containers, sealed when full, and disposed of in the proper manner. Students are expected to follow standard precautions and to implement CDC recommendations for sharps management. Students are expected to handle sharps in a safe, respectful manner.
4. All materials which come in contact with body fluids are to be disposable. Any non-disposable items which come in contact with body fluids are to be cleaned with the appropriate disinfectant using gloves.

Students will be assigned a specific time period for demonstration and practice of skills lab for each course. Students are required to successfully complete a new skill with three attempts and a previously learned skill after two attempts. Failure to meet the skill requirements will result in failure of the course. Students will be expected to perform the skills by practicing in the skills lab during designated open hours for practice. A student may also make an appointment with a faculty member during open lab hours to work on individual needs. Any student who is unable to adequately perform skills in the clinical area may be referred to the laboratory for additional practice of that skill.

## **STUDENT UNIFORMS AND APPEARANCE**

### **CLASSROOM UNIFORM**

1. Navy polo shirts with SJR State insignia.
2. Loose-fitting, Khaki flat-front dress slacks.
3. Plain solid Black or Dark Brown leather-type belts are to be worn with Khaki slacks when shirts are tucked in Khaki slacks.
4. White Lab coat or navy SJR State sweatshirt can be worn over uniform in classroom.
5. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
6. SJR State issued photo ID badge is to be attached to collar and visible at all times.

### **UNIFORM FOR CLINICAL EXPERIENCE**

1. SJR State College of Nursing approved white top with SJR State embroidery on left lapel.
2. SJR State College of Nursing approved white lab coat with SJR State embroidery on left lapel.
3. SJR State College of Nursing approved Ceil Blue pant.
4. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
5. SJR State issued Photo ID badge is to be attached at the collar and visible at all times.
6. Watch with second hand.
7. Bandage scissors, stethoscope, penlight and hemostats.

### **GENERAL APPEARANCE WHILE IN A CLINICAL SETTING**

1. The uniform must be appropriately fitted, clean, unwrinkled and in good repair. Female undergarments worn may be plain white or complement the student's skin tone. Any undergarment to cover arms must be plain white.

2. The lab coat is not to be worn when performing patient care.
3. Additional accessories which may be worn during the hours spent in the clinical setting are:
  - a. A plain wedding band.
  - b. One set of small metal or white posts for pierced ears.
  - c. No additional visible body piercing jewelry (including tongue piercing) is to be worn in clinical setting.
4. Hair must be simply styled, clean, and neat, well off the collar and not falling in the face. It must be natural color.
5. Men's facial hair must be neatly trimmed and close to face.
6. Perfumes, colognes or after-shave and perfume-type deodorants cannot be worn.
7. Make-up must be natural looking and applied in moderation, including lashes.
8. Nails must be clean, evenly trimmed, extend no more than 1/16" from the end of the finger, with no polish, artificial nails, or any nail enhancements or applications.
9. All white shoes must be clean, polished and in good repair and laces must be clean.
10. All tattoos must be covered while in the clinical setting.

Students are required to adhere to all uniform requirements. Failure to meet the uniform policy will result in counseling of student. Repeat offenses may subject the student to disciplinary action that may include administrative withdrawal from the nursing program.

Any exceptions to the student uniforms and appearances policies for physical, cultural or religious reasons must be approved by the Dean of Nursing.

### **CLINICAL POLICIES**

Clinical experiences provide the opportunity for students to:

- Apply theoretical concepts learned in the classroom
- Practice skills learning in the nursing laboratory in a variety of clinical situations.
- Demonstrate nursing care skills.
- Practice communication skills with individual patient, families, colleagues, and other health professionals.
- Increase problem-solving and clinical skills.
- Practice clinical organization and time management skills for providing nursing care for individuals, families, and communities.
- Socialize to the clinical nursing environments of the acute and long term care and other practice settings.

Nursing students participate in a supervised clinical experience with a registered nurse or licensed practical nurse for a Practical Nursing program. The nurse clinical educator facilitates active learning in the clinical setting. Students will work in clinical groups of a minimum of 4 to a maximum of 12 students with the clinical faculty educator. The maximum for preceptorship is 18 students to 1 faculty. Expectations for clinical include:

- The clinical educator will select patient care assignments for each student.
- Clinical hours may vary according to course and facility.
- Pre-conference and post-conference are required.
  - Pre-conference is to discuss the objectives for the day and to clarify student expectations. During this time, clinical faculty should focus on the quality and safety indicators that may pertain to the students' patient assignment.
  - Post conference is a clinical learning activity. The clinical faculty assist the students to make connections between the didactic components of the course and patient care



practices.

- Documentation of student progress is required. The clinical evaluation tool (formative & summative) provides a mechanism for constructive feedback to students regarding their progress towards meeting the clinical objectives. Students should always be aware of their progress or lack of progress in meeting the clinical objectives of the course.

Vaccinations may be required at any point in time if deemed necessary by clinical sites or the college.

### **Direct Supervision**

Direct supervision is direct observation by the clinical faculty member. The following should always be directly supervised by the clinical faculty member: All medication administration, treatments, invasive skills, and documentation.

Students involved in invasive nursing activities in a community-based clinical experiences must be directly supervised by a program faculty member or clinical preceptor as approved by the community-based facility

### **Indirect Supervision**

Indirect supervision of a student is when the student is supervised by a clinical preceptor other than the clinical faculty member. In the hospital setting, indirect supervision may occur if there is direct supervision by an assigned clinical preceptor. A clinical preceptor must be a registered nurse or licensed practical nurse for the practical nursing program. Preceptors are trained in student supervision and specific guidelines are established. A supervising program faculty member is available by telephone or on site at the facility as approved by the institution.

Students involved in non-invasive nursing activities in a community-based clinical experiences may be indirectly supervised by a program faculty member by telephone.

### **Nursing Lab and Remediation**

Student who demonstrate deficient or unsafe practice will need to be provided an opportunity during the clinical experience for remediation and demonstration for improvement. Student may receive a remediation plan which requires them to go to the nursing lab. The clinical lab coordinator will assist the students in the remediation process and provide feedback to the clinical educator.

### **CONFIDENTIALITY**

It is important to protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information at the clinical facilities.

1. Students are required to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) policies of their clinical facility.
2. At all times both inside and outside of the health care facility, students must not discuss a patient's medical, social, financial, emotional or any other condition except with the instructor or other classmates in the conference or classroom setting. Students must be careful not to discuss information about patients, nursing and medical staff and the health care agency or its policies in public places such as the cafeteria, elevator, grocery store, or with any friends, family members, relatives of the patient, or email, facebook, blogs, twitter, etc.
3. Information relating to patients shall be given only to patients themselves except when the patient is a non-emancipated minor and in special circumstances. Please refer these issues to the nurse assigned to the patient or the nurse manager.
4. If any student has a computer code as an employee of a clinical facility, the student must not use

this code while in the role of the student nurse. Students must follow the facilities policies regarding confidentiality and access to computer information.

5. Violations of this policy may result in disciplinary action up to and including withdrawal from SJR State Nursing Program.
6. Students are expected to keep confidential all events occurring within a clinical facility, on the clinical facility grounds, and/or information pertaining to clinical facilities.
7. Students are expected to keep confidential classroom discussions and performances by peers in the clinical laboratory, simulation and clinical practicum.

## **STUDENT MISCONDUCT**

Students in the Nursing Programs must demonstrate a high level of professionalism. The Nursing Programs adheres to the SJR State Code of Conduct as outlined in the SJR State Student Handbook. College regulations state while on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities. Any student enrolled at St. Johns River State College who intentionally act to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the college's sites shall be subject to severe disciplinary measures. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited. Students violating any of the college standards related to student conduct may be dismissed from the program and/or college.

## **ACADEMIC POLICIES**

Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the class is expressly prohibited. Such acts or behaviors include but are not limited to academic dishonesty.

## **GRADING**

1. The grading scale for the Practical Nursing is:  
90-100 = A  
80-89 = B  
70-79 = C  
60-69 = D  
Below 60 = F
2. Nursing courses must be completed in sequential order. +A grade of "C" or better must be achieved in all nursing courses to progress in the program.
3. Students are required to take the nationally-normed HESI Specialty Tests throughout the curriculum and to make satisfactory scores on such tests.
5. Clinical experiences will be graded as Pass/Fail and will not be calculated as part of the final letter grade. **A student must pass the clinical component of the course in order to pass the course.** A student who fails the clinical component of the course will receive an F in the course and will be required to repeat the entire course.
6. No grades will be released to students until all grades are posted in the college data base system at the end of each term.
7. Instructor evaluation of the individual student's clinical and class performance will be available to the student. All students will meet with their instructors at the end of the clinical course to read and sign their evaluations done by the instructor. Students are encouraged to meet with their instructor at any time in the semester concerning their academic progress. The instructor is available during office hours and by appointment.
8. No information relative to grades, evaluation or examination items will be given over the

- telephone.
9. Only SJR State email may be used for confidential grade information.
  10. Students are responsible for keeping up with their own grades.
  11. Minimal criteria to be met for successful completion and to pass a nursing course includes, but is not limited to:
    - An overall course average of 70%, including all exams, final exam, graded homework, quizzes, and the HESI Test.
    - A minimum average of 75% on exams/unit test, including the final exam, but excluding HESI Specialty Tests, assignments, and homework. This average is calculated separately and not part of the overall course average.
    - Resolved or completed remediation and/or assignments, including those related to class and the HESI Test.
    - Attendance that meets the nursing program requirements.
    - A satisfactory simulation and clinical evaluation including resolved or completed remediation and/or assignments. When assigned, remediation becomes a course requirement to pass. Failure to complete the remediation assignment in part or in whole by the assigned date may result in a final course grade of incomplete.

### **ACADEMIC INTEGRITY**

The nursing department follows the college academic policy.

1. Academic Integrity incorporates, but is not limited to, the following:
  - a. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself, or another in academic work considered in the determination of a course grade.
  - b. Plagiarism, which is defined as the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
  - c. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may be reasonably deemed to be part of this heading.

### **UNSATISFACTORY CLINICAL OUTCOME**

Failure to meet clinical expectations as defined in the syllabus and the clinical evaluation tool are addressed in the following manner:

A student may be placed on Clinical Warning for incivility, unprofessional, unsafe clinical behaviors, or when a student does not meet clinical standards. Prior to a Clinical Warning being issued, the clinical faculty will confer with the lead instructor. If the lead instructor is not available, the clinical instructor will confer with the Dean of the Nursing Program. When a student receives a Clinical Warning, an appointment will be made with the lead instructor/ lab instructor/ clinical instructor to discuss the Clinical Warning.

**A student who receives a second Clinical Warning for any reason will receive an unsatisfactory for the clinical portion of a course and will be academically withdrawn from the program.**

### **CELL PHONE USE IN CLINICAL**

Cell phone use in the clinical setting may be used only after approval of the clinical instructor. Cell phone use in the clinical setting is restricted to clinical purposes and/or emergency situations only, and must be on vibrate at all times. Personal texting, taking pictures and recording are prohibited in the clinical setting. Students may not use their cell phone in the presence of patients. Texting or communicating with the clinical instructor should occur in a discrete location, avoiding staff dense locations. The clinical instructor has the right to revoke cell phone privileges at any time.

### **PROGRAM WITHDRAWAL**

Students withdrawn from the nursing program for any reason may no longer attend classes and/or clinical experiences in the nursing course in which he or she is withdrawn.

The following is the procedure for program withdrawal:

1. Students withdrawing from the nursing program or from a nursing course are expected to notify the Dean of Nursing and their nursing instructor(s). Failure to do so may impede the student's readmission to the nursing program. All course withdrawals are to be executed in accordance with SJR State Policy.
2. The student may have an exit interview with a faculty member and the Dean of Nursing if requested.
3. The student will be assisted, if he/she so desires, to explore educational and career options for career growth.

Students who are considered "withdrawn" after admission to the nursing program are as follows:

1. One who has officially withdrawn from a nursing course or one who has interrupted the nursing sequence for any reason.
2. One who fails to complete the course requirements as outlined in the course syllabus
3. One whose final grade is less than "C"

Students may be withdrawn from the program without prior warning in some specific circumstances which demonstrate:

1. Unsafe behaviors
2. Attending *any learning* activity in the Nursing Program while under the influence of alcohol, illegal drugs or non-prescribed use of prescription drugs which affect alertness, judgment or mood
3. Conviction of a felony
4. Falsifying or altering a patient's medical record
5. Knowingly administering medications or treatments without a physician's order
6. Violating the confidentiality of information or knowledge concerning a patient/or their family
7. Stealing or cheating
8. Inappropriate or unprofessional behavior

Students withdrawn from the program based on any of the above criteria may not be eligible for readmission.

### **READMISSION**

**A student may only be considered for readmission to the Practical Nursing program one time. A student must meet the following criteria:**

1. A counseling appointment is recommended with the Dean of Nursing or designated faculty to receive instructions for readmission.
2. Students may apply for readmission by submitting an application for readmission. Readmission is based on seat availability, GPA and HESI scores achieved within the PRN courses.
3. A student with a lapse of more than one (1) year is required to complete the background/drug screen again.
4. A student with a lapse of two or more years will be required to start the program from the beginning and repeat all PRN courses. If eligible for readmission, students must submit a Readmission Request form to the Nursing office. Students must also complete an update application to the college and an online nursing application must be submitted.

### **HESI TEST**

Students are required to take the nationally-normed HESI Tests throughout the curriculum and to make satisfactory scores on such tests. An assessment of learning via the HESI Test for the course counts towards the final grade (see each course syllabus). If a student does not achieve a test score at or above the national average, then the student is to complete remediation before the date on the course calendar. If a student does not complete the remediation before the date on the course calendar, then the student may receive a grade of incomplete for the course. Refer to the college student handbook regarding grades of incomplete.

## **GENERAL INFORMATION**

### **INSTRUCTIONAL FACILITIES**

#### **Campus Facilities**

Nursing Department facilities are located on the Palatka Campus and Orange Park Campus. Nursing Skills laboratory activities provide the learning experiences (teaching and evaluating of psychomotor skills, reinforcement of previous learning to maintain skill level, assisting with critical thinking) necessary to perform safely in the clinical area and build self-confidence in the nursing role. The computer labs are located on each campus of St. Johns River State College and may be used for instructional aids, development of care plans and other classroom assignments.

### **ACADEMIC ADVISING**

Program Advisors are available to work individually with students requesting assistance in the decision-making process involving academics, career development, job search skills, and personal adjustment. For an appointment, the telephone number is (386) 312-4035 and email address is [careerservices@SJRState.edu](mailto:careerservices@SJRState.edu).

In addition, an advising office is located on each campus of SJR State to further assist with enrollment and registration matters.

The telephone numbers for advising are:

Palatka Campus	(386) 312-4035
Orange Park Campus	(386) 276-6855
St. Augustine Campus	(386) 808-7400

The Dean of Nursing meets with the counselors and advisors on a regular basis to provide updates on

developments/changes within the Nursing department, as well as other issues and concerns. In addition to the program advisors, the nursing faculty is available to advise and/or make necessary referrals for academic advisement of nursing students.

### **NCLEX-PN LICENSING EXAMINATION**

All nurses must pass the National Council Licensure Exam (NCLEX-PN) to be registered in any state. During the last semester of school, students will receive information pertaining to this exam. Students must follow instructions accurately. After notification by the Dean of Nursing students should:

1. Obtain state and national application from the Florida Board of Nursing or complete the on-line application
2. Complete the application and send (with fee) to the State Board of Nursing and National Council of State Boards of Nursing
3. Schedule a time to take the exam following the procedure in the application packet provided by the State Board of Nursing

### **ARREST RECORD**

The application to take the NCLEX includes a question regarding a history of arrest(s). If a student has ever been arrested for anything other than minor traffic violations, they would answer “yes” and send a letter of explanation with their application.

By law, the requirements for taking the NCLEX, is that students convicted of any offense, other than minor traffic violations, must submit court records stating the nature of the offense and final disposition before one can practice in the State of Florida. A conviction may prohibit a student from being eligible to sit for the licensing exam.

If there are any convictions on the student’s record that question their eligibility to take the NCLEX examination after they complete the program, the student needs to see the Dean of Nursing as early in the program as possible.

If the student plans to take the exam in another state, they should contact the Board of Nursing in that state for information.

## **STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT**

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## **STUDENT NURSES’ ASSOCIATION CODE OF ACADEMIC AND CLINICAL CONDUCT**

## **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

## **A CODE FOR NURSING STUDENTS**

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

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

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001

## **AMERICAN NURSES' ASSOCIATION CODE OF ETHICS (Revised 2015)**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  - 1.1 Respect for Human Dignity

- 1.2 Relationships with Patients
- 1.3 The Nature of Health
- 1.4 The Right to Self-Determination
- 1.5 Relationships with Colleagues and Others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
  - 2.1 Primacy of the Patient's Interests
  - 2.2 Conflict of Interest for Nurses
  - 2.3 Collaboration
  - 2.4 Professional Boundaries
3. The Nurse promotes, advocates for, and protects the right, health, and safety of the patient.
  - 3.1 Protection of the Rights of Privacy and Confidentiality
  - 3.2 Protection of Human Participants in Research
  - 3.3 Performance Standards and Review Mechanisms
  - 3.4 Professional Responsibility in Promoting a Culture of Safety
  - 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
  - 3.6 Patient Protections and Impaired Practice
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  - 4.1 Authority, Accountability, and Responsibility
  - 4.2 Accountability for Nursing Judgments, Decisions, and Actions
  - 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
  - 4.4 Assignment and Delegation of Nursing Activities or Tasks
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  - 5.1 Duties to Self and Others
  - 5.2 Promotion of Personal health, Safety, and Well Being
  - 5.3 Preservation of Wholeness of Character
  - 5.4 Preservation of Integrity
  - 5.5 Maintenance of Competence and Continuation of Professional Growth
  - 5.6 Continuation of Personal Growth
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  - 6.1 The Environment and Moral Virtue
  - 6.2 The Environment and Ethical Obligation
  - 6.3 Responsibility for the Healthcare Environment
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  - 7.1 Contributions through Research and Scholarly Inquiry
  - 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
  - 7.3 Contributions through Nursing and Health Policy Development
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  - 8.1 Health is a Universal Right
  - 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
  - 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
  - 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings
9. The profession of nursing, collectively through its professional organization, must articulate nursing



values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

- 9.1 Articulation and Assertion of Values
- 9.2 Integrity of Profession
- 9.3 Integrating Social Justice
- 9.4 Social Justice in Nursing and Health Policy

Retrieved from:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>,

### **FLORIDA NURSING STUDENT ASSOCIATION**

Just as nurses are expected to participate in their professional organizations, students are encouraged to join their professional student organization.

FSNA offers many membership services: scholarships, reduced rates for nursing periodicals, reduced cost health insurance, malpractice insurance, student loans, and discounted registration for NSNA's NCLEX Excel. Review course and review aids from MCP Hahnemann University, and opportunities to join other specialty nursing organizations. If a student is a member of FSNA during their final year of the nursing program, they are eligible to receive one year in FNA free.

ST. JOHNS RIVER STATE COLLEGE PRACTICAL NURSING  
STUDENT HANDBOOK  
2023-2024

This is to certify that I, \_\_\_\_\_, have read and understand the policies, requirements, etc., presented in the SJR State Practical Nursing Student Handbook and have retained a copy. I hereby acknowledge that it is my obligation to comply with the policies, requirements, etc., and that this statement will be placed in my permanent file in the Nursing Office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

Students will be required to read and sign additional requirements specific to each course.





**ST. JOHNS RIVER**  
STATE COLLEGE

# **BACHELOR OF SCIENCE DEGREE IN NURSING PROGRAM**

## **Student Handbook**



**2023-2024**



- Developed: 5-22-13
- Approved:
  - Nursing Faculty 7-3-13
  - Nursing Faculty 7-14-14
  - Nursing Faculty 3-6-15
  - Nursing Faculty 4-1-16
  - SJR State District Board of Trustees 7-17-13
  - SJR State District Board of Trustees 6-11-14
  - SJR State District Board of Trustees 7-15-15
  - SJR State District Board of Trustees 5-19-21
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- Revised:
  - March 2014
  - March 2015
  - March 2016
  - March 2017
  - March 2018
  - March 2019
  - February 2020
  - February 2021
  - February 2022
  - March 2023

## **Preface**

We welcome you as you begin your baccalaureate studies in nursing at St. Johns River State College. We are pleased that you have chosen us for your mobility to a Bachelor of Science in Nursing degree (BSN). The nursing faculties and staffs are committed to preparing you for leadership roles to improve local and global health and to enhance nursing practices. Your investment in learning will yield you a lifetime of rewards as you advance your professional nursing role.

The School of Nursing and the College have numerous resources to help you gain the most from your time here. You are encouraged to use these resources to make this program work best for you. The purpose of this BSN Student Handbook is to supplement the policies and procedures information contained in the St. Johns River State College Catalog/Student Handbook. All BSN students should assure that they can access on-line the St. Johns River State College Catalog/Student Handbook. This handbook is also designed to serve as a resource for information that you may find helpful as you pursue your Bachelor of Science in Nursing degree through St. Johns River State College.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in the Catalog/Handbook. The policies and procedures in the BSN Student Handbook are subject to change. Public notice will be available to students for policy changes.

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<b>DESCRIPTION OF THE NURSING PROGRAM</b>
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**NURSING DEPARTMENT ORGANIZATIONAL UNIT**

**Assistant V.P. of Workforce Development**  
**Nate Southerland, PhD**

**Phone**  
 904-276-6891

**e-mail**  
[natesoutherland@sjrstate.edu](mailto:natesoutherland@sjrstate.edu)

**Dean of Nursing**

Diane Pagano RN, DNP, CCRN-K

386-312-4267

[dianepagano@sjrstate.edu](mailto:dianepagano@sjrstate.edu)

**Director BSN**

Melody Corso, DNP, RN, CNE

904-276-6884

[melodycorso@sjrstate.edu](mailto:melodycorso@sjrstate.edu)

**Full-time Faculty**

**Phone**

**e-mail**

Charlene Velasco, RN, PhD

904-276-6871

[charlenevelasco@sjrstate.edu](mailto:charlenevelasco@sjrstate.edu)

**Support Staff**

Olivia Luke  
 Workforce Specialist –Palatka Campus

386-312-4046

[olivialuke@SJRState.edu](mailto:olivialuke@SJRState.edu)

Lori Gaskin  
 Workforce Assistant-Palatka Campus

386-312-4176

[lorigaskin@SJRState.edu](mailto:lorigaskin@SJRState.edu)

Libby Burckhard  
 Workforce Assistant-Orange Park

904-276-6863

[libbyburckhard@SJRState.edu](mailto:libbyburckhard@SJRState.edu)

**Additional Information**

Nursing Department Fax number

386-312-4191 PA  
 904-276-6870 OP

## **PURPOSE OF ST. JOHNS RIVER STATE COLLEGE BACHELOR IN SCIENCE IN NURSING DEGREE**

Congruent with the purpose of St. Johns River State College, the Bachelor of Science Degree in Nursing Degree Program prepares students with the knowledge, attitudes, and skills required of professional nursing practice. The learning environment interrelates care and concern for humanity with scientific knowledge to promote health and quality of life.

Fulfillment of personal and professional goals, including the achievement of life-long learning is emphasized. The learning environment fosters individual intellectual, social, and economic advancement while emphasizing professional accountability and responsibility.

## **ACCREDITATION**

St. Johns River State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Johns River State College.

The Bachelor of Science in Nursing program at St. Johns River State College in Orange Park, Florida is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE Suite 1400, Atlanta, GA 30326 (404) 975-5000, [www.acenursing.org](http://www.acenursing.org)

## **DEPARTMENT OF NURSING EDUCATION DEPARTMENTAL MISSION STATEMENT**

The Department of Nursing Education supports the mission of St. Johns River State College. The Department of Nursing Education prepares students to enter the workforce with the ability to think critically about actual or potential self-care deficits, as well as demonstrate caring behaviors while practicing within the legal and ethical scope of professional nursing practice. Nursing students are prepared to function competently as entry level nurses upon graduation.

## **DEPARTMENT OF NURSING EDUCATION DEPARTMENTAL VISION STATEMENT**

The Department of Nursing Education at St. Johns River State College is committed to educating students to become competent, caring and ethically professional nurses who will aspire to be leaders in the field of nursing. Students will expand their nursing knowledge through existing research while providing safe, therapeutic, and compassionate nursing care to the residents of their communities. We, the nursing faculty, direct, guide, support, teach, and model Dorothea Orem's Self-Care Deficit Theory of Nursing to support personal and professional student development via a collaborative process between students and faculty.

## **DEPARTMENT OF NURSING BSN PROGRAM MISSION STATEMENT**

The BSN degree curriculum fosters personal and professional growth through traditional and non-traditional learning experiences to facilitate the educational advancement of the registered nurses. The BSN program seeks to further amplify the student's safe and effective patient care practices and to prepare students for careers that positively affect healthcare within their communities. The BSN curriculum builds on the competencies, knowledge, and practices that the students bring from previous academic nursing programs and work experiences, and the curriculum expands on professional nursing values resulting in a broader scope of professional practice and professional role identity.

## **PHILOSOPHY OF THE ST. JOHNS RIVER STATE COLLEGE NURSING EDUCATION PROGRAM**

St. Johns River State College Nursing Program provides access to entry-level professional education in nursing for high school graduates (or equivalent) without regard to race, creed, color or national origin, and particularly for those who live in three northern Florida counties: Clay, Putnam, and St. Johns. Entrance into the program follows the principles of open-access to college education.

The philosophy and conceptual framework of the St. Johns River State College Nursing Program is derived from a synthesis of beliefs and values shared by nursing faculty and administrators concerning nursing and nursing education. The faculty and administrators believe that a dynamic statement of philosophy serves as the foundation for determining the nature, purposes, structure, and priorities within the program. Faculty members and administrators of the nursing program believe that:

**Self-care** is a practice of activities which individuals initiate and perform on their own behalf in maintaining life, health, and well-being.

- It incorporates Self-care agency, which is a human ability to engage in self-care.
- Self-care is conditioned by age developmental state, life experience, socio-cultural orientation, health and available resources.
- When a person is unable to care for self, a therapeutic Self-care demand exists.
- In order for the nurse to help the patient meet Self-care requisites, it is necessary for the nurse to use evidence-based practice in a plan of care and apply ethical principles to health related decisions.
- Self-care requisites are developmental and health related actions directed towards provision of Self-care associated with life processes, maintenance of integrity of human structure and functioning, and are needs that are common to all human beings.

**Nursing** is defined as the skilled investigation using multiple resources of information to improve nursing practice.

The components of nursing include:

- Encompassing the patient's perspective of health condition, the primary healthcare provider perspective, and the nursing perspective
- Rendering the patient or members of the family capable of meeting the patient's Self-care needs or health care requisites
- Assisting the patient to maintain a state of health of physical and psychological health
- Assisting the patient to regain normal or near normal state of health in the event of disease or injury
- Stabilizing, controlling, or minimizing the effects of chronic poor health or disability
- Facilitating a dignified and comfortable death.

**Health** and healthy are terms used to describe the state of wholeness or integrity of living things across the lifespan.

- Health is wholeness or integrity including that which makes a person human operating in conjunction with physiological and psycho-physiological mechanisms in relation to interacting with other human beings.
- Health promotion and health maintenance are the individual's and are society's responsibilities.

**Environment** and human beings are integrated systems.

- Persons exist within complex interacting internal and external physical, chemical, biologic, and socioeconomic-cultural environments that influence their Self-care requisites and their Self-care capabilities and in turn positively or negatively affect their lives, health, development, and well-being (Orem, 2001).

**Human beings** are the recipients of nursing care.

- Human beings are an integrated whole composed of internal physical, psychological, spiritual, and social dimensions with varying degrees of self-care ability.
- Human beings manifest Self-care requisite independence both at individual and societal levels.
- Human beings are free and responsible to make decisions regarding their healthcare.
- A human being may have “health related/health derived limitations that render the individual incapable of continuous Self-care or dependent care or limitations that result in ineffective/incomplete care” (Orem, 2001).
- A human being is the focus of nursing when a self-care requisite exceeds Self-care capabilities.

**Nursing problem** is a condition of an actual or a potential deviation in the patient’s health status or Self-care that a nurse is licensed and competent to treat.

- Nursing address requisites and deficits in universal, developmental, and/or health derived conditions.

**Nursing process**

- A system to determine (1) why a person is under care (2) a plan for coordinated care based on a desired outcome, developed collaboratively with the health care team and grounded in evidence-based practice, (3) the implementation of care, and (4) evaluation of outcomes.

**Nursing therapeutics** are actions a nurse undertakes to aid in meeting a person’s Self-care requisites within the scope of nursing practice.

- Nursing therapeutics are deliberate, systematic and purposeful evidence-based actions to restore a patient’s self-care agency.
- Nursing therapeutics include the planned and purposeful distribution of health-related resources in meeting the patient’s Self-care needs.
- The end results of nursing therapeutics are the maintenance, restoration, and/or preservation of health.

**Learning** is a collaborative interaction and process that is common to all human beings.

- It results in the acquisition of knowledge and skills from simple to complex.
- It may occur in formal and informal settings and be both planned and unplanned.
- Learners bring their culture, ethnicity, religion, and other personal factors to the classroom and to the clinical setting.
- Learning promotes the expression of diversity among learners in and through curricular and extra-curricular activities of the nursing program.
- Active learning is enhanced through a variety of teaching modalities and involves critical reasoning.
- Learning is influenced by the context in which it occurs and the motivation of the student.
- The academic environment promotes mutual respect and other shared values of nursing.
- Learning is a lifelong process and a lifelong commitment for the professional nurse.

## **CURRICULUM FRAMEWORK**

The curriculum represents an intentional blending of the AACN Essentials of Baccalaureate Education, Quality and Safety Education for Nurses, contemporary professional nursing practices, pertinent standards of professional nursing care, and concepts from Orem's Self-care deficit theory.

Concepts of self-care theory provide a foundation and guide for the St. Johns River State College curriculum in nursing. Orem's Self-Care Model describes a structure wherein the nurse assists the patient, where needed, to maintain an adequate level of self-care (Orem, 2001).

The nursing process is used as a method to determine the Self-care deficit of the patient and define the role of the nurse to meet the Self-care deficit and requirements. The art of nursing is the theoretical base of nursing and other disciplines such as sciences and the humanities, which serve as the basis improving Self-care towards improvement of one's functioning and development. The social, interpersonal, and regulatory steps within the approach are considered to be the technical component of the nursing process. The science of nursing is the evidence-based practices on which nursing therapeutics are grounded.

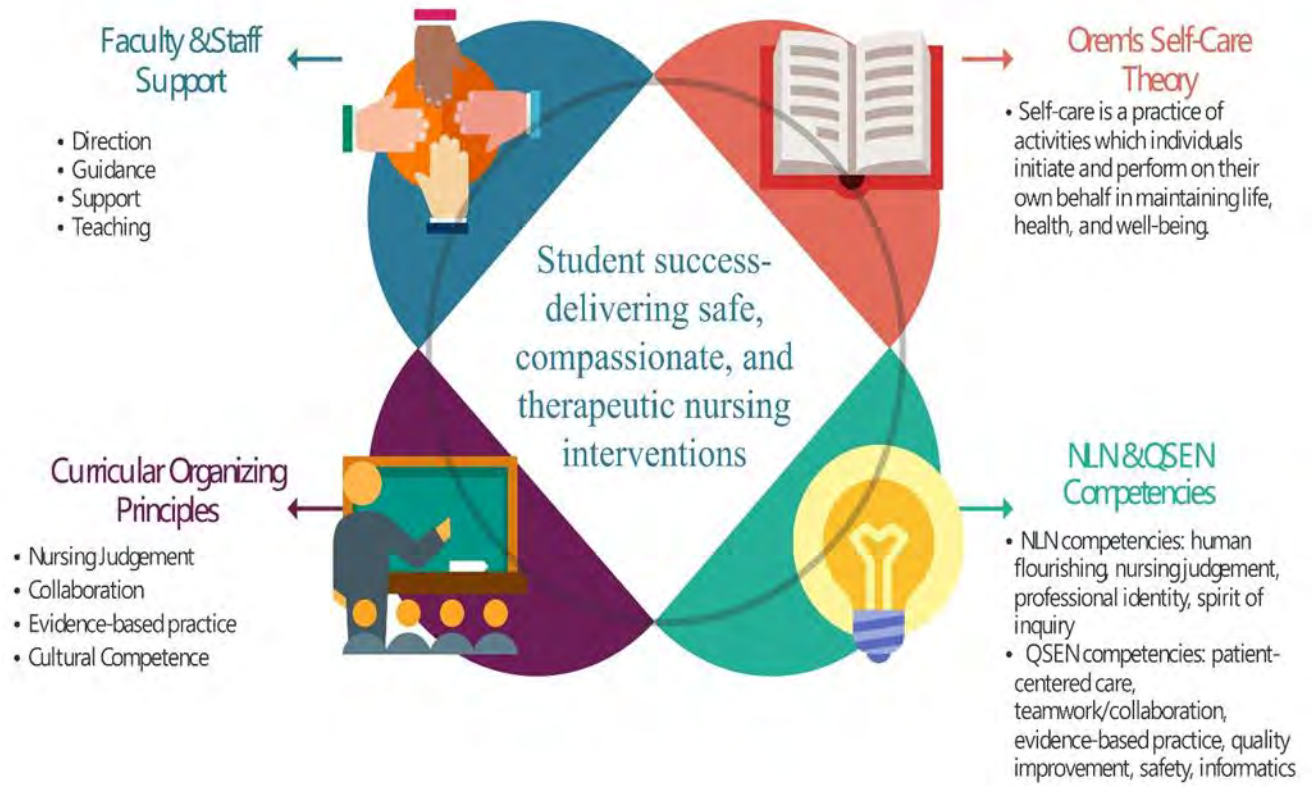
The end of the program student learning outcomes are organized using the principles aligned with Orem's Theory of Nursing and the NLN competencies. This provides structure for the nursing course syllabi, learning activities and clinical evaluation tools. The following principles have been incorporated in the program:

1. Nursing Judgement
2. Collaboration
3. Evidence-Based Practice
4. Culture

## **DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES**

1. **Nursing Judgement** pertains to cognitive, affective, and manual skills of professional nurses, which are learned in a nursing education program. Nurses are considered competent in clinical domains when they assess, plan, diagnose, implement, evaluate, and document nursing care at the entry level. The entry level, as presented in this nursing program, is defined as nursing care that is delivered under minimal supervision.
2. **Collaboration** is defined as working jointly with others. It is founded upon principles/skills of communication that are learned and evaluated in nursing education. Collaboration also involves active participation in health-care teams and shared decision-making.
3. **Evidence-Based Practice** consists of skills that support the exploration of ideas, theories, and knowledge. Such skills are necessary for professional nursing practice. For the college graduate, these skills include a) integration of research results into practice, b) ability to access and review pertinent literature, c) discussion of clinical observations among colleagues, and d) participation in quality assurance and other evaluative activities of clinical units.
4. **Culture** is an integrated pattern of human behavior among persons of similar language, class, ethnicity, geographical region, and historical lineage. Awareness of culture involves the informed recognition of similarities and differences among cultural groups. Nurses should adapt to patients in planning care according to cultural presentations. Furthermore, nurses who are aware of cultural differences can be both sensitive and competent in delivering culturally-appropriate care.

**BACHELOR IN SCIENCE IN NURSING  
ASSOCIATE IN SCIENCE IN NURSING  
CONCEPTUAL MODEL**



## **END OF PROGRAM STUDENT LEARNING OUTCOMES**

At the completion of the Bachelor of Science in Nursing degree program, the BSN student should be able to:

1. Expand the use of the nursing process to construct safe and effective care in the restoration of self-care agency of individuals, families, and communities. (*Nursing Judgement*)
2. Create open communication, mutual respect, and shared decision making to achieve desired healthcare outcomes. (*Collaboration*)
3. Appraise evidence-based research to improve nursing practice and healthcare outcomes. (*Evidence-Based Practice*)
4. Integrate knowledge from nursing and other disciplines to provide culturally competent care to diverse global populations. (*Culture*)

## **PROGRAM OUTCOMES**

Program Completion Rate: 50% of full-time student will graduate within no more than 100% of the stated program length beginning with enrollment in the first nursing course. 35% of part-time students will graduate within no more than 100% of the stated program length beginning with enrollment in the first nursing course.

Job Placement Rate: 90% of graduates will be employed upon graduation or within 6 months of graduating.

## **ACADEMIC POLICIES**

### **Purpose of the BSN Handbook**

The purpose of this BSN Student Handbook is to supplement the information contained in the St. Johns River State College Catalog and St. Johns River State College Student Handbook. All BSN students should have access to the St. Johns River State College Catalog, as well as the College and BSN Student Handbooks.

The student is accountable for reading, understanding, and adhering to the policies and procedures contained in both the Catalog and Student Handbooks. The policies and procedures in the BSN Student Handbook are subject to change. Public notice will be available to students for policy changes.

## **RN TO BSN DEGREE PROGRAM GENERAL ADMISSION REQUIREMENTS**

The BSN program is an open access program for students who meet the admission requirements:

1. Admission to SJR State
2. Submission of a completed application to the baccalaureate program in nursing
3. Completion of an Associate in Science degree in nursing with at least a 2.0 grade point average on a 4.0 scale prior to upper division acceptance.
4. Submission of official transcript (s) indicating the coursework taken and the degree (s) awarded
5. Proof of an active, current, valid and unencumbered license as a Registered Nurse in the United States. A student may be admitted in a provisional status for one year while awaiting licensure as long as all other admission criteria are met.



### **RN TO BSN DEGREE PROGRAM POST ADMISSION REQUIREMENTS:**

Following acceptance into the program, BSN students must complete the following requirements. Failure to comply with these requirements may result in administrative withdrawal from the nursing program.

1. Complete the BSN Student Orientation. Students that enroll in NUR 3805 and have not completed orientation will be required to complete the orientation in the first week of the term. Students that do not complete orientation within the first week of class will not have subsequent course work graded and no assignments will be accepted.
2. Have liability/malpractice insurance \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with fees during registration)
3. Have Student Accident (Education/Training) insurance. (Payment included with fees during registration)
4. Proof of an active, current, valid and unencumbered license as a Registered Nurse in the United States. A student may be admitted in a provisional status for one year while awaiting licensure as long as all other admission criteria are met.

### **RN TO BSN DEGREE PROGRAM COURSE REQUIREMENTS**

#### **CIVIC LITERACY REQUIREMENT**

Baccalaureate degree-seeking students initially entering a Florida College System institution fall semester 2021 or thereafter must demonstrate competency in civic literacy, to include demonstration of the following competencies:

- Understanding of the basic principles and practices of American democracy and how they are applied in our republican form of government;
- An understanding of the United States Constitution and its application;
- Knowledge of the founding documents and how they have shaped the nature and functions of our institutions of self-government; and
- An understanding of landmark Supreme Court cases, landmark legislation and landmark executive actions and their impact on law and society.

Demonstrating competency of civic literacy is met by both earning credit for one of the approved courses and passing one of the approved assessments prior to graduation:

- Approved Courses:
  - POS 1041 United States Federal Government
  - AMH 2020 United States History Since 1877
  - AP Government and Politics: United States (minimum score 3)
  - AP United States History (minimum score 4)
  - CLEP: American Government (minimum score 50)
- Approved Assessments:
  - AP Government and Politics: United States (minimum score 3)
  - AP United States History (minimum score 4)
  - CLEP: American Government (minimum score 50)
  - Civic Literacy Assessment administered in Florida high schools in US Government course (must appear on high school transcript)
  - Florida Civic Literacy Test (administered by SJR State Testing Department)

Completion of an approved course does not waive the requirement of successfully passing one of the approved assessments, nor does successfully passing one of the approved assessments waive the requirement of successfully passing the approved course, with the following exception: the indicated minimum score on the AP Government & Politics: United States; AP US History; or CLEP American Government assessment meets both the civic literacy course and the civic literacy assessment requirements.

The Florida Department of Education requires the Common Prerequisite Courses. SJR State recommends the following courses or equivalents as listed in the FDOE Common Prerequisite Manual:

AMH 2020 United States History since 1877

Or

POS 1041 United States Federal Government

BSC 2085/2085L Human Anatomy and Physiology I and Lab

BSC 2086/2086L Human Anatomy and Physiology II and Lab

Any CHM XXXX, BSC XXXX, BCH XXXX, PCB XXXX, or PHY XXXX with a minimum of 3 credit hours\*\*

DEP 2004 Human Growth and Development

HUN 1201 Nutrition

MCB 2010/2010L Microbiology and Lab

PSY 2012 General Psychology

STA 2023 Statistics\*\*

AMH 2020 United States History Since 1877

or

POS 1041 United States Federal Government

These courses may be taken prior to admission

*\*\*May be taken concurrently to Upper Level Courses*

*# Students may also meet these requirements with the common prerequisites outlined in the Florida Center for Advising and Academic Support-Common Prerequisites Manual*

**GENERAL EDUCATION COURSES**..... 36  
(Refer to SJR State general education requirements in the current college catalog)

**LOWER LEVEL SPECIALIZED COURSES**..... 54

**UPPER LEVEL BSN COURSES:**

	NUR	3805	Professional Roles & Dimensions of Professional Nursing Practice	3
+	NUR	3125	Pathophysiology	3
+	NUR	3065	Health Assessment	3
+	NUR	3164	Informatics & Evidence Based Practice	3
+	NUR	3169	Applied Evidence-Based Practice in Professional Nursing Practice	3
+	NUR	3655	Community, Diversity, and Population Based Care	3
+	NUR	3826	Legal and Ethical Issues in Nursing	3
+	NUR	3837	Introduction to Nursing Management Systems	3
+	NUR	4894	Teaching & Learning in Nursing Practice	3
+	NUR	4949	Nursing Capstone (Director approval required)	3

+ Prerequisite course required. See course description in the current college catalog.

REQUIRED TOTAL CREDIT HOURS.....120

Note: In addition to the above course requirements, all Bachelor of Science students will be required to complete the foreign language requirement. Students who did not complete the foreign language requirement in high school or before acceptance into the program will need to complete an additional 8 credit hours of sequential foreign language before graduation. Students must complete all Bachelor of Sciences nursing courses with a final grade of “C” or higher.

### **FULL TIME PLAN OF STUDY BACHELOR OF SCIENCE IN NURSING DEGREE YEAR BY TERM**

<b>Course</b>	<b>Credits</b>
<i>NUR 3805 Professional Roles &amp; Dimensions of Professional Nursing Practice</i>	3
<i>NUR 3125 Pathophysiology</i>	3
<i>NUR 3065 Health Assessment</i>	3
<i>NUR 3164 Informatics &amp; Evidence-Based Practice</i>	3
<b>Course</b>	<b>Credits</b>
<i>NUR 4894 Teaching &amp; Learning in Nursing Practice</i>	3
<i>NUR 3655 Community, Diversity, &amp; Population-Based Care</i>	3
<i>NUR 3837 Introduction to Nursing Management Systems</i>	3
<i>NUR 3169 Applied Evidence-Based Practice in Professional Nursing Practice</i>	3
<b>Course</b>	<b>Credits</b>
<i>NUR 3826 Legal &amp; Ethical Issues in Nursing</i>	3
<i>NUR 4949 Capstone Management Practicum</i>	3
<b>TOTAL CREDITS FOR THE BACHELOR OF SCIENCE IN NURSING DEGREE</b>	
Credits from General Education	36 Credits
Credits from Associate in Science Degree	54 Credits
Credits from Year 3 and 4	30 Credits
<b>Total Credits</b>	<b>120 Credits</b>

### **BACHELOR OF SCIENCE IN NURSING DEGREE ESTIMATED COST SHEET FOR IN-STATE STUDENTS**

#### **PROGRAM EXPENSE**

In addition to course tuition and fees, expenditures specific to nursing courses may include specialized equipment, uniforms, materials and supply fees for laboratory courses, software subscriptions, and transportation for off-campus experiences. The cost sheet only reflects estimations. Based on an individual student's personal courses and other choices and variables, and based on fee or other unanticipated cost changes, a student's actual costs may be higher or lower

### **BACHELOR IN SCIENCE IN NURSING DEGREE ESTIMATED COST SHEET FOR IN-STATE STUDENTS**

*These are estimated costs only, and are subject to change.*

St. Johns River State College Bachelor of Science in Nursing Degree Application Fee = \$30.00  
Nursing Courses 30 hours at \$124.75 per credit hour = \$3742.5

Distance Education On-Line Fees for 30 hours Nursing Courses at \$15.00 per credit hour = \$450.00

#### **Semesters 1 - 2**

General Education Courses _____	Varies
Nursing Course Fees (24 nursing credit hours) .....	\$2994.00
Purchased New Nursing Books .....	\$1055.00
On-Line Distance Nursing Course Fees .....	\$ 360.00
<b>Estimated Nursing Course Cost Semesters 1 - 2 .....</b>	<b>\$4409</b>

#### **Semesters 3 - 4**

General Education Courses _____	Varies
Nursing Course Fees (6 credit hours) .....	\$ 748.50
Purchased New Nursing Books .....	\$ 90.00
Standardized Testing (NUR.4949.Capstone).....	\$ 32.00
ETS Testing .....	\$ 15.00
Liability Insurance (NUR4949.Capstone).....	\$ 16.00
On-Line Distance Nursing Course Fees .....	\$ 90.00
<b>Estimated Nursing Course Cost Semesters 3-4 .....</b>	<b>\$991.50</b>
ST JOHNS RIVER STATE COLLEGE BACHELOR APPLICATION FEE .....	\$ 30.00
ESTIMATED COST FOR FOUR SEMESTERS NURSING COURSES .....	<u>\$5400.50</u>
<b>ESTIMATED NURSING –RELATED PROGRAM COST .....</b>	<b>\$5430.50</b>

#### **FINANCIAL ASSISTANCE**

Financial aid, scholarships, and loans may be available to BSN students from various sources. Students should contact the Office of Financial Aid at St. Johns River State College for specific financial aid information. Students should contact the Office of Financial Aid at St. Johns River State College for specific financial aid information. Veterans may find funding through the Veterans' Bachelor of Science in Nursing Degree Program. The Financial Aid Office has specialists to assist Veterans with financial aid.

#### **SCHOLARSHIPS**

Students may apply for available scholarships through the St. Johns River State College Foundation. Students may wish to investigate scholarship opportunities through various professional nursing organizations, such as the Florida State Nurses' Association. Some local hospitals offer scholarships for employees; students are encouraged to talk with the Foundation of their employer. There are a number of web sites for nursing students that list available scholarships.

#### **PROGRAM LENGTH**

BSN students who pursue full time study should be able to complete the program in three to four semesters and earn 120 credits. Students may select full-time or part-time study. The length of the program for part-time study will depend on the number of courses in which the student enrolls each semester.

#### **PROGRAM TIME LIMITATION**

All requirements for the Baccalaureate degree must be completed within a period of five (5) calendar years (15 semesters) from the date of first enrollment in nursing courses after admission to the School of Nursing. Those students who fail to graduate within five years of initial enrollment will be required to meet the program requirements in effect at the time of completion.

### **TRANSFER OF CREDIT**

Students wishing to transfer credits into the RN to BSN program of the College's School of Nursing are referred to the Transfer of Credit and the Substitute Admission and Program Requirements policies and procedure in the current College Catalog.

SJR State adheres to the overall minimum requirements of completing 25% of the total program hours at SJR State. SJR State will allow transfer of 9 (nine) credits of upper-level BSN courses as long as the transfer of credit meets the College's Transfer of Credit requirements and adheres to the overall minimum requirement of completing 25% of total program hours at SJR State. Students are required to take NUR 3169 and NUR 4949 at SJR State.

### **PROGRAM PROGRESSION**

#### **GRADING**

St. Johns River State College faculties adhere to the grading practices established in the College catalog. Each faculty member establishes the specific grading requirements for his/her assigned courses. These requirements are explained to the students in the course syllabus.

Students' performances are evaluated based upon their mastery of the outcomes and objectives prescribed for each course. Assignments and grades are communicated to students per syllabus instructions. If students have questions about their grades, they are encouraged to contact the course instructor as soon as possible. Instructors file final course grades with Records at the end of each semester.

1. The grading scale for the RN to BSN Program is:
  - a. 90-100 = A
  - b. 80-89 = B
  - c. 70-79 = C
  - d. 60-69 = D
  - e. Below 60 = F
2. Standard math rounding rules apply to final course averages.
3. Students are encouraged to complete the pre-requisites courses before enrollment to the nursing program.
4. Courses will use grades based on percentages on a 0 – 100% scale.
5. Extra credit work is not provided to elevate a failing grade, including a failing quiz grade, a failing exam grade, a failing assignment grade, or a failing course grade. Graded assignments may not be resubmitted for a higher grade. The first work submitted is the work that is graded. Assignments are not re-done to increase points or grades. However, students may be asked to resubmit graded assignments to demonstrate improved understanding of the concepts or material in the assignment; no grade adjustments would be made in this case.
6. Students seeking extenuating circumstances for grades or and/or students seeking a course grade of incomplete must submit the request to the lead instructor at least 48 hours in advance of when final course grades are due. Granting of extenuating circumstances and course grades of Incomplete require the approval of the Dean of Nursing.

7. Selected nursing courses include practice experience hours. Practice experiences will be graded according to the course syllabus.
8. No final course grades will be released to students until all grades are posted in the college system at the end of each term.
9. Instructor evaluation of the individual student's performance will be available to the student. Students are encouraged to meet with their instructor at any time in the semester concerning their academic progress. The instructor is available during office hours and by appointment. Faculty will have office hours by e-mail, telephone, on-line via Canvas, or in-office.
10. SJR State Viking e-mail and Canvas are used for confidential grade information.
11. Students are responsible for monitoring their own grades. As assignments, discussions, examinations, and other assessments are graded, the faculty will place the grade in the grade book on Canvas. Students are responsible for monitoring their own progress in the course by viewing the Canvas "My Grades" throughout the course.

### COURSE COMPLETION

1. Students must complete all nursing courses with a final grade of 'C' or better.
2. If a student's BSN program GPA calculated to less than 2.00 GPA at the end of any term, the student should come to campus for counseling with the BSN program director or the student's assigned faculty mentor to determine the resources needed to improve his or her college work.
3. Any student with a mid-term average below a 'C' (below a 70) is strongly encouraged to contact his / her professor for an appointment.
4. Minimal criteria to be met for successful completion and to pass a nursing course include, but are not limited to, completion of all course assignments, practice experience hours, assessments, and remediation, as assigned, meeting the attendance policy, satisfactorily completing the practice experience requirements, and having a "C" or better as an end of course grade.
5. The nursing program reserves the right to administratively withdraw a student's enrollment at any time during the program if, in the program's professional judgment, the student demonstrates behavior potentially detrimental to patients' safety and well-being.

### INCOMPLETE GRADES

Students are referred to the current college catalogue and college student handbook regarding course grades of incomplete. Final course grades of Incomplete "I" are given at the end of the term in rare cases of extenuating circumstances. Students seeking a course grade of incomplete must submit the request to the lead instructor at least 48 hours in advance of when final course grades are due. Granting of course grades of Incomplete requires the approval of the Dean of Nursing.

### ATTENDANCE

St. Johns River State College School of Nursing recognizes that as registered nurses and BSN students you are responsible for your achieving your own learning experiences. As a mark of professionalism, students are responsible to make the most of educational opportunities. This includes avoiding missing any assignment, or practice experience activities. This also includes accessing each of your on-line courses a minimum of two – three times per week, as well as your SJR State e-mail account.

### DISTANCE LEARNING ATTENDANCE

After registering for a distance learning (hybrid or online) course/s with the College, distance learning students must access their distance learning course online at SJRState on the first day of the term to obtain orientation information. Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. If a student does not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and by completing the specified activity, he/she will be dropped from the course as a “no show”.

Although in distance learning classes students do not “attend” class in the traditional sense, these courses do have an attendance policy, and students may be dropped for non-attendance. Three instructional hours of attendance equals one week’s missed work. If a student misses a week’s worth of work in a distance learning course, he/she may receive a warning for non-attendance, and if the student misses additional time in a distance learning course, he/she may be dropped from the course due to non-attendance.

### **TESTING**

Students who are absent on the day of an exam, or do not take an exam at the scheduled time will receive a grade of zero for that exam. Only documented rare and extreme circumstances will be considered for make-up. Requests for exceptions to the testing policy and requests for approval of extenuating circumstances are to be submitted by letter to the Dean of Nursing. Granting of exceptions is only by the Dean of Nursing. For online testing, passwords may be required to gain access to the examination or quiz.

Examinations may be administered in a proctored format, or on-line through Canvas. Examinations may be time limited / date limited.

No part of the tests or their questions may be copied, videoed, or photographed at any time, including during testing, after testing, or during review.

In order to prevent disruption of students’ concentration during an on-ground examination, BSN students may not be admitted to class after the test / examination has begun. If a student must leave the classroom during any test or examination, the test for that student may be considered concluded; the student would submit the test to the instructor. Cell phones must be off and may not be answered during a test.

Any post examination review is at the discretion of the instructor.

### **GRADUATION REQUIREMENTS**

In addition to the program requirements, BSN students must satisfy all college graduation requirements specified in the applicable SJR State College Catalog, including but not limited to, applying for graduation in the semester preceding the intended graduation date. Graduation applications are available online or through the College Student Services Department.

Students are referred to the college catalogue for graduation requirements.

### **ACADEMIC INTEGRITY**

The nursing department follows the College academic’s integrity policy.

Academic Integrity incorporates, but is not limited to, the following:

- a. Cheating, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding oneself, or another in academic work considered in the determination of a course grade.
- b. Plagiarism, which is defined as the act of stealing or passing off as one's own work the works, ideas, or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
- c. Any other form of inappropriate behavior which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may be reasonably deemed to be part of this heading.

**Any act or behavior on the part of the student which tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the class is expressly prohibited. Such acts or behaviors include but are not limited to academic dishonesty.**

### **NON-DISCRIMINATION STATEMENT**

Please see College Catalog for current policy.

## **POST ACCEPTANCE GENERAL POLICIES**

### **ADVISEMENT AND COUNSELING**

Potential students may receive unofficial academic counseling when requested. Official advisement may occur after a transcript review is completed by St. Johns River State College and before classes begin, as time allows. Once they are admitted to the program, each student has the opportunity for advisement with the BSN Program Director. Individual appointments need to be made directly with the BSN Director.

The BSN Director and the student may discuss the degree audit at the beginning of the program and a plan of study is reviewed with the student. If the student needs to revise the plan of study, the student should contact the BSN Director. All required courses may not be taught every semester, so students should not withdraw from courses or make changes to their plan of study until talking with the BSN Director.

In addition to the BSN Director, the Academic Advising office is available for academic advisement of BSN nursing students. College academic advising is available to work individually with students requesting assistance in the decision-making process involving academics, career development, job search skills, and personal adjustment.

An academic advisor office is located on each campus of SJR State to assist with enrollment and registration matters.

The telephone numbers for counseling are:

Palatka Campus	(386) 312-4035
Orange Park Campus	(386) 276-6855
St. Augustine Campus	(386) 808-7402

The Dean of Nursing or designee meets with the college's academic advisors on a regular basis to provide updates on developments/changes within the BSN program.



## **ASSIGNMENTS**

All assignments in nursing courses are expected to demonstrate a professional level of scholarship and alignment with the current American Psychological Association (APA) Publication Manual format. Instructors may require students to submit written assignments through Canvas to Turnitin prior to final submission for grading. Assistance with APA style writing can be found at Tutor.com On-line tutoring through Canvas and the College's library web page under "Do Research".

Assignments for BSN nursing courses must be in Microsoft Word (or Power Point) and are to be submitted as an attached Microsoft document to the appropriate assignment area in the correct Canvas course. Assignments submitted by SJR State or Canvas e-mail may not be accepted. The expectation is that the student will select evidence-based sources from academic or scholarly journals and that the sources will be within five years of publication. It is expected that students will search library on-line literature sources, and it is expected that students will not utilize general searches on the Internet for sources to support the scholarly document. Students are expected to utilize allied health and nursing literature and to use sources other than .com, .org, or other general or public resources. For some courses, .edu and/or.gov sources may be used (check the syllabus for specific directions). Textbooks may be used as sources.

During the BSN program, students are expected to participate in collaborative or group assignments. Group assignments may take the form of on-line presentations, PowerPoint development, discussion forums, and scholarly writing. Grades for group assignments may include that all members of the group receive the same grade for the assignment, a portion of the grade may be an individual grade, and/or the faculty may adjust the group and/or the individual grade based on performance. If peer evaluations are an element of the group assignment, then the grading rubric will incorporate but not be exclusive to the peer evaluations.

## **CHANGE OF NAME, ADDRESS, OR E-MAIL**

Students are responsible for keeping name changes, addresses and telephone number changes, and e-mail changes updated in the college records. Students are requested to notify Director of BSN of name change, address and/or telephone number change, and personal and Vikings email address changes to facilitate the most accurate and timely communication from the BSN program.

## **CIVILITY**

The learning environments in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the BSN Program are expected to conform to and express themselves with civility. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others. It is expected that students express appropriate behavior to all faculty, students, staff, patients, and others. Inappropriate social or unprofessional behavior may result in disciplinary action.

Professional behavior is an expectation of all present in the online classroom. This includes respect for both faculty members and students while presenting content or communicating an opinion. Students are expected to be prepared to participate in online discussions. Students who demonstrate unprofessional behavior online will be asked to leave the online classroom.

## **PRACTICE AND PROFESSIONALISM**

Based on recognized accepted standards of nursing practice (such as, but not limited to ANA, QSEN, ACSN, and the Florida Board of Nursing), students may be withdrawn from NUR 3655, NUR 4949 in some circumstances which include, but may not be limited to:

1. Unsafe behaviors.
2. Attending *any learning* activity in the Nursing Program while under the influence of alcohol, illegal drugs or non-prescribed use of prescription drugs which affect alertness, judgment or mood.
3. Conviction of a felony.
4. Falsifying or altering a patient's medical record.
5. Knowingly administering medications or treatments without a physician's order.
6. Violating the confidentiality of information or knowledge concerning a patient/or their family.
7. Stealing or cheating.
8. Inappropriate or unprofessional behavior.

Course re-entry requires Dean of Nursing approval.

## **PRACTICE EXPERIENCE HOURS**

Selected courses require students to schedule times for assignments in the area. These experiences are an integral component of the educational process and should be approached as such. Scheduling these experiences will be the student's responsibility.

NUR 3655 Community, Diversity and Population-Based Care and NUR 4949 Nursing Capstone entails practice experience hours. Other courses may include assignments requiring community - based activities. Course instructors must approve any mentor.

Students may use places of employment for selected practice hours or assignment experiences. However, students may not receive compensation from any person / agency during or for mentored activities and assignments. All assignment and mentored activities must be scheduled outside work hours.

## **PRACTICE EXPERIENCE MENTORS**

All mentors should be BSN or higher with MSN preferred. Any exception must be approved by the lead instructor in consultation with the Dean of Nursing.

## **COMMUNICATION CHANNELS**

Full time faculty members have ten office hours per week posted on the course's Canvas. Faculties are available for in-person, Canvas, or telephone consultation during these hours. In addition, faculties are available by appointment. Adjunct faculty members provide contact information within the syllabus and on Canvas. Students should contact the adjunct faculty to establish a date, time, and method for consultation.

When a BSN student has a concern with an academic issue, the student has the opportunity to express the concern(s) through the proper channels. Every effort should be made to resolve the matter with the instructor.

## **COPYRIGHT**

Students are expected to comply with copyright laws in completing assignments. If there is a question regarding whether a document or image can be copied or reproduced, the student should contact the relevant campus librarian. The St. Johns River State College Library has compiled resources that will help students make informed decisions about the proper use of copyrighted materials in the classroom and online. Key copyright information for students is on the library's web page.

### **E-MAIL**

E-mail is an essential communication tool between faculty and students and is often a key factor in successful completion of course work. Typically, students should expect faculty to respond to an e-mail within 48 hours during normal business hours. E-mail communication should be through SJRState Vikings or Canvas email.

### **ETS EXAM**

The ETS Exam is administered to all St. Johns River State College Bachelor students in their respective Capstone course. This exam is used by St. Johns River State College to evaluate how Bachelor of Science students are meeting the College's general education outcomes. The results of this assessment do not form or contribute to the student's course grade.

### **HESI SPECIALTY TEST**

Students are required to take the nationally-normed HESI RN Mobility Exam in the Capstone nursing course. An assessment of learning via the HESI Specialty Test for RN to BSN counts towards the final Capstone grade. The HESI grade that is entered in the course grade calculation is the student's conversion score, which is based on 0-100%. Details related to the HESI Test, testing times, and scoring interpretation, available during the Capstone semester. Students unable to test at SJRState may be offered the option of remote testing. Additional fees for remote proctoring may be incurred, based on the testing center.

### **ILLNESS OR INJURY OF STUDENT**

Students absent for illness or injury may be required to obtain a statement from a health care provider to return to class/practice experiences. If a health care provider's statement is required for a student to return to class/ practice experiences, the statement must be written on the health care provider's letterhead or comparable.

The instructor may request a letter from the health care provider clearing the student for practice experiences.

### **LATE ASSIGNMENT/SUBMISSIONS**

Students are responsible for completing **all** assignments according to the assigned due dates. Late assignments may not be accepted unless prior arrangements have been made with the instructor. That means that unless the student contacts the instructor in advance of the due date and time, the grade for the assignment may be zero. If the technical difficulty impacts or may impact the timely submission of required course work, the student is expected to notify the instructor via e-mail as soon as possible so that the issue and solutions can be discussed. The maximum time extension is usually 24 hours. Lack of access to a computer is not an accepted reason for a late assignment. Late assignments are subject to point/points deduction.

### **Policy on Late Assignments**

Assignments are due by the scheduled date on course calendar. Assignments are defined as major papers/projects and final projects, *not weekly discussion questions*. Read carefully:

1. If students **notify faculty at least 24 hours in advance that an assignment** will be submitted late, all assignments, including the final project/assignments, submitted after the due date will automatically lose **5 points** each day up until seven days.
2. If students **fail to notify faculty at least 24 hours in advance that an assignment** will be late all assignments, including the final project/assignment, submitted after the due will have **10 points** deducted each day from the grade for the assignment up until seven days.

**If students fail to submit their late assignment more than seven days after the initial due date or by the pre-approved date determined by faculty (in writing), a zero will be entered in the Canvas gradebook.**

### **Policy on Late Discussion Board Posts**

Late discussion board posts, submitted after the due date, will automatically lose **5 points** each day from the grade for the post up until seven days. After that time, a zero will be entered in the Canvas gradebook.

### **NURSING SAFETY AND TECHNICAL STANDARDS**

The purpose of the Safety and Technical Standards is to provide information and guidance in decision making by the student and by the faculty. These standards:

1. Provide information for prospective and for current students on the physical, emotional, and cognitive requirements of the nursing program.
2. Aid the students who contemplate entering or who enter the program to know and understand the requirements and make informed decisions regarding the pursuit of this profession.
3. Provide clarification for counselors on the physical, emotional, and cognitive requirements of the nursing program.
4. Provide clarification for healthcare providers performing initial or follow up health assessments on the physical, emotional, and cognitive requirements of the nursing program.
5. Provide guidance for faculty when making decisions about a student's performance or ability to safely remain in the classroom, lab, or clinical settings due to injury, illness, or other health situation.

The SJR State Baccalaureate Degree Nursing Program has the responsibility to society to educate proficient health care providers to safely care for their patients with critical judgment, broadly based knowledge, grounded in safety and competent technical skills. Certain functional abilities are essential for the delivery of safe, effective nursing care. Technical standards for core professional nursing performance are non-academic criteria that are essential to safely participate in the nursing program, to safely deliver patient care, and to function in the role of a professional nurse. These core competencies reflect the minimum and essential skills necessary to protect the public.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, then the student may request accommodation according to college procedure, and the nursing program would determine on an individual basis whether the necessary accommodations or modifications

can be made reasonably. If a student has had an accident, illness, or other health situation (temporary or long term) that would render the student unable to meet the standards, then based on documentation from the healthcare provider, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably. During the nursing program, if a student is determined to not meet one or more of the standards, then based on documentation from the healthcare provider or other sources, the nursing program would determine on an individual basis whether the necessary accommodations or modifications can be made reasonably.

The student should possess sufficient physical, motor, intellectual, emotional, and social/communication skills to provide for patient care and safety, and for the utilization of equipment in a variety of health care settings. The student should possess sufficient stamina to meet academic and clinical responsibilities. Examples of performance standards for admission and progression in the nursing program are outlined below:

ISSUE	STANDARD	EXAMPLES (not all inclusive)
Critical Thinking	Critical thinking ability For effective clinical reasoning and clinical judgment consistent with level of educational preparation.	<ul style="list-style-type: none"> <li>• Identification of cause/effect relationships in clinical situations</li> <li>• Use of the scientific method in the development of patient care plans</li> <li>• Evaluation of the effectiveness of nursing interventions</li> </ul>
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups.	<ul style="list-style-type: none"> <li>• Establishment of rapport with patients/clients and colleagues</li> <li>• Capacity to engage in successful conflict resolution</li> <li>• Peer accountability</li> </ul>
Communication	Communication adeptness sufficient for verbal and written professional interactions.	<ul style="list-style-type: none"> <li>• Explanation of treatment procedures, initiation of health teaching</li> <li>• Documentation and interpretation of nursing actions and patient/client responses</li> </ul>
Mobility	Physical abilities sufficient to move from room to room and in small spaces.	<ul style="list-style-type: none"> <li>• Movement about patient's room, work spaces and treatment areas.</li> <li>• Administration of rescue procedures- cardiopulmonary resuscitation</li> </ul>
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care.	<ul style="list-style-type: none"> <li>• Calibration and use of equipment</li> <li>• Therapeutic positioning of patients</li> </ul>
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals</li> <li>• Ability to discern auscultatory sounds and cries for help.</li> </ul>

Visual	Visual ability sufficient for observation and assessment necessary in patient care.	<ul style="list-style-type: none"> <li>• Ability to observe patient's condition and responses to treatments.</li> </ul>
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Ability to palpitate in physical examinations and various therapeutic interventions.</li> </ul>

\*\* Southern Regional Education Board. (3/2016). Americans with Disabilities Act: Implications for Nursing Education. Publication Retrieved from <http://www.sreb.org/publication/americans-disabilities-act>

### **PROCEDURE FOR STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION**

This procedure deals with student complaints that do not involve academic petitions, discriminatory behavior, and sexual harassment. The procedure for those matters is set forth in the Student Handbook.

1. A student should always be encouraged to resolve any conflict with or complaint about an instructor with the individual instructor. The following procedure should be used if the student's complaint is not resolved with the instructor.
2. College personnel should direct the student to the office of the appropriate Dean, who may assign the matter to an Associate Dean or Director. Complaints must be in writing, and the student should complete the complaint form by filling in all necessary information.
3. If the student wishes anonymity with respect to the instructor, then the person taking the complaint should complete the Student Complaint Form, omitting the student's name, and attach the student's typewritten account. However, the student should know that his or her name will be made known to the Dean, Associate Dean or Director. Reasonable efforts will be taken to maintain confidentiality unless the nature of the complaint requires disclosure.
4. The Dean, Associate Dean or Director will contact the student to discuss the problem. If necessary and appropriate, the Dean, Associate Dean or Director will call together the student and the instructor to resolve the problem. If the student requests anonymity, then the Dean, Associate Dean or Director will meet with the instructor, give the instructor a copy of the complaint, and request a written response. The Dean or Director will report to the appropriate Vice President or Provost of Open Campus on the resolution of the matter.
5. If the matter was not satisfactorily resolved at the Dean or Director level, it may be appealed to the appropriate Vice President or Provost of Open Campus. The Vice President's or Provost's decision may be appealed to the President of the College.

### **PROCEDURE FOR GRIEVANCE**

Please see the College Catalog for current College policies.

### **RELEASE OF GRADES**

Course averages and any assessment grades are not provided via telephone. Communication regarding grades is either in person or via SJRSC e-mail systems. Final course averages are only released using the college standard procedure. Concurrently, students may access grades under the course's "My Grades" via SJR State's Canvas.

## **STUDENT RECORDS**

A file is maintained in the Nursing Office of student admission data and progress in the program. This file is open to the student, and the student may request to see his/her file at any time. The file may be viewed with the Dean of Nursing or designee.

Employers often seek information and recommendations from faculty about current and former students. A written reply will only be furnished to the requestor with the student's written permission to release such information.

## **TEXTBOOKS**

Textbooks for the nursing program can be purchased in the campus bookstore. A current list of required and recommended textbooks is also available in the nursing office and college bookstore. To best assure that the student has the correct and complete course materials and textbook resources, the student is encouraged to obtain texts from the campus bookstore. If the book/s is/are brought to campus, the student is encouraged to write his/her name inside the front cover.

## **VIDEO TAPING OF STUDENTS**

Selected nursing assignments and assessments may require video / audio taping of the student. The purpose of the video / audio taping is to demonstrate achievement of an assignment or to demonstrate a competency. The video tape becomes the property of the College. The student's performance may be viewed by more than one faculty as part of the assessment process. Video tapes of students are not published nor distributed without the written permission of the students.

## **GENERAL INFORMATION**

### **DISABILITY SERVICES**

Students with disabilities are welcome at SJR State and are encouraged to contact the Counseling Center on their campus.

The Counseling Centers house the disability coordinators. The disability coordinators ensure access to accommodations for those students determined eligible. Students must report to campus disability coordinators at the beginning of each semester if they wish to receive accommodations. Special assistance is available with academic orientation, registration, academic planning and equipment. In addition, specialized services are available to students whose disability prevents them from participating fully in classroom activities. The College provides services relating to student academic success; transportation and personal services are the responsibility of the student. Students may refer to the current college Student Handbook for details regarding assistance.

*In order to receive services, a student must register with the Office for Disability Services and meet with the disability coordinator. The coordinator will request a reasonable level of documentation to establish the disability exists, understand its impact on the student's ability to meet admission or graduation*

*requirements, develop appropriate accommodations and forward those accommodations to appropriate faculty members if requested.*

## **DISCUSSION FORUMS**

Courses in the BSN program may require participation in discussion forums. These discussions typically require a response to a specific situation or question that results in collaborative conversations and construction of knowledge to build on and to expand learning. Discussion forums are meant to promote appropriate exchanges of ideas, perspectives, and material that the student has learned. Active, positive participation by all students is an important expectation of on-line courses. The instructor's role is that of a facilitator; the instructor will be reading all messages and may participate in the discussions, as appropriate. Discussion postings are typically graded by the instructor using a rubric that may include, but not be limited to, elements of quality, depth, and scope or responses, mechanics, timeliness, citation documentation and use, alignment with the Publication Manual most current edition of the APA, and meeting assignment expectations.

General expectations of students in discussion postings include, but are not limited to:

1. Responding to the assigned discussion question in a timely fashion and within the assigned time frame so that others have ample opportunity to respond.
2. Responding to the instructor and to peers in a professional, polite manner that is consistent with appropriate online behavior and civility.
3. Supporting original postings and responses to peers with specific references to assigned course readings and websites, as well as evidence based practices and other information gleaned from information review.
4. Demonstrating in initial postings and responses scholarship, evidence of reflection, critical thinking, critical reasoning, and application to practice. Discussion at a critical level means discussing a point of view, analysis of the point/s mentioned, the pros and cons of the opinion, the relationship of the point to the literature, and implications for healthcare/nursing practice. Disagreements with a peer's or an instructor's posting should be fact based and supported with current data and evidence from the literature; the source of the data is expected.
5. Creating postings and responses that are organized, based on literature, cogent, and pertinent to the assignment.
6. Keeping an open mind to comprehend other points of view. This includes respecting the thoughts and opinions of others and includes avoiding monopolizing the discussion.
7. Identifying self when in the discussion forum/board by signing all postings with first and last names.
8. Maintaining confidentiality and complying with HIPAA in the discussion. Maintenance of confidentiality of the postings of colleagues/peers and the instructor is expected.
9. Presenting opinions as opinions, but substantiating opinions with facts from the literature.
10. The expectations are that the student will select peer reviewed **nursing** journals published within the last five years, in the United States, for at least two sources. The text, articles from non-nursing peer reviewed journals, including those published outside the United States, and websites ending in .gov, .org and .edu may be used as a third resource, if published within the last five years.
11. Aligning grammar, punctuation, and style with the current version of *The Bedford Handbook*.
12. Aligning citations and references with the current version of the *Publication Manual of the American Psychological Association*.



## **DISTANCE LEARNING**

Below are a few of the important items to consider as a distance learner:

1. A dedicated computer or laptop that stores your work
2. Microsoft Word processing software
3. Adobe Acrobat reader
4. Power Point software (which will be used in assignments)
5. Cable or high speed internet connections (highly recommended)

To ensure satisfaction with your distance education courses, it is recommended that you use a fully supported browser. The College is currently using Canvas. Browser choice is limited to a few common brands; other browsers may work, but functionality may not be maximized or fully reached. If you are using a browser other than the ones listed below, you may discover problems that can neither be confirmed nor supported by the college's IT help desk. Should you encounter problems with an unsupported browser, your best recourse is to move to a fully supported browser.

All students need access to a computer, and should be proficient in word processing, e-mail, file transfer and literary searches. Aspects of the BSN Program are distance learning format. Students are not required to have a computer. However, students are required to have dependable and reliable access to a computer, whether at home, on campus, or elsewhere. Students will receive communication regularly from instructors via e-mail and Canvas course announcements. Students will have assignments for submission, will have required course reading or viewing assignments, and will have course-related tests that necessitate utilization of a computer with up-to-date virus protection, a web cam, Microsoft Word, Microsoft PowerPoint, and an active college e-mail address. Students may need to use a computer with the following programs to access electronic text support materials and materials placed in Canvas: RealPlayer, Macromedia Flash (also called Flash Player and Adobe Reader). All of these programs have free, downloadable versions online. The computer will need to be compatible with Canvas and have a current (no older than 2007) version of Microsoft Word and PowerPoint.

If students experience technical difficulties with SJR State e-mail or with Canvas, the student should contact the college's IT Help desk. Students are expected to plan ahead and to have back-up technology plans in place should the need arise.

Student E-Mail Help	helpdesk@vikings.sjrstate.edu
Help Desk	1-386-312-4211
	bbhelp@vikings.sjrstate.edu

## **COMPUTER REQUIREMENTS**

This distance learning course uses Canvas and internet access. By accessing Canvas on the college's web site, learners can have immediate 24-hour access to the course materials from anywhere with an internet connection and a computer that meets the specified technical requirements. A computer with reliable and dependable access to the internet, basic computer skills, and proficiency in use of Canvas are necessary. Canvas course requirements include items such as capability of submitting assignments electronically, required course reading or viewing assignments, literature searches using the on-line data bases and e-books of the library, and course-related assessments that necessitate utilization of a computer with up-to-date virus protection, Microsoft Word, PowerPoint, Adobe Reader, RealPlayer, Macromedia Flash (AKA Flash Player), and a college e-mail account. However, all communication related to this class must be done via Canvas email

All distance learning students are required to have access to, and be comfortable using, the following technology:

- Computer with access to the internet (e.g. a computer with a modem, DSL, or cable modem connection)
- SJR State student email account and portal
- Web browsers - suggested browsers:
  - Chrome: Version 87 or later
  - Firefox: Version 85 or later
  - Edge: Version 87 or later
  - Safari: Version 13 or later (Macintosh only)
- Preferred Operating Systems:
  - Windows 7 or later (preferably not Vista)
  - Mac OSX 10.9 or later
- Virus checking software
- MS Word
- Web cam
- Some courses may require additional software.

For details about specific course requirements, refer to the information found online at [SJRstate.edu/distance.html](http://SJRstate.edu/distance.html)

Use of a desktop or laptop computer is recommended. Please note that if you use mobile technology (smart phones, tablets, or net books) you might not be able to use all features of the Learning Management System.

### **ELECTRONIC COURSE PROTOCOLS FOR CANVAS DISCUSSION POSTINGS**

Many of the “rules of the road” or protocols that apply to e-mail also apply to discussion forums. Use the following conventions when composing a discussion (initial or replay) posting:

1. During a discussion assignment, deadlines for posting to and replying will be specified with each assignment. It is a good practice to always check the discussions multiple times during the week.
2. If you want to send a personal message to the instructor or to another student, use Canvas e-mail rather than the discussion forum.
3. Use the appropriate Discussion Topic; don’t post everything on the “Main” Discussion Topic.
4. Be patient. Don’t expect an immediate response when you send a message.
5. A helpful hint for use with both discussions and e-mail --- Compose your message in your Microsoft Word application in order to check spelling, punctuation, and grammar --- then copy and paste your composition into e-mail or the Discussion. This also saves online time.
6. Everyone should feel free to participate in class online discussions. Regular and meaningful discussion postings constitute a substantial portion of a course grade.
7. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
8. Do not use all caps. Do not use red ink. Use of all caps and / or use of red ink make the message very hard to read and are considered “shouting.” Do not use texting language. Use correct punctuation and grammar.
9. Break up large blocks of text into paragraphs and use a space between paragraphs.
10. “Subject” headings: Name your postings in the subject line. A helpful idea is the topic or key point you are presenting. Limit the subject to a maximum of five (5) words.
11. Use the “reply” button rather than the “compose” button if you are replying to someone else’s posting.

12. Do not use postings such as “I agree”, “I don’t know either,” “Who cares,” “ditto,” “Great job,” “Does anyone know what is on the exam?” These types of responses are not substantive, do not add to the discussion, and will not be counted for assignment credit.
13. Sign with your first and last name discussions postings and e-mail messages.
14. Respect each other’s ideas, feelings, and experiences.
15. Explore opposite opinions and support any assertion with contemporary evidence from professional literature or relevant sources.
16. Postings are subject to monitoring by the college.

### **ELECTRONIC COURSE PROTOCOLS FOR CANVAS COURSE E-MAIL**

1. Use Canvas course e-mail for all questions pertaining to the course.
2. Check Canvas course e-mail once each day Monday through Friday. It is recommended that you check the Canvas course e-mail once over the weekend. Course communication is typically within the course Canvas e-mail, not the SJR State Vikings e-mail system.
3. Check the SJR State e-mail system for messages several times over the course of the week.
4. Be patient. Don’t expect an immediate response when you send a message. Generally, 48 – 72 hours is considered reasonable to receive a reply.
5. Include a “Subject” heading. Use something that is descriptive and refers to a particular assignment or topic.
6. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
7. Do not use all caps. Do not use red ink. Use of all caps and / or use of red ink make the message very hard to read and are considered “shouting.” Do not use texting language. Use correct punctuation and grammar.
8. Break up large blocks of text into paragraphs and use a space between paragraphs
9. Sign your e-mail messages with first and last name.
10. Never assume that your e-mail message can be read by only except yourself. Others may be able to read or to access your mail. Never send or keep anything that you would not mind seeing on the evening news.

### **INSTRUCTIONAL FACILITIES**

Nursing Department class facilities and instructional labs are located on all three campuses. Computer labs are located on each campus of St. Johns River State College and may be used for assignments and course access.

### **PROJECT/WRITTEN WORK**

In many courses, students will be expected to complete projects, such as oral presentations, research papers, group or individual projects, etc. Projects, assignments, and discussion questions will be graded according to course-specific rubrics and/or by criteria which is considered professionally acceptable.

The following list includes general expectations for writing assignments:

1. The writing has a focus; there is an introduction, purpose, sense of audience, thesis, and a strong conclusion. The flow of ideas has logic. Organization and structure are obvious.
2. The writing shows development, organization, and detail. It reveals the student’s ability to develop ideas with balance and specific audience.
3. The writing has clarity, is comprehensive, and well-delineated. The reader can “see” the theory, the model, or the thesis.
4. There is coherence within and among paragraphs.

5. All the writing reflects critical thinking or clinical reasoning linking the specific to the general.
6. All writing has appropriate sentence structure, variety, punctuation, spelling, and is free of boundary errors (comma splices, fragmented sentences, participle infractions, run-on sentences etc.).
7. The writing follows APA style and format unless specified for another purpose. Specific in APA editorial styles, for example, are citing an author's work to identify the source for readers and to enable the readers to locate the source of information in the alphabetical reference list at the end of the paper. Please refer to the Publication Manual of The American Psychological Association for typing requirements, (margins, spacing, and other formatting). There are samples of correct editorial style in the APA publication. This manual is available in the library or may be purchased in the Campus Bookstore.
8. The writing demonstrates original work. Where ideas, materials of others are used, appropriate credit is given to original sources.

Use this checklist to help with papers. Items are in no particular order.

1. Follow EXACTLY any paper criteria guidelines in the syllabus.
2. Use grammar and spell checkers in Microsoft Word.
3. Compare manuscript with samples in APA Publication Manual.
4. Prepare the document in Microsoft Word.
5. Double-space throughout (includes references per APA style).
6. Limit pages or word count to meet assignment criteria is in the syllabus.
7. Be creative (critical approach, unusual approach, own ideas).
8. Consider parsimony (simply, concisely, yet completely).
9. Have three people review the next-to-last draft: (The Tutor.com Online Tutoring through Canvas would be an excellent substitute)
  - a. One person for grammar and spelling (this person would have writing talent).
  - b. One person for content (this person is an expert in your topic).
  - c. One person for "does it make sense?" "Does it flow?" (This can be by anyone with an interest).
10. Focus on primary sources. If quoting something found in a secondary source, be sure to use the proper APA style. Check to be sure it accurately reflects the original source.
11. Focus on current articles. Classic documents may be used. Articles should be from scholarly, peer-reviewed, or refereed journals that are within five years of publication.
 

**Peer Review:** An appraisal by professional coworkers of equal status of the way an individual nurse or other health professional conducts practice, education, or research. The appraisal uses accepted standards as measures against which performance is weighed.

**Refereed Journal:** [L *referre* to bring back] a professional or literary journal in which articles or paper are selected for publication by a panel of referees who are experts in the field. Referees read and evaluate each of the articles submitted for publication.
12. Readers can identify the professional nursing roles(s) discussed.
13. Reliance on medical sources is minimized. Nursing science is emphasized.
14. Readers can identify the significance to nursing.

## **STUDENT SUPPORT**

Numerous learning support services are available at no cost to RN to BSN students through St. Johns River State College. For a summary of college tutorial services visit the Student Life Center on the college web page.

Tutor.com is an online tutorial service available to all St. Johns River College students. Paper proofing can be accomplished on line by Masters and Doctoral prepared individuals. Tutor.com provides an online tutoring service for those questions that arise when studying or writing.

## **TURNITIN.COM**

Students will be required to submit formal papers / scholarly writing papers through Canvas to Turnitin to identify potential plagiarism. Turnitin also offers comments on writing mechanics. Students should strive for a Similarity Index of <20% on scholarly papers submitted for grading.

## **PROFESSIONAL RESOURCES**

### **NATIONAL STUDENT NURSES' ASSOCIATION INC. CODE OF ACADEMIC AND CLINICAL CONDUCT**

#### **PREAMBLE**

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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

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

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any techniques or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and those proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, 2009, National Student Nurses' Association, Inc.

### **AMERICAN NURSES' ASSOCIATION CODE OF ETHICS**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  - 1.1 Respect for Human Dignity
  - 1.2 Relationships with Patients
  - 1.3 The Nature of Health
  - 1.4 The Right to Self-Determination
  - 1.5 Relationships with Colleagues and Others
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
  - 2.1 Primacy of the Patient's Interests
  - 2.2 Conflict of Interest for Nurses
  - 2.3 Collaboration
  - 2.4 Professional Boundaries
3. The Nurse promotes, advocates for, and protects the right, health, and safety of the patient.
  - 3.1 Protection of the Rights of Privacy and Confidentiality
  - 3.2 Protection of Human Participants in Research
  - 3.3 Performance Standards and Review Mechanisms
  - 3.4 Professional Responsibility in Promoting a Culture of Safety
  - 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
  - 3.6 Patient Protections and Impaired Practice
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  - 4.1 Authority, Accountability, and Responsibility
  - 4.2 Accountability for Nursing Judgments, Decisions, and Actions
  - 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
  - 4.4 Assignment and Delegation of Nursing Activities or Tasks
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  - 5.1 Duties to Self and Others
  - 5.2 Promotion of Personal health, Safety, and Well Being
  - 5.3 Preservation of Wholeness of Character
  - 5.4 Preservation of Integrity
  - 5.5 Maintenance of Competence and Continuation of Professional Growth
  - 5.6 Continuation of Personal Growth
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  - 6.1 The Environment and Moral Virtue
  - 6.2 The Environment and Ethical Obligation
  - 6.3 Responsibility for the Healthcare Environment

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  - 7.1 Contributions through Research and Scholarly Inquiry
  - 7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
  - 7.3 Contributions through Nursing and Health Policy Development
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  - 8.1 Health is a Universal Right
  - 8.2 Collaboration for Health, Human Rights, and Health Diplomacy
  - 8.3 Obligation to Advance Health and Human Rights and Reduce Disparities
  - 8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
  - 9.1 Articulation and Assertion of Values
  - 9.2 Integrity of Profession
  - 9.3 Integrating Social Justice
  - 9.4 Social Justice in Nursing and Health Policy

(Revised 2015)

### **FLORIDA STUDENT NURSE ASSOCIATION**

Just as nurses are expected to participate in their professional organizations, students are encouraged to join their professional student organization.

FSNA offers many membership services: scholarships, reduced rates for nursing periodicals, reduced cost health insurance, malpractice insurance, and student loans. Review aids from MCP Hahnemann University and opportunities to join other specialty nursing organizations are linked to FSNA.

### **FLORIDA NURSES' ASSOCIATION**

Membership is open to any licensed registered nurse (RN) in Florida. It functions independently without being subsidized by other groups. The FNA offers many to benefits registered nurses, as noted on their web site. The FNA's mission is "To serve and support all registered nurses through professional development, advocacy and the promotion of excellence at every level of professional nursing practice."