



ST. JOHNS RIVER STATE COLLEGE

JOE H. PICKENS, J.D., PRESIDENT
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QUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: June 12, 2024

RE: June 19, 2024, SJR State Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, June 19, 2024**, at the **Palatka Campus beginning at 2:00 p.m.** in the Board Room.

Please review the enclosed material and if you have any questions, do not hesitate to call me. If you are unable to attend, please call me before noon on that date.

Thank you.

JHP/sms



ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES

Meeting, Wednesday, June 19, 2024,
2:00 p.m., **Palatka Campus**,
Board Room

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 delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

**Note: At the discretion of the Chair or any other Board member, items may be taken out of order for action and/or discussion.*

I. Call to Order

II. Public Comment

III. Old Business

IV. Consent Agenda – Chairperson Rich Komando Action

The items on the consent agenda are routine business and are not expected to require discussion before action. Items will be enacted by one motion. Any Trustee can request a topic to be removed from the consent agenda and discussed further for separate action.

A. Minutes

1. Approval of Minutes of May 15, 2024, Board Workshop and Meeting

B. Chief Operating Officer – Dr. Melanie Brown

1. Approval of Personnel Matters

C. Vice President for Finance/CFO – VP Randy Peterson

1. Facilities Usage Report – May 2024

2. Approval of Monthly Financial Report – May 2024

3. Approval of Write-offs of Tangible Personal Property

D. Vice President for Academic and Student Affairs – Dr. Ed Jordan

1. Approval of 2024-2025 Catalog/Handbook (electronic copy provided, separate email)

2. Approval of 2024-2025 Student Handbooks: Allied Health, Criminal Justice, Medical Assisting, Nursing (ASN/LPN-RN Bridge), Nursing (CNA), Nursing (PN), Nursing (RN to BSN)

3. Review and Certification of Annual Institutional General Education Review

V. New Business

A. Chief Operating Officer – Dr. Melanie Brown – Action Agenda Items

1. Facilities – Presented by Terry Thomas, AVP of Facilities, Planning, and Capital Projects
 - a. Action to Approve the 2025-2026 Capital Improvement Plan (electronic copy provided in packet) Action
 - b. Action to Approve the Plans and Specifications for the Sewer Piping Repair/Replacement Project, Palatka Campus (electronic copy provided, separate email) Action
 - c. Action to Award the Bid for the Chiller and Cooling Tower Replacement Project, Orange Park Campus Action
 - d. Action to Declare an Emergency for Site Improvements Project Bid – Palatka Campus Action
2. Personnel – Presented by Chuck Romer, Assistant Vice President for Human Resources
 - a. Action to Approve the Compensation Increases for Non-Bargaining Unit Employees Action
 - b. Action to Approve the 2024-2025 Salary Schedule Action
3. Thrasher Horne Center – Presented by Bob Olson, Executive Director
 - a. Action to Approve the Thrasher Horne Center Rental/ Usage Fees, effective July 1, 2024 Action

B. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items

1. Financial Items
 - a. Action to Approve Accounts Receivable Write-Offs Action
 - b. Action to Approve 2024-2025 Student Tuition and Fee Rates Action
 - c. Action to Approve 2024-2025 Operating Budget – Unrestricted Current Fund Action
 - d. Action to Approve 2024-2025 Plant Fund Capital Outlay Budget Action

C. Vice President for Academic and Student Affairs – Dr. Ed Jordan
– Information Agenda Items

1. Upcoming Graduations:

Information

- SJR State's Adult Education General Education Diploma (GED) Graduation
Thursday, June 20, 2024, 6:00 pm
Florida School of the Arts Mainstage, Palatka Campus
- Florida School of the Arts Graduation
Friday, June 21, 2024, 5:00 pm
Florida School of the Arts Mainstage, Palatka Campus
- Corrections Basic Recruit Graduation
Monday, July 15, 2024, 7:00 pm
Viking Center, St. Augustine Campus
- Respiratory Care Pinning Ceremony
Monday, August 5, 2024, 6:00 pm
CJC Multipurpose Conference Room, St. Augustine Campus
- Associate of Science in Nursing (ASN) & Practical Nursing (PN) Pinning Ceremony
Thursday, August 8, 2024, 2:00 pm
Thrasher Horne Center Mainstage, Orange Park Campus

VI. President's Report

Information

A. Update on Student Housing Project

1. Timelapse Video

2. Groundbreaking Ceremony – Thursday, July 18, 9:00 am

B. Update on NJCAA DII Softball World Championship – Video of 7th Inning

VII. Trustees' Comments

VIII. Adjournment

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
BOARD BUDGET WORKSHOP

May 15, 2024

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Ms. Jan Conrad, Vice-Chairperson
Mr. Wendell Davis
Mr. Jim Reid
Mr. Jud Sapp

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Jeremiah Blocker, Attorney for the Board

The workshop was held at the Orange Park Campus in the Thrasher-Horne Center, Suites C & D. Chairperson Komando called the workshop to order at 1:00 p.m.

Vice President for Finance/CFO Randy Peterson discussed the major budget assumptions. He overviewed the proposed operating fund revenue and expense budgets. Next, he discussed the proposed operating fund and grants and restricted funds budgets.

Mr. Peterson discussed the student activities expense allocation and the auxiliary funds budget. He overviewed the plant/capital funds revenue and expenditures.

Mr. Peterson concluded the presentation by noting the items that will be brought for approval at the June Board meeting.

President Pickens updated the Board on the Collective Bargaining negotiations for the Re-opener of Wages Article 20 for FY 24-25. The Union was ultimately offered an 8% across-the-board raise or a \$4,500 salary increase across-the-board and they chose the \$4,500.

The Workshop was adjourned at 1:50 p.m.

ST. JOHNS RIVER STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

May 15, 2024

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson
Ms. Jan Conrad, Vice-Chairperson
Mr. Wendell Davis
Mr. Jim Reid
Mr. Jud Sapp

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary
Jeremiah Blocker, Board Attorney

Chairperson Komando called the meeting to order at 2:00 pm.

Meeting Call to Order

There was Public Comment. Instructor Flanagan expressed appreciation to the Board members and Administration for the significant salary increase upcoming for FY 24-25.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the Consent Agenda Items V.A-C:
A.1 - Minutes of April 17, 2024, Board Meeting and Workshop

Consent Agenda Items

B.1 - Chief Operating Officer – Dr. Melanie Brown: Personnel Matters

C.1-3 - Vice President for Finance/CFO – VP Randy Peterson: Facilities Usage Report for April 2024; Monthly Financial Report – April 2024; and Write-offs of Tangible Personal Property.

D.1-3 - VP/Chief Institutional Research Officer – Dr. Ros Humerick: Adult General Education, Perkins V Postsecondary, and Perkins V Rural Innovations Grants

Mr. Davis moved approval of Consent Agenda Items V.A-D. Mr. Reid seconded the motion. Motion carried (Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Consent Agenda Items V.A-D

Dr. Gilbert Evans reviewed and requested approval and ratification of Article 20 Wages Reopener for FY 24-25 of the Collective Bargaining Agreement (CBA) between

the District Board of Trustees of St. Johns River State College and the St. Johns River State College Chapter United Faculty of Florida.

Mr. Davis moved, seconded by Mr. Reid, to approve Legal Affairs & Public Safety/General Counsel Item VI.A.1, as submitted with the revision (a detailed listing is contained in the material submitted by the Office of Legal Affairs & Public Safety/General Counsel). Motion carried (Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved V.P. Legal
Affairs & Public
Safety/General
Counsel Item VI.A.1

Chairperson Komando called a public hearing for Amendment to SJR State Board Rule #7.15 Academic Probation and Suspension Regulations. There being no comments, Chairperson Komando adjourned the public hearing.

Public Hearing

Dr. Gilbert Evans reviewed and requested approval of an Amendment to SJR Board Rule #7.15 Academic Probation and Suspension Regulations.

Mr. Davis moved, seconded by Ms. Conrad, to approve Legal Affairs & Public Safety/General Counsel Item VI.A.3, as submitted with the revision (a detailed listing is contained in the material submitted by the Office of Legal Affairs & Public Safety/General Counsel). Motion carried (Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved V.P. Legal
Affairs & Public
Safety/General
Counsel Item VI.A.3

Mr. Randy Peterson reviewed and requested approval of Course Fee and Full Cost of Instruction Fee Changes.

Mr. Davis moved, seconded by Ms. Conrad, to approve Vice President/CFO Item VI.B.1.a., as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President/CFO). Motion carried (Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Vice
President/CFO Item
VI.B.1.a.

Dr. Ed Jordan, Vice President for Academic and Student Affairs; Jack Hall, Asst. Vice President for Student Affairs; and Ross Jones, Athletic Director and Head Baseball Coach presented accomplishments of SJR State's Student Athletes, Teams, and Coaches, including Baseball, Beach Volleyball, Softball, and Volleyball. The SJR State 2023-2024 Male and Female Student Scholar Athletes of the Year were presented – Miles Liggans and Kendall Catherwood.

Viking Spotlight

Mr. Randy Peterson reviewed for information only the Florida Bright Futures and Florida Student Assistance

Vice President/CFO
Item VI.B.1.b.

Grant Audit, Fiscal Years Ending June 30, 2022, and June 30, 2023.

Chairperson Komando called a public hearing on Change to Admission Criteria for the Florida Law Enforcement Academy Certificate (5005). There being no comments, Chairperson Komando adjourned the public hearing.

Public Hearing

Dr. Ed Jordan reviewed and requested approval on Change to Admission Criteria for the Florida Law Enforcement Academy Certificate (5005).

Mr. Davis moved, seconded by Ms. Conrad, to approve Vice President for Academic and Student Affairs Item VI.C.2, as submitted (a detailed listing is contained in the material submitted by the Office of the Vice President for Academic and Student Affairs). Motion carried (Conrad, Davis, Komando, Reid, Sapp - Yes).

Approved Vice President for Academic and Student Affairs Item VI.C.2

President Pickens noted that, in regard to the PECO request, the Governor still does not have the budget. He discussed the revisions made to the request this year. He discussed the efforts made including traveling to Tallahassee earlier in the year to meet with the Governor's staff. He has also met with the College's Legislative delegation members.

President's Report

President Pickens reported that we continue to progress with renovations to the Palatka Campus Library.

President Pickens noted the schedule for the Softball World Series, which will be held in Spartanburg, SC. The first game is on Monday. He noted the team won five in a row to win the regional and progress to the World Series. Our team has been seeded ninth.

President Pickens noted the schedule for the Baseball World Series, which will be held in Enid, OK. The first game is on Saturday, May 25. The seeding show is Tuesday, May 21. Channel 4 and maybe Channel 12 TV will interview him on Friday morning at the Palatka Campus.

Trustee comments were made.

Trustee Comments

Chairperson Komando adjourned the meeting at 2:50 p.m.

Adjournment



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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

TO: Joe Pickens, J.D.
College President

FROM: Melanie Rosen Brown, Ph.D. 
Chief Operating Officer

DATE: June 10, 2024

RE: CONSENT Agenda Item
June 19, 2024, District Board of Trustees Meeting

The following **Consent** item is submitted for the Board of Trustees' consideration at the June 19, 2024, meeting:

CONSENT AGENDA ITEM:

1. Approval of Personnel Matters

DISTRICT BOARD OF TRUSTEES					
PERSONNEL MATTERS					
BOARD MEETING: June 19, 2024					
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Myrna	Allen	FT - Administrator	Overload	Doctorate	05/08-08/06/24
Royce	Bass	FT - Administrator	Overload	Master's	05/08-08/06/24
Melody	Corso	FT - Administrator	Promotion	AD - Grade 127	6/1/2024
Jack	Hall	FT - Administrator	Overload	Master's	05/08-08/06/24
Mary	Kester	FT - Administrator	Overload	Doctorate	05/08-08/06/24
Dustin	Latta	FT - Administrator	Overload	Master's	05/08-08/06/24
Diane	Pagano	FT - Administrator	Retirement	N/A	6/30/2024
Renee	Ruffalo	FT - Administrator	Overload	Master's	05/08-08/06/24
William	Veczko	FT - Administrator	Promotion	AD - Grade 126	7/1/2024
Christina	Will	FT - Administrator	Overload	Doctorate	05/08-08/06/24
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Paul	Andrews	FT - Faculty	Overload	Master's	05/08-08/06/24
Alexandra	Asbille	FT - Faculty	Overload	Master's	05/08-08/06/24
Kristina	Barnes	FT - Faculty	Overload	Master's	05/08-08/06/24
Dawn	Bergeron	FT - Faculty	Overload	Master's	05/08-08/06/24
Eric	Biggs	FT - Faculty	Overload	Master's	05/08-08/06/24
Julie	Blanco-Davila	FT - Faculty	Overload	Master's	05/08-08/06/24
Elizabeth	Braswell	FT - Faculty	Overload	Master's	05/08-08/06/24
Herman	Bryant Jr	FT - Faculty	Overload	Master's	05/08-08/06/24
Timothy	Castell	FT - Faculty	Overload	Master's	05/08-08/06/24
Chad	Collins	FT - Faculty	Overload	Master's	05/08-08/06/24
Holly	Coulliette	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Deborah	Eckhardt	FT - Faculty	Overload	Master's	05/08-08/06/24
Jay	Engelbrecht	FT - Faculty	Overload	Master's	05/08-08/06/24
Nefitiri	Fellows	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Thomas	Flanagan	FT - Faculty	Overload	Master's	05/08-08/06/24
Bruce	Fox	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Russell	Franks	FT - Faculty	Overload	Master's	05/08-08/06/24
Cristy	Furr	FT - Faculty	Overload	Master's	05/08-08/06/24
Jocelyn	Gaffney	FT - Faculty	Overload	Master's	05/08-08/06/24
Cheryl	Giacomelli	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Jennifer	Gibson	FT - Faculty	Overload	Master's	05/08-08/06/24
Matthew	Giddings	FT - Faculty	Overload	Master's	05/08-08/06/24
Timothy	Gilboy	FT - Faculty	Overload	Master's	05/08-08/06/24
Jessica	Greer	FT - Faculty	Overload	Master's	05/08-08/06/24
Rene	Grosdidier	FT - Faculty	Overload	Master's	05/08-08/06/24
Donna	Hamilton	FT - Faculty	Overload	Master's	05/08-08/06/24

Melody	Hargraves	FT - Faculty	Overload	Master's	05/08-08/06/24
Anna	Harvey	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Ransom	Hicks	FT - Faculty	Overload	Master's	05/08-08/06/24
Brian	Holbert	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Tyler	Hudson	FT - Faculty	Overload	Master's	05/08-08/06/24
Tiffany	Jordan	FT - Faculty	Overload	Master's	05/08-08/06/24
Aleia	Jureski	FT - Faculty	Overload	Bachelor's	05/08-08/06/24
Maisoun	Kawwaff	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Sarah	Kelly	FT - Faculty	Overload	Master's	05/08-08/06/24
Jill	Leggett	FT - Faculty	Overload	Master's	05/08-08/06/24
Patrick	Lewis	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Shari	Little	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Charlene	Livaudais	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Andrew	Macfarlane	FT - Faculty	Overload	Master's	05/08-08/06/24
Linda	Mackie	FT - Faculty	Overload	Doctorate	05/08-08/06/24
James	Maggio	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Matthew	McAllister	FT - Faculty	Overload	Doctorate	05/08-08/06/24
James	McCaughern-Carucci	FT - Faculty	Overload	Master's	05/08-08/06/24
Dawn	McLane	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Cindy	McLeod	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Mary	Melfi	FT - Faculty	Retire	N/A	6/30/2024
Douglas	Mikutel	FT - Faculty	Overload	Doctorate	05/08-08/06/24
David	Miller	FT - Faculty	Overload	Master's	05/08-08/06/24
Claybourne	Moore	FT - Faculty	Overload	Master's	05/08-08/06/24
Jeannine	Morgan	FT - Faculty	Overload	Master's	05/08-08/06/24
Brian	Niece	FT - Faculty	Overload	Master's	05/08-08/06/24
Nahed	Okasha	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Rita	Pickis	FT - Faculty	Contract Non-Renewal	N/A	5/31/2024
Kristin	Price	FT - Faculty	Hire	12 Month - Bachelor's	7/1/2024
Daniel	Ray	FT - Faculty	Overload	Doctorate	05/08-08/06/24
David	Red	FT - Faculty	Overload	Master's	05/08-08/06/24
Traci	Reed	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Antionette	Richardson	FT - Faculty	Overload	Master's	05/08-08/06/24
Cory	Roberts	FT - Faculty	Overload	Master's	05/08-08/06/24
Laura	Rogers	FT - Faculty	Overload	Master's	05/08-08/06/24
Jeffry	Seirup	FT - Faculty	Overload	Bachelor's	05/08-08/06/24
Gregory	Shealy Jr	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Curt	Shepherd	FT - Faculty	Overload	Master's	05/08-08/06/24
Michelle	Sink	FT - Faculty	Overload	Master's	05/08-08/06/24
Jerry	Skelton	FT - Faculty	Overload	Master's	05/08-08/06/24
Christina	Smith	FT - Faculty	Overload	Master's	05/08-08/06/24
Kandie	Smith	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Dana	Smith Jr	FT - Faculty	Overload	Master's	05/08-08/06/24
Mona	Stanley	FT - Faculty	Overload	Master's	05/08-08/06/24
Rebecca	Sullivan	FT - Faculty	Overload	Master's	05/08-08/06/24

Misty	Sutton	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Donna	Terry	FT - Faculty	Overload	Master's	05/08-08/06/24
Christy	Thibodeaux	FT - Faculty	Contract Non-Renewal	N/A	5/31/2024
Wendy	Thomas	FT - Faculty	Overload	Master's	05/08-08/06/24
Edwin	Turner	FT - Faculty	Overload	Master's	05/08-08/06/24
Roger	Vaccaro	FT - Faculty	Overload	Master's	05/08-08/06/24
Kim	Van Vliet	FT - Faculty	Overload	Doctorate	05/08-08/06/24
William	Veczko	FT - Faculty	Overload	Master's	05/08-08/06/24
Charlene	Velasco	FT - Faculty	Overload	Doctorate	05/08-08/06/24
Paul	Voutsinas Jr	FT - Faculty	Overload	Bachelor's	05/08-08/06/24
Tracy	Wallace	FT - Faculty	Overload	Master's	05/08-08/06/24
Jon	Whitmar	FT - Faculty	Overload	Master's	05/08-08/06/24
Jason	Whitmarsh	FT - Faculty	Overload	Master's	05/08-08/06/24
Mark	Wilson	FT - Faculty	Overload	Master's	05/08-08/06/24
James	Wray	FT - Faculty	Overload	Master's	05/08-08/06/24
Jarvis	Wright	FT - Faculty	Overload	Master's	05/08-08/06/24
NAME		JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Christine	Alfano	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Pamela	Barberi	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Morgan	Barnett	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Carless	Boatwright II	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Andrew	Brandler	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Mary	Buskohl-Coulton	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Alyssa	Chen	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Benjamin	Clark	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Mary	DiGregorio	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Jennifer	Doumaux	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Pamela	Flagg	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Eric	Giles	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Gary	Goble	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
James	Gordon	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Erin	Guillory	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Jeannette	Harker	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Libby	Heineken	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Todd	Hohrath	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Michael	Hrin	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Andrea	Hutchinson	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Parrish	Jones	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Maria	Oehler	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Michael	Pawlukiewicz	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Thomas	Platt	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Dennis	Robison	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
William	Sims III	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Renato	Sindicic	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Deena	Sjoberg	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24

David	Tarbert	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Lee	Tasey	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Lori	Wagner	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Sally	Weerts	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Rebah	Woods	Adjunct Salary	Part-Time Instructional	Master's	05/08-08/06/24
Patricia	Wooten	Adjunct Salary	Part-Time Instructional	Doctorate	05/08-08/06/24
Billie	Accurso	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Baily	Bellamy	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Anthony	Bennett	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Robert	Bland	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Lisa	Brasiel	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Jeri	Cancel	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Taylor	Cassidy	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Taylor	Dwyer	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Garrett	Fairbanks	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Joseph	Fitzpatrick	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Dean	Goldsmith	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Timothy	Griffing Jr	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Jeffrey	Gruentzel	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Michael	Hackney	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Rodney	Hamilton	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Kevin	Harris	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Lowery	Johnson	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Carol	Jones	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Sheri	Medlar	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Kevin	Meeks	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Jennifer	Mueller	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Cameron	O'Rourke	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Kelsey	OSteen	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Zachary	Prioletti	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Stephen	Reddy	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Karen	Robeson	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Cheryl	Rogers	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Brett	Ryan	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Daniel	Smith	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Ashley	Strachan	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Aimee	Stratton	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Kathleen	Thomas	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Kaleigh	Tibbs	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Amber	Walters	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Loretta	Watson	Adjunct Hourly	Part-Time Instructional	\$48/hr	05/08-08/06/24
Cassandra	Williams	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Kevin	Williams	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24
Matthew	Wolfe	Adjunct Hourly	Part-Time Instructional	\$46/hr	05/08-08/06/24

	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Angeline	Cloud	FT - Professional Support	Promotion	PS - Grade 120	6/1/2024
Heather	Jones	FT - Professional Support	Overload	Masters	05/08-08/06/24
Douglas	Lobo	FT - Professional Support	Contract Non-Renewal	N/A	6/30/2024
Keith	Martin	FT - Professional Support	Resignation	N/A	6/30/2024
Cindy	Reed	FT - Professional Support	Overload	Masters	05/08-08/06/24
Shelly	Vongchanta	FT - Professional Support	Hire	PS - Grade 124	5/6/2024
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Lance	Hutcherson	FT - Para-professional	Hire	PP - Grade 111	6/3/2024
Sara	King	FT - Para-professional	Hire	PP - Grade 115	7/1/2024
Thomas	Lewis	FT - Para-professional	Resignation	PP - Grade 114	6/30/2024
Kirby	Mason	FT - Para-professional	Resignation	PP - Grade 112	5/31/2024
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Rachael	Carroll	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Jason	Forbis	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Evan	Godfrey	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Christian	Rios	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Melanie	Parker	PT - Para-professional	Rehire	\$18/hr	05/08-06/16/24
Joseph	Stewart	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Caleb	Strite	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
Kevin	Wydrinski	PT - Para-professional	Rehire	\$16.65/hr	05/08-06/16/24
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Annette	Quintieri	FT - Career Service	Retirement	N/A	6/30/2024
	NAME	JOB CLASSIFICATION	TYPE OF PAY OR ACTION	PAY SCALE OR RATE	DATES
Travonda	Browning	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Sydney	Carroll	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Autumn	Chinsio	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Caitlynn	Honeycutt	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Mary	McMinn	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Samantha	Osborne	PT - Career Service	Resignation	N/A	6/5/2024
Deborah	Pugh	PT - Career Service	Rehire	\$16.16/hr	05/08-06/16/24
Trulie	Towne	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
Dreama	Trevorah	PT - Career Service	Rehire	\$15.69/hr	05/08-06/16/24
MISCELLANEOUS					
1. Request approval for Kathryn Morris to intern as a volunteer at Thrasher Home beginning 5/22/2024:					

Returning Employees for 2024-2025

Last	First	Title
Braswell	Elizabeth	Instructor
Adams	Breann	Marketing Manager
Adams	Timothy	Dean of Criminal Justice and Public Safety
Adornetto	Kate	Director of Foundations
Adorno	Anna	Student Support Representative
Akin	Bailey	Annual Giving & Engagement Coord.
Alessandria	Alyssa	Social Media Specialist
Alexander	Rebecca	Instructor
Allen	Myrna	Dean of Arts & Sciences
Anderson	Jennifer	Library Technical Assistant
Anderson	Richard	Chief Information Officer
Andrews	Paul	Professor
Arnwine	Patrick	Asst. Director of Advising for Disability Services
Arrants	Melissa	Nursing Instructor
Asbille	Alexandra	Professor
Askew	Daniel	Professor
Averett	Shelly	Director of Bookstore and Mail Operations
Bachman	Renee	Senior Student Support Representative
Baggs	Bennie	Groundskeeper
Balcanoff	Karen	BACC Admissions & Success Manager
Bancalari	Kevin	Campus Safety Officer-Sergeant
Barkley	Chester	Maintenance Apprentice - SA
Barnes	Kristina	Instructor
Bartelli	Tammy	HR Coordinator - Compensation
Bass	Royce	Dean of Learning Resources
Beal	Jo-Ann	Workforce Assistant
Becker	Logan	Controller
Beijer	Elise	Guest Services Manager
Bell	Norval	Professor
Bement	Tamara	Dual Enrollment Advisor
Bennett	Cecelia	Student Services Receptionist
Bennett	Charlene	Coordinator of Student OnBoarding, Engagement & Success (OPC)
Berg	Eric	Instructor
Berger	Russ	Workforce Student Outreach & Success Coordinator
Bergeron	Dawn	Professor
Bernard	Stephanie	Medical Assisting Program Director/Faculty
Biggs	Eric	Librarian - SAC
Blair-Hall	Peggy	Foundation Finance Coordinator
Blanco-Davila	Julie	Professor
Boles	Dawn	Teacher Education Coordinator
Bolton	Colleen	Financial Aid Coordinator
Bonham	William	Head Coach: Volleyball
Booth	Brendan	Maintenance Apprentice - OP
Boynton	Amber	Purchasing & Aux Svcs Specialist
Boynton	Brett	Campus Maintenance Coord. - PAC
Brantley	Nancy	Accounting Specialist
Brazzeal	Adam	Information Systems Director
Brett	Florence	Student Support Representative
Brown	Amanda	Enrollment and Instructional Records Coordinator
Brown	Jennifer	Nursing Instructor

Brown	Katherine	HR Coordinator - Talent Acquisition & Engagement
Brown	Melanie	Chief Operating Officer, Sr. VP
Brownnett	George	Academic Advisor - SA
Bryant	Aundria	Financial Aid Coordinator
Bryant Jr	Herman	Professor
Burckhard	Libby	Workforce Assistant
Burns	Ellen	Associate VP for Assessment, Research, and Grants
Butler	Edward	Athletics Logistics Coordinator
Canaday	Michael	Director of Plant Operations
Carlo	Joey	Maintenance III - SA
Carter	Andrew	IT Support Technician
Carter	Brenda	Library Technical Assistant
Castell	Timothy	FloArts Instructor
Champion	Cindy	HR Coordinator - Leave & Retirement
Chandler	Tierra	Workforce Specialist - Allied Health
Chapman	Natasha	Academic Advisor - OPC
Cigic	Brian	Maintenance II-PA
Clark	Frankya	Custodian II
Clinger	Marta	Dual Enrollment Advisor
Cloud	Angeline	Instructional Project Manager
Collins	Chad	Instructor
Cook	Kayla	Academic Support Coordinator -PA
Corso	Frank	Maintenance III-OP
Corso	Melody	Dean of Nursing
Cotton	Dana	FSA Admissions Coordinator
Cottrill	Kimberly	Nursing Instructor
Coulliette	Holly	Dean of Allied Health
Dalton	Erika	Nursing Instructor - PAC
Daniels	Stacey	Professor
Davila	Dominique	Director of Testing
Davis	Rebecca	Nursing Clinical Coordinator
Davis	Timothy	IT Business Analyst
Del Valle	Michelle	Testing Specialist
Denning	Gina	Academic Advising Office Specialist
Donlon	John	Instructor
Douglas III	John	Athletic Trainer
Dye	Robert	Director of Digital Marketing
Eben	Jamie	IT Business Analyst
Eber	Araina	Director of Artistic & Guest Services
Eckhardt	Deborah	Professor
Edwards	Jennifer	Testing Coordinator
Edwards	Sarah	Bookstore Mgr
Engelbrecht	Jay	Professor
Etienne	Tekaylor	Director of BSN
Evans	Suzanne	Director of Financial Aid
Evans Jr	Gilbert	VP for Legal Affairs & Public Safety/General Counsel
Farr	Logan	System Administrator
Fellows	Nefitiri	Professor
Felton	Tameika	Financial Aid Coordinator
Fezie	Laura	Creative Services Coordinator
Fisher	Brittnee	Librarian PAC
Flanagan	Thomas	Professor

Ford	Mathew	IT DevOps Engineer
Foster	Lesley	Purchasing Specialist
Fox	Bruce	Professor
Fox	Suzanne	Career Services Coordinator
Frandsen	Susan	Engineering-Advanced Manufacturing Instructor
Franks	Russell	Instructor
Furr	Cristy	Professor
Gaffney	Jocelyn	Instructor
Garrett	Summer	Dean - Business, Industry & Computer Information
Gaskin	Lori	Workforce Assistant
Giacomelli	Cheryl	Instructor
Gibson	Jennifer	Instructor
Gibson	Michelle	Workforce Specialist
Gibson	Randa	Library Assistant
Giddings	Matthew	Professor
Gil	Ben	Professor
Gilboy	Timothy	Instructor - Engineering Technology
Gilmore	Ami	Institutional Research Coordinator
Givvines	James	Math Tutor
Greer	Jessica	Instructor
Gresham	Karen	Accounting Specialist
Griffis	Dawn	Foundation Specialist
Hall	Jack	Assistant VP for Student Affairs
Hamilton	Donna	Nursing Instructor-OPC
Hand	Wendie	Custodian - THCA
Hargraves	Melody	Professor
Harrell	Hollie	Radiologic Technology Clinical Coordinator/Instructor
Harrington	Brian	Instructor
Harris	Iana	Student Support Ombudsman
Harris	Michael	Instructor
Harris	Paula	Publications Assistant
Harvey	Anna	Instructor
Hawkins	Brian	Campus Safety Command Officer (PAC)
Hayes	Joan	Library Assistant
Hembd	Derek	Web Coordinator
Hicks	Ransom	Professor
Hoffman	Brenda	Academic Support Coordinator
Hohrath	Anastacia	Director of Institutional Effectiveness
Holbert	Brian	Professor
Hollister	Colleen	Nursing Professor
Holt	Rachael	Academic Affairs Office Specialist
Hudson	Tyler	Professor
Humerick	Rosalind	VP & Chief Institutional Research Officer
Hummel	Jennifer	Science Laboratory Coordinator
Hunt	Tyler	Senior IT Support Technician
Hutcherson	Lance	Engineering Services Apprentice
Jarvis	Jessica	Programmer
Johns	Mikki	Orientation & Recruitment Coordinator
Johnson	Brittany	Nursing Instructor - PAC
Johnson	Donna	Administrative Assistant I
Jones	Heather	Sr. Instructional Design Technologist
Jones	Wanda	Mail & Receiving Operations Asst.

Jones Jr	Marshall	Athletics Director/Head Baseball Coach
Jones Jr	Richard	Professor
Jordan	Edward	VP for Academic & Student Affairs
Jordan	Tiffany	Professor
Joy	Shyla	Academic Advisor - PA
Jureski	Aleia	Director of Clinical Education, Respiratory Care
Kawwaff	Maisoun	Instructor
Keith	Brian	Director of Campus Safety
Keller	Michael	Associate VP for Academic Affairs
Kelley	Kenya	Senior Academic Affairs Specialist
Kelly	Kevin	Professor
Kennedy	Matthew	Assistant Baseball Coach
Kenney	Stevie	Asst. Director of Financial Aid
Kessler	Susan	Director of Public Relations/Publications
Kester	Mary	Associate Dean of Adult & Teacher Education
Khan	Sabrina	Arts & Sciences Asst
King	Catrena	Instructor
Kloeppe	Kirby	Assistant Coach: Volleyball
Knowles	Michael	Asst. Director of Campus Safety
Knowles	Trena	Bookstore Mgr
Korsman-Thomas	Breanna	Instructor
Krishnamurthi	Viswanathan	Computer Science Instructor
Kwakenat	Macy	Workforce Specialist
Lamb	Taylor	Testing Assistant
Lane	Jordan	HR Specialist
Lane	Tammy	Web/Digital Strategies Manager
Lane Jr	Harry	Information Operations Director
Larson	Earl	Instructor
Lassiter	Wayne	Campus Safety Officer-Sergeant
Latta	Dustin	Associate Dean of Arts & Sciences
Ledwell	Leon	Day Porter - SAC
Leggett	Jill	Professor
Lewis	Kelly	Learning Resources Office Specialist
Lewis	Patrick	Professor
Liddell	Wesley	Financial Aid Coordinator
Little	Mark	Professor
Little	Shari	Professor
Livaudais	Charlene	Director - HIT
Lockhart	Detrick	Instructor
Lovitt	Samuel	IT Support Technician
Loya	Margaret	Coordinator of Student OnBoarding, Engagement & Success (SAC)
Luke	Olivia	Workforce Specialist
Lyons Jr	Philip	Professor
Macfarlane	Andrew	Librarian - OPC
Mackie	Linda	Professor
Maggio	James	Professor
Mahannah	Ryan	Instructor
Mahoney	Lisa	Instructor
Mancil	Michelle	Academic Support Coordinator
Mark	Robin	Library Technical Assistant
Marsh III	Charles	Professor
Mast	Toni	Admin Asst to VP

Mattox	Courtney	Human Resources Specialist
Mauel	Christy	Director of Radiologic Tech
Mayhew	Jessica	Professor
McAllister	Matthew	Professor
McCarley	Deborah	Instructor
McCaughern-Carucci	James	Professor
McCurley	Kendall	Librarian - OPC
McGee	Melba	Day Porter - PAC
McKinley	Kara	Executive Assistant to Senior Management
McLane	Dawn	Professor
McLeod	Cindy	Instructor
McLeod	Kristen	Diagnostic Medical Sonography Program Director/Instructor
McQuaig	Cassie	IT State Reporting Analyst
Mellies	Eric	Environmental Systems Coordinator
Melton	Joanna	Admissions Specialist
Menadue	Gloria	Registration Specialist
Menadue	Michele	Dual Enrollment Advisor
Metcalf	John	Professor
Meyer	Karen	Professor
Mikutel	Douglas	Professor
Miller	David	Instructor
Millwood	Jae	Sr. Workforce Specialist
Mizell	Brandi	Conference Center Events Coordinator
Montez	Andrea	Instructor
Moore	Claybourne	Professor
Moore	Karen	Professor
Morgan	Jeannine	Professor
Morris	Victoria	Library Technical Assistant
Mouse	Timothy	Campus Maintenance Coord. - SAC
Munoz	April	Adm Asst - Asst. VP for Student Affairs
Murphy	Justin	FloArts Instructor
Murray	Trisha	Admissions Specialist
Nations	Victoria	Science Laboratory Coordinator
Nawrocki	Jill	Instructor
Nealy	Sunshine	Recruitment Specialist
Negrin	Emilio	Conference Center Operations Manager
Niece	Brian	Instructor
Norris	Gage	IT Support Technician
Okasha	Nahed	Professor
Olson Jr	Robert	Executive Director of THC
Ou	Sorya	Campus Maintenance Coord. - OPC
Owens	Threasa	Instructor
Pagan	Candida	Custodian II
Parker	James	Custodial Service Coordinator
Parshall	Jonathan	IT Support Technician
Parshall	Justin	Maintenance III-PAC
Passmore	Bertha	Facilities Office Manager
Paterson	John	Assistant VP for Workforce Education
Peterson	Randall	Chief Financial Officer, VP
Phelps	JanHein	Technical Director - THCA
Pickens	Joe	President
Pound	Joe	Head Women's Softball Coach

Purser	Britney	Assistant Coach: Softball
Quintana	Nicole	WF Assistant Allied Health
Radcliff	Karen	Accounting Specialist
Ramey	Michael	Academic Support Coordinator-OP
Ratliff	Cheryl	Administrative Assistant I
Ray	Daniel	Org Management Instructor
Red	David	Instructor
Reed	Cindy	Assistant Controller
Reed	Traci	Professor
Reeger	Paula	One-Stop Center/Campus Specialist for the Orange Park Campus
Reynolds	Thomas	Assistant Director of Capital Projects and Maintenance
Reynolds	Travis	Admissions Specialist
Richardson	Antionette	Professor
Riegel	Sarah	Student Support Representative
Roberts	Cory	Instuctor
Roberts	Glen	Assistant Facilities Director
Roberts	Warren	Stage Operations Manager
Rodriguez	Lisa	Senior Academic Affairs Specialist
Rodriquez	Joanna	IT Analyst
Rogers	Laura	Senior Academic Advisor - SAC
Romer	Charles	Asst. VP for Human Resources, Title IX Coordinator, and Equity Officer
Roth	Vanessa	Nursing Instructor
Ruffalo	Renee	Director of Dual Enrollment
Ryster	Deborah	Administrative Assistant II
Savage	Joseph	Professor
Schaefer	Lisa	Professor
Schafer	Emily	Dean of Florida School of the Arts
Schaffer	Destiny	Academic Advisor
Schwartz	Carol	Bookstore Mgr
Seaman	Joshua	Systems Administrator
Segars	Lonell	Payroll Coordinator
Seirup	Jeffry	EMS Instructor
Shealy Jr	Gregory	Professor
Shepherd	Curt	Professor
Sheridan	Amanda	Business Analyst/Reports Coord.
Sheridan	Travas	Facilities Planner
Shine	Alicia	Testing Coordinator
Shook	Tonya	Student Support Rep-Advising
Short	Julianna	Student Support Representative
Silveira	Samuel	IT Support Technician
Simpson	Joanna	Senior Academic Advisor - OPC
Sink	Michelle	Professor
Sjogren	Michelle	Asst. VP for Institutional Advancement & Strategic Communications
Skelton	Jerry	Professor
Slate	Abigail	Production and Events Manager
Slaughter	Victoia	Librarian SAC
Smith	Christina	Instructor
Smith	Dana	Instructor
Smith	Heather	Financial Aid Coordinator
Smith	Jennifer	Registration Specialist
Smith	Joyce	Librarian PAC
Smith	Kandie	Professor

Smith	Lynne	Senior Academic Advisor - SAC
Smith	Marsha	Sr. Academic Affairs Office Specialist
Smith	Timothy	Academic Support Coordinator
Sockwell	Angela	Instructor
Soto	Misel	Academic Advisor - OPC
Spell	Ramona	Day Porter - OPC
Spinler	Ann	Learning Culture Office Specialist
Stanley	Amy	Director of Human Resources Operations
Stanley	Mona	Nursing Instructor - PAC
Sullivan	Rebecca	Professor
Sutliff	Susan	Executive Assistant to the President
Sutton	Misty	Instructor
Taylor	Joylene	Business Office Assistant
Taylor	Sarah	Registrar
Taylor	Steven	Financial Aid Coordinator
Terry	Donna	Professor
Thomas	Terry	Asst. VP for Facilities, Planning & Capital Projects
Thomas	Wendy	Nursing Instructor/Lab Coordinator
Tilton	Callie	Admissions Coordinator
Tincher	Amy	Sr. Accountant
Tipton	Tom	Campus Safety Command Officer
Tomasovitch	Stephen	Instructional Design Technologist
Tucker Mellies	Theresa	Records Coordinator
Turner	Edwin	Professor
Vaccaro	Roger	Professor
Van Vliet	Kim	Professor
Veczko	William	Associate Dean of Arts & Sciences
Velasco	Charlene	Nursing Instructor
Villalonga	Patrick	Political Science Instructor
Von Dolteren	Kimberly	Nursing Instructor
Vongchanta	Shelly	Director of Purchasing/Auxiliary Services
Voutsinas	Paul	EMS Program Director
Wallace	Tracy	Instructor
Walsh	Lauren	Science Laboratory Coordinator
Ward	Ryan	Engineering HVAC Specialist
Ware	Shasta	Professor
Warren	Holton	Maintenance II-PA
Weaver	Melodi	Administrative Asst. II-Campus Safety
Weaver Jr	Robert	Safety and Compliance Coordinator
Wegner	Lexis	Adult and Sec. Ed Program Specialist
Westney	Dee	Accountant
Whitmar	Jon	EMS Instructor
Whitmarsh	Jason	Professor
Whitmer	Eric	Instructional Design Technologist
Will	Christina	Asst. VP for Learning Culture & Innovation
Williams	Werner	Professor
Wilson	Mark	Professor
Wilson	Rebekah	Student Support Rep - Advising
Wondell	Jean	Dean of Academic Advising
Woodworth	Melissa	Workforce Student Outreach & Success Coordinator
Wray	Derek	Instructor
Wright	Jarvis	SLS Instructor



ST. JOHNS RIVER
S T A T E C O L L E G E

Memorandum

TO: Joe Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO

DATE: June 10, 2024

RE: Consent Agenda Items: June 19, 2024, District Board of Trustees Meeting

The following Consent items are submitted for the Board of Trustees' consideration at the June 19, 2024, meeting:

CONSENT AGENDA ITEMS:

1. Facilities Usage Report – May 2024
2. Approval of Monthly Financial Report – May 2024
3. Approval of Write-offs of Tangible Personal Property




ST. JOHNS RIVER

S T A T E C O L L E G E

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Amy Tincher 
Senior Accountant

Date: June 10, 2024

Subject: Report on Facilities Use for May 2024

For the month of May 2024:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Travis Smyczynski	St. Augustine
House of God Church	Palatka
Clay County 4H Association	Orange Park
Mission Trace HOA	St. Augustine
J. Biance Financial	Orange Park



ST. JOHNS RIVER
S T A T E C O L L E G E

Monthly Financial Report

May 2024

ST. JOHNS RIVER STATE COLLEGE
BALANCE SHEET
As of May 31, 2024

			FUND TYPE					
TOTAL			GENERAL CURRENT	RESTRICTED CURRENT	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED PLANT
Assets								
1	Cash	\$ 24,752,319	\$ 2,312,525	\$ 483,686	\$ 7,364,341	\$ 218,679	\$ 2,206,179	\$ 12,166,909
2	Cash Equivalents	527	527	-	-	-	-	-
3	Certificates of Deposit	15,000,000	15,000,000	-	-	-	-	-
4	Accounts Receivable	1,093,125	964,851	29,343	33,365	15,589	-	49,977
5	Inventories	368,505	-	-	368,505	-	-	-
6	Due From Component Unit	-	-	-	-	-	-	-
7	Prepaid Assets	23,750	-	-	23,750	-	-	-
8	Other Assets	2,600	2,600	-	-	-	-	-
9	Due from State	5,618,492	-	-	-	-	-	5,618,492
10	Total Assets	46,859,318	18,280,503	513,029	7,789,961	234,268	2,206,179	17,835,378
11	Deferred Outflow of Resources	7,729,104	7,729,104	-	-	-	-	-
Liabilities								
12	Net Pension Liability	22,185,954	22,185,954	-	-	-	-	-
13	Compensated Absences Payable	2,122,031	2,122,031	-	-	-	-	-
14	Other Post Employment Benefit Payable	1,653,783	1,653,783	-	-	-	-	-
15	Deferred Revenue	151,951	-	-	151,951	-	-	-
16	Payables	2,271,203	12,519	11	44,384	8,110	2,206,179	-
17	Due to Other Funds	-	-	-	-	-	-	-
18	Total Liabilities	28,384,922	25,974,287	11	196,335	8,110	2,206,179	-
19	Deferred Inflow of Resources	2,556,770	2,556,770	-	-	-	-	-
20	Fund Balance	23,646,730	(2,521,450)	513,018	7,593,626	226,158	-	17,835,378
21	Amount Expected to be Financed in Future Years	20,789,434	20,789,434	-	-	-	-	-
22	Adjusted Fund Balance	44,436,164	18,267,984	513,018	7,593,626	226,158	-	17,835,378

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
UNRESTRICTED CURRENT FUND
For the Month Ended May 31, 2024

<u>CURRENT YEAR 2023-2024</u>				FY % 91.7%	<u>PRIOR YEAR 2022-2023</u>
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Tuition and Fees	\$ 9,164,120	\$ 10,165,163	\$ (1,001,043)	110.9%	\$ 9,252,836
2 State Support	36,904,223	33,143,600	3,760,623	89.8%	24,663,795
3 Local Support	1,624,979	2,157,309	(532,330)	132.8%	1,756,338
4 Other Sources	1,476,500	1,567,903	(91,403)	106.2%	2,053,020
5 Total Revenue	49,169,822	47,033,975	2,135,847	95.7%	37,725,989
Expenditures:					
6 Salaries	24,611,763	22,430,140	2,181,623	91.1%	20,645,524
7 Benefits	8,168,390	7,551,779	616,611	92.5%	6,265,496
8 Total Salaries & Benefits	32,780,153	29,981,919	2,798,234	91.5%	26,911,020
9 Materials and Supplies	2,473,307	2,066,162	407,145	83.5%	1,719,904
10 Contracted Non Instructional	1,660,928	1,403,770	257,158	84.5%	1,356,527
11 Utilities	1,258,541	977,224	281,317	77.6%	1,108,410
12 Repairs and Maintenance	1,364,432	1,113,601	250,831	81.6%	888,932
13 Professional Fees	265,606	148,913	116,693	56.1%	160,863
14 Insurance	1,099,662	991,398	108,264	90.2%	937,317
15 Technology Services	241,685	168,414	73,272	69.7%	140,903
16 Travel	338,074	230,997	107,077	68.3%	171,437
17 Advertising	115,832	98,175	17,656	84.8%	109,079
18 Other Services	804,949	660,926	144,023	82.1%	601,940
19 Other Current Charges	796,983	728,714	68,269	91.4%	692,491
20 Total Current Expenses	10,419,999	8,588,294	1,831,705	82.4%	7,887,804
21 Capital Outlay	2,235,320	1,724,759	510,562	77.2%	764,590
22 Transfers	1,000,000	1,000,000	-	100.0%	3,000,000
23 Total Expenditures	46,435,472	41,294,971	5,140,501	88.9%	38,563,414
24 Net Revenues and Expenditures	\$ 2,734,350	\$ 5,739,004			\$ (837,425)
25 Budgeted Ending Adjusted Fund Balance *	\$ 15,174,173				
* excludes Amount to be Financed in Future Years of \$20,789,434					

ST. JOHNS RIVER STATE COLLEGE
SUMMARY OF INCOME AND EXPENDITURES
RESTRICTED CURRENT FUND
For the Month Ended May 31, 2024

CURRENT YEAR 2023-2024				FY % 91.7%	PRIOR YEAR 2022-2023
	Current Budget	Year to Date Activity	Unobligated Balance	Act %	Year to Date Activity
Revenue:					
1 Federal Support	\$ 748,722	\$ 538,642	\$ 210,080	71.9%	\$ 1,806,840
2 Student Fees	634,590	707,125	(72,535)	111.4%	650,439
3 State Support	109,807	105,368	4,439	96.0%	103,513
4 Other Sources	-	-	-	0.0%	127
5 Total Revenue	1,493,119	1,351,135	141,984	90.5%	2,560,919
Expenditures:					
6 Salaries	610,294	538,209	72,086	88.2%	562,690
7 Benefits	195,352	159,874	35,479	81.8%	156,637
8 Total Salaries & Benefits	805,647	698,082	107,564	86.6%	719,327
9 Materials and Supplies	417,760	250,762	166,998	60.0%	179,692
10 Contracted Non Instructional	34,815	31,923	2,893	91.7%	-
11 Repairs and Maintenance	3,264	3,264	-	0.0%	-
12 Professional Fees	32,805	31,890	915	97.2%	25,615
13 Technology Services	18,470	18,470	0	100.0%	23,093
14 Travel	207,081	124,992	82,089	60.4%	93,817
15 Advertising	-	-	-	0.0%	-
16 Other Services	121,158	98,222	22,937	81.1%	98,878
17 Other Current Charges	11,444	10,365	1,079	90.6%	7,287
18 Total Current Expenses	846,798	569,887	276,911	67.3%	428,382
19 Capital Outlay	45,022	44,258	765	98.3%	1,348,359
20 Total Expenditures	1,697,467	1,312,227	385,240	77.3%	2,496,068
21 Net Revenues and Expenditures	\$ (204,348)	\$ 38,908			\$ 64,851




ST. JOHNS RIVER

STATE COLLEGE

MEMORANDUM

To: Mr. Randy Peterson
VP for Finance

From: Cindy Reed 
Assistant Controller


Date: June 10, 2024

Subject: Action on Write-Off of Tangible Personal Property

The write-off of tangible personal property must be approved by the Board of Trustees at the June 19, 2024, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

<u>Property #</u>	<u>Description</u>	<u>Reason for Write-Off</u>	<u>Acquisition Date</u>
29243	Fluke EtherScope Series II	Item Obsolete	11/8/2006
	Dell PowerEdge VRTX Tower		
31993	Chassis	Item Obsolete	11/14/2016
	Dell PowerEdge M630 Blade		
31994	Server	Item Obsolete	11/14/2016
	Dell PowerEdge M630 Blade		
31995	Server	Item Obsolete	11/14/2016
	Dell PowerEdge M630 Blade		
31996	Server	Item Obsolete	11/14/2016
	Dell PowerEdge M630 Blade		
31997	Server	Item Obsolete	11/14/2016
26093	Baldwin Conert Piano	Item Obsolete	6/18/1993

TO: Joe Pickens, J.D.
College President

FROM: Edward P. Jordan, Ph.D. 
Vice President for Academic and Student Affairs

DATE: June 3, 2024

RE: Agenda Items: June 19, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the June 19, 2024, meeting:

Consent Agenda Items:

1. Approval of the 2024-2025 Catalog/Handbook
2. Approval of 2024-2025 Student Handbooks:
 - Allied Health
 - Criminal Justice
 - Medical Assisting
 - Nursing (ASN/LPN-RN Bridge)
 - Nursing (CNA)
 - Nursing (PN)
 - Nursing (RN to BSN)
3. Review and certification of Annual Institutional General Education Review

RADIOLOGIC
TECHNOLOGY

RESPIRATORY CARE

HEALTH INFORMATION
TECHNOLOGY

EMERGENCY MEDICAL
TECHNICIAN

PARAMEDIC

DIAGNOSTIC
MEDICAL SONOGRAPHY



ALLIED HEALTH

STUDENT HANDBOOK

2024-2025



FINANCIAL AID
(904) 808-7400

AlliedHealthProgram@SJRstate.edu
(904) 808-7465

TABLE OF CONTENTS

Welcome.....	2	Part II: Allied Health Clinical Site	
SR State College Non-Discrimination		Policies	13-18
Statement and Identity of College		Isolation Precautions	13
Equity Coordinator.....	2-3	Clinical Site Attendance and	
SR State College Mission Statement	3	Tardiness Policy.....	13-14
SJR State College Vision.....	3-4	Clinical Site Incident.....	14
SJR State College Accreditation Statement.....	4	Clinical Site Jeopardy.....	14
Part I: Allied Health Program Policies.....	4-13	Clinical Skills Referral Policy.....	14
Academic Integrity Policy.....	4	Vaccinations	15
Academic Jeopardy	4	Clinical Site Evaluation of	
Academic Requirements and		Student Performance.....	15
Progression Policy	4	Dress Code	15-16
Background Check and Drug		Drug Free Policy	16
Screening	4-5	Transportation to Clinical Sites	16
Breach of Confidentiality Policy	5-6	Professional Technical Standards.....	16
Classroom Attendance and Tardiness		Program Code of Ethics.....	17
Policy.....	6-7	Professionalism.....	17
Jury Duty or Other Court Appearance.....	7	Tuition and Lab Fees	17
Military Service	7	Respiratory Care	18-34
Funeral Policy.....	7	Student Handbook	
Classroom Conduct.....	7	Radiologic Technology	
Cell Phones/Pagers/Electronic Devices.....	8	Student Handbook	35-55
Counseling and Academic Advising	8	Health Information Technology	
Complaint Procedures.....	8-9	Student Handbook	56-72
Grievance Policy	9	Emergency Medical Technician	
Readmission Policy	9-10	Student Handbook	73-90
Policy for Dismissal from a Program	10	Paramedic	
Policy for Dismissal from a Clinical Site	10-11	Student Handbook.....	91-114
Policy for Removing a Student from the		Diagnostic Medical Sonography	
Limited Access Program Code.....	11	Student Handbook.....	115-128
Tobacco Use Policy for College and		Allied Health Forms.....	128-132
Clinical	11	Receipt of Student Handbook.....	129
SJR State Alcohol and Drug Notification	11	Release of Information	130
Students' Disability Policy	11-12	Code of Ethics	131
Change in Student's Physical Status	12	Consent and Release.....	132
Videotaping Policy	13		
Inclement Weather	13		
Outside Employment.....	13		

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. John “Jay” Paterson, EdD – Assistant Vice President Workforce and Career Services

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

Vacant, - Program Director of 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 King, JM, CPCO, CCS, CHTS-PW, CPC - Health Information Technology Instructor

Paul Voutsinas, Jr., BS, NREMT, PMD - Emergency Medical Services Program Director/Instructor

Jeffrey Seirup - BS, NREMT, PMD - EMS Instructor

Jon Whitmar – MSL, NRP, EMS Instructor

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

Hollie Harrell, AS, Radiologic Technology Clinical Coordinator

Kristen McLeod, BAS, R.T.(R), RDMS (AB OB/GYN) RVT (VT) – Diagnostic Medical Sonography Technology Program Director

Kristin Price, AS, ARDMS (AB, RVT, BR, OB/GYN) – Diagnostic Medical Sonography Technology Clinical Coordinator

Tierra Chandler, BAS. – Workforce Specialist

Nicole Quintana – 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. 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

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.
4. Intensive training and course work in the visual and performing arts for students of exceptional talent or promise.
5. 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

Program faculty will notify students of any deficiency with academic performance, attendance. Students will be notified by face-to-face discussion and or email. Following the notification, students will be counseled by program personnel, 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 \$171 (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.castlebranch.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
 - f. Medical Assisting (CMA, NCCT)
 - g. Diagnostic Medical Sonography (ARDMS)
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, Assistant Vice President for Workforce and Career Services, Vice President for Academic/Student Affairs and Vice President for Legal Affairs/General Counsel 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 except for 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 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 provide 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.

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 dean 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 assistant vice president/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 assistant vice president/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, respiratory care and diagnostic medical sonography technology 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. The 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. Any prior evidence of academic integrity complaints, clinical professionalism or performance deficiencies may deny a student readmission into the program.
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, Assistant Vice President for Workforce Education, 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. If a student is not successful in less than a year timeframe for paramedic, emt, or medical assisting, the next available cohort will be considered on a space available basis. A student will need to be in good academic standing.

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 for completing 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.

POLICY FOR DISMISSAL FROM A CLINICAL SITE

Any time program faculty is notified of a request to remove a student from the clinical site for any reason, program faculty will work with the clinical site to resolve the issue. If the issue cannot be resolved, it will

be forwarded to a committee consisting of program faculty, Dean of Allied Health, AVP Workforce and Career Services, AVP Student Affairs, VP Student and Academic Affairs. The decision of the committee is final. While the decision is being made, the student will not be allowed into a clinical setting. The student will not be penalized any attendance points while the decision is pending.

POLICY FOR REMOVING A STUDENT FROM THE LIMITED ACCESS PROGRAM CODE

1. If a student voluntarily withdraws from the program and/or does not make a grade of “C” or better in core classes, it is their responsibility to request removal of the limited access code from their program of study. If the student does not make this request within 14 days, they will be administratively withdrawn upon notification from the Dean of Allied health who will send a request to the registrar. At this time, they will be removed from the limited access code into personal objectives, 0067.
2. Student may request an exit interview with a faculty member or Dean of Allied Health. Students will be assisted to explore educational and career opportunities for career growth.

TOBACCO USE POLICY FOR COLLEGE AND CLINICAL

The College is a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

The policy above also applies to the clinical setting as they are tobacco-free campuses.

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.

SJR STATE ALCOHOL & DRUG NOTIFICATION

Please refer to the college policy in the catalog. Any student failing to follow the policy on alcohol and drugs in the clinical setting may be dismissed from the program.

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 assistant vice president/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

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. To facilitate objective evaluation of those presentations, the instructor may videotape the students.

INCLEMENT WEATHER OR OTHER EMERGENCY CIRCUMSTANCES

Occasionally, SJRState College is closed because 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. Turn in incident report and insurance form to Human Resources within 24 hours.
7. 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 always maintain proper oral and physical hygiene.

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 2025

TABLE OF CONTENTS

Administration, Faculty & Staff.....	20	Policies	24-27
Program Faculty	20	Lab Practice.....	24
Medical Director	20	Laboratory Guidelines.....	24-25
Accreditation.....	20	Respiratory Care Clinical Rotations...	25-26
Program Mission Statement.....	21	Sign In.....	25
Program Goal.....	21	Clinical Skills Referral Policy.....	26
Philosophy & Objective.....	21	Student Counseling and Evaluations of	
Program Standards/Outcomes/		Class, Lab and Clinical.....	26
Competencies	21-22	Employed Student Policy.....	26
Standards/Outcomes.....	21	Community Service.....	26
Competencies	22	Transfer of Credit/Advanced Placement..	26
AARC Statement of Ethics and		Uniforms	27
Professional Conduct.....	23	Clinical Hours	27
Student Catalog and Handbook	24	Student Interactions	27-28
Standard Precautions and Handling		Student/Patient Interaction	27-28
Of Body Fluids	24	Student/Student Interaction.....	28
		Student/Instructor Interaction.....	28
		Student/Clinic Personnel	
		Interaction.	28
		Schedules.....	29-30
		Laboratory Evaluation Schedule	29
		Clinical Performance Evaluation	
		Schedule	30
		Respiratory Care Affiliates.....	31
		Respiratory Care Estimated Cost	
		Sheet for In-State Students.....	32
		Respiratory Care Technical Standards.....	33-34

Respiratory Care Administration, Faculty & Staff

Dr. John “Jay” Paterson, EdD – Assistant Vice President Workforce and Career Services
(904) 276-6859
Natesoutherland@sjrstate.edu

Dr. Holly Coulliette, DHSc, RRT – Dean of Allied Health/Acting Program Director Respiratory Care
(904) 808-7441
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Vacant, - Program Director of Respiratory Care
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(904) 808-7465
TierraChandler@sjrstate.edu

Nicole Quintana – Workforce Assistant
(904) 276-6898
NicoleQuintana@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) 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. Everyone 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 way 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 st Summer Semester (some may be carried over to 2 nd semester)	1 st Summer
<ul style="list-style-type: none"> 1. Hand washing 2. Isolation 3. Vital Signs 4. Breath Sounds 5. Oxygen Administration 6. Patient Positioning 7. Small Volume Nebulizer, MDI, DPI 8. Patient Assessment 9. Incentive Spirometry 10. Airway Clearance 11. Lung Expansion Therapy 	<ul style="list-style-type: none"> 12. Arterial Puncture 13. Oxygen Administration 14. Nasotracheal Suction 15. Endotracheal Suction 16. Humidity and Aerosol Therapy 17. Small Volume Nebulizer, MDI, DPI
	2 nd Spring Semester
	<ul style="list-style-type: none"> 28. Arterial Line Sampling 29. Arterial Puncture Initiation of Continuous Mechanical Ventilation - Adult 30. Monitoring of Continuous Mechanical Ventilation – Adult 31. Airway Management
1 st Fall Semester	
<ul style="list-style-type: none"> 18. Arterial Puncture 19. Initiation of Continuous Mechanical Ventilation 20. Monitoring of Continuous Mechanical Ventilation 21. Monitoring of Newborn Mechanical Ventilation 22. Tracheostomy and Stoma Care 23. Passive nebulization of medication to ventilated patient 24. Extubation 25. Bipap 27. Arterial Line Sampling 	<p>Five check offs for PICU/NICU</p> <ul style="list-style-type: none"> 32. Monitoring Continuous Mechanical Ventilation – Infant 33. Initiation of Mechanical Ventilation - Infant 34. Nasal CPAP – Infant 35. Capillary Blood Gas Sampling 36. Oxyhood <p>Only 2 checkoffs (of the 5) are required to be completed in the pediatric intensive care or neonatal ICU.</p>

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

UF Health St. Johns (Formerly 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
2024-2025 (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

SECOND YEAR (15 credit hours)

Tuition/Fees:	\$1,620.00 (15 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$660.00
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:	\$2,577.25

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

***Grand Total:** \$8,799.89

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.

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.

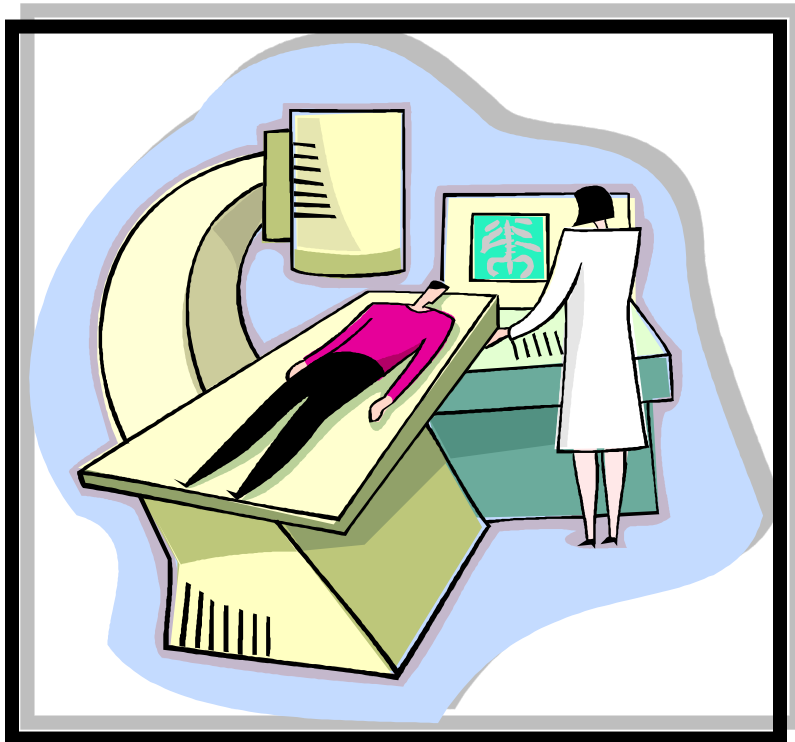
Refer to <http://www.onetonline.org/> for more information regarding technical standards.

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



Fall 2024

TABLE OF CONTENTS

Administration, Faculty & Staff.....	37	Radiologic Technology Clinical Regulations	
Advising.....	37	and Procedures Overview	45-46
Clinical Education Centers and		Clinical Site Procedure Manuals.....	46
Clinical Instructors.....	38-41	Film Critique Sessions.....	46
Program Mission Statement.....	42	Clinical Assignments/Supervision.....	46
Program Outcomes/Goals	42	Student Clinical Schedules	47
Accreditation.....	42-43	Radiation Dosimeters and Safety.....	47
American Registry of		Energized Laboratory Safety.....	47-48
Radiologic Technology.....	43	MRI.....	48
ASRT Code of Ethics.....	43	Expected Clinical Learning Outcomes.....	48-49
Pregnancy Policy	43-44	Special Modality Observation.....	49
Registry Examination: Determination		Student Responsibilities and Expectations	
Of Moral Fitness for Examination.....	45	at Clinical Education Centers.....	49-50
Dress Code at the Clinical Site	45	Program Cost Summary.....	51
Grades.	45	Radiology Technical Standards.....	52-55
Additional Information Regarding			
Clinical Rotations.....	45-50		

Radiologic Technology Administration, Faculty and Staff

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Nicole Quintana – Workforce Assistant
(904) 276-6898

nicolequintana@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

Advent Health Daytona Beach

301 Memorial Medical Parkway

Daytona Beach, FL 32117

(386) 231-5134

Ascension St. Vincent's St. Johns

205 Trinity Way

St. Johns, FL 32259

(904) 691-1300

Baptist Clay

1771 Baptist Clay Dr.

Fleming Island, FL 32003

(904) 516-1000

Baptist Emergency at Town Center

4085 Town Center Parkway

Jacksonville, FL 32246

(904) 202-6800

Baptist South

14550 Old St. Augustine Road

Jacksonville, FL 32258

(904) 271-6000

Express Medical Imaging

6300 St. Johns Ave.

Palatka, FL 32177

(386) 280-0080

Flagler Hospital

400 Health Park Blvd

St. Augustine, FL 32086

(904) 819-4383

HCA Florida North Florida Hospital

6500 W Newberry Rd.

Gainesville, FL 32605

(352) 333-4399

HCA Florida Orange Park Hospital

2001 Kingsley Avenue

Orange Park, FL 320073

(904) 639-8795

HCA Florida Orange Park West Emergency

6477 103rd Street

Jacksonville, FL 32210

(904) 276-8795

HCA Florida Putnam Hospital

611 Zeagler Drive

Palatka, FL 32178

(386) 328-8300

HCA Florida Starke Emergency

912 E Call St.

Starke, FL 32091

(904) 452-2230

Hughston Orthopaedics

4689 US-17, Suite 11

Fleming Island, FL 32003

(904) 375-8850

Kindred Hospital North Florida

801 Oak Street

Green Cove Springs, FL 32043

(904) 284-9230 Ext 4015

Palm Coast Imaging Center

3 Pine Cone Dr. #101

Palm Coast, FL 32137

(386) 446-5200

Precision Imaging Centers – Fleming Island

1540 Business Center Dr B

Fleming Island, FL 32003

(904) 996-8100

Precision Imaging Centers – St. Augustine

1000 Plantation Island Dr Suite 1

St. Augustine, FL 32080

(904) 996-8100

Southeast Orthopedic Specialists – St. Johns

3055 County Road 210 West, Ste. 110

St. Johns, FL 32259

(904) 860-1883

Southeast Orthopedic Specialists – Southpark

216 Southpark Cir E

St. Augustine FL 32086

(201) 281-0148

Southeast Orthopedic Specialists – US1

1690 US-1 South Suite F

St. Augustine FL 32086

(904)634-0640

St. Augustine Imaging Center

190 Southpark Blvd Suite 101

St. Augustine, FL 32086

(904) 827-9191

Wolfson Children's Hospital

800 Prudential Drive

Jacksonville, FL 32207

(904) 202-8136

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 Goals and Outcomes

Upon completion of this program, students will:

Goal 1. Students will develop and apply effective **critical thinking skills**.

Outcome 1: Students will utilize critical thinking skills to modify radiographic procedures based on the patient's body habitus, ability, trauma, and pathology.

Outcome 2: The student will appropriately assess the patient and utilize critical thinking skills to assure patient safety.

Goal 2. Students will demonstrate **clinical competency**.

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

Outcome 2: Students will correctly critique radiographic images for diagnostic quality.

Goal 3. Students will demonstrate the ability to **communicate** effectively.

Outcome 1: The student will demonstrate effective communication skills.

Outcome 2: The student will demonstrate professionalism.

Goal 4. Students will display a professional commitment to **safe and ethical practices**.

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

Outcome 2: Students will explain the various types of radiation protection and monitoring requirements.

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

The Radiologic Technology program at St. Johns River State College holds the highest accreditation level from The Joint Review Committee on Education in Radiologic Technology, spanning a duration of eight years.

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.

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.

All 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 the 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 accountable to the program director and instructor. While undertaking duties at their clinical education centers, they are expected to honor the guidance, directives, and instructions pertaining to their responsibilities from the clinical preceptors and technologists overseeing their direct or indirect supervision. Compliance with instructions provided by the clinical preceptors and technologists is mandatory, ensuring patient safety at all times.

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. Once students have achieved competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement. Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures

patient safety and proper educational practices. Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

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 5.3, "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, 2021) (Revised March 2021).

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.

Energized Laboratory Safety

No members of the general public are allowed to participate within the confines of the energized x-ray laboratory during the time the x-ray units are operational. If members of the public were to breach the restricted area, the college would comply with rule 64E-5.312 FAC radiation dose limits for individual members of the public. The energized x-ray lab access and operation is restricted to only college radiography students under the supervision of a state qualified general radiographer and faculty member.

Students shall not practice in the energized lab unless a radiography program faculty member is in the building. Shielding for the energized laboratory is in compliance with 64E-5.502 (2) Shielding “a – d” FAC.

The only occupational workers authorized by the college to operate the energized x-ray units are current SJRState Radiologic Technology program faculty members. Only currently enrolled SJRState radiography students are authorized to operate the energized x-ray units, under the direct and indirect supervision of a licensed general radiographer. State Licensed Radiologic Technologists from affiliated clinical sites may operate energized x-ray units in an educational situation with supervision by an SJRState radiology program faculty member.

The energized x-ray laboratory has visual X-RAY ON light mounted above the only entrance to the laboratory x-ray room. This light is to be turned on whenever radiographs are taken. The fixed and portable energized units are equipped with visual and sound notification of x-ray when energized. All students are instructed to close lead-lined door in the fixed radiographic room and stand behind the lead lined control booth wall at any time x-ray exposures are produced. Fluoroscopy is limited to the lead lined x-ray room. Students are to close the door during portable exposures.

During non-operational periods the door to access the fixed x-ray unit is secured behind a locked door and the units are turned off, with the electrical breakers for the fixed unit turned off. The key is removed from the GE portable x-ray machine, and it is locked in the lab. The fixed room as a key which is removed when not in use. The digital equipment has logins which will not allow access to unauthorized public. Only faculty and necessary college employees have access to these rooms when not in use.

Students will wear full lead aprons and thyroid collars while operating the mobile and fluoroscopy equipment. Students will wear their collar dosimeter at their collar outside their lead apron.

MRI Safety Protocol

Students will receive MRI orientation and screening which reflect current American College of Radiology (ACR) MR safety guidelines prior to the clinical experience. This screening for magnetic field or radiofrequency hazards will be completed once during orientation prior to the start of clinicals and again the following year at the beginning of the Special Modalities course. The students are mandated to notify the program should their status change at any time during the program.

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. Students can schedule their observation day with a clinical preceptor if the ARRT requirements are being met for the Radiologic Technology program.

Student Responsibilities and Expectations at Clinical Education Centers

As a student radiographer, your role encompasses direct interaction with patients, a responsibility of paramount significance. A mature and professional approach to such interactions is imperative at all times and will be under close scrutiny and supervision.

It is crucial to recognize that anyone involved in patient care bears a fundamental obligation to deliver conscientious, safe, competent, and compassionate assistance tailored to the circumstances. Your conduct must consistently reflect professionalism, particularly during patient interactions.

Your behavior holds significant sway over your efficacy in two key respects: firstly, the impressions formed by patients often influence the outcomes of your interactions; and secondly, your demeanor in clinical environments profoundly shapes your learning journey and prospects for future 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 always comply with HIPAA regulations or expect expulsion from the clinical site and the Radiologic Technology program.



Estimated Program Cost Summary

2024-2025 (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

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 Academic Advising office (904) 808-7402 or advising@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 Livaudais, Ed.D., RHIA, CHTS, CPHIMS
Director of Health Information Technology
Health Information Technology Program
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TABLE OF CONTENTS

Administration, Faculty, and Staff.....	58	Membership Information and	
Program Faculty.....	58	Application.....	63
Accreditation.....	58	Curriculum-Progression and	
Program Mission Statement.....	59	Completion.....	63
Program Goals.....	59	Competencies for the Associate Degree	
Transfer of Credits.....	59	Program in Health Information	
Advanced Placement.....	59	Technology.....	64-65
Experiential Learning.....	59	National Examination.....	66
Statement of Philosophy.....	59	Professional Practice Experience.....	66
The Field of Health Information		Supervision of Externships.....	66
Technology.....	60	Student Responsibilities During	
Student Responsibility.....	60	Professional Practice Experience.....	67
Outcomes.....	60	Unacceptable Behaviors at Professional	
What is Health Information		Practice Experience.....	67-68
Technology.....	60	Dress Code.....	68
Professional Opportunities.....	61	Professional Practice Experience	
Salary Range.....	61	Grading.....	68
Positions in the field.....	61	Health Requirements.....	68
Confidentiality.....	61-62	Tuition, Fees & Program Cost.....	69
Professional Conduct.....	62	Program Technical Standards.....	70-72
Program Code of Ethics.....	62		
Professional Associations.....	63		

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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., 21st 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

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

2024-2025 (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

SECOND YEAR (33 credit hours)

Tuition/Fees:	\$3,564.00 (33 credits at \$108.00 per credit hour)
Lab/Course Fees:	\$313.00 (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:	\$5,009.75

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: \$10,877.24 (\$10,807.24 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.

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.

Technical Standard	Performance Standard	Essential Functions
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 Technician Student Handbook



Fall 2024 /Spring 2025

TABLE OF CONTENTS

Administration, Faculty, Staff.....	75	Policies	85-86
Program Faculty.....	75	Lab Practice.....	85
Medical Director	75	Laboratory Guidelines.....	85
Approval	75	Clinical Rotations	86
Program Mission Statement.....	75	Rules and Regulations	86
Program Goal.....	76	Uniforms/Dress Code.....	86
Philosophy & Objective.....	76	Clinical Hours	87
Background and Drug Screening	76-77	Student Interactions	87-88
Breach of Confidentiality Policy.....	77	Student/Patient Interaction.....	87
Cell Phones/Pagers/Electronic Devices.....	77	Student/Student Interaction.....	87
Classroom Attendance and		Student/Instructor Interaction.....	87-88
Tardiness Policy.....	78-79	Student/Clinic Personnel Interaction.....	88
Clinical Site Attendance and		Clinical Affiliates	88
Tardiness Policy.....	79-80	Emergency Medical Technician	
Clinical Site Incident.....	80	Technical Standards.....	89-90
Failure to Meet Required Competencies.....	80		
Emergency Medical Technician			
Curriculum	80		
Program Outcomes.....	81		
Student Learning Outcomes.....	81-83		
Emergency Medical Technician			
Estimated Cost Sheet for			
In-State Students	84		
Student Catalog and Handbook	85		
Standard Precautions and Handling			
Of Body Fluids	85		

Administration, Faculty & Staff

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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. Christopher Schirmer

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. 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. 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

Prefix/ #	Course Title	Credit	Lecture/Lab	Clinical/Field Internship
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)

*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

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

Grand Total: \$3,288.35

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.

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**

UF Health St. Johns (formerly Flagler Hospital).....	(904) 819-4370
Putnam Community Medical Center	(386) 328-5711
Orange Park Medical Center	(904) 276-8500
Putnam County Emergency Medical Services	(386) 329-0892
Clay County Emergency Medical Services	(904) 284-7703
St. Johns County Administration & Operations.....	(904) 209-1700

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.

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.	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



Fall 2024

TABLE OF CONTENTS

Administration, Faculty, Staff.....	93	Affective, Psychomotor and Professional	
Program Faculty.....	93	Behavior Evaluations.....	101
Medical Director.....	93	Cell Phones, Pagers and Electronic Devices	
Approval.....	93	Policy.....	101-102
Accreditation.....	94	Declared Pregnant Policy.....	102
State of Florida Approval.....	94	Employed Student Policy.....	102-103
Program Mission Statement.....	94	Lab Policies.....	103
Program Outcomes.....	94	Standard Precautions and Handling of Body	
Program Goal Standard II. A	94	Fluids in the Emergency Medical	
Philosophy & Objective.....	95	Services Lab.....	103-104
Student Catalog and Handbook.....	95	Classroom Attendance and	
Background and Drug Screening.....	95-96	Tardiness Policy.....	104-105
Breach of Confidentiality Policy.....	96	Clinical Site Attendance and	
Defibrillator Policy.....	96-97	Tardiness Policy.....	105-106
Didactic, Lab and Clinical Grading Policy.....	97	Clinical Site Incident.....	106
Laboratory Skill Testing and Grading Criteria..	97	Clinical Rotation.....	106-107
Comprehensive Writing and Practical Skills		Clinical Hours.....	107
Examinations.....	97	Student Interactions.....	107-109
Successful Completion Criteria.....	97	Student/Patient Interaction.....	107-108
Readmission Policy.....	98-99	Student/Student Interaction.....	108
Progression Policy.....	99	Student/Instructor Interaction.....	108
Written Exam Item Analysis.....	99	Student/Clinic Personnel Interaction.....	108-109
Failure to Meet Required Competencies.....	99	Uniforms/Dress Code.....	109
Letters of Completion.....	99	Paramedic Curriculum.....	110
Medical Director Responsibilities.....	99-100	St. Johns River State College Emergency	
Program Director Responsibilities		Medical Services Affiliates.....	111
Standard III.B.1.a.....	100	Program Cost.....	112
Program Faculty Standard III.B.5.b.....	101	Paramedic Technical Standards.....	113-114

Administration, Faculty & Staff

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NicoleQuintana@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. Christopher Schirmer
schirmer@bellsouth.net

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) 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 113th 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

State of Florida 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.

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 Standard II.A.

“To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession”.

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 learning domains. Each individual student learns at his or her own rate depending on abilities, needs, motivation, and experience allows the faculty to develop a learning experience suited for each student. The primary objective of this program is to work with our external partners to meet our communities' growing needs in preparing competent paramedics.

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. 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. 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 TESTING AND GRADING CRITERIA:

Laboratory Skills Testing is graded on a pass/fail basis. Failure of any part of a skills station constitutes failure of the entire station. Students are only allowed to take a retest twice. The first may be taken the same day and if unsuccessful, the second must be scheduled within 7 days* of the skills failed test. Successfully passing the initial or retest on any skills testing station is required to continue on in the program.

COMPREHENSIVE WRITTEN AND PRACTICAL SKILLS EXAMINATIONS

Both comprehensive written exam and practical skills exam are conducted at (or near) the end of the last semester of the Paramedic Program P3. A student must achieve a minimum of 75% on the final comprehensive written and pass all sections of the practical exams. A student is allowed to retake each exam one time. The failed practical skills may be taken the same day but, the comprehensive written must be scheduled and taken within 7 days*. Failure of either exam will require readmission to the program. Paramedic students will NOT be allowed to complete the same term more than two (2) times.

***Every effort will be made to keep within the 7 days outlined here. However, it may need to be altered, depending on when the exam is administered and when final grades are due for the College. It is the student's responsibility to make the timely arrangements with the instructor. ***

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. Any prior evidence of academic integrity complaints, clinical professionalism or performance deficiencies may deny a student readmission into the program.
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. If a student is not successful in less than a year timeframe for paramedic, emt, or medical assisting, the next available cohort will be considered on a space available basis. A student will need to be in good academic standing.

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 the student to maintain an overall average of 75% on all didactic material in addition to achieving a 75% or better on any exam issued (see Didactic Testing and Grading Criteria) 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.

WRITTEN EXAM ITEM ANALYSIS

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.

LETTER AND CERTIFICATES 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 within 14 days after course completion but not before course completion. This roster shall be signed by the Program Director.

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.

Medical Director Responsibilities Standard III.B.2.a.

The medical director must be responsible for medical oversight of the program, including but not limited to:

- 1 Review and approve the educational content of the program to include didactic, laboratory, clinical experience, field experience, and capstone field to ensure it meets current standards of medical practice.
- 2 Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards.
- 3 Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, field experience, and capstone field internship.
- 4 Review the progress of each student throughout the program and assist in the determination of appropriate corrective measures; It is recommended that corrective measures occur in the cases of failing academic or clinical or field internship performance.
- 5 Ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- 6 Engage in cooperative involvement with the program director.
- 7 Ensure the effectiveness and quality of any Medical Director responsibilities delegated to an Associate or Assistant

Medical Director. It is recommended that the Medical Director interaction be in a variety of settings, such as lecture, laboratory, clinical, capstone field internship. Interaction may be by synchronous electronic methods.

Program Director Responsibilities Standard III.B.1.a.

The program director must be responsible for all aspects of the program, including, but not limited to:

- 1 Administration, organization, and supervision of the program.
- 2 Continuous quality review and improvement of the educational program.
- 3 Academic oversight, including curriculum planning and development.
- 4 Orientation/training and supervision of clinical and capstone field internship preceptors.

Program Faculty Standard III.B.5.b.

The program faculty is responsible for all didactic, laboratory, and clinical instruction to which a student is assigned, there must be qualified individual(s) clearly designated by the program to provide instruction, supervision, and timely assessments of the student's progress in meeting program requirements. It is recommended a faculty member assists in teaching and/or clinical coordination in addition to the program director. The Emergency Medical Services Paramedic Program 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.

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

EMS Program students must function in the student capacity ONLY, regardless of previous affiliations or employment with the clinical site or field internship sites. Students are not to be substituted for paid personnel. All students must be continuously identified as a student while at clinical or field sites. Proper uniform attire issued by St. Johns River State College as well as College/Paramedic Program issued identification badge. This ID badge should be visible and free of defects.

State of Florida Department of Health – 64J-1.020 Training Programs

(1) Qualifications and procedures for EMT and paramedic training programs in addition to those contained in section 401.2701, F.S., are as follows:

(a) Each applicant shall demonstrate that EMT and paramedic students are not subject to call while participating in class, clinical or field sessions.

(b) Each applicant shall demonstrate that each EMT and paramedic student function under the direct supervision of an EMS preceptor and shall not be in the patient compartment alone during patient transport and shall not be used to meet staffing requirements.

CAAHEP – Standard V.C. Safeguards

The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Emergency medical services students must be readily identifiable as students.

All activities required in the program must be educational and students must not be substituted for staff.

CoAEMSP – Interpretation of Compliance with the Standard:

For all educational activities, individuals must be clearly identified as students, under the auspices of the program Medical Director. At all times, students must function under direct supervision and remain in the student capacity when rendering patient care.

LAB POLICIES

Lab Practice

During the skills lab sessions a student must demonstrate specific competencies related to each skill that is part of that session. These are valuable training sessions where students conduct peer-evaluation after the skill is demonstrated by lab evaluators. When the student has met the required numbers for peer-to-peer and instructor-to-peer and have gained the confidence needed to be checked off for that competency, a final evaluation will be conducted and the completed forms will become a part of the student's file and the student will be able to perform that skill in the clinical or field setting, under the supervision of an adjunct instructor or field preceptor. 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 frame 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.
 - d. After a certain point in P1 the lab is open before class and practice with newly learned skills is encouraged before class, on breaks, during lunch, and any time students are not in the classroom.

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 SITE ROTATIONS & FIELD INTERNSHIP SITES

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. Requirements are set forth by the Florida Department of Health, CAAHEP, and CoAEMSP strictly prohibit the use of students to meet staffing needs.

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.

****Every effort has been made (including a gracious time period) to ensure that students have enough time to fully complete their clinical or field internship paperwork, upload the data to FISDAP, and lock their shift. If the student fails to complete the required paperwork and lock their shift within the allotted time, FISDAP will automatically close and lock the shift. If this occurs, the time will be considered null and void and the shift will need to be rescheduled, properly documented, and closed before the time will be awarded. If there are extenuating circumstances regarding this process, the student should reach out to their instructor or Clinical Coordinator, before FISDAP locks the shift.****

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 Sites, Hours, and Travel Considerations

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. However, there are clinical experiences that may need to be arrived at earlier than 0700. There is usually a reason for the earlier start time (Operating Suites) and students need to take their work, travel time, and personal schedules into consideration when signing up for these shifts.

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

Students must always adhere to a professional dress code during classes, labs, hospitals, fire rescue activities, and any other college-related engagements. The following guidelines outline the expectations:

Clothing and Uniform Accessories

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

Personal Hygiene and Self-Care

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

REQUIRED TOTAL CREDIT HOURS.....42

+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

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



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 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.

**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.

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.	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.

St. Johns River State College

Diagnostic Medical Sonography Technology Student Handbook



Fall 2024

TABLE OF CONTENTS

Administration, Faculty & Staff.....	117	Additional Information Regarding	
Program Faculty/ Advising	117	Clinical Rotations	120-123
Accreditation.....	117	Diagnostic Medical Sonography Clinical Regulations	
Medical Advisor.....	117	and Procedures Overview.....	120-121
American Registry for Diagnostic Medical		Study Critique Sessions	121
Sonography.....	117	Scan Labs	121-122
Program Mission Statement.....	118	Clinical Assignments	122
Program Outcomes/Goals	118	Student Clinical Schedules	122
American Registry for Diagnostic Medical		Expected Clinical Learning Outcomes.....	122-123
Sonography.....	118	Student Responsibilities and Expectations	
SDMS Code of Ethics.....	118-119	at Clinical Education Centers.....	123
Registry Examination: Determination		Transfer of Credit.....	123
of Eligibility.....	120	Advanced Placement.....	124
Grades	120	Employed Student Policy.....	124
Dress Code at the Clinical Site.	120	Program Cost Summary	125
		Sonography Technical Standards.....	126-128

Diagnostic Medical Sonography Administration, Faculty and Staff

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Tierra Chandler, BAS – Workforce Specialist
(904) 808-7465
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Nicole Quintana – Workforce Assistant
(904) 276-6898
NicoleQuintana@sjrstate.edu

Program Faculty and Advising

The Diagnostic Medical Sonography 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

Medical Advisor

Dr. Arif Kidwai

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.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGY

The Diagnostic Medical Sonography Technology program is seeking approval from the American Registry of Radiologic Technology (ARRT) for the general and vascular sonography.

PROGRAM MISSION STATEMENT

The mission of the diagnostic medical sonography program is designed to provide an education which encompasses all the skills necessary for employment as entry level diagnostic medical sonographers.

Diagnostic Medical Sonography Goal and Outcomes

The goal of the diagnostic medical sonography program at St. Johns River State College is to prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains in the abdominal sonography – extended and vascular sonography. Graduates will be able to perform, at minimum, the following objectives:

Cognitive

- Obtain, review, and integrate pertinent patient data to facilitate optimum diagnostic results.
- Demonstrate critical thinking skills during the performance of sonographic procedures to provide optimum diagnostic services.

Psychomotor

- Perform sonographic procedures appropriately and accurately recording all anatomic and physiologic information for interpretation by a physician.
- Utilize technical skills and understanding of instrumentation to produce quality, diagnostic sonographic images.

Affective

- Demonstrate effective communication skills with patients and all members of the healthcare team.
- Conduct themselves in a professional manner in the classroom, scan lab, and clinical settings.

Upon graduation, students will have demonstrated and completed all clinical and academic competencies required for eligibility to take the American Registry of Diagnostic Medical Sonography (ARDMS) certification exams in the area(s) of study.

SDMS CODE OF ETHICS

PREAMBLE

The goal of this code of ethics is to promote excellence in patient care by fostering responsibility and accountability among diagnostic medical sonographers. In so doing, the integrity of the profession of diagnostic medical sonography will be maintained.

OBJECTIVES

1. To create and encourage an environment where professional and ethical issues are discussed and addressed.
2. To help the individual diagnostic medical sonographer identify ethical issues.
3. To provide guidelines for individual diagnostic medical sonographers regarding ethical behavior.

PRINCIPLES

PRINCIPLE I

In order to promote patient well-being, the diagnostic medical sonographer shall:

- A. Provide information to the patient about the purpose of the sonography procedure and respond to the patient's questions and concerns.
- B. Respect the patient's autonomy and the right to refuse the procedure.
- C. Recognize the patient's individuality and provide care in a non-judgmental and non-discriminatory manner.
- D. Promote the privacy, dignity and comfort of the patient by thoroughly explaining the examination, patient positioning and implementing proper draping techniques.
- E. Maintain confidentiality of acquired patient information, and follow national patient privacy regulations as required by the "Health Insurance Portability and Accountability Act of 1996 (HIPAA)."
- F. Promote patient safety during the provision of sonography procedures and while the patient is in the care of the diagnostic medical sonographer.

PRINCIPLE II

To promote the highest level of competent practice, diagnostic medical sonographers shall:

- A. Obtain appropriate diagnostic medical sonography education and clinical skills to ensure competence.
- B. Achieve and maintain specialty specific sonography credentials. Sonography credentials must be awarded by a national sonography credentialing body that is accredited by a national organization which accredits credentialing bodies, i.e., the [National Commission for Certifying Agencies \(NCCA\)](#) or the [International Organization for Standardization \(ISO\)](#).
- C. Uphold professional standards by adhering to defined technical protocols and diagnostic criteria established by peer review.
- D. Acknowledge personal and legal limits, practice within the defined [scope of practice](#), and assume responsibility for actions.
- E. Maintain continued competence through lifelong learning, which includes continuing education, acquisition of specialty specific credentials and re-credentialing.
- F. Perform medically indicated ultrasound studies, ordered by a licensed physician or their designated health care provider.
- G. Protect patients and/or study subjects by adhering to oversight and approval of investigational procedures, including documented informed consent.
- H. Refrain from the use of any substances that may alter judgment or skill and thereby compromise patient care.
- I. Be accountable and participate in regular assessment and review of equipment, procedures, protocols, and results. This can be accomplished through facility accreditation.

PRINCIPLE III

To promote professional integrity and public trust, the diagnostic medical sonographer shall:

- A. Be truthful and promote appropriate communications with patients and colleagues.
- B. Respect the rights of patients, colleagues and yourself.
- C. Avoid conflicts of interest and situations that exploit others or misrepresent information.
- D. Accurately represent experience, education and credentialing.
- E. Promote equitable access to care.
- F. Collaborate with professional colleagues to create an environment that promotes communication and respect.
- G. Communicate and collaborate with others to promote ethical practice.
- H. Engage in ethical billing practices.
- I. Engage only in legal arrangements in the medical industry.
- J. Report deviations from the Code of Ethics to institutional leadership for internal sanctions, local intervention and/or criminal prosecution. The Code of Ethics can serve as a valuable tool to develop local policies and procedures.

REGISTRY EXAMINATION: DETERMINATION OF ELIGIBILITY

After completion of the Diagnostic Medical Sonography program, the student must take a national exam (the ARDMS Registry Exam) to become certified and work as a sonographer. Eligibility for certification requires that a candidate for the ARDMS examination be of good moral character. The Compliance PDA review process evaluates applicants who have been charged with a crime. This includes Disciplined by a certifying body, licensing or other regulatory authority, accrediting body, or national professional association; or convicted, pled guilty or nolo contendere concerning a crime (felony or misdemeanor), other than a speeding or parking violation. ARDMS will also consider matters involving deferred or withheld adjudication, suspended or withheld sentences, and military court marshals. The process is not available for matters involving arrest only or during a period when a criminal trial or plea bargain is pending. Expunged cases must be reported and reviewed as a violation of Compliance Policy Standard 1.5. A criminal record triggers the Compliance review process, regardless of whether the criminal matter was expunged. ARDMS certifications are a measure of an individual's ability to promote quality care and patient safety, thus holding the credential to a higher standard and necessitating a review of criminal proceedings that meet the threshold of Standard 1.5, even if they were later expunged. All Compliance violations are reviewed on a case-by-case basis in accordance with the process outlined in the Compliance Policies. Each matter is reviewed individually on its merits and whether the matter was later expunged may also be taken into consideration. (American Registry for Diagnostic Medical Sonography, <https://www.ardms.org/compliance-predetermination-application/>).

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

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.

DRESS CODE IN CLASS AND AT THE CLINICAL SITE

Please note the Allied Health Dress Code.

ADDITIONAL INFORMATION REGARDING CLINICAL ROTATIONS

Diagnostic Medical Sonography Clinical Regulations and Procedures Overview

As a sonography 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 sonographers share equal responsibility with the faculty and staff in the welfare of patients. Teamwork is especially vital to give the patient the best possible sonographic 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 always act responsibly and professionally.

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 Diagnostic Medical Sonography must learn to work with a variety of technologists and personalities.

Study Critique Sessions

Clinical “study 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 sonographers, radiologists, and various other clinical staff. Student sonographers are expected to critique their own studies 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.

Scanning Lab

Students will participate in scanning labs throughout the Diagnostic Medical Sonography Technology program.

Scan laboratories are defined as:

1. scheduled and required experiences.
2. scan laboratories are student scanning exercises in a controlled laboratory setting
3. scan laboratories must be under personal supervision by appropriately credentialed faculty at all times.
4. scan laboratories may be conducted in a classroom setting or in a clinical setting if the program’s equipment or space are insufficient.
5. scan laboratories may be conducted on volunteer models, such as other students.

JRC-DMS Policies & Procedures (Revised October 19, 2023) Page | 26

[Return to Table of Contents»](#)

6. scan lab waiver forms must be signed by all volunteer models.
7. policies must be in place that ensure that models understand the purpose is educational, not diagnostic.

8. policies must be in place addressing the use of volunteers and procedures in the event of incidental findings and safety measures for infection control
9. Scan laboratories cannot take the place of clinical education in a hospital or office setting on real patients; however, they can be used to enhance scanning experience in certain limited settings.

Clinical Assignments

Student sonographers are directly responsible to the program director and clinical coordinator. 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 sonographers responsible for their direct or indirect supervision. They are to follow directions as given by the clinical instructor and sonographer as long as patient safety is assured.

Student Clinical Schedules

1. Students are responsible for reporting 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 sonographers informed of their whereabouts.

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 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, 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.

Student Responsibilities and Expectations at Clinical Education Centers

Your responsibilities as a student sonographer involve direct patient contact and you **must** understand that this responsibility has great importance. A mature approach to direct patient contact is always essential 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 always comply with HIPAA regulations or expect expulsion from the clinical site and the Diagnostic Medical Sonography Technology program.

Transfer of Credit

The diagnostic medical sonography program does not accept transfer of credit for core courses in other sonography programs. Transfer of General Education classes will follow the approved college policy in the student handbook.

Advanced Placement

The program does not accept advanced placement or experiential learning.

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 sonography clinical classes while being an employee at the clinical site. Any violation may result in withdrawal from the program.



Estimated Program Cost Summary

2024-2025 (Fees are subject to change)

CIP: 1351091004

Program(s) 2136 Diagnostic Medical Sonography Associate of Science (Core Courses Only)

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:	\$6,048.00 (51 credits at \$108.00 per credit hour)
Lab/Course Fees	\$599.00 (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:	\$100.00
Liability Insurance:	Included in course fees above
Physical and Shots	\$400.00 (Varies by student)
Uniforms	\$200.00
Textbooks:	<u>\$964.15</u> (Depending on used or new books)
Total:	\$8,482.15

POST PROGRAM COSTS

SPI (Physics) Exam	\$250.00 (American Registry for Diagnostic Medical Sonography)
Abdomen (AB) Exam	\$275.00 (American Registry for Diagnostic Medical Sonography)
Vascular Technology (VT) Exam	<u>\$275.00</u> (American Registry for Diagnostic Medical Sonography)
Total:	\$800.00

Grand Total: \$9,282.15

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 Academic Advising (904) 808-7402 or advising@sjrstate.edu.

ST. JOHNS RIVER STATE COLLEGE
Diagnostic Medical Sonography 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	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	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.
Interpersonal	<p>Sufficient to interact with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.</p> <p>Explain procedures and observe patients to ensure safety and comfort during scan.</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 as needed to change into patient gown, removing artifacts, etc.</p>
Communication	Hear and communicate instructions and explanations to patients in a clear and compassionate manner and be able to perceive nonverbal communication. Recognize and respond to an urgent or emergency. Read and analyze patient chart and exam requisition for pertinent information.	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	Performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping where the activities	Transport patients using wheelchairs, stretchers, and/or beds. Bend to lock wheelchair brakes. Stoop to move footrests out of the way so the patient

	<p>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.</p> <p>Dynamic Strength – The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.</p>	<p>may walk without tripping. Assist with moving bedridden patients from bed to stretcher. Provide support for patients as they step up to sit on the sonography table, as they lie down or sit up. Roll patients side to side.</p> <p>Push portable ultrasound equipment.</p>
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/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 the location of the patient calling for help.</p> <p>Listening to instructor's or sonographers' instructions. Clarifying information not thoroughly understood. Obtain appropriate clinical information from patient.</p>
Visual Ability	Near Vision- The ability to see details at close range (within a few feet of the observer).	Notice changes in patient status (blue lips, hives, lack of respiration). Evaluate image diagnostic quality on computer screen.

		The ability to identify or detect a known pattern that is hidden in other distracting material.
Tactile Ability	Tactile ability sufficient for physical assessment.	<p>Feel pulse</p> <p>Perform and position patients for physical assessment</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>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>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 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>

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. 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. 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

TABLE OF CONTENTS

	Page Number
Introduction: Our Guiding Principles	4
Program Outcomes.....	5
Program Staff	6-8
College Information:	
Registration/Fees	9
Withdrawals/Refund of Fees.....	9
Insurance	9
Readmission/Transfer	9
Grade and Attendance Release	10
Certification	10
Class Officers	11-12
Academy Chain of Command	13
Discipline:	
Introduction.....	14
Jurisdiction	14
Discipline Policy	14
Authorized Forms of Discipline	15
Timeliness.....	16
Classification of Offenses	17-18
Appeal Process	19
General Rules of Conduct.....	20
Class 1 Offenses	20
Class 2 Offenses	21-22
Class 3 Offenses	23-24
Class 4 Offenses	25-26
Attendance:	
Class Schedule	27
Required Attendance	27
Excused Absences.....	27
Unexcused Absences	27
Reporting Absences.....	27
Make Up Work	28
High Liability Course Requirement	28-29
Punctuality/Tardiness.....	29
Injuries/Illness:	
Pre-existing Conditions/Insurance.....	30
On-campus Injures.....	30
Illness.....	31
Injuries or Illness Preventing Participation.....	31
Physician's Appointment/Tattoos/Covid.....	31

ACADEMY POLICIES AND PROCEDURES (Cont'd)

TABLE OF CONTENTS

	Page Number
Classroom Procedures:	
Addressing Staff and Agency Members.....	32
Instructors.....	32
Attention.....	32
Attentiveness.....	32
Computers.....	32
Desks	32
Physical Training.....	32
Prohibited Materials/Recording Devices.....	33
Role-Plays	33
Sleeping while involved in Training.....	33
Questions	33
Roll Call and Inspection	33
Seating.....	33
Talking.....	33
Examinations:	
Policy	34
Procedures	34
Methods	34
Invalid Questions/Examinations.....	34
Re-examinations.....	34-35
Grading Process and Dismissal	36
Cheating/Plagiarism.....	38
Standards of Appearance	39
Uniforms:	
General	40
Physical Conditioning	41
Tactical	41
Maintenance of Uniforms	41
Issuance of Lockers and Equipment	42
Graduation Ceremony	42
Appendices:	
Memorandum Format.....	Appendix A
Moral Character Violations	Appendix B
APA Format Rules and Writing Example	Appendix C
Acknowledgment	Appendix D
Permission to Release Personal Information to Employers.....	Appendix E
Acknowledgement of Risks of Training.....	Appendix F
Authorization for Promotional Use of Photos/Videos/Other.....	Appendix G

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 (hereinafter CJSTC) establish minimum training standards¹. The St. Johns River State College Criminal Justice Training Program (hereinafter referred to as SJR State-CJTP) 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 (hereinafter referred to as FDLE) and the CJSTC 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 St. Johns River State College Criminal Justice Academy (hereinafter referred to as 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.

Note: The policies and procedures described in this manual relate specifically to Academy operations. The St. Johns River State College Student Handbook provides information concerning Student Services, Students with Disabilities, Academic Advising, Career Services, Student Assistance Programs, Learning Resource/Academic Support System, Student Ombudsman, and other St. Johns River State College policies and resources . Refer to the St. Johns River State College Student Handbook for additional information.

¹ The St. Johns River State College Criminal Justice Training Program must comply with applicable Florida Statutes and provisions of the Florida Administrative Code (F.A.C.). This includes the following F.A.C. Chapters: 11B-14; 11B-18; 11B-20; 11B-21; 11B-27; 11B-30; and 11B-35.

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 regard 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 in 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. JOHN PATERSON

Dr. John (Jay) Paterson is the Assistant Vice President for Workforce Development at St. Johns River State College. He has been at the school for five years, first as the Dean of Workforce and Technical Education, and then as the Assistant Vice President of Articulation and Career Services, before assuming his current position. He came to SJR State from Vermont Technical College where he spent more than 20 years in a variety of administrative positions. For a number of years, he led the Technology Extension Division (TED) at the institution, which provided customized training, consulting services, and professional development programs to Vermont's leading employers. These firms included: IBM, Goodrich Aerospace, Ben & Jerry's, Green Mountain Coffee Roasters, General Electric, General Dynamics Armament and Technical Products, Verizon, and the Dartmouth-Hitchcock Alliance. In addition to Vermont Technical College, Jay worked in the New Hampshire Community Technical College system and at Boston University. He and his wife, Kim, have two grown children and live in St. Johns County, Florida.

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 Southern Police Institute's Command Officers Development Course 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

ANGELA SOCKWELL

Ms. Sockwell holds a Master's Degree in Criminal Justice from Troy University, a Bachelor's Degree in Organizational Management from Warner University and is a graduate of the Certified Public Manager program through Florida State University. She was a member of the Polk County Sheriff's Office for 17 years and retired at the rank of lieutenant. Ms. Sockwell has an extensive background working and supervising criminal investigations, to include: homicide, sex crimes, crimes against children, undercover narcotics, white collar crimes, and organized/vice crimes. Ms. Sockwell is a CJSTC certified General, Vehicle Operations, and Defensive Tactics Instructor. Ms. Sockwell was assigned to the Polk State College, Kenneth C. Thompson Institute of Public Safety (KCTIPS) where she was a law enforcement academy training coordinator for three years. She actively participated in the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) process where KCTIPS became the first criminal justice academy associated with a college in the nation to be awarded Accreditation with Excellence.

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 Master of Science Degree in Criminal Justice from the University of North Carolina at Charlotte.

WORKFORCE SPECIALIST

MACY KWAKENAT

Ms. Kwakenat is a graduate of St. Johns River State College and obtained her Bachelor of Arts in Psychology with a focus on Sociology from the University of North Florida. She has 10 years of clinical experience in the field of Applied Behavior Analysis. Ms. Kwakenat 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 be 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. To withdraw after the first week but prior to a specified "last date to withdraw" in the block, the recruit must go to the St. Johns River State College web site to withdraw 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. St. Johns River State College reserves the right to withdraw a recruit from one or more classes when circumstances warrant such an action.
5. If a recruit voluntarily withdraws from the program, it is the recruit's responsibility to request removal of the limited access code from their program of study.
6. A recruit who withdraws from a program or block of instruction is responsible for all obligations to the college, including, but not limited to, the return of equipment, repayment of financial loans and other financial obligations.
7. All withdrawals must otherwise comply with the policies of St. Johns River State College.
8. Specific withdrawal and refund eligible dates will be included in the Registration Information sheets.

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 law enforcement agencies in St. Johns River State College’s service area 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. See Chapter 11B-30, F.A.C.
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.

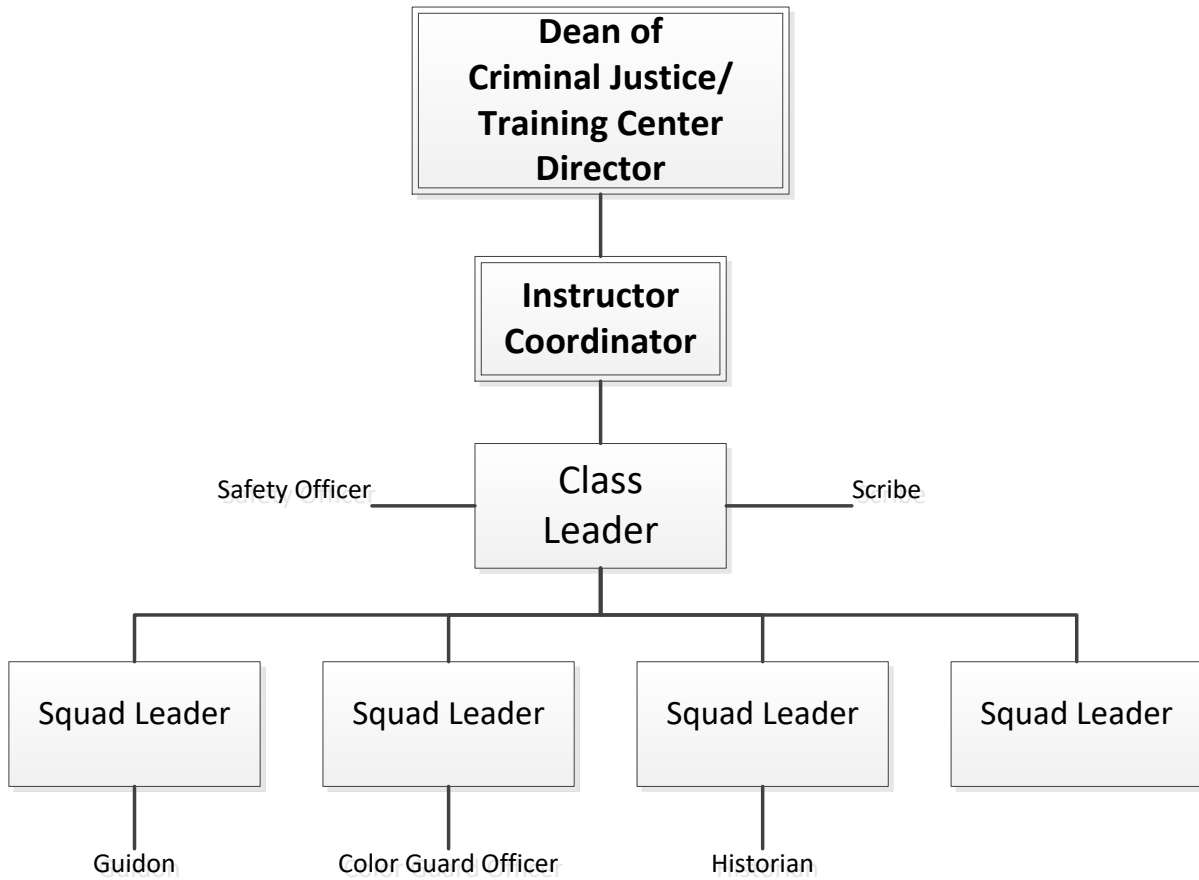
7. Color Detail Officer

- 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 are met, are described in these rules and regulations.

Recruits will be held accountable to the College for acts that violate St. Johns River State College Rules and Regulations and to appropriate 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 for the Student Handbook which contains additional guidance on the Grievances and Disciplinary Procedures and related information.)**

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 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 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 Training Center 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 Assistant Vice President or 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 CJSTC/FDLE field representative. The recruit must appeal in writing and deliver the appeal within one business day to the Assistant Vice President or 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.

Note: The policies and procedures described in this manual relate specifically to Academy operations. The St. Johns River State College Student Handbook provides additional guidance concerning academic petitions through the Grade Appeals Committee; disciplinary matters through the Disciplinary Committee; and grievances through the College Grievance Committee. Refer to the St. Johns River State College Student Handbook for additional information.

GENERAL RULES OF CONDUCT

(These rules are in addition to the Student Code of Conduct, Academic Integrity, and related policies set forth in the St. Johns River State College Student Handbook.)

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.

ATTENDANCE²

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

² See Rule 11B-35, F.A.C.

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)³

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.

Make-up work is not considered completed until approved by the Instructor/Coordinator.

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.

³ See Rule 11B-35.001(12)(b)

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 emergency medical 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 emergency medical personnel 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 St. Johns River State College 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 (Also refer to the St. Johns River State College Computer and Internet Usage Policy)

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. Examinations may be proctored by the class coordinator, full-time academy instructional staff, the academy director, adjunct instructors, or other academy personnel at the discretion of the dean/director or designee.
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-EXAMINATIONS⁴

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.

⁴ See Rule 11B-35.001(13), F.A.C.

(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 Courses⁵

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.

⁵ See Rule 11B-35.0024, 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 and DUI Traffic Stops. High liability areas are:

Vehicle Operations	Firearms
Defensive Tactics	First Aid

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 CJSTC.

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.

Note: The policies and procedures described in this manual relate specifically to Academy operations. The St. Johns River State College Student Handbook provides additional guidance concerning academic petitions through the Grade Appeals Committee; disciplinary matters through the Disciplinary Committee; and grievances through the College Grievance Committee. Refer to the St. Johns River State College Student Handbook for additional information.

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.

Note: The policies and procedures described in this manual relate specifically to Academy operations. The St. Johns River State College Student Handbook provides additional guidance concerning the Policy on Academic Integrity, academic petitions through the Grade Appeals Committee; disciplinary matters through the Disciplinary Committee; and grievances through the College Grievance Committee. Refer to the St. Johns River State College Student Handbook for additional information.

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 and 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 fingertips.
- D. Cologne: Will not be worn, deodorant must have 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 and 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 fingertips.
 - 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 have 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 sweatshirt with logo. Shirt will be tucked in shorts at all times.
2. Shorts: Academy issued dark black shorts with academy logo or optional academy sweatpants 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 sweatshirt 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 sweatshirt 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 proofread 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.
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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: _____



ST. JOHNS RIVER
STATE COLLEGE

MEDICAL ASSISTING

STUDENT HANDBOOK

2024-2025



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AlliedHealthProgram@
SJRstate.edu

FINANCIAL AID
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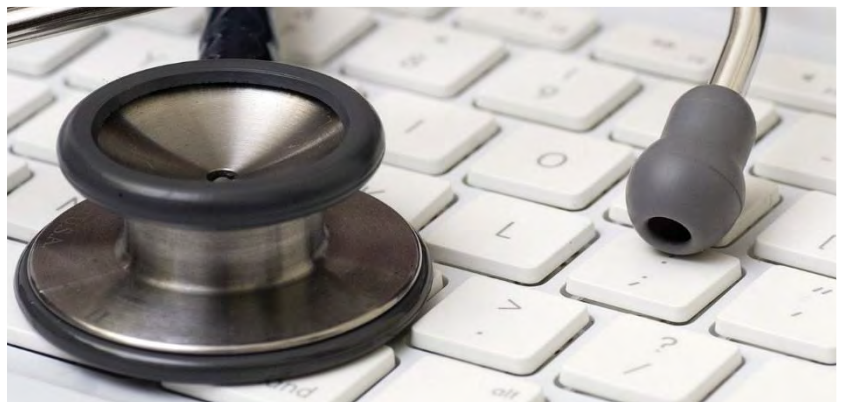


TABLE OF CONTENTS

Administration, Faculty and Staff.....	3
Purpose of Medical Assisting Program.....	4
SJR State College Accreditation.....	4
Non-Discrimination Statement.....	4
Disability Services.....	4
SJR State College Mission Statement.....	5
Program Mission Statement.....	5
Philosophy and Objective.....	5
Curriculum Framework.....	5-6
Program Outcomes/Goals.....	6
Student Learning Outcomes.....	6-7
Purpose of Handbook.....	7
Student Records.....	8
Textbooks.....	8
Curriculum Course Chart (MA).....	8
General Policies.....	9-17
Post Admission Requirements.....	9
Classroom Attendance and Tardiness Policy.....	9-10
Jury Duty or Other Court Appearances.....	11
Funeral Policy.....	11
Policy for Removing a Student From the Limited Access Program Code.....	11
Practicum Site Attendance and Tardiness Policy.....	11-12
Testing.....	12
Procedure for student complaints.....	12
Incidents.....	13
Illness or Injury of Student.....	13
Medical Care.....	14
Standard Precautions and Handling of Body Fluids in the Emergency Medical Services Skills Laboratory.....	14

Lab Practice.....	14-15
Lab Guidelines.....	15
Uniforms and Dress code.....	15-16
Uniform for Practicum Experience.....	16
Remediation.....	16
Confidentiality.....	16-17
Student Misconduct.....	17
Practicum Policies.....	17-18
Practicum Rules and Regulations.....	18
Student Interactions.....	18-20
Student and Patient.....	18-19
Student and Student.....	19
Student and Instructor.....	19
Student and Clinical Personnel.....	20
Academic Policies.....	20-24
Grading.....	20
Academic Integrity.....	21
Unsatisfactory Practicum Outcomes.....	21
Cell Phones/Pagers/Electronic Devices Classroom Policy.....	22
Cell Phones/Pagers/Electronic Devices Practicum Policy.....	22
Vaccinations.....	22
Program Withdrawal.....	23
Clinical Work Policies (Employed Student)	23
Transfer of Credits.....	23
Advanced Placement.....	23
Experiential Learning.....	23
Readmission Policy.....	23-24
General Information.....	24-27
Instructional Facilities.....	24
Campus Facilities.....	24
Academic Advising.....	25
Academic and Clinical Conduct.....	25
Medical Assisting Code of Ethics.....	25-26
Medical Assisting Technical Standards.....	26-27
Cost Summary.....	28

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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 medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

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) 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 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.

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, preform 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.stml>).

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
Total Hours	240	265	505

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
Total Hours	240	280	520

COURSE/ TITLE	Classroom	Lab	Clinical	Total Hours
Phlebotomy	25	50		75
Practicum			200	200
Total Hours	25	50	200	275
Total Program Hours	505	545	200	1300

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.

1st Absence will result in a verbal warning from instructor and zero attendance on timesheet, hours will be made up upon instructor availability.

2nd Absence will result in a written warning from instructor and advisement meeting with Program Director.

3rd 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.

POLICY FOR REMOVING A STUDENT FROM THE LIMITED ACCESS PROGRAM CODE

If a student voluntarily withdraws from the program, it is the student's responsibility to request removal from the limited access code reflecting the program of study.

1. A student who withdraws from the program or block of instruction is responsible for all obligations to the college, including, but not limited to repayment of financial loans or other financial obligations.
2. Student may request an exit interview with a faculty member or Dean of Allied Health. Students will be assisted to explore educational and career opportunities for career growth.

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.

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 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.

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-

REMEDATION

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.

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.

Technical Standard	Performance Standard
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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.

Workforce Development

Estimated Program Cost Summary

2024-2025 (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:	\$226.00
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:	\$5,182.02

POST PROGRAM COSTS

CMA Exam	\$135.00
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Grand Total:	\$5,317.02
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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.

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
2024-2025



TABLE OF CONTENTS

Full-Time Staff	4
Purpose of Nursing Program	6
Accreditation	6
Non-Discrimination Statement	6
Disability Services.....	7
Department of Nursing Education Mission Statement	7
Department of Nursing Education Vision Statement.....	7
Philosophy of the SJR State Nursing Education Program	7
Curriculum Framework	9
Definitions of Curricular Organizing Principles.....	10
Conceptual Model.....	11
Program Student Outcomes of the SJR State Nursing Program	11
Purpose of Handbook	12
Computer Requirements.....	12
ASN Rotation Chart.....	13
Program Rotational Plans	14
LPN-RN Rotational Plan	14
ASN Rotational Plan	15
General Policies.....	18
Post-Admission Requirements	18
Attendance and Punctuality	18
Testing	19
Procedure for Handling Student Complaints	19
Incidents	20
Illness or Injury of Student	20
Medical Care	20
Nursing Safety and Technical Standards	21
Standard Precautions and Handling of Body Fluids in the Nursing Skills Laboratory	22
Student Uniforms and Appearance	23
Classroom Uniform	23
Uniform for Clinical Experience	23
General Appearance While in Clinical Setting	23
Confidentiality	24
Student Misconduct	25
Academic Policies	25
Grading	26
Academic Integrity	26
Unsatisfactory Clinical Outcome	26
Cell Phone Use in Clinical	27
Program Withdrawal	27
Readmission.....	28
Transfer Between Campuses	29
HESI Specialty Test	29

General Information	30
Instructional Facilities.....	30
Academic Advising.....	30
NCLEX-RN Licensing Examination	30
Arrest Record.....	31
St. Johns River Student Code of Academic and Clinical Conduct	31
National Student Nurses' Association Inc. Code of Academic and Clinical Conduct	31
Preamble.....	31
Code of Nursing Students.....	32
American Nurses Association Code of Ethics	32
Florida Nursing Student Association	34
SJR State Nursing Student Handbook Certification Form	35

NURSING DEPARTMENT

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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, email 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

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.

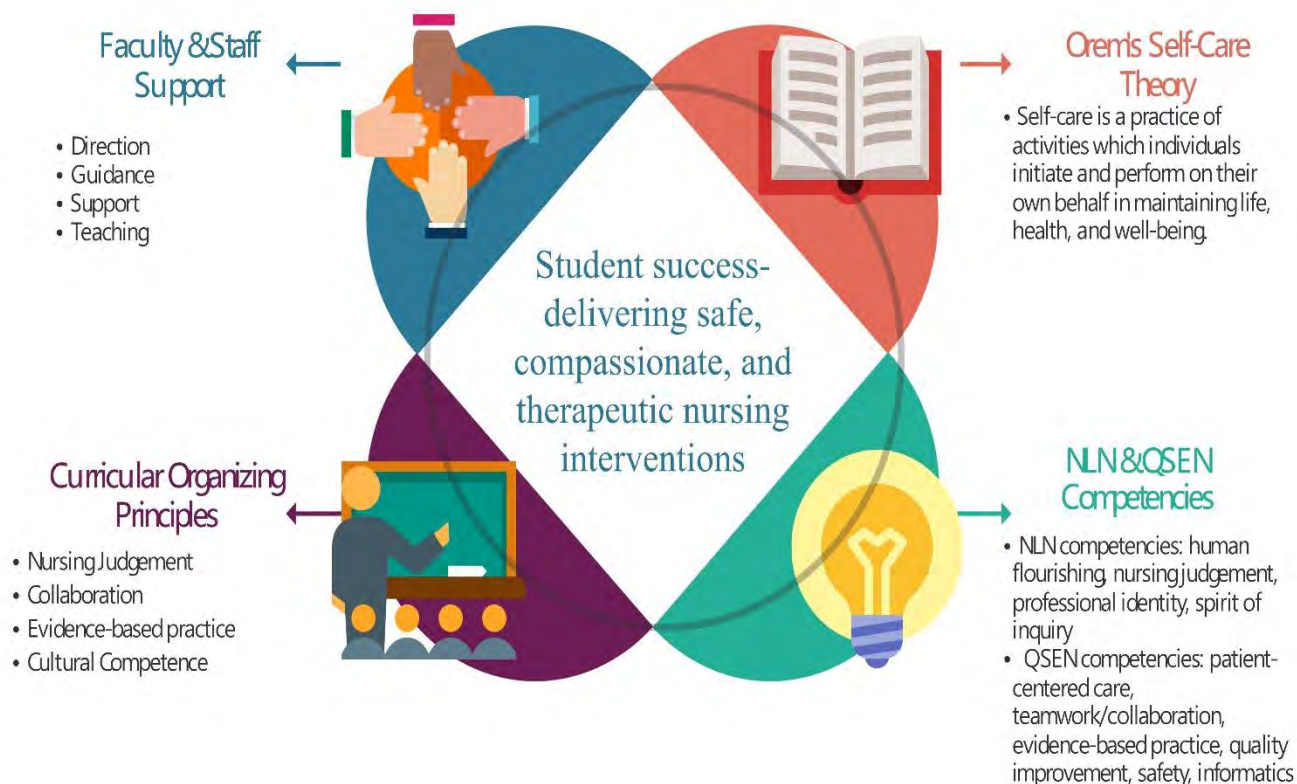
The end-of-program student learning outcomes are organized using the principles aligned with Orem's Theory of Nursing framework and the NLN competencies. This provides structure for the course syllabi, learning activities and clinical evaluation tools. The following principles have been incorporated 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

Use of a desktop or laptop computer is recommended.

ASN ROTATION CHART

	FIRST TERM	SECOND TERM	THIRD TERM	FOURTH TERM	FIFTH TERM
FALL TERM Palatka Admission	Aug – Dec Foundations of Nursing Practice (4 credits) Foundations Lab (5 credits)	Jan – April Adult Health I (5 credits) Pharmacology (3 credits)	May – Aug Adult Health II (5 credits) Mental Health (3 credits)	Aug – Dec Adult Health III (5 credits) Parent Child (4 credits)	Jan – April Adult Health IV (4 credits) Transitional (4 credits)
FALL TERM Orange Park Admission	Aug – Dec Foundations of Nursing Practice (4 credits) Foundations Lab (5 credits)	Jan – April Adult Health I (5 credits) Pharmacology (3 credits)	May – Aug Adult Health II (5 credits) Mental Health (3 credits)	Aug – Dec Adult Health III (5 credits) Parent Child (4 credits)	Jan – April Adult Health IV (4 credits) Transitional (4 credits)
FALL TERM St. Augustine Admission - LPN Bridge Program	Aug – Dec LPN Transitions (4 credits) Pharmacology (3 credits)	Jan – April Adult Health II (5 credits) Mental Health (3 credits)	May – Aug Summer A Adult Health III (5 credits) Summer B Parent Child (4 credits)	Aug – Dec Adult Health IV (4 credits) Transitional (4 credits)	
SPRING TERM Orange Park Admission	Jan-April Foundations of Nursing Practice (4 credits) Foundations Lab (5 credits)	May-Aug Adult Health I (5 credits) Pharmacology (3 credits)	Aug-Dec Adult Health II (5 credits) Mental Health (3 credits)	Jan-April Adult Health III (5 credits) Parent Child (4 credits)	May-Aug Adult Health IV (4 credits) Transitional (4 credits)
SPRING TERM Palatka Admission	Jan-April Foundations of Nursing Practice (4 credits) Foundations Lab (5 credits)	May-Aug Adult Health I (5 credits) Pharmacology (3 credits)	Aug-Dec Adult Health II (5 credits) Mental Health (3 credits)	Jan-April Adult Health III (5 credits) Parent Child (4 credits)	May-Aug Adult Health IV (4 credits) Transitional (4 credits)
SUMMER TERM St Augustine Admission	May-Aug Foundations of Nursing Practice (4 credits) Foundations Lab (5 credits)	Aug-Dec Adult Health I (5 credits) Pharmacology (3 credits)	Jan-April Adult Health II (5 credits) Mental Health (3 credits)	May-Aug Adult Health III (5 credits) Parent Child (4 credits)	Aug-Dec 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)

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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.

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 on upper 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.

A student who fails to meet the clinical expectations listed above and who is deemed ineligible to return to the clinical setting based on recommendations from the Dean of Nursing or the clinical facility, will receive an unsatisfactory clinical grade 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 who are academically withdrawn or who choose to withdraw 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 voluntarily 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 academically "withdrawn" or who choose to withdraw 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 academically 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 nursing program one time, regardless of entry point. This is true if a student voluntarily withdraws from a course, or if the student does not receive a passing grade in a course.

Associate Degree Nursing

A student must meet the following criteria for readmission:

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 have chosen to withdraw, or who do not receive a passing grade in 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.
4. Students who withdraw or fail out of courses beyond Foundations and Foundations Lab, may apply for readmission by submitting a Readmission Request.
5. Readmission will be based on seat availability, GPA and HESI scores achieved within the NUR courses.

LPN Bridge

A student must meet the following criteria:

1. Students who withdraw or who do not receive a passing grade in 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 who do not receive a passing grade in 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.
 - b. 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. Transfers 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.

3. Readmission is based on seat availability, GPA and HESI scores achieved within the NUR courses.

For all students seeking readmission

A student may only be considered for readmission to the nursing program one time, regardless of entry point. This may be after one unsuccessful course, or two courses in the same semester.

Students must complete the required program general education courses prior to seeking readmission.

A student with a lapse of more than one (1) year is required to complete the background/drug screen again.

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 may also need to complete an update application to the college.

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.

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.

**ST. JOHNS RIVER STATE COLLEGE NURSING STUDENT
HANDBOOK
2024-2025**

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

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

2024-2025



TABLE OF CONTENTS

NURSING DEPARTMENT	3
PURPOSE OF ST. JOHNS RIVER STATE COLLEGE NURSING PROGRAM.....	4
ACCREDITATION.....	4
NON-DISCRIMINATION STATEMENT.....	4
DISABILITY SERVICES	4
DEPARTMENT OF NURSING EDUCATION MISSION STATEMENT.....	5
DEPARTMENT OF NURSING EDUCATION VISION STATEMENT	5
THE PHILOSOPHY OF THE ST. JOHNS RIVER STATE COLLEGE NURSING EDUCATION PROGRAM.....	5
CURRICULUM FRAMEWORK.....	7
DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES	8
END OF PROGRAM STUDENT LEARNING OUTCOMES	9
PURPOSE OF HANDBOOK.....	9
STUDENT RECORDS.....	9
TEXTBOOKS.....	9
NURSE CURRICULUM COURSE ROTATION.....	10
GENERAL POLICIES	10
POST ADMISSION REQUIREMENT:	10
ATTENDANCE AND PUNCTUALITY	10
TESTING.....	11
PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION	11
INCIDENTS	12
MEDICAL CARE.....	12
NURSING SAFETY AND TECHNICAL STANDARDS	13

STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS IN THE NURSING SKILLS LABORATORY	15
STUDENT UNIFORMS AND APPEARANCE.....	16
CLINICAL POLICIES	16
CONFIDENTIALITY.....	17
STUDENT MISCONDUCT.....	18
ACADEMIC POLICIES.....	18
GRADING.....	18
ACADEMIC INTEGRITY.....	19
UNSATISFACTORY CLINICAL OUTCOME.....	20
CELL PHONE USE IN CLINICAL.....	20
GENERAL INFORMATION.....	20
INSTRUCTIONAL FACILITIES.....	20
ACADEMIC ADVISING.....	21
ARREST RECORD.....	21
ST. JOHNS RIVER STATE COLLEGE STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT	21
NATIONAL STUDENT NURSES' ASSOCIATION INC. CODE OF ACADEMIC AND CLINICAL CONDUCT	22
PREAMBLE	22
A CODE FOR NURSING STUDENTS	22
AMERICAN NURSES' ASSOCIATION CODE OF ETHICS (REVISED 2015).....	23
ST. JOHNS RIVER STATE COLLEGE NURSING STUDENT HANDBOOK.....	255

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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, email 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

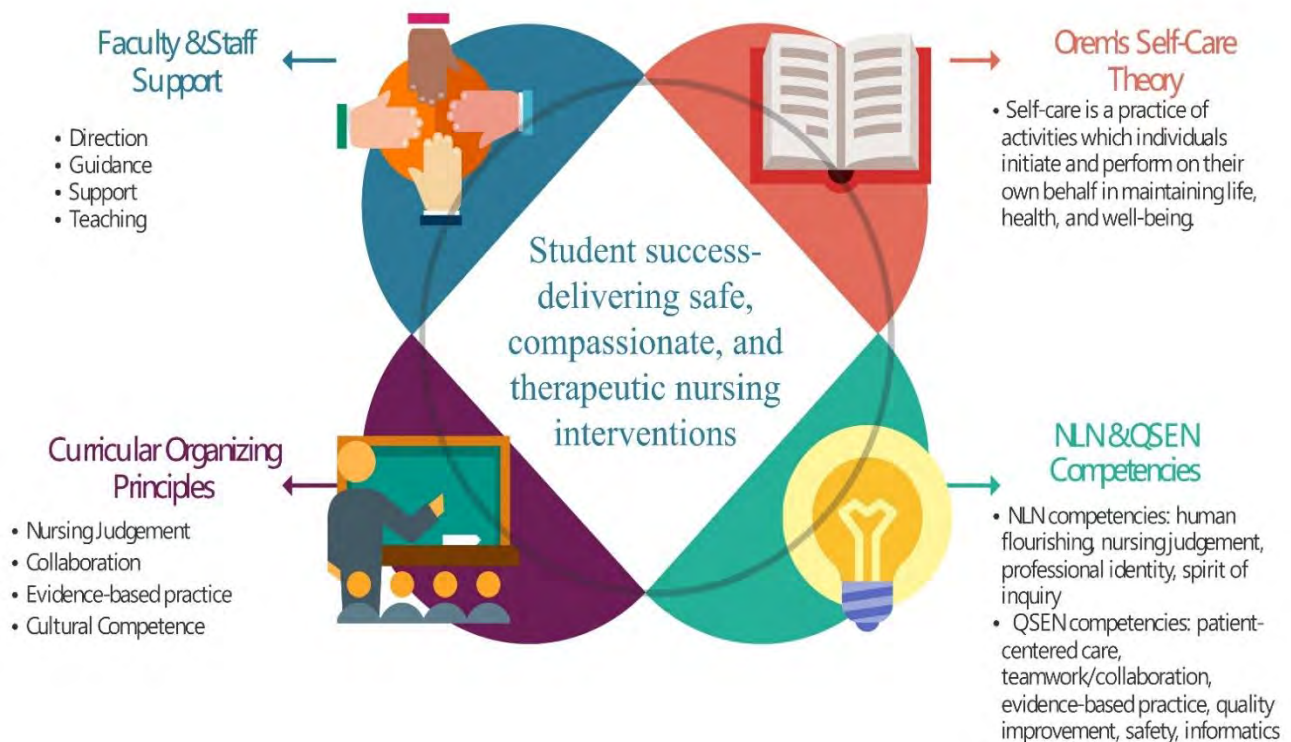
Nursing Judgement Nurses employ clinical judgment in complex patient care situations, working with interprofessional teams to ensure health care quality and safety. Critical components include: changes in patient status, uncertainty about the most appropriate course of action, accounting for context, 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

COURSE/ TITLE	Classroom/Lab	Clinical	Hours
HCP0121 Nurse Aide and Orderly (Long Term Care)	80	*40	120

*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 of 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 student 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"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> Ability to observe patient's condition and responses to treatments.
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> 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>

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 top and navy pants.
2. White socks and all white leather-type shoes (no canvas or mesh, no colored trim, stripes, logos).
3. SJR State issued Photo ID badge is to be attached at the collar and visible at all times.
4. Watch with second hand and stethoscope,
5. 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.

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.

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
2024-2025

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

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

2024-2025



Contents

PURPOSE OF ST. JOHNS RIVER STATE COLLEGE NURSING PROGRAM	7
ACCREDITATION	7
NON-DISCRIMINATION STATEMENT	7
DEPARTMENT OF NURSING EDUCATION MISSION STATEMENT	7
DEPARTMENT OF NURSING EDUCATION VISION STATEMENT	8
THE PHILOSOPHY OF THE NURSING PROGRAM	8
CURRICULUM FRAMEWORK.....	10
DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES	10
SJR STATE PRACTICAL NURSING CONCEPTUAL MODEL	11
END OF PROGRAM STUDENT LEARNING OUTCOMES.....	11
PURPOSE OF HANDBOOK	12
PRACTICAL NURSE CURRICULUM COURSE CHART	12
GENERAL POLICIES	12
POST ADMISSION REQUIREMENT:	12
ATTENDANCE AND PUNCTUALITY	13
TESTING	14
PROCEDURE FOR HANDLING STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION	14
INCIDENTS	14
ILLNESS, INJURY or OTHER EVENTS	15
MEDICAL CARE	15
NURSING SAFETY AND TECHNICAL STANDARDS	15
STANDARD PRECAUTIONS AND HANDLING OF BODY FLUIDS.....	18
STUDENT UNIFORMS AND APPEARANCE	18
CLASSROOM UNIFORM	18
UNIFORM FOR CLINICAL EXPERIENCE	18
GENERAL APPEARANCE WHILE IN A CLINICAL SETTING	18
CLINICAL POLICIES	19
Direct Supervision	20
Indirect Supervision.....	20

Nursing Lab and Remediation	20
CONFIDENTIALITY	20
STUDENT MISCONDUCT	21
ACADEMIC POLICIES	21
GRADING	21
ACADEMIC INTEGRITY	22
UNSATISFACTORY CLINICAL OUTCOME	22
CELL PHONE USE IN CLINICAL.....	23
PROGRAM WITHDRAWAL	23
READMISSION.....	24
HESI TEST	24
GENERAL INFORMATION.....	24
INSTRUCTIONAL FACILITIES	24
ACADEMIC ADVISING	24
NCLEX-PN LICENSING EXAMINATION	25
ARREST RECORD	25
STUDENT CODE OF ACADEMIC AND CLINICAL CONDUCT	25
STUDENT NURSES' ASSOCIATION CODE OF ACADEMIC AND CLINICAL CONDUCT	26
PREAMBLE	26
A CODE FOR NURSING STUDENTS.....	26
AMERICAN NURSES' ASSOCIATION CODE OF ETHICS (Revised 2015)	27
FLORIDA NURSING STUDENT ASSOCIATION.....	Error! Bookmark not defined.
ST. JOHNS RIVER STATE COLLEGE PRACTICAL NURSING STUDENT HANDBOOK	29

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Additional Information Nursing Department Fax Numbers	386-312-4191 PA	

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, email 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:

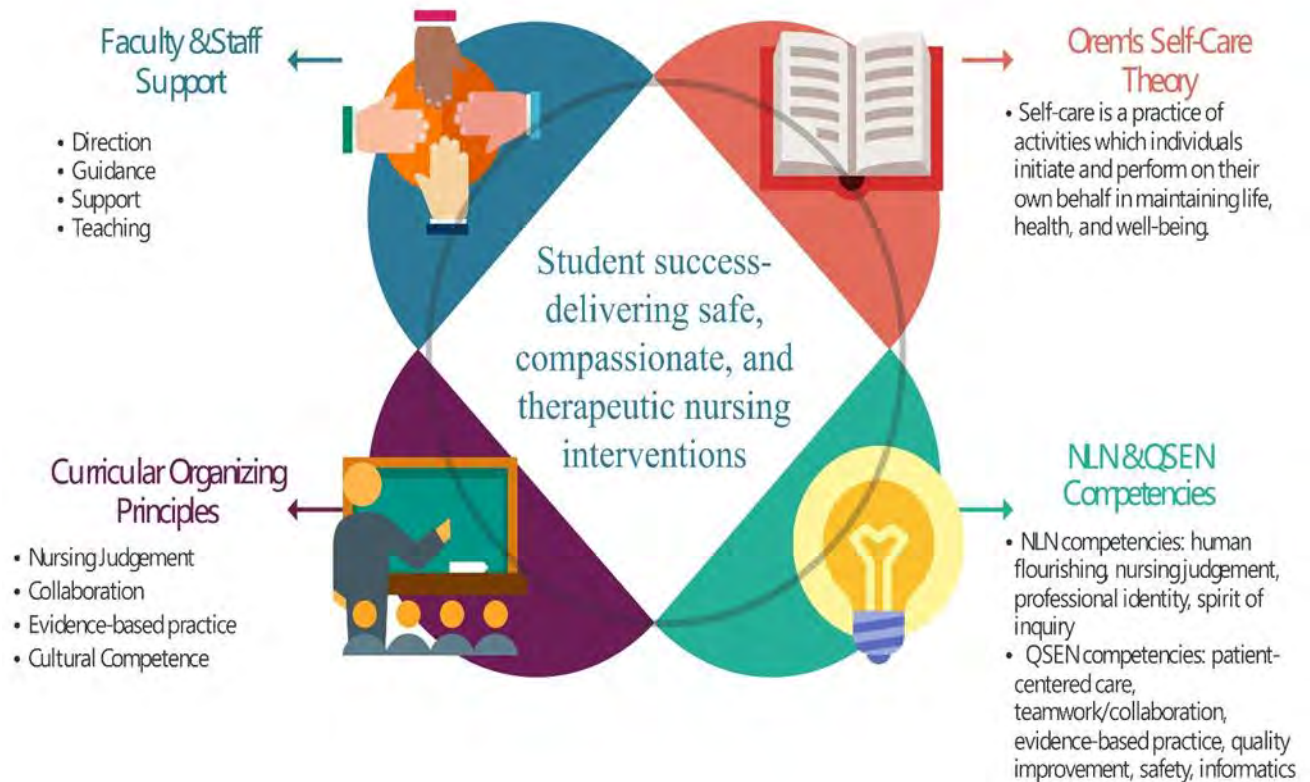
1. Nursing Judgement
2. Collaboration
3. Evidence-based Practice
4. Cultural Competence

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

COURSE/ TITLE	Classroom	Lab	Simulation	Clinical	Hours
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	20	65	35	180	300
Comprehensive Nursing and Transitional Skills	75	5	30	40	150
Total Hours	355	320	135	540	1350

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 of 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. In rare situations, with approval from the Dean of Nursing, up to 10% of the 450 hour block, can be excused.

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	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.

	intellectual backgrounds.	
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Accurately interpret verbal and/or written instructions. Able to elicit information from others. Effectively communicate 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.as>

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. Ceil blue scrub top and bottom.
2. 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.

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.

A student who fails to meet the clinical expectations listed above and who is deemed ineligible to return to the clinical setting based on recommendations from the Dean

of Nursing or the clinical facility, will receive an unsatisfactory clinical grade 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 who withdraw or who are unsuccessful in a nursing course 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 academically 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.

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

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.

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>,

ST. JOHNS RIVER STATE COLLEGE PRACTICAL NURSING
STUDENT HANDBOOK

2024-2025

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
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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
 - May 2024

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.

Table of Contents

DESCRIPTION OF THE NURSING PROGRAM	7
NURSING DEPARTMENT ORGANIZATIONAL UNIT	7
PURPOSE OF ST. JOHNS RIVER STATE COLLEGE BACHELOR IN SCIENCE IN NURSING DEGREE	8
ACCREDITATION	8
DEPARTMENT OF NURSING EDUCATION DEPARTMENTAL MISSION STATEMENT	8
DEPARTMENT OF NURSING EDUCATION DEPARTMENTAL VISION STATEMENT	8
DEPARTMENT OF NURSING BSN PROGRAM MISSION STATEMENT.....	8
PHILOSOPHY OF THE ST. JOHNS RIVER STATE COLLEGE NURSING EDUCATION PROGRAM	9
CURRICULUM FRAMEWORK.....	11
DEFINITIONS OF CURRICULAR ORGANIZING PRINCIPLES	11
CONCEPTUAL MODEL	12
END OF PROGRAM STUDENT LEARNING OUTCOMES.....	13
ACADEMIC POLICIES	13
RN TO BSN DEGREE PROGRAM GENERAL ADMISSION REQUIREMENTS	13
RN TO BSN DEGREE PROGRAM POST ADMISSION REQUIREMENTS:	14
RN TO BSN DEGREE PROGRAM COURSE REQUIREMENTS.....	14
FULL TIME PLAN OF STUDY BACHELOR OF SCIENCE IN NURSING DEGREE YEAR BY TERM.....	16
BACHELOR OF SCIENCE IN NURSING DEGREE ESTIMATED COST SHEET FOR IN-STATE STUDENTS	16
FINANCIAL ASSISTANCE.....	17
SCHOLARSHIPS	17
PROGRAM LENGTH	17
PROGRAM TIME LIMITATION	1817
TRANSFER OF CREDIT.....	18
PROGRAM PROGRESSION	18
GRADING	18
COURSE COMPLETION	19
INCOMPLETE GRADES.....	19
ATTENDANCE.....	2019
DISTANCE LEARNING ATTENDANCE	2019

TESTING.....	20
GRADUATION REQUIREMENTS.....	21 20
ACADEMIC INTEGRITY	21 20
NON-DISCRIMINATION STATEMENT.....	21
POST ACCEPTANCE GENERAL POLICIES	21
ADVISEMENT AND COUNSELING.....	21
ASSIGNMENTS	22
CHANGE OF NAME, ADDRESS, OR E-MAIL.....	22
CIVILITY	23 22
PRACTICE AND PROFESSIONALISM	23
PRACTICE EXPERIENCE HOURS	23
PRACTICE EXPERIENCE MENTORS	24 23
COMMUNICATION CHANNELS	24 23
COPYRIGHT	24 23
E-MAIL.....	24
ETS EXAM.....	24
HESI SPECIALTY TEST	24
ILLNESS OR INJURY OF STUDENT	24
LATE ASSIGNMENT/SUBMISSIONS	25 24
NURSING SAFETY AND TECHNICAL STANDARDS.....	25
PROCEDURE FOR STUDENT COMPLAINTS CONCERNING INSTRUCTOR/INSTRUCTION.....	27
PROCEDURE FOR GRIEVANCE	28 27
RELEASE OF GRADES.....	28 27
STUDENT RECORDS.....	28
TEXTBOOKS	28
VIDEO TAPING OF STUDENTS	28
GENERAL INFORMATION	28
DISABILITY SERVICES.....	28
DISCUSSION FORUMS.....	29
DISTANCE LEARNING	30 29
COMPUTER REQUIREMENTS	31 30
ELECTRONIC COURSE PROTOCOLS FOR CANVAS DISCUSSION POSTINGS ..	31
ELECTRONIC COURSE PROTOCOLS FOR CANVAS COURSE E-MAIL	32
INSTRUCTIONAL FACILITIES.....	32

PROJECT/WRITTEN WORK	3332
STUDENT SUPPORT	3433
TURNITIN.COM.....	34
PROFESSIONAL RESOURCES.....	34
NATIONAL STUDENT NURSES' ASSOCIATION INC. CODE OF ACADEMIC AND CLINICAL CONDUCT	34
A CODE FOR NURSING STUDENTS	34
AMERICAN NURSES' ASSOCIATION CODE OF ETHICS.....	35
FLORIDA STUDENT NURSE ASSOCIATION.....	36
FLORIDA NURSES' ASSOCIATION.....	36

DESCRIPTION OF THE NURSING PROGRAM

NURSING DEPARTMENT ORGANIZATIONAL UNIT

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Dean of Nursing

Melody Corso, DNP, RN, CNE

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~~Diane Pagano RN, DNP, CCRN K386-312-4267~~ dianepagano@sjrstate.edu

Director BSN

Full-time Faculty

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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 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

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 health-related](#) decisions.
- Self-care requisites are [developmental 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.

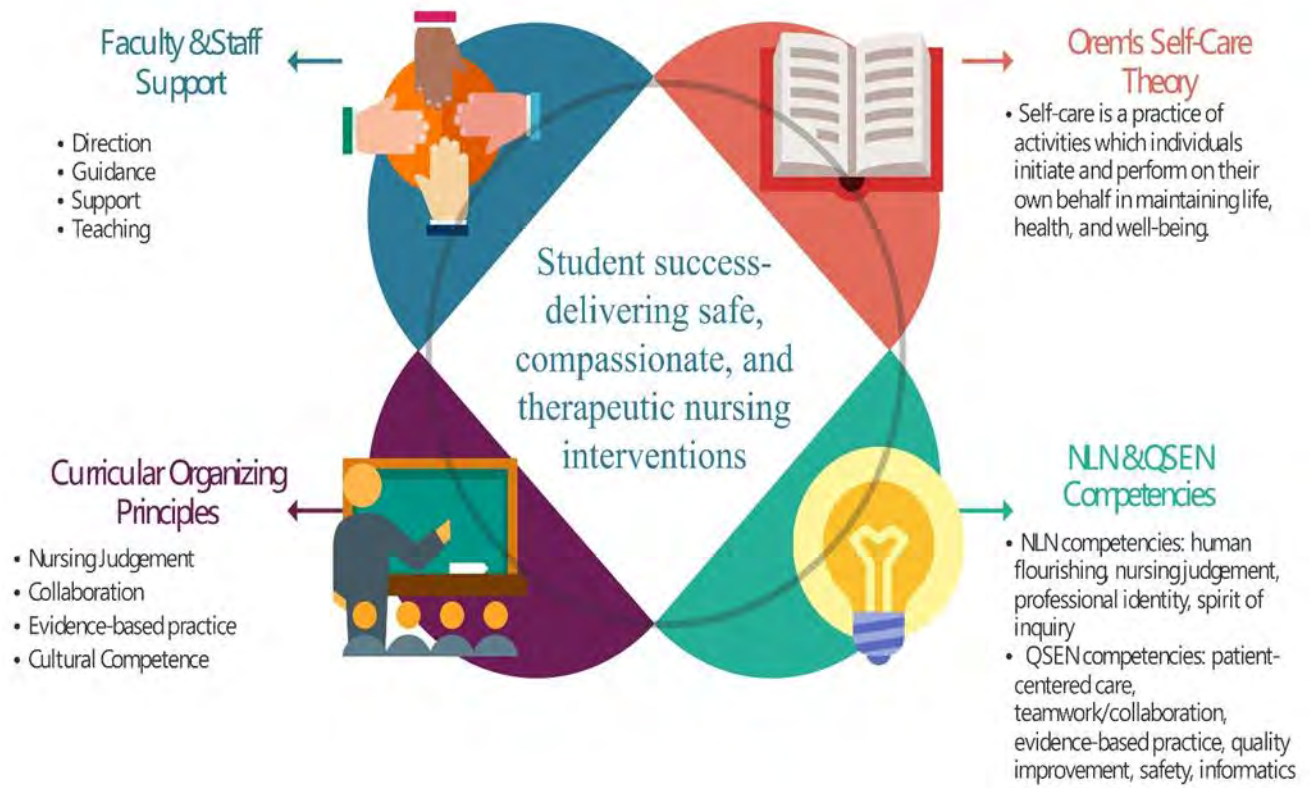
The end of the program student learning outcomes are organized using the principles aligned with Orem's Theory of Nursing and the NLN competencies. This provides structure for the nursing course syllabi, learning activities and clinical evaluation tools. The following principles have been incorporated 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
 - [AMH 2010 United States History to 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

[AMH 2010 United States History to 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

Course	Credits
<i>NUR 3805 Professional Roles & Dimensions of Professional Nursing Practice</i>	3
<i>NUR 3125 Pathophysiology</i>	3
<i>NUR 3065 Health Assessment</i>	3
<i>NUR 3164 Informatics & Evidence-Based Practice</i>	3
Course	Credits
<i>NUR 4894 Teaching & Learning in Nursing Practice</i>	3
<i>NUR 3655 Community, Diversity, & 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
Course	Credits
<i>NUR 3826 Legal & Ethical Issues in Nursing</i>	3
<i>NUR 4949 Capstone Management Practicum</i>	3
TOTAL CREDITS FOR THE BACHELOR OF SCIENCE IN NURSING DEGREE	
Credits from General Education	36 Credits
Credits from Associate in Science Degree	54 Credits
Credits from Year 3 and 4	30 Credits
Total Credits	120 Credits

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
Estimated Nursing Course Cost Semesters 1 - 2	\$4409

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
Estimated Nursing Course Cost Semesters 3-4	\$991.50
ST JOHNS RIVER STATE COLLEGE BACHELOR APPLICATION FEE	\$ 30.00
ESTIMATED COST FOR FOUR SEMESTERS NURSING COURSES	<u>\$5400.50</u>
ESTIMATED NURSING –RELATED PROGRAM COST	\$5430.50

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

[Students must maintain an overall cumulative BSN GPA of 2.0 or higher or they will be withdrawn from the program. The overall cumulative BSN GPA will be calculated based on all BSN coursework attempted.](#)

[Students may repeat the same nursing course one time only. In the event the student is unsuccessful in the second attempt, s/he will be ineligible to continue in the RN-to-BSN program.](#)

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 2.050 GPA at the end of any term, the student should ~~come to campus for counseling meet~~ with the BSN program director ~~for counseling, either in person or virtually, -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~~ [Director of Student Success and Baccalaureate Admissions](#) 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"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to treatments.
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • 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>

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.sjrst.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

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 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."

TO: Joe Pickens, J.D.
College President

FROM: Edward P. Jordan, Ph.D. 
Vice President for Academic and Student Affairs

DATE: June 3, 2024

RE: Board Certification of Annual Institutional General Education Review

On January 17, 2024, the State Board of Education approved revisions to Rule 6A-14.0303, Florida Administrative Code, and on January 24, 2024, the Board of Governors approved revisions to Regulation 8.005. The amended rule and regulation set forth the statutory requirements for all SUS and FCS general education courses, the requirement to identify the list of general education core courses the college offers beginning with fall semester of 2024, and the establishment of institutional requirements for the annual approving and reporting institutional general education course offerings.

In addition, each institution's list must be approved by its Board of Trustees and submitted to the Articulation Coordinating Committee no later than September 1, 2024, for implementation in fall of 2025. Each State University System Provost and each FCS Chief Academic Officer received a spreadsheet from the Office of K-20 Articulation identifying their respective courses recognized in the Statewide Course Numbering System (SCNS), along with detailed review and submission instructions, and a certification form for each institution's president and Board of Trustees chair to sign certifying the review and approval of the courses on the list.

During our February 2024 Board of Trustees meeting, the college's list of 2024-2025 General Education courses was approved. This month's Board request is for the review of our course spreadsheet submission and the certification of our compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

Please advise if you have any questions or require any additional information regarding the proposed submission for the Board of Trustees' consideration.

Thank you.

Certification Form

Academic Year 2025-26 General Education Courses

Please email signed form to Articulation@fldoe.org **no later than September 1, 2024.**

Dear Commissioner Diaz,

I certify that my institution has reviewed our general education course options for compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

- ☐ Reviewed Excel spreadsheet provided by the Office of K-20 Articulation.
- ☐ Submitted new courses or changes to the Statewide Course Numbering System (SCNS).

FCS/SUS President Signature

Board of Trustee Chair Signature

Institution

Date

Date

Date of Board Approval

Statewide Course Numbering System
General Education Course Report

Institution	Prefix	Level	Course Number	Lab	Course Title	Date of Last Update	Credit	General Ed Core	General Ed Requirements	Course Review Status	General Education Updates	Additional Updates	Total # Institutions Offering Course	Comments
ST. JOHNS RIVER STATE COLLEGE	BSC	2	086		HUMAN ANATOMY AND PHYSIOLOGY II	08/14/2006	3.0		Natural Science	Reviewed: No Updates			27	
ST. JOHNS RIVER STATE COLLEGE	MAC	1	105		COLLEGE ALGEBRA	08/01/2015	3	Math	Math	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	CHM	1	045		GENERAL CHEMISTRY I	08/02/2023	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ZOO	2	010		ZOOLOGY	08/01/2017	3		Natural Science	Reviewed: No Updates			19	
ST. JOHNS RIVER STATE COLLEGE	BOT	2	010		BOTANY	08/01/2018	3		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	PSC	1	341	L	LABORATORY FOR PHYSICAL SCIENCE	08/01/1987	1.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	AML	2	020		AMERICAN LITERATURE II	08/01/2014	3.0		Communications	Reviewed: No Updates			23	
ST. JOHNS RIVER STATE COLLEGE	CHM	1	046		GENERAL CHEMISTRY II	08/02/2023	3.0		Natural Science	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	LIS	2	004		INTRODUCTION TO INTERNET RESEARCH	08/01/2001	1.0		Communications					Discontinued
ST. JOHNS RIVER STATE COLLEGE	MUH	2	112		MUSIC HISTORY	08/01/2015	3.0		Humanities	Reviewed: No Updates			4	
ST. JOHNS RIVER STATE COLLEGE	STA	2	023		ELEMENTARY STATISTICS	08/02/2023	3	Math	Math	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description, Prerequisite, and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ENL	2	022		ENGLISH LITERATURE II	08/01/2014	3.0		Communications	Reviewed: No Updates			25	
ST. JOHNS RIVER STATE COLLEGE	MCB	2	013		MICROBIOLOGY	09/22/1999	4.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	ENL	2	012		ENGLISH LITERATURE I	08/01/2014	3.0		Communications	Reviewed: No Updates			22	
ST. JOHNS RIVER STATE COLLEGE	MAC	1	147		PRECALCULUS	08/01/1999	4.0		Math	Reviewed: No Updates			30	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	085		HUMAN ANATOMY AND PHYSIOLOGY I	08/02/2019	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	35	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	HUM	2	310		MYTHOLOGY IN ART, LITERATURE, & MUSIC	08/01/2010	3.0		Humanities	Reviewed: No Updates			6	
ST. JOHNS RIVER STATE COLLEGE	AST	1	002		INTRODUCTION TO ASTRONOMY	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MTB	1	304		USING THE GRAPHING CALCULATOR	08/02/2009	1.0		Math	Reviewed: Removed from General Education (Institution)	General Education (Institution)	Other Changes	1	Deleted Course from Inventory
ST. JOHNS RIVER STATE COLLEGE	BSC	1	010	L	LABORATORY FOR PRIN OF BIOLOGY I	08/01/2002	1.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	PHY	1	054		GENERAL PHYSICS II	08/01/1996	3.0		Natural Science	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	230		HUMANITIES II	02/16/2005	3.0		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	WOH	1	022		WORLD CIVILIZATION II	08/01/1996	3.0		Social Sciences	Reviewed: No Updates			20	
ST. JOHNS RIVER STATE COLLEGE	DEP	2	102		CHILD PSYCHOLOGY	07/05/1991	3.0		Social Sciences					Discontinued
ST. JOHNS RIVER STATE COLLEGE	SYG	1	000		INTRODUCTION TO SOCIOLOGY	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MGF	1	107		MATHEMATICS FOR LIBERAL ARTS II	08/01/2018	3	Math	Math	Reviewed: No Updates			37	
ST. JOHNS RIVER STATE COLLEGE	PHY	2	049		PHYSICS II WITH CALCULUS	08/01/2002	3.0		Natural Science	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	MAP	2	302		ELEMENTARY DIFFERENTIAL EQUATIONS	08/01/1998	3.0		Math	Reviewed: No Updates			27	
ST. JOHNS RIVER STATE COLLEGE	CHM	1	020		INTRODUCTION TO CHEMISTRY	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	31	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	AMH	2	020		UNITED STATES HISTORY SINCE 1877	04/09/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	40	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	CHM	1	032		PRINCIPLES OF CHEMISTRY	11/02/2021	3.0		Natural Science	Reviewed: No Updates			19	
ST. JOHNS RIVER STATE COLLEGE	ARH	2	051		ART HISTORY II	08/01/2015	3.0		Humanities	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	ECO	2	023		MICROECONOMICS	08/01/2013	3.0		Social Sciences	Reviewed: No Updates			26	
ST. JOHNS RIVER STATE COLLEGE	AML	2	010		AMERICAN LITERATURE I	08/01/2014	3.0		Communications	Reviewed: No Updates			24	
ST. JOHNS RIVER STATE COLLEGE	PHI	2	010		INTRODUCTION TO PHILOSOPHY	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BSC	1	010		PRINCIPLES OF BIOLOGY I	08/01/2002	3.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	AMH	2	010		UNITED STATES HISTORY I	08/01/1996	3.0		Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	34	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MAC	2	313		ANALYTIC GEOMETRY AND CALCULUS III	08/01/2014	4.0		Math	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	512		ARCHITECTURAL REFLECTION OF CULTURE	08/01/2015	3.0		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	POS	1	112		STATE AND LOCAL GOVERNMENT	08/11/2007	3.0		Social Sciences	Reviewed: No Updates			21	
ST. JOHNS RIVER STATE COLLEGE	POS	1	041		UNITED STATES FEDERAL GOVERNMENT	08/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	40	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BOT	2	010	L	BOTANY LABORATORY	08/01/2018	1		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	MCB	2	013	L	MICROBIOLOGY LABORATORY	09/01/1999	0.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	MAC	2	312		ANALYTIC GEOMETRY AND CALCULUS II	08/01/2014	4.0		Math	Reviewed: No Updates			35	
ST. JOHNS RIVER STATE COLLEGE	WOH	1	012		WORLD CIVILIZATION I	08/11/2007	3.0		Social Sciences	Reviewed: No Updates			20	
ST. JOHNS RIVER STATE COLLEGE	PHI	2	630		CONTEMPORARY ETHICS	08/01/2015	3.0		Humanities	Reviewed: No Updates			10	
ST. JOHNS RIVER STATE COLLEGE	AMH	1	070		FLORIDA HERITAGE	11/02/2021	3.0		Social Sciences	Reviewed: Removed from General Education (Institution)	General Education (Institution)	Not Applicable	6	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	211		THE HUMANITIES I	02/16/2005	3.0		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	ENC	1	102		COMPOSITION II	08/01/2014	3.0		Communications	Reviewed: No Updates			37	
ST. JOHNS RIVER STATE COLLEGE	ENC	1	101		COMPOSITION I	08/01/2015	3	Communications	Communications	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PHY	2	048		PHYSICS I WITH CALCULUS	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MAC	2	233		SURVEY OF CALCULUS	08/01/1998	3.0		Math	Reviewed: No Updates			36	
ST. JOHNS RIVER STATE COLLEGE	ANT	2	000		GENERAL ANTHROPOLOGY	11/02/2021	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	31	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ARH	2	050		ART HISTORY I	08/01/2015	3.0		Humanities	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	REA	1	505		COLLEGE VOCABULARY STUDY	08/01/1996	1.0		Communications					Discontinued
ST. JOHNS RIVER STATE COLLEGE	PHY	1	053		GENERAL PHYSICS I	08/01/2015	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MAC	2	311		ANALYTIC GEOMETRY AND CALCULUS I	08/01/2015	4	Math	Math	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PSY	2	012		GENERAL PSYCHOLOGY	08/02/2023	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	THE	1	020		INTRODUCTION TO THEATRE HISTORY	08/01/2017	3.0		Humanities	Reviewed: No Updates			7	
ST. JOHNS RIVER STATE COLLEGE	JOU	1	400	L	JOURNALISM LABORATORY	08/01/1985	1.0		Communications					Discontinued
ST. JOHNS RIVER STATE COLLEGE	DEP	2	004		HUMAN GROWTH & DEVELOPMENT	08/02/2023	3.0		Social Sciences	Reviewed: No Updates			19	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	011		GENERAL BIOLOGY II	08/01/2017	3.0		Natural Science	Reviewed: No Updates			31	


Statewide Course Numbering System
General Education Course Report

ST. JOHNS RIVER STATE COLLEGE	ECO	2	013		MACROECONOMICS	08/01/2015	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PSC	1	341		PHYSICAL SCIENCE	08/01/1996	3.0		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	MGF	1	106		MATHEMATICS FOR LIBERAL ARTS I	01/23/2023	3	Math	Math	Reviewed: No Updates			38	
ST. JOHNS RIVER STATE COLLEGE	THE	2	100		THEATRE HISTORY & LITERATURE	08/01/1996	3.0		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	AML	2	601		AFRICAN AMERICAN LITERATURE I	08/01/2014	3		Communications	Reviewed: No Updates			1	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	010		GENERAL BIOLOGY I	08/02/2019	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BSC	1	005		INTRODUCTION TO BIOLOGY	08/02/2019	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	37	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ESC	1	000		EARTH AND SPACE SCIENCE	08/01/2022	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	30	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MCB	2	010		MICROBIOLOGY	08/01/2017	3		Natural Science	Reviewed: No Updates			17	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	210		THE HUMANITIES I	08/01/2006	3.0		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	SYG	1	430		MARRIAGE AND THE FAMILY	11/02/2021	3.0		Social Sciences	Reviewed: No Updates			11	
ST. JOHNS RIVER STATE COLLEGE	BSC	1	020	L	LABORATORY FOR HUMAN BIOLOGY	08/11/2007	1		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	BSC	1	020		HUMAN BIOLOGY	08/02/2019	3		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	LIT	2	000		INTRODUCTION TO LITERATURE	11/02/2021	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	35	Deleted Course from Inventory
ST. JOHNS RIVER STATE COLLEGE	EVR	1	001		INTRODUCTION TO ENVIRONMENTAL SCIENCE	08/01/2015	3	Natural Science	Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	EVR	1	001	L	LABORATORY FOR INTRODUCTION TO ENVIRONMENTAL SCIENCE	01/01/2009	1		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	MUL	1	010		MUSIC APPRECIATION	08/01/2015	3.0	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	37	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	DAN	2	100		SURVEY OF DANCE	06/01/2022	3		Humanities	Reviewed: No Updates			12	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	086		HONORS HUMAN ANATOMY AND PHYSIOLOGY II	08/01/2017	3		Natural Science	Reviewed: No Updates			27	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	085		HONORS HUMAN ANATOMY AND PHYSIOLOGY I	03/24/2022	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	35	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	OCB	1	000		MARINE BIOLOGY	08/01/2010	3		Natural Science	Reviewed: No Updates			14	
ST. JOHNS RIVER STATE COLLEGE	ENC	1	101		HONORS COMPOSITION I	08/01/2017	3	Communications	Communications	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ENC	1	102		HONORS COMPOSITION II	08/01/2017	3		Communications	Reviewed: No Updates			37	
ST. JOHNS RIVER STATE COLLEGE	PHI	2	630		HONORS CONTEMPORARY ETHICS	08/01/2017	3		Humanities	Reviewed: No Updates			10	
ST. JOHNS RIVER STATE COLLEGE	MAC	1	105		HONORS COLLEGE ALGEBRA	08/01/2015	3	Math	Math					Discontinued
ST. JOHNS RIVER STATE COLLEGE	POS	1	041		HONORS US FEDERAL GOVERNMENT	08/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	40	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	HUM	2	210		HONORS HUMANITIES I	08/01/2010	3		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	HUM	2	230		HONORS HUMANITIES II	08/01/2010	3		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	AMH	2	010		HONORS U.S. HISTORY TO 1877	08/01/2017	3		Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	34	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	AMH	2	020		HONORS UNITED STATES HISTORY SINCE 1877	08/01/2018	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	40	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PSY	2	012		HONORS GENERAL PSYCHOLOGY	08/02/2023	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	DEP	2	004		HONORS HUMAN GROWTH AND DEVELOPMENT	08/02/2023	3		Social Sciences	Reviewed: No Updates			19	
ST. JOHNS RIVER STATE COLLEGE	CHM	1	045		HONORS GENERAL CHEMISTRY I	08/02/2023	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	12	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	SYG	1	000		HONORS INTRODUCTION TO SOCIOLOGY	08/01/2017	3	Social Sciences	Social Sciences	Reviewed: Updated	General Education (Core)	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ECO	2	013		HONORS MACROECONOMICS	08/01/2017	3	Social Sciences	Social Sciences	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BSC	2	362		TROPICAL ECOLOGY	08/22/2011	3		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	BSC	2	362	L	LABORATORY FOR TROPICAL ECOLOGY	08/22/2011	1		Natural Science					Discontinued
ST. JOHNS RIVER STATE COLLEGE	ECO	2	023		HONORS MICROECONOMICS	08/01/2017	3.0		Social Sciences	Reviewed: No Updates			26	
ST. JOHNS RIVER STATE COLLEGE	MAC	1	147		HONORS PRECALCULUS	08/01/2017	4		Math	Reviewed: No Updates			30	
ST. JOHNS RIVER STATE COLLEGE	STA	2	023		HONORS ELEMENTARY STATISTICS	08/02/2023	3	Math	Math	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description, Prerequisite, and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	WOH	1	012		HONORS WORLD CIVILIZATION TO 1600	08/01/2017	3		Social Sciences	Reviewed: No Updates			20	
ST. JOHNS RIVER STATE COLLEGE	WOH	1	022		HONORS WORLD CIVILIZATION SINCE 1600	08/01/2017	3		Social Sciences	Reviewed: No Updates			19	
ST. JOHNS RIVER STATE COLLEGE	IDS	1	110		HONORS EXPLORATIONS	11/02/2021	3		Social Sciences	Reviewed: No Updates			2	
ST. JOHNS RIVER STATE COLLEGE	LIT	2	182		MODERN IRISH LITERATURE	08/01/2014	3		Communications	Reviewed: No Updates			1	
ST. JOHNS RIVER STATE COLLEGE	BSC	2	010		HONORS GENERAL BIOLOGY I	08/02/2019	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BSC	2	011		HONORS GENERAL BIOLOGY II	08/01/2017	3		Natural Science	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	MCB	2	010		HONORS MICROBIOLOGY	08/01/2017	3		Natural Science	Reviewed: No Updates			17	
ST. JOHNS RIVER STATE COLLEGE	ARH	2	050		HONORS ART HISTORY I	08/01/2015	3		Humanities	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	250		20TH CENTURY HUMANITIES	08/01/2015	3		Humanities	Reviewed: No Updates			13	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	234		ENLIGHTENMENT AND ROMANTICISM HUMANITIES	08/01/2015	3		Humanities	Reviewed: No Updates			4	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	232		RENAISSANCE AND BAROQUE HUMANITIES	08/01/2015	3		Humanities	Reviewed: No Updates			3	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	223		LATE ROMAN AND MEDIEVAL HUMANITIES	08/01/2022	3		Humanities	Reviewed: No Updates			3	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	220		GREEK AND ROMAN HUMANITIES	07/04/2022	3		Humanities	Reviewed: No Updates			3	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	020		INTRODUCTION TO HUMANITIES	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	36	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	HUM	2	020		HONORS INTRODUCTION TO HUMANITIES	08/01/2017	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	36	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ART	1	016		ART APPRECIATION	08/01/2015	3		Humanities					Discontinued
ST. JOHNS RIVER STATE COLLEGE	ARH	2	051		HONORS ART HISTORY II	08/02/2015	3		Humanities	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	PHY	1	020		INTRODUCTION TO PHYSICS	07/04/2022	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	32	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	THE	1	000		THEATER APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	36	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	ARH	1	000		ART APPRECIATION	08/01/2015	3	Humanities	Humanities	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	CHM	1	046		HONORS GENERAL CHEMISTRY II	08/02/2023	3		Natural Science	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	MAC	2	311		HONORS ANALYTIC GEOMETRY AND CALCULUS I	08/01/2017	4	Math	Math	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	MAC	2	312		HONORS ANALYTIC GEOMETRY AND CALCULUS II	08/01/2017	4		Math	Reviewed: No Updates			35	
ST. JOHNS RIVER STATE COLLEGE	MAC	2	313		HONORS ANALYTIC GEOMETRY AND CALCULUS III	08/01/2017	4		Math	Reviewed: No Updates			31	
ST. JOHNS RIVER STATE COLLEGE	PHY	1	053		HONORS GENERAL PHYSICS I	08/01/2018	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	38	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PHY	1	054		HONORS GENERAL PHYSICS II	08/01/2017	3		Natural Science	Reviewed: No Updates			31	

Statewide Course Numbering System
General Education Course Report

ST. JOHNS RIVER STATE COLLEGE	PHY	2	048		HONORS PHYSICS I WITH CALCULUS	08/01/2017	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	39	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	PHY	2	049		HONORS PHYSICS II WITH CALCULUS	08/01/2017	3		Natural Science	Reviewed: No Updates			32	
ST. JOHNS RIVER STATE COLLEGE	MUH	2	112		HONORS MUSIC HISTORY	08/01/2017	3		Humanities	Reviewed: No Updates			4	
ST. JOHNS RIVER STATE COLLEGE	AML	2	010		HONORS AMERICAN LITERATURE I	08/01/2017	3		Communications	Reviewed: No Updates			24	
ST. JOHNS RIVER STATE COLLEGE	ENL	2	012		HONORS ENGLISH LITERATURE I	08/01/2017	3		Communications	Reviewed: No Updates			22	
ST. JOHNS RIVER STATE COLLEGE	AML	2	020		HONORS AMERICAN LITERATURE II	08/01/2017	3		Communications	Reviewed: No Updates			23	
ST. JOHNS RIVER STATE COLLEGE	AML	2	601		HONORS AFRICAN-AMERICAN LITERATURE	08/01/2017	3		Communications	Reviewed: No Updates			1	
ST. JOHNS RIVER STATE COLLEGE	ENL	2	022		HONORS ENGLISH LITERATURE II	08/01/2017	3		Communications	Reviewed: No Updates			25	
ST. JOHNS RIVER STATE COLLEGE	LIT	2	182		HONORS MODERN IRISH LITERATURE	08/01/2017	3		Communications	Reviewed: No Updates			1	
ST. JOHNS RIVER STATE COLLEGE	LIT	2	380		LITERATURE BY WOMEN	08/01/2017	3		Communications	Reviewed: No Updates			10	
ST. JOHNS RIVER STATE COLLEGE	LIT	2	380		HONORS LITERATURE BY WOMEN	08/01/2017	3		Communications	Reviewed: No Updates			10	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	220		HONORS GREEK AND ROMAN HUMANITIES	08/01/2022	3		Humanities	Reviewed: No Updates			2	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	223		HONORS LATE ROMAN AND MEDIEVAL HUMANITIES	08/01/2022	3		Humanities	Reviewed: No Updates			3	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	232		HONORS RENAISSANCE AND BAROQUE HUMANITIES	08/01/2017	3		Humanities	Reviewed: No Updates			3	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	234		HONORS ENLIGHTENMENT AND ROMANTICISM HUMANITIES	08/01/2017	3		Humanities	Reviewed: No Updates			4	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	250		HONORS 20TH CENTURY HUMANITIES	08/01/2017	3		Humanities	Reviewed: No Updates			13	
ST. JOHNS RIVER STATE COLLEGE	HUM	2	310		HONORS MYTHOLOGY IN ART, LITERATURE, AND MUSIC	08/01/2017	3		Humanities	Reviewed: No Updates			6	
ST. JOHNS RIVER STATE COLLEGE	ENL	2	330		INTRODUCTION TO SHAKESPEARE	08/01/2018	3		Communications	Reviewed: No Updates			8	
ST. JOHNS RIVER STATE COLLEGE	ENL	2	330		HONORS INTRODUCTION TO SHAKESPEARE	08/01/2018	3		Communications	Reviewed: No Updates			8	
ST. JOHNS RIVER STATE COLLEGE	EVR	1	001	C	INTRO TO ENVIRONMENTAL SCIENCE AND LABORATORY	08/01/2020	3	Natural Science	Natural Science	Reviewed: Updated	No General Education Update	Other Changes	35	Updated Course Description and Learning Outcomes
ST. JOHNS RIVER STATE COLLEGE	BSC	1	020	C	HUMAN BIOLOGY AND LABORATORY	08/01/2020	3		Natural Science	Reviewed: No Updates			16	
ST. JOHNS RIVER STATE COLLEGE	SLS	1	122		ACADEMIC PATHWAYS FOR COLLEGE SUCCESS	11/02/2021	3		Social Sciences	Reviewed: No Updates			4	
ST. JOHNS RIVER STATE COLLEGE	BSC	1	003		MICROBES AND SOCIETY	08/02/2023	3		Natural Science	Reviewed: No Updates			1	
ST. JOHNS RIVER STATE COLLEGE	MUH	2	110		SONGS FOR THE DEAD: AN INTRODUCTION TO MUSIC HISTORY	08/02/2023	3		Humanities	Reviewed: No Updates			9	
ST. JOHNS RIVER STATE COLLEGE	MGF	1	130		MATHEMATICAL THINKING	08/01/2024	3	Math	Math					
ST. JOHNS RIVER STATE COLLEGE	MGF	1	131		MATHEMATICS IN CONTEXT	08/01/2024	3		Math					

TO: Joe Pickens, J.D.
College President

FROM: Melanie Rosen Brown, Ph.D. 
Chief Operating Officer

DATE: June 10, 2024

RE: ACTION and INFORMATIONAL Agenda Items
June 19, 2024, District Board of Trustees Meeting

The following **Action/Informational** items are submitted for the Board of Trustees' consideration at the June 10, 2024, meeting:

ACTION/INFORMATIONAL AGENDA ITEMS:

1. ***Facilities, AVP Terry Thomas:***
 - a. Action to Approve the 2025-2026 Capital Improvement Plan
 - b. Action to Approve the Plans and Specifications for the Sewer Piping Repair/Replacement Project, Palatka Campus
 - c. Action to Award the Bid for the Chiller and Cooling Tower Replacement Project, Orange Park Campus
 - d. Action to Declare an Emergency for Site Improvements Project Bid – Palatka Campus
2. ***Personnel, AVP Chuck Romer:***
 - a. Action to Approve the Compensation Increases for Non-Bargaining Unit Employees
 - b. Action to Approve the 2024-2025 Salary Schedule
3. ***Thrasher Horne Center, Executive Director Bob Olson:***
 - a. Action to Approve the Thrasher Horne Center Rental/Usage Fees, effective July 1, 2024



MEMORANDUM

To: Dr. Melanie Brown
Chief Operating Officer and Senior Vice President

From: Terry Thomas
Assistant Vice President of Facilities, Planning and Capital Projects

Date: June 11, 2024

Subject: Action Item: 2025-2026 Capital Improvement Plan

The Capital Improvement Plan (CIP) is the college's five-year plan for implementation of building needs funded through the State (PECO, Lottery, General Revenue), Capital Improvement Fees, and Local funds. The CIP also requests authorization for non-state funded projects to use state operating funds. The CIP covers the five-year period from 2024-25 through 2028-29. The CIP only includes projects based on the current Educational Plant Survey recommendations. Not every Plant Survey recommendation is included in the projects listed in the CIP.

Typically, only the top two ranked projects are included in the Florida College Division's Legislative Budget Request for facilities funding. Your approval of the 2025-2026 Capital Improvement Plan is requested.

The list below is a summary of the projects requested in the CIP by order of priority:

- 1. Renovation, Classroom Building and Workforce Training Center Addition** – Project will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. When completed, approximately 15,400 gross square feet will be remodeled in the existing Classroom Building and an additional 36,584 gross square feet will create crucial space needed for establishing trades programs as our impending lease expires for the Workforce Training Center owned by the Putnam County School District. Total project cost: \$28,773,926.
- 2. St. Augustine Campus, Site Improvements and Infrastructure Repairs Project** – Project focuses on three areas: site improvement, structural renovations, and parking lots initiatives. Site improvements include storm water/drainage issues, water management and improvements to vehicular access to this campus. Infrastructure repairs include roof restoration and repairs needed for the covered walkways and other outside areas. Parking lot initiatives including the resurfacing parking areas which is crucial for safety, improved appearance, increased life span, and is an efficient way to maintain and improve parking areas across the campus at a lower cost to the College.



3. Renovation St. Augustine Campus with Additions – Project includes renovation of Classroom building and Library with additions to accommodate expansion of Nursing and Health programs as well as site improvements and infrastructure repairs as needed. Total project cost: \$31,114,560. The College has contributed \$2,327,544 in local and Capital Improvement Fees (CIF) funds.

4. Collegewide, Site Improvements and Infrastructure Repairs – Project focuses on three areas: site improvements, structural renovations, and campus safety initiatives. Site improvement issues include the repair of roadways and parking lots; installation of new signage; storm water/drainage issues and improvements to vehicular access on all campuses. Collegewide structural renovations include the reroofing of multiple buildings, HVAC/Chiller equipment installations and upgrades and miscellaneous repairs as needed. Collegewide safety initiatives include the integration of door access control, fire, burglar alarms, and monitors in security offices on all campuses. Total Project Cost is: \$39,807,664. The College has contributed \$1,123,349 in Sum-of-Year Digits (SYD) funds and received \$5,947,195 in State Deferred Maintenance funds. The College has received no SYD funding since 2018/19.

5. Remodel, Florida School of the Arts with Addition – Project focuses on accessibility code compliance corrections. The second-floor gallery, seating, and the restrooms in the Auditorium are not accessible for people with disabilities. The mezzanine space does not meet the current egress or ADA/life safety requirements. There is also a need for an elevator to serve the upper and lower galleries. A number of compliance issues has been resolved and include the men's/women's ADA compliant changing/restrooms, a new dance floor, asbestos abatement, and a drawing studio that meets fresh air requirements along with a state of art painting studio, renovated entrance, new conference room, and storage. This phase would also upgrade the Auditorium sound and lighting system, add a fly loft, new Blackbox theatre, new Auditorium lobby and faculty offices. Total Project Cost is: 39,093,667. The College has contributed 2,149,318 in Local, Capital Improvement Fees, and Sum-of-Year Digits (SYD) funds.

Please let me know if I may answer any questions regarding this recommendation.

Attachment (1)



ST. JOHNS RIVER
STATE COLLEGE

CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2025-26 THROUGH 2029-30





Joe H. Pickens, President

(386) 312-4113

St. Johns River State College

5001 St. Johns Avenue Palatka, FL 32177
SJRstate.edu

District Board of Trustees

Rich Komando, Chair

Jan Conrad, Vice Chairman

Wendell D. Davis

James Reid

W. J. (Jud) Sapp, Jr.

Jeremiah Blocker, J.D., Board Attorney

Joe H. Pickens, J.D., Executive Secretary

Dr. Melanie Brown

Chief Operating Officer / Senior Vice
President

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MelanieBrown@sjrstate.edu

Terry Thomas

Assistant Vice President of Facilities,
Planning and Capital Projects

(386) 312-4110

TerryThomas@sjrstate.edu

ST. JOHNS RIVER STATE COLLEGE

Capital Improvement Plan

FY 2025-26 Through FY 2029-30

Table of Contents

Transmittal Form	2
CIP 1 Current Status	3
CIP 2 Summary	4
CIP 3, CIP 4, & Return on Investment	5-24
Request for Legislative Action	25





**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2025-26**

TRANSMITTAL FORM

COLLEGE St. Johns River State College

APPROVED BY BOARD OF TRUSTEES June 19, 2024
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

PRINT NAME Joe H. Pickens, J.D.

TITLE President

DATE June 19, 2024

CONTACT PERSON NAME Terry Thomas

TELEPHONE (386) 312-4110

E-MAIL TerryThomas@sjrstate.edu

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2024-25

CIP 1

COLLEGE: Saint Johns River State College
DATE: 6/30/2024

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Site Improvements Project	1	Local	2022-2024	172,000			\$2,500,000	\$2,500,000	YES	YES	Bid	3/1/2025
Building V, Roof Replacement Project	1	State DM	2022-2023	24,440	\$350,000		\$9,008	\$359,008	YES	YES	Complete	2/21/2024
Library Restrooms/Window Wall System, ADA/Life Safety Replacement Project	1	State DM	2022-2023	35,992	\$1,697,195			\$1,697,195	YES	YES	Bid	12/31/2025
Sewer Piping Repair/Replacement Project	1	State DM	2022-2023	273,078	\$1,200,000			\$1,200,000	YES	YES	Bid	8/1/2025
Renovation, Classroom Building and Workforce Training Center Addition	1			36,598		\$24,766,336		\$24,766,336	YES	YES	Requires Additional Funds	12/31/2028
Remodel, Florida School of the Arts with Addition	1			43,000		\$24,870,533	\$2,149,318	\$27,019,851	YES	YES	Requires Additional Funds	12/31/2029
Building G, Gymnasium, Roof Restoration	1	Local	2022-2023	22,080			\$457,330	\$457,330	YES	YES	Complete	2/21/2024
Remodel/Addition to FloArts Building F	1	Local	2023-2024	47,561			\$1,485,759	\$1,485,759	YES	YES	Planning	6/30/2026
Cooling Tower Replacement Project	2	PECO	2022-2023	258,741	\$460,684			\$460,684	YES	YES	Complete	9/12/2022
Building H Roof Restoration Project	2	PECO	2022-2023	52,496	\$569,819			\$569,819	YES	YES	Complete	4/13/2023
Rem/Ren, Orange Park Campus with Additions	2	Local, CIF, PECO	2011-2023	59,713	\$21,558,191		\$2,327,544	\$23,885,735	YES	YES	Complete	5/30/2023
Chiller & Cooling Tower Replacement Project	2	State DM	2022-2023	235,746	\$1,300,000			\$1,300,000	YES	YES	Bid	12/31/2025
Chiller Replacement Project	4	Local	2022-2023	105,542			\$590,857	\$590,857	YES	YES	Complete	4/17/2023
Renovation, Classroom Building and Library with Additions to Accommodate Expansion of Nursing and other Health Related Programs	4	Local, CIF, PECO, CO&DS	2013-2019	44,047		\$28,429,661	\$2,327,544	\$30,757,205	YES	YES	Requires Additional Funds	12/31/2028
Renovation with Addition to Building V and Re-roof	4	Local, CIF	2018-2021	13,312			\$2,769,888	\$2,769,888	YES	YES	Complete	11/17/2021
Chiller Replacement Project	4	State DM	2022-2023	118,877	\$1,400,000			\$1,400,000	YES	YES	Bid	12/31/2024
College-Wide Site Improvements and Infrastructure Repairs	4	PECO, SYD, State DM	2013-2023	626,931	\$7,070,544	\$21,898,120		\$28,968,664	YES	YES	Requires Additional Funds	12/31/2028
St. Augustine Campus, Site Improvements and Infrastructure Repairs Project	4	PECO		115,441		\$8,700,000		\$8,700,000	YES	YES	Requires Additional Funds	6/30/2028
								\$0				
								\$0				

Add lines as necessary.

NOTES:

* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2025-26 through 2027-28**

CIP 2

COLLEGE: Saint Johns River State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2023	Renovation	Renovation, Classroom Building and Workforce Training Center Addition	1	\$8,647,670	\$7,851,617	\$8,267,049	\$24,766,336			\$24,766,336	YES
2	2024	Maint/Repair	St. Augustine Campus, Site Improvements and Infrastructure Repairs Project	4	\$2,900,000	\$2,900,000	\$2,900,000	\$8,700,000	\$0	\$0	\$8,700,000	YES
3	2011	Renovation	Renovation, Classroom Buildings and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs	4	\$9,759,924	\$9,170,232	\$9,499,505	\$28,429,661	\$0	\$2,327,544	\$30,757,205	YES
4	2016	Maint/Repair	College-wide, Site Improvements and Infrastructure Repairs	1, 2, 4	\$6,603,120	\$7,370,000	\$7,925,000	\$21,898,120	\$7,070,544	\$0	\$28,968,664	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost Includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 27,910,714 \$27,291,849 \$ 28,591,554 \$ 83,794,117

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
5	2015	Remodel	Remodel, Florida School of the Arts with Addition	1	\$8,718,092	\$7,849,605	\$8,302,836	\$24,870,533	\$0	\$2,149,318	\$27,019,851	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$8,718,092 \$7,849,605 \$8,302,836 \$ 24,870,533

GRAND TOTAL OF ALL PROJECTS \$ 36,628,806 \$ 35,141,454 \$ 36,894,390 \$ 108,664,650

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28

CIP 3A

College Name	Saint Johns River State College			
Project Title	Renovation, Classroom Building and Workforce Training Center Addition			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
	X		X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	5001 St. Johns Avenue	Palatka	Putnam

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

In 1997, St. Johns River State College, was authorized by SB1688 to become a fully comprehensive college and expand workforce training by offering adult and post-secondary vocation programs. SJR State fully embraced this mission by developing workforce training programs to meet local workforce needs. Available programming grew from 8 Associate in Science Degrees to current offerings of 66 workforce programs culminating in either a Bachelor of Applied Science, Associate of Science, College Credit Certificate or Vocational Certificates.

Funding the Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. As the construction and marine industries are growing robustly in the College's service district and there is currently no facility at any of the College's three campuses configured to facilitate instruction in these fields, this project will allow the College to create and confer new degrees and certificates to graduates who will immediately fill positions needed by local and regional employers.

The Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will support expected industry growth in this growing regional and local economy. Funding this capital improvement project will allow St. Johns River State College to develop comprehensive career and technical education programming to meet workforce needs in Putnam County. St. Johns River State College is committed to maximizing funding to meet the career and technical needs of the local region by working with business industry leaders, K-12 and university partners, economic development leaders, policy leaders, and others to maximize the return on investment of this critically important project.

This project's proposed cost is \$ 24,766,336.

Survey Recommendations 2021/1.036, 1.050, 1.051, 1.052, 1.053, 1.054, 1.055, 1.056, 1.058

RESERVE ESCROW 0.5% (per s. 1001.03(19)(c), F.S.)

Building value: \$20,025,307

Source of valuation for remodel or renovation: CIP3B

1st year escrow deposit amount: \$100,127

Escrow funding source: Fund 1

Comments:

Initial Year Requested: **Has this project ever been vetoed? If so, list year(s):**

List All Proposed Sources of Funding:

Projected Bid Date/Start of Construction (Month, Year):	December 2025
Projected Occupancy Date (Month, Year):	December 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2021	1.036		25,227	10,842	
June 2021	1.05	Voc. Lab	3,081	3,081	12
June 2021	1.051	Voc. Lab	2,840	2,840	12
June 2021	1.052	Voc. Lab	844	844	12
June 2021	1.053	Voc. Lab	4,771	4,771	12
June 2021	1.054	Voc. Lab	1,110	1,110	15
June 2021	1.055	Voc. Lab	4,190	4,190	10
June 2021	1.056	Voc. Lab	7,750	7,750	10
June 2021	1.058	Office	1,170	1,170	
			Total NSF Used	36,598	

CIP 3B COST WORKSHEET

Renovation, Classroom Building and Workforce Training
Center Addition

CIP 3B

Saint Johns River State College
BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom			0	\$ 449.32	1.00	\$ -
Teaching Lab			0	\$ 470.94	1.00	\$ -
Library			0	\$ 396.25	1.00	\$ -
Vocational Lab		24,586	34,922	\$ 470.94	1.00	\$ 16,446,167
Office		1,170	1,662	\$ 482.72	1.00	\$ 802,281
Auditorium - Exhibit			0	\$ 504.53	1.00	\$ -
Instructional Media			0	\$ 328.58	1.00	\$ -
Gymnasium			0	\$ 353.15	1.00	\$ -
Student Service			0	\$ 480.92	1.00	\$ -
Support Service			0	\$ 328.58	1.00	\$ -
TOTAL		25,756	36,584	Wt. Avg. 446.72		
New Construction Cost						\$ 17,248,447
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
NOTE:	Remodel \$/GSF calculated as 65% of new construction rate for the	10,842	15,400	\$ 134.02	1.00	\$ 2,063,846
	Student Services space category.				1.00	\$ -
TOTAL		10,842	15,400			\$ 2,063,846
Remodeling/Renovation Cost*						\$ 2,063,846
*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.						
Base Construction for New & Rem/Ren						\$ 19,312,294
Site development/improvement** (2.6%)						\$ 502,120
Total Base Construction Costs						\$ 19,814,413

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs	Year 1	Year 2	Year 3	
		Incurred to date	2025-26	2026-27	2027-28	TOTAL
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)		\$6,604,804	\$6,604,804	\$6,604,805	\$19,814,413
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation					\$0
c.	Site preparation					\$0
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks					\$0
f.	Roadway improvements					\$0
g.	Parking spaces:					\$0
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution					\$0
k.	Sanitary sewer system					\$0
l.	Chilled water system					\$0
m.	Storm water system					\$0
n.	Energy efficient equipment					\$0
o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS		\$0	\$6,604,804	\$6,604,804	\$6,604,805	\$19,814,413
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$198,144			\$198,144
	2) A/E fees (7.8%)		\$1,081,867	\$309,105	\$154,552	\$1,545,524
	3) Inspection Services*** (sugg. 0.5%)			\$99,072		\$99,072
	4) On-site representation (1.3%)			\$128,794	\$128,794	\$257,587
	5) Other prof. services*** (sugg. 0.5%)		\$99,072			\$99,072
c.	Testing/surveys (2.2%)		\$435,917			\$435,917
d.	Permit/Environmental Fees***		\$29,722	\$118,886		\$148,608
e.	Miscellaneous cost*** (sugg. 1-3%)		\$198,144			\$198,144
f.	Movable equipment/furnishings (10.2%)			\$590,956	\$1,378,898	\$1,969,854
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$2,042,866	\$1,246,813	\$1,662,244	\$4,951,923
TOTAL PROJECT COST		\$0	\$8,647,670	\$7,851,617	\$8,267,049	\$24,766,336

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						2025-26	\$ 8,647,670	(number below
						2026-27	\$ 7,851,617	should equal
						2027-28	\$ 8,267,049	Total Project Cost)
		\$ -			\$ -	\$ 24,766,336		\$ 24,766,336

Higher Educational Facilities Return on Investment

Institution: St. Johns River State College
Project: Renovation, Classroom Building and Workforce Training Center Addition
Total Funding: \$24,766,336
Previous Funding (State and Local): _____
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects- Palatka Campus, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: The College is a vital partner in workforce and economic development for Clay, St. Johns, and Putnam Counties. Funding the **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. As the construction and marine industries are growing robustly in the College's service district and there is currently no facility at any of the College's three campuses configured to facilitate instruction in these fields, this project will allow the College to create and confer new degrees and certificates to graduates who will immediately fill positions needed by local and regional employers.

The **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will support expected industry growth in this growing regional and local economy. According to projections received from the Florida Department of Economic Opportunity's CareerSource Region 8 Employment Growth Projections, the following local jobs are projected to be needed within the next eight years (2022 - 2030).

- 4,672 new regional jobs in Construction & Extraction Occupations; 10.4% growth

- 3,479 new regional jobs in Installation, Maintenance, & Repair Occupations; 9.9% growth
- 1,496 new regional jobs in Production Occupations; 5.2% growth
- 402 new regional jobs in Water Transportation Workers; 13.5% growth

2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: With a conservative estimate of 28 instructional hours each week serving 20 students at a time, the renovated and expanded space will generate an additional 1,400 student credit hours per year. Serving two of the fastest growing counties in Florida with residential construction booming, SJR State desperately needs a facility in which to teach maritime and building trades. The proposed project will be the first facility at the College designed to accommodate instruction in these areas (large volume, high ceilings, robust power supply, ventilation system, roll-up doors, etc.).

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The college is aligning its programs to serve business and industry targeted for growth identified by the 2023-2024 Regional Demand Occupations List (RDOL) and Department of Economic Opportunity's National Occupational Forecast (focusing on workforce). Clay and St. Johns Counties are among the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Business, Construction, Finance, Information Technology, Health Care, and Maritime. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities to our students.

SJR State is currently unable to provide programs in the Construction and Maritime sectors due to a lack of appropriate instructional facilities. The **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition** project will provide the first large volume, open-floor instructional space at the College.

In the Construction sector, students will receive instruction in a variety of building trades, including carpentry, masonry, electrical, plumbing, HVAC and welding/fabrication. This training will prepare graduates for work in the skilled trades, which are in high demand in the College's service district.

Major employers in our area include national homebuilders, such as D.R. Horton, KB Homes, Lennar, Toll Brothers, Dream Finders, and many other residential contractors. Commercial contractors include Gleeson, HITT, The Hardy Group, Hoffman, ShayCore, CCS, and many others. These companies and their subcontractors, along with specialty contractors such as WJ Sapp Railroad and Veritas Steel, are experiencing a severe shortage of trained workers.

In the Maritime sector, the College's programs will have a much larger regional draw, as there are no other maritime programs (particularly targeted at the commercial maritime industry) in the region. In addition to local marine contractors in Clay, Putnam, and St. Johns counties – such as St. Johns Ship Building, Putnam's Barge Port, Mobro Marine, a variety of private contractors Clay County's Reynolds Park, and a proliferation of recreational marine maintenance and repair businesses, regional employers such as BAE Systems in Jacksonville have expressed a need for trained maritime workers.

The Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will allow SJR State to answer Florida's unmet academic and workforce needs by:

- Preparing students for state and industry certifications
- Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies
- Creating new transfer opportunities with partnering universities
- Generating partnerships with new and existing businesses
- Aligning technical programs and courses to business and industries targeted for growth.
- Providing a trained Workforce for employers in our region
- Keeping the districts most talented students within the region
- Filling the gap between emerging jobs and skilled workers

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Funding the **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will:

- Generate or expand partnerships with new and existing businesses
- Provide a trained workforce for employers in our region.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The renovation of Classroom Building T on the Palatka Campus and the construction of the adjoining Workforce Training Center will increase utilization of the existing building by launching new programs and courses that will be taught in the existing space. Along with hands-on courses in the Workforce Training Center, related instruction will take place in the renovated classrooms and computer labs of Building T.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☒ Projected Facility Utilization Rate

Explanation: SJR State conservatively estimates that the new facility will be occupied for 28 hours per week, which is 12 hours per week higher than the Palatka Campus average for lab space, and that the renovated space will increase its utilization by approximately 2%.

10. ☒ Current/Projected Campus Utilization Rate

Explanation: The 2022-23 Space Utilization Report indicates that the Palatka Campus has a classroom space utilization of 20.88% and a laboratory space utilization rate of 53.95%. The addition of new programs

in the construction and maritime trades will increase campus utilization both in the renovated space and in the remainder of the campus as students take additional supporting courses from other departments.

FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY SITE
2022-23 TERM 2E SUBMISSION
ST. JOHNS RIVER STATE COLLEGE

SITE	NAME	CLASSROOM					LABORATORY				
		NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM
1	PALATKA CAMPUS	20	2,676	167	20.88	8.35	27	6,998	437	53.95	16.19
2	ORANGE PARK CAMPUS	28	7,168	448	40.00	16.00	19	3,933	245	42.98	12.89
4	ST. AUGUSTINE CAMPUS	27	8,011	500	46.30	18.52	13	2,614	164	42.05	12.62

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2025-26 through 2027-28

CIP 4A

College Name	Saint Johns River State College		
Project Title	St. Augustine Campus, Site Improvements and Infrastructure Repairs Project		
Budget Entity Priority	2		
Statutory Authority	Sec. 1013.64		
Type Project	Noncritical		Critical
			X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
St. Augustine Campus	All	115,441	2990 College Drive	St. Augustine	St. Johns

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

The St. Augustine Campus Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space by creating a positive environment that is crucial for students to maximize their learning potential. This project focuses on three main areas: site improvements, structural renovations, and parking lots initiatives. Ongoing site improvement issues include storm water/drainage issues, water management, and improvements to vehicular access to this campus. Also included in this project is roof restoration or re-roofing of several roofs and critical infrastructure maintenance and repairs to covered walkway areas across the campus.

Resurfacing parking areas is crucial for safety reasons, improved appearance, increased life span, is cost-effective, and is an efficient way to maintain and improve all lots across campus.

Forecast planning for campus roof restoration is an example of initiating a pre-emptive maintenance plan where repairs are made early in a far less disruptive and costly process than re-roofing a building.

A similar model of pre-emptive forecasting is likewise applied to the infrastructure repairs that are needed for the covered walkways and other outside areas of this campus. All of the areas included in this project is beyond their projected life cycle and responsible stewardship dictates the need for timely planning and replacement of the college's aging assets.

The total proposed cost of this St. Augustine Campus, Site Improvements and Infrastructure Repairs project is \$8,700,000.

Survey Recommendations 2021/SR.01, SR.03, 4.008, 4.017, and 4.018.

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for
6/30/2021	SR.01	Correct deficiencies relating to safety to life, health, and sanitation pursuant to SREF 4.4(1) and 5(1)
6/30/2021	SR.03	Replacement of roof at existing as provided in SREF 423.12 and Florida Building Code 423.12
6/30/2021	4.008	Construct campus-wide storm water management improvements to include berms, underground drainage mechanisms, and storm water retention areas.
	4.017	Renovate campus-wide existing covered walkways.
6/30/2021	4.018	Renovate campus-wide existing parking areas and roadways.

CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

St. Augustine Campus, Site Improvements and
Infrastructure Repairs Project

Saint Johns River State College

CIP 4B

PROJECT COMPONENT COST AND PROJECTIONS

			Costs Incurred to date	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	TOTAL
BUILDING SYSTEM COMPONENTS							
	a.	electrical					\$0
	b.	envelope		\$100,000	\$100,000	\$100,000	\$300,000
	c.	interior					\$0
	d.	mechanical					\$0
	e.	plumbing					\$0
	f.	roof		\$650,000	\$650,000	\$650,000	\$1,950,000
	g.	site		\$250,000	\$250,000	\$250,000	\$750,000
	h.	special (fire suppression)					\$0
	i.	structural		\$500,000	\$500,000	\$500,000	\$1,500,000
							\$0
SUBTOTAL			\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$4,500,000
CENTRAL UTILITY SYSTEM COMPONENTS:							
	a.	cogeneration					\$0
	b.	cooling gen./distrib.					\$0
	c.	electrical distrib.					\$0
	d.	heating gen./distrib.					\$0
	e.	landfill					\$0
	f.	water treat./distrib.					\$0
	g.	waste treatment					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
SPECIAL SYSTEM COMPONENTS:							
	a.	energy conservation					\$0
	b.	storage tanks					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
CAMPUS SYSTEM COMPONENTS:							
	a.	drainage/grounds		\$750,000	\$750,000	\$750,000	\$2,250,000
	b.	road system paving		\$325,000	\$325,000	\$325,000	\$975,000
	c.	other paving		\$325,000	\$325,000	\$325,000	\$975,000
							\$0
SUBTOTAL			\$0	\$1,400,000	\$1,400,000	\$1,400,000	\$4,200,000
LIFE SAFETY AND LICENSURE COMPONENTS:							
	a.	Licensure					\$0
	b.	Life Safety					\$0
	c.	ADA					\$0
	d.	Environmental					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
TOTAL			\$0	\$2,900,000	\$2,900,000	\$2,900,000	\$8,700,000

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						2025-26	\$ 2,900,000	(number below
						2026-27	\$ 2,900,000	should equal
						2027-28	\$ 2,900,000	Total Project Cost)
		\$ -			\$ -		\$ 8,700,000	\$ 8,700,000

**Higher Educational Facilities
Return on Investment**

Institution: St. Johns River State College

Project: St. Augustine Campus, Site Improvements and Infrastructure Repairs Project

Total Funding: \$8,700,000

Previous Funding (State and Local): _____

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Mrs. Terry Thomas, Assistant Vice

President of Facilities, Planning and Capital Projects-Palatka Campus, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: This St. Augustine Campus, Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space in that safe, secure, and functional facilities are fundamentally essential to successful educational programs. Creating a positive environment is crucial for students to maximize their learning potential. SJR State continuously evaluates and improves facility life-safety, accessibility, structural

integrity, roof and building envelope, lighting, and cleanliness with the intent of providing the best educational opportunities possible. The investments proposed in this project are necessary to preserve and upgrade aging campus assets and will provide sustainable enhancements to the student experience on all of these levels.

Included as part of this project, is our aging parking lots which needs to be resurfaced on the St. Augustine Campus. Resurfacing parking areas is crucial for several reasons

1. As parking lots age, cracks and depressions become more noticeable. Resurfacing covers these defects, ensuring the safety of students, staff, faculty and vehicles.
2. A resurfaced parking lot looks-like new and significantly improves curb appeal. First impressions and a well-maintained parking lot positively influence how people perceive our campuses.
3. Resurfacing is more economical than total replacement. It addresses minor defects while preserving the foundation of the parking lots.
4. Resurfacing minimizes the need for frequent seal coating and other maintenance tasks which saves time and resources in the long run.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The old adage “a stitch in time saves nine” is never more appropriate than when initiating pre-emptive maintenance, especially on older structures. In almost every case, repairs made early in the inevitable cycle of deterioration are far less involved, far less disruptive, and far less costly than those which are allowed to fester and grow worse before they are addressed.

As an example, our forecast planning for campus roof restoration follows this model in that we intend to install a fluid applied reinforced roofing system atop our aging roofs while they are still structurally sound, and before they degrade to the point of requiring catastrophic intervention. This system will provide a 20-year warranty, can be applied while the building is fully occupied, and does not require demolition and the associated risk of exposing the interior portions of the building to damaging weather intrusion. A system of this type, engaged at a timely moment before excess deterioration sets in can reduce an otherwise \$1 mil conventional roof rip-off and reinstallation by 50% or more.

A similar model of pre-emptive forecasting is likewise applied to all other projects requested in this project. All these systems will be at or beyond their projected life cycle by the time appropriations are released. Responsible stewardship dictates the need for timely planning and replacement of our aging assets.

Future supply chain uncertainties as well as economic pressures also make this an opportune time for action. Prices will never again be as reasonable as they are now. Whether it is the parking lots, HVAC systems, safety equipment upgrades, or building components requested in this project, all will benefit financially from a 'sooner rather than later' approach. Indeed, the sustainable safety and well-being of our future constituents depend on the planning and execution we engage now.

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28

CIP 3A

College Name	Saint Johns River State College			
Project Title	Renovation, Classroom Building and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs			
Budget Entity Priority	3			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
	X		X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
4	2990 College Drive	St. Augustine	St. Johns

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The St. Augustine Campus is struggling to accommodate St. Johns County's population growth. The St. Augustine Campus has a shortage of classrooms and labs, therefore, funding the project is needed to meet current instructional demands and allow for better service to current students and capacity for future growth, as well as meeting the demands for a trained workforce for this rapidly growing county.

This project will allow SJR State to answer Florida's unmet academic and Workforce needs and focus on:

- (1) Preparing students for state and industry certifications
- (2) Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies
- (3) Creating new transfer opportunities with partnering universities
- (4) Generating partnerships with new and existing businesses
- (5) Aligning technical programs and courses to business and industries targeted for growth
- (6) Providing a trained Workforce for employers in our region
- (7) Keeping the districts most talented students within the region
- (8) Filling the gap between emerging jobs and skilled workers

This project will support expected industry growth in this growing regional and local economy. St. Johns County is one of the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Health Care, Business, Finance, Criminal Justice, and Information Technology. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities for our students.

This project's proposed cost is \$30,757,205 and the College has already funded \$2,327,544 in Local Funds in support of this project.

The Viking Center renovation with addition was completed July 2021 and adds a 5,685 SF addition of student services space to this campus.

Survey Recommendations 2021/4.028-4.041, 4.034-4.042, 4.027, 4.028, 4.047, 4.048, and 4.049

Building value: \$20,935,685

Source of valuation for remodel or renovation:
1st year escrow deposit amount: \$104,678
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2016 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding: Local, Capital Improvement Fees

Projected Bid Date/Start of Construction (Month, Year): July 2026
Projected Occupancy Date (Month, Year): December 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
July 2021	4.028-4.041	Voc. Lab	15,606	9,935	48
July 2021	4.034-4.042	Teaching Lab	18,759	11,757	209
July 2021	4.027	Office	29,900	2,598	
July 2021	4.048	Classroom	13,726	12,316	
July 2021	4.047	Library	14,695	675	
July 2021	4.049	Student Services	8,766	6,766	
Total NSF Used			44,047		

CIP 3B COST WORKSHEET

Renovation, Classroom Building and Library with
Additions to accommodate expansion of Computer,
Nursing and other Health Related Programs

CIP 3B

Saint Johns River State College

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom		5,000	7,102	\$ 449.32	1.00	\$ 3,191,071
Teaching Lab		3,600	5,113	\$ 470.94	1.00	\$ 2,407,916
Library		675	959	\$ 396.25	1.00	\$ 380,004
Vocational Lab		4,122	5,855	\$ 470.94	1.00	\$ 2,757,354
Office		800	1,136	\$ 482.72	1.00	\$ 548,370
Auditorium - Exhibit			0	\$ 504.53	1.00	\$ -
Instructional Media			0	\$ 328.58	1.00	\$ -
Gymnasium			0	\$ 353.15	1.00	\$ -
Student Service			0	\$ 480.92	1.00	\$ -
Support Service			0	\$ 328.58	1.00	\$ -
TOTAL		14,197	20,165	Wt. Avg. 446.72		
New Construction Cost						\$ 9,284,714
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
<i>NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.</i>		29,850	42,399	134.016	1.00	\$ 5,682,144
TOTAL		29,850	42,399			\$ 5,682,144
Remodeling/Renovation Cost*						\$ 5,682,144
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 14,966,859
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 14,966,859

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs	Year 1	Year 2	Year 3	TOTAL
		Incurred to date	2025-26	2026-27	2027-28	
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)	\$2,327,544	\$4,213,105	\$4,213,105	\$4,213,105	\$14,966,859
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation		\$451,392	\$451,392	\$451,392	\$1,354,176
c.	Site preparation		\$575,000	\$575,000	\$575,000	\$1,725,000
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks		\$500,000	\$500,000	\$500,000	\$1,500,000
f.	Roadway improvements		\$341,666	\$341,667	\$341,667	\$1,025,000
g.	Parking spaces:		\$216,666	\$216,667	\$216,667	\$650,000
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution		\$651,481	\$651,481	\$651,481	\$1,954,443
k.	Sanitary sewer system					\$0
l.	Chilled water system		\$440,833	\$440,833	\$440,834	\$1,322,500
m.	Storm water system		\$547,806	\$547,806	\$547,807	\$1,643,419
n.	Energy efficient equipment					\$0
o.	Other: access control system		\$278,892	\$278,892	\$278,892	\$836,676
Subtotal: CONSTRUCTION COSTS		\$2,327,544	\$8,216,841	\$8,216,843	\$8,216,845	\$26,978,073
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$149,669			\$149,669
	2) A/E fees (7.8%)		\$817,190	\$233,483	\$116,741	\$1,167,415
	3) Inspection Services*** (sugg. 0.5%)			\$74,834		\$74,834
	4) On-site representation (1.3%)			\$97,285	\$97,285	\$194,569
	5) Other prof. services*** (sugg. 0.5%)		\$74,834			\$74,834
c.	Testing/surveys (2.2%)		\$329,271			\$329,271
d.	Permit/Environmental Fees***		\$22,450	\$89,801		\$112,251
e.	Miscellaneous cost*** (sugg. 1-3%)		\$149,669			\$149,669
f.	Movable equipment/furnishings (10.2%)			\$457,986	\$1,068,634	\$1,526,620
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$1,543,083	\$953,389	\$1,282,660	\$3,779,132
TOTAL PROJECT COST		\$2,327,544	\$9,759,924	\$9,170,232	\$9,499,505	\$30,757,205

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
Local	2013-14	\$ 250,000				2025-26	\$ 9,759,924	(number below
Local/CIF	2013-14	\$ 500,000				2026-27	\$ 9,170,232	should equal
Local/CIF	2014-15	\$ 275,000				2027-28	\$ 9,499,505	Total Project Cost)
Local/CIF	2015-16	\$ 250,000						
Local/CIF	2016-17	\$ 350,000						
Local/CIF	2017-18	\$ 355,180						
Local/CIF	2018-19	\$ 347,364						
		\$ 2,327,544	\$ -			\$ 28,429,661		\$ 30,757,205

Higher Educational Facilities Return on Investment

Institution: St. Johns River State College
Project: Renovation, Classroom Building and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs
Total Funding: \$30,757,205
Previous Funding (State and Local): \$2,327,544 (Local)
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects- Palatka Campus, 386-312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: The College is a vital partner in workforce and economic development for Clay, St. Johns, and Putnam Counties. Funding the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing and other Health Related Programs project** to accommodate additional and improved instructional and support space will increase capacity, resulting in the conferral of more degrees and certificates to graduates who will immediately fill positions needed by local and regional employers. Graduates will also take advantage of transfer opportunities with universities to continue the training necessary to fill other roles needed in the region's economy.

The **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing Programs project** will support expected industry growth in this growing regional and local economy. According to projections received from the Florida Department of Economic Opportunity's CareerSource Region 8 Employment Growth Projections, the following local jobs are projected to be needed within the next eight years (2022 - 2030).

- 7,441 new regional jobs in Healthcare Practitioners and Technical Occupations, 13.9% growth
- 4,404 new regional jobs in Healthcare Support Occupations, 17.2% growth

- 1,178 new regional jobs in Community and Social Service Occupations, 9.3% growth
 - 4,853 new regional jobs in Business and Financial Operations Occupations, 8.4% growth
 - 2,162 new regional jobs in Computer Occupations, 15.5% growth
2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: These 257 additional student stations will serve 759 full-time equivalent (FTE) students. The St. Augustine Campus has a shortage of classrooms and labs and struggles to meet the needs of current enrollment on the St. Augustine Campus. St. Johns is one of Florida's most rapidly growing counties. Renovations, remodeling, and additions are needed to meet current instructional needs and to provide capacity for future growth.

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The college is aligning its programs to serve business and industry targeted for growth identified by the 2023-2024 Regional Demand Occupations List (RDOL) and Department of Economic Opportunity's National Occupational Forecast (focusing on workforce). The St. Johns County is one of the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Business, Finance, Information Technology, and Health Care. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities to our students.

SJR State provides the following programs, which align with the Regional Demands Occupations List (RDOL) and Areas of Strategic Emphasis.

In the Health Care sector, preparing for jobs in hospitals, Physician's offices and clinics are part of a student's training to meet the needs of the Health Care industry. Additional funding is needed to expand SJR State's allied health and nursing simulation labs and classrooms to support the College's programs and courses, including Emergency Medical

Technology, Emergency Medical Services, Paramedic, Nursing, Nursing: LPN Bridge to ASN, Practical Nursing, Nursing Assistant, Respiratory Care, Radiologic Technology, Health Information Technology, Health Services Management, Medical Office Administration, Medical office Assisting and Bachelor of Science in Nursing.

Major employers in our area include Orange Park Medical Center, St. Vincent's Medical Center, Baptist Medical Center, Flagler Hospital, Mayo Clinic, PSS World Medical, Medtronic, and Parallon Services. SJR State has affiliation agreements with facilities including Orange Park Medical Center, Kindred Hospital, Baptist Medical Center, and St. Vincent's Medical Center, and many others, which provide SJR State Nursing and Allied Health students' clinical training opportunities that lead to future employment. Applications to these limited health programs typically exceed 150% of the available capacity.

In the Business and Finance sector, these programs offer our students a competitive edge when they enter the corporate world, proficient in the latest management and communication skills. SJR State offers programs in Business Management, Business Operations, Business Specialist, Business Administration, Accounting Technology, and Bachelor's degree in Organizational Management with concentrations in Health Care Administration and Supervision and Management. Two new Bachelor's degrees are in the planning stage, Criminal Justice-Applied Intelligence Studies and Information Systems Technology. Career areas expected to grow include accounting, human resources, financial services, marketing, insurance, criminal justice, information technology, and management.

Employers in our service district include Allstate, Brightway Insurance, State Farm, Blue Cross/Blue Shield, Citibank, JPMorgan Chase, JAXPORT, Orange Park Medical Center, Flagler Hospital, AT&T, Local and State Government, Northrop Grumman, Publix, Georgia-Pacific, St. Johns River Management District, Vystar Credit Union, Regions Bank, and Everbank as well as numerous other business and industries.

The St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing project will allow SJR State to answer Florida's unmet academic and workforce needs by:

- Preparing students for state and industry certifications
- Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies

- Creating new transfer opportunities with partnering universities
- Generating partnerships with new and existing businesses
- Aligning technical programs and courses to business and industries targeted for growth.
- Providing a trained Workforce for employers in our region
- Keeping the districts most talented students within the region
- Filling the gap between emerging jobs and skilled workers

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Funding the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing Programs project** will:

- Generate or expand partnerships with new and existing businesses
- Provide a trained workforce for employers in our region.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The renovation will allow current space to meet the needs of students more efficiently. The first phase of the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer and Nursing Programs project** renovation of the Viking Center, was completed July 2021, funded with local dollars. The additional space provided by this phase will relieve the pressure on other campus facilities to serve multiple purposes and programs which compete for time and space. This will allow for more services to students to occur simultaneously.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: SJR State has contributed \$2,327,544 in CIF and Local funds.

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: Cost of materials, cost of labor, and reporting outages can be reduced by bringing the project up to existing standards and looking for materials and or methods that will reduce future maintenance costs. The installation of modern and sustainable floor finishes can reduce the yearly cost of maintenance annually by approximately \$3.50 per square foot.

Replacement of traditional classroom lighting with LED lighting is another method to employ cost-savings reductions in maintenance, energy, and labor costs since LED lighting is one of the most energy efficient lighting technologies existing today.

9. ☒ Projected Facility Utilization Rate

Explanation: Optimized facilities will support science, technology, engineering, and math education, integral to both workforce AS degrees, and the AA transfer degree. Improved and expanded facilities are also projected to improve the efficiency of student services, thereby increasing retention and completion.

10. ☒ Current/Projected Campus Utilization Rate

Explanation: The 2022-23 Space Utilization Report indicates that the St. Augustine Campus has a classroom space utilization of 46.3% and a laboratory space utilization rate of 42.05%, which shows a need for additional updated space at the St. Augustine Campus.

FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY SITE
2022-23 TERM 2E SUBMISSION
ST. JOHNS RIVER STATE COLLEGE

SITE	NAME	CLASSROOM					LABORATORY				
		NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM
1	PALATKA CAMPUS	30	2,676	167	20.88	8.35	27	6,998	437	53.95	15.19
2	ORANGE PARK CAMPUS	28	7,168	448	40.00	15.00	19	3,933	245	42.98	12.89
4	ST. AUGUSTINE CAMPUS	27	8,011	500	46.30	18.52	13	2,614	164	42.05	12.62

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2025-26 through 2027-28

CIP 4A

College Name	Saint Johns River State College	
Project Title	College-wide, Site Improvements and Infrastructure Repairs Project	
Budget Entity Priority	4	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
	X	

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
All Campuses	All	634,534	283 College Drive	Orange Park	Clay
			5001 St. Johns Avenue	Palatka	Putnam
			2990 College Drive	St. Augustine	St. Johns

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

The College-wide, Site Improvements and Infrastructure Repairs project focuses on three main areas: site improvements, structural renovations and campus safety initiatives. Ongoing site improvement issues include milling, resurfacing and striping of roadways and parking lots; installation of new 'wayfinding' as well as digital signage; storm water/drainage issues, and improvements to vehicular access to our campuses. This will include the repositioning of entry drives, replacement of existing traffic signals, the addition of turning lanes, as well as necessary electrical and fiber optic infrastructure, paving, water and sewer lines, lift stations, stormwater management systems, berms earthworks, and underground drainage mechanisms, implementations, or maintenance. Projects of this nature are needed on both the Orange Park and the Palatka campuses.

Structural renovations include the reroofing of multiple buildings, HVAC/Chiller equipment installations and upgrades, as well as miscellaneous repairs to aging buildings across all campuses.

Safety initiatives are necessary to modernize aging systems, and to integrate door access control, fire, carbon monoxide, and burglar alarms, as well as real time closed-circuit television monitoring capability. All these systems would report to and be displayed on a 'central command' bank of monitors located in the security offices of each campus. A Phase 1 pilot of this initiative has already been installed in portions of the Orange Park campus and is particular to the access control of critical doors located in a high-profile building. This installation allows administrators to:

- a) Limit access to these doors to only authorized personnel, for only authorized time periods
- b) Allows administrators to monitor and to alert them to unauthorized breaches in protocol
- c) Provides 'lock-down' capability for administrators from any location during emergency situations which may be threatening to campus constituents.

The success of this pilot proves the need to scale this initiative to more buildings on all campuses. There is also a critical need to upgrade and modernize existing, but outdated safety systems on all campuses.

The total proposed cost of this College-wide, Site Improvements and Infrastructure Repairs project is \$28,968,664 and the College has already contributed \$1,123,349 in PECO Sum of Year Digits Funds and received \$5,947,195 in State Deferred Maintenance in support of this project.

Survey Recommendations 2021/SR.01, SR.02, SR.03, SR.04, SR.05, SR.06

Date of Survey	Recommendation No.	Requested for
6/30/2021	SR.01	Correct deficiencies relating to safety to life, health, and sanitation pursuant to SREF 4.4(1) and 5(1)
6/30/2021	SR.02	Necessary modifications for the physically disabled in existing buildings as recommended in F.S. 255.2
6/30/2021	SR.03	Replacement of roof at existing facilities as provided in SREF 423.12 and Florida Building Code 423.12
6/30/2021	SR.04	Replace and purchase of equipment for existing facilities pursuant to SREF 1 2(55)
6/30/2021	SR.05	Provide for sanitation facilities for students, staff and the public pursuant to SREF 5(1) and 423.2
6/30/2021	SR.06	Provide for custodial facilities pursuant to Florida Building Code 423.20

CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College-wide, Site Improvements and Infrastructure
Repairs Project

Saint Johns River State College

CIP 4B

PROJECT COMPONENT COST AND PROJECTIONS

			Costs Incurred to date	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	TOTAL
BUILDING SYSTEM COMPONENTS							
	a.	electrical		\$380,000	\$368,000	\$340,000	\$1,088,000
	b.	envelope	\$1,772,195	\$502,000	\$420,000	\$368,000	\$3,062,195
	c.	interior	\$280,000	\$797,120	\$960,000	\$1,290,000	\$3,327,120
	d.	mechanical	\$412,349	\$420,000	\$440,000	\$625,000	\$1,897,349
	e.	plumbing		\$208,000	\$92,000	\$142,000	\$442,000
	f.	roof	\$706,000	\$1,000,000	\$1,000,000	\$1,000,000	\$3,706,000
	g.	site		\$500,000	\$1,200,000	\$1,200,000	\$2,900,000
	h.	special (fire suppression)					\$0
	i.	structural					\$0
							\$0
SUBTOTAL			\$3,170,544	\$3,807,120	\$4,480,000	\$4,965,000	\$16,422,664
CENTRAL UTILITY SYSTEM COMPONENTS:							
	a.	cogeneration					\$0
	b.	cooling gen./distrib.	\$2,700,000				\$2,700,000
	c.	electrical distrib.					\$0
	d.	heating gen./distrib.					\$0
	e.	landfill					\$0
	f.	water treat./distrib.					\$0
	g.	waste treatment	\$1,200,000				\$1,200,000
							\$0
SUBTOTAL			\$3,900,000	\$0	\$0	\$0	\$3,900,000
SPECIAL SYSTEM COMPONENTS:							
	a.	energy conservation		\$36,000	\$90,000	\$60,000	\$186,000
	b.	storage tanks					\$0
							\$0
SUBTOTAL			\$0	\$36,000	\$90,000	\$60,000	\$186,000
CAMPUS SYSTEM COMPONENTS:							
	a.	drainage/grounds		\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
	b.	road system paving					\$0
	c.	other paving		\$760,000	\$800,000	\$900,000	\$2,460,000
							\$0
SUBTOTAL			\$0	\$1,760,000	\$1,800,000	\$1,900,000	\$5,460,000
LIFE SAFETY AND LICENSURE COMPONENTS:							
	a.	Licensure					\$0
	b.	Life Safety		\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
	c.	ADA					\$0
	d.	Environmental					\$0
							\$0
SUBTOTAL			\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
TOTAL			\$7,070,544	\$6,603,120	\$7,370,000	\$7,925,000	\$28,968,664

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
SYD	2017-18	\$ 586,352.00				2025-26	\$ 6,603,120	(number below
SYD	2018-19	\$ 536,997.00				2026-27	\$ 7,370,000	should equal
State DM	2022-23	\$ 5,947,195.00				2027-28	\$ 7,925,000	Total Project Cost)
		\$ 7,070,544.00			\$ -	\$ 21,898,120		\$ 28,968,664

**Higher Educational Facilities
Return on Investment**

Institution: St. Johns River State College

Project: College-wide, Site Improvements and Infrastructure Repairs Project

Total Funding: \$28,968,664

Previous Funding (State and Local): \$7,070,544

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Mrs. Terry Thomas, Assistant Vice

President of Facilities, Planning and Capital Projects-Palatka Campus, 386-312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: This College-wide, Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space in that safe, secure, and functional facilities are fundamentally essential to successful educational programs. Creating a positive environment is crucial for students to maximize their learning potential. SJR State continuously evaluates and improves facility life-safety, accessibility, structural

integrity, roof and building envelope, indoor air quality, lighting, and cleanliness with the intent of providing the best educational opportunities possible. The investments proposed in this project are necessary to preserve and upgrade aging campus assets and will provide sustainable enhancements to the student experience on all of these levels.

The modern college campus must provide a haven of safety from the violence which now pervades our society. Indeed, the student learning experience is greatly enhanced amidst a confident sense of well-being and security, free from the anxieties of the negativity around us. For this reason, SJRSC has placed a high priority on the protection of our constituents and seeks to project an image of vigilance towards that goal.

With this project, our aging security systems; including fire, CO, burglar, access control, and CCTV will be modernized and integrated by having them all reporting to and displayed on a bank of monitors located in each campus security office. A pilot program of door access control has already been launched in one high profile building at one SJR campus. Its success confirms the need to scale this project to multiple buildings on all campuses. Once fully deployed, it will allow administrators to:

- 1) Limit access to critical doors to only authorized personnel at only authorized time periods.
- 2) Allow administrators to monitor the use of these doors, and to receive alerts to unauthorized breaches in the protocol.
- 3) Provide 'lock-down' capability for administrators from any campus location during emergency situations which may be threatening to campus constituents.

This, with the improvement of the campus physical plant will provide the safe and wholistic learning environment we seek for our constituents.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The old adage "a stitch in time saves nine" is never more appropriate than when initiating pre-emptive maintenance, especially on older structures. In almost every case, repairs made early in the inevitable cycle of deterioration are far less involved, far less disruptive, and far less costly than those which are allowed to fester and grow worse before they are addressed.

As an example, our forecast planning for campus roof restoration follows this model in that we intend to install a fluid applied reinforced roofing system atop our aging roofs while they are still structurally sound, and before they degrade to the point of requiring catastrophic intervention. This system will provide a 20-year warranty, can be applied while the building is fully occupied, and does not require demolition and the associated risk of exposing the interior portions of the building to damaging weather intrusion. A system of this type, engaged at a timely moment before excess deterioration sets in can reduce an otherwise \$1 mil conventional roof rip-off and reinstallation by 50% or more.

A similar model of pre-emptive forecasting is likewise applied to all other projects requested in this project. All these systems will be at or beyond their projected life cycle by the time appropriations are released. Responsible stewardship dictates the need for timely planning and replacement of our aging assets.

Future supply chain uncertainties as well as economic pressures also make this an opportune time for action. Prices will never again be as reasonable as they are now. Whether it is the parking lots, HVAC systems, safety equipment upgrades, or building components requested in this project, all will benefit financially from a 'sooner rather than later' approach. Indeed, the sustainable safety and well-being of our future constituents depend on the planning and execution we engage now.

9. ☐ Projected Facility Utilization Rate
Explanation:

10. ☐ Current/Projected Campus Utilization Rate
Explanation:

Other Pertinent Information not included above:

**FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28**

CIP 3A

College Name	Saint Johns River State College			
Project Title	Remodel, Florida School of the Arts with Addition			
Budget Entity Priority	5			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
		X	X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	5001 St. Johns Avenue	Palatka	Putnam

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

St. Johns River State College is obligated, pursuant to Section 1004.74, Florida Statutes, to provide for administration and governance of Florida School of the Arts, a professional school serving on a statewide basis for all qualified students. Florida School of the Arts students are pursuing the Associate in Science (A.S.) degree in the artistic discipline of their choice or earning the Associate in Arts (A.A.) degree from St. Johns River State College. Students choosing either the A.S. or A.A. degree tracks are getting the artistic training which qualifies them to become employed in the creative economy, or to matriculate to further arts education.

Currently, there are a number of accessibility code compliance corrections that need to be addressed. The second floor gallery, seating, and the restrooms in the Auditorium are not accessible for people with disabilities. Neither the mezzanine space nor the Blackbox Theatre meet the current egress or ADA/life safety requirements. There is also a need for an elevator to serve the upper and lower galleries. A number of compliance issues have been resolved and include: men's/women's ADA compliant changing/restrooms, a new dance floor, asbestos abatement, and a drawing studio that meets fresh air requirements along with a state of art painting studio, renovated entrance, new conference room, and storage. Our next phase would upgrade the Auditorium sound and lighting system, add a fly loft, new Blackbox theatre, new Auditorium lobby and faculty offices.

The total cost is \$27,019,851 and the College has contributed \$2,149,318 towards this project.

Survey Recommendations 2021/ 1.034, 1.042, 1.043, 1.045, 1.046, 1.047, 1.048, 1.049

RESERVE ESCROW 0.5% (per s. 1001.03(19)(c) , F.S.)

Building value: \$11,145,746

Source of valuation for remodel or renovation:

1st year escrow deposit amount: \$55,729

Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2015 Has this project ever been vetoed? If so, list year(s): 2017, 2022

List All Proposed Sources of Funding: Local, PECO, CIF, CO&DS, SYD

Projected Bid Date/Start of Construction (Month, Year): December 2026

Projected Occupancy Date (Month, Year): December 2029

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2021	1.034		17,094	17,094	
June 2021	1.042		9,269	9,269	
June 2021	1.043		4,222	4,000	20
June 2021	1.045	Voc. Lab	2,820	2,820	15
June 2021	1.046	Voc. Lab	3,187	3,187	16
June 2021	1.047	Voc. Lab	3,540	3,540	15
June 2021	1.048	Voc. Lab	1,790	1,790	15
June 2021	1.049	Voc. Lab	1,300	1,300	10
Total NSF Used				43,000	

Saint Johns River State College
BUILDING SPACE DESCRIPTION

Remodel, Florida School of the Arts with Addition

CIP 3B

NEW CONSTRUCTION					
CATEGORY	NSF	GSF	\$/GSF	Local Factor	Const. Cost
Classroom		0	\$ 448.32	1.00	\$ -
Teaching Lab	4,000	5,682	\$ 470.94	1.00	\$ 2,675,881
Library		0	\$ 398.25	1.00	\$ -
Vocational Lab	9,000	12,784	\$ 470.94	1.00	\$ 6,020,497
Office		0	\$ 482.72	1.00	\$ -
Auditorium - Exhibit		0	\$ 504.53	1.00	\$ -
Instructional Media		0	\$ 328.58	1.00	\$ -
Gymnasium		0	\$ 353.15	1.00	\$ -
Student Service		0	\$ 480.92	1.00	\$ -
Support Service		0	\$ 328.58	1.00	\$ -
TOTAL	13,000	18,466	Wt. Avg. 446.72		
New Construction Cost					\$ 8,696,378
REMODELING/RENOVATION*					
	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.	30,000	42,612	\$ 290.37	1.00	\$ 12,373,161
				1.00	\$ -
TOTAL	30,000	42,612			\$ 12,373,161
Remodeling/Renovation Cost*					\$ 12,373,161
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>					
Base Construction for New & Rem/Ren					\$ 21,069,539
Site development/improvement** (2.6%)					\$ 547,808
Total Base Construction Costs					\$ 21,617,347

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs	Year 1	Year 2	Year 3	
		Incurred to date	2025-26	2026-27	2027-28	TOTAL
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)	\$2,149,318	\$6,489,343	\$6,489,343	\$6,489,343	\$21,617,347
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation					\$0
c.	Site preparation					\$0
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks					\$0
f.	Roadway improvements					\$0
g.	Parking spaces:					\$0
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution					\$0
k.	Sanitary sewer system					\$0
l.	Chilled water system					\$0
m.	Storm water system					\$0
n.	Energy efficient equipment					\$0
o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS		\$2,149,318	\$6,489,343	\$6,489,343	\$6,489,343	\$21,617,347
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$216,173			\$216,173
	2) A/E fees (7.6%)		\$1,180,307	\$337,231	\$168,615	\$1,686,153
	3) Inspection Services*** (sugg. 0.5%)			\$108,087		\$108,087
	4) On-site representation (1.3%)			\$140,513	\$140,513	\$281,026
	5) Other prof. services*** (sugg. 0.5%)		\$108,087			\$108,087
c.	Testing/surveys (2.2%)		\$475,582			\$475,582
d.	Permit/Environmental Fees***		\$32,426	\$129,704		\$162,130
e.	Miscellaneous cost*** (sugg. 1-3%)		\$216,173			\$216,173
f.	Movable equipment/furnishings (10.2%)			\$644,728	\$1,504,365	\$2,149,093
Subtotal: OTHER PROJECT COSTS		\$0	\$2,228,749	\$1,360,262	\$1,813,493	\$5,402,504
TOTAL PROJECT COST		\$2,149,318	\$8,718,092	\$7,849,605	\$8,302,836	\$27,019,851

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
Local	2010-11	3,788				2025-26	8,718,092	
SYD	2011-12	33,973				2026-27	7,849,605	
Local Sale of Assets	2012-13	1,440				2027-28	8,302,836	
Local	2012-13	45,631						
SYD	2012-13	169,118						
Local/CIF	2013-14	81,678						
Local	2013-14	345,521						
Local/CIF	2014-15	86,596						
Local	2014-15	4,125						
Local/CIF	2015-16	123,256						(number below
SYD	2015-16	58,959						
Local/CIF	2016-17	967,606						should equal
Local	2016-17	26,077						Total Project Cost)
Local	2017-18	201,550						
		\$ 2,149,318			\$ -	\$ 24,870,533		\$ 27,019,851

Higher Educational Facilities Return on Investment

Institution: St. Johns River State College
Project: Remodel, Florida School of the Arts with Addition
Total Funding: \$27,019,851
Previous Funding (State and Local): \$2,149,318
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: St. Johns River State College is obligated, pursuant to Section 1004.74, Florida Statutes, to provide for administration and governance of Florida School of the Arts, a professional school serving on a statewide basis for all qualified students. Florida School of the Arts students are pursuing the Associate in Science (A.S.) degree in the artistic discipline of their choice or earning the Associate in Arts (A.A.) degree from St. Johns River State College. Students choosing either the A.S. or A.A. degree tracks are getting the artistic training which qualifies them to become employed in the creative economy, or to articulate to further arts education.

In recent years, Florida School of the Arts graduates have been employed in the technology dependent fields of Stage Management, Sound Design and Engineering, Special Effects Technology, Technical Stage Staffing Lighting and Design, Television and Film Production for employers such as Universal Studios, Norwegian Cruise Lines, Alhambra Theatre, Urban Theater Company of Chicago, Royal Caribbean International, 2nd and Charles Video Games, Busch Gardens, Hippodrome State Theatre, the Barter Theatre, Greenbrier Valley Theatre, Charleston Stage Company, and Disney World.

Additionally, many students (well over 50%) pursue the AA transfer degree and continue their education in the arts. Many of our graduates are awarded valuable talent scholarships as they transfer to prestigious arts programs at universities such as the University of Florida, Marshall, The University of North Carolina School of the Arts, Savannah College of Art and Design, Florida State

University, Virginia Commonwealth University, Jacksonville University, University of Central Florida, and The Chicago College of Performing Arts.

Our graduates are performing in or are producing major motion pictures, television, and Broadway productions. These students are enriching our culture and our lives through the arts, which is a proven economic driver. Other graduates are using their skills to market businesses such as REMAX and Chick Fil A using the education they attained through programs such as Graphic Design/New Media Technology.

2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation:

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation: Non-applicable

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The Department of Economic Opportunity's Regional Demand Occupations List (RDOL) includes Graphic Design as a labor market need for Region 8 indicating there will be 159 annual jobs available with an average hourly wage of \$25.83 and an entry hourly wage of \$16.87. Funding the **Remodel, Florida School of the Arts with Addition** project will allow the college to expand programs, which will help to meet the workforce needs of our region.

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Florida School of the Arts students have the opportunity to participate in at least two annual theatre conferences, including the Florida Theatre Conference (FTC) and the Southeastern Theatre Conference (SETC). These conferences offer employment and educational opportunities for our students who are enrolled in Acting, Musical Theatre, Costume Design, Scenic and Lighting Design programs and Stage Management. The Florida Theatre Conference (FTC) provides students the opportunity to connect with four-year college and university programs. Students also have access to professional auditions at the Southeastern Theatre Conference (SETC) which is held annually.

Numerous employers represented at FTC and SETC hire our students – including Universal Studios, Norwegian Cruise Lines, Alhambra Theatre, Urban Theater Company of Chicago, Royal Caribbean International, 2nd and Charles Video Games, Busch Gardens, Hippodrome State Theatre, the Barter Theatre, Greenbrier Valley Theatre, Charleston Stage Company, Disney World, and Missoula Children’s Theatre. Our graduates provide a trained workforce for the tourism and entertainment industry in the State of Florida and beyond.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: There are a number of accessibility and code compliance corrections that need to be addressed. The second-floor gallery, auditorium seating and restrooms are not accessible for the disabled. Neither the mezzanine nor the Blackbox Theatre meet the current egress or ADA/accessibility requirements. Security is a concern for all schools and large gathering spaces. A centrally controlled access system for improved safety and security would address many of the security issues of concern in this facility.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: SJR State has contributed \$2,149,318 in CIF, SYD, and Local funds.

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The College had a Castaldi Analysis done on the facility and on June 17, 2010, permission was granted to demolish the building once funding for a new structure was secured. Since 2010, St. Johns River State College focused on ways to provide the facilities needed for Florida School of the Arts, located on the Palatka Campus, and housed primarily in Building 1009. The original structure, built in 1976, consists of 33,136 square feet. This facility is not large enough and does not include the modern labs and classrooms needed for this program.

On March 9, 2013, after permission to demolish was granted, a substantial section of the South exterior brick wall tore away from the building and fell to the ground.

This failure left the college with no choice but to repair the exterior façade of the buildings as there were no alternate spaces available to house the active and

growing programs housed in the facility and there was no indication that funds to replace the building were forthcoming from the legislative process.

The college was forced to expend local funds to make the most needed repairs. These expenditures have helped to partially mitigate water intrusion issues that were causing significant deterioration of the building structure and envelope. These expenditures have also addressed some of the security and safety issues related to continued use of the building. The repairs to the exterior walls were done in accordance with the current building and wind codes.

9. ☒ Projected Facility Utilization Rate

Explanation: There is a critical need for more space for current and future students as student counts begin to increase. The shortage of dedicated classrooms and labs has forced the school to use classrooms and labs not designed to meet program needs.

SITE	FACIL	ROOM	ROOM HOURS	WEEKLY HOURS	PCT ROOM UTILIZATION	STUDENTS	STUDENT STATIONS	WEEKLY STD HRS	PCT SPACE UTILIZATION
1	1009	F0102	256	16	53.33	13	18	104	24.07
1	1009	F0103	448	28	93.33	21	18	84	19.44
1	1009	F0104	128	8	26.67	3	20	24	5.00
1	1009	F0106	400	25	83.33	19	17	130	31.86
1	1009	F0107	352	22	73.33	22	13	59	18.91
1	1009	F0124	176	11	36.67	49	14	69	20.54
1	1009	F0125	352	22	73.33	34	17	109	26.72
1	1009	F0126	128	8	26.67	3	14	24	7.14
1	1009	F0129	256	16	53.33	12	21	96	19.05
1	1009	F0133	384	24	80.00	19	12	108	37.50

10. ☒ Current/Projected Campus Utilization Rate

Explanation: Please refer to question #9 for clarification.

Other Pertinent Information not included above:

DIVISION OF FLORIDA COLLEGES
2025-26 Request for Legislative Action

College: St. Johns River State College

Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or, request for reappropriation of funds from one project to another (survey-recommended) project.

Construct classrooms, labs, offices and support spaces, not to exceed 25,000 square feet, utilities and parking, using local funds at the State Board of Education approved Palatka Campus.



ST. JOHNS RIVER
STATE COLLEGE

CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2025-26 THROUGH 2029-30



Joe H. Pickens, President

(386) 312-4113

St. Johns River State College

5001 St. Johns Avenue Palatka, FL 32177
SJRstate.edu

District Board of Trustees

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Joe H. Pickens, J.D., Executive Secretary

Dr. Melanie Brown

Chief Operating Officer / Senior Vice
President

(386) 312-4202

MelanieBrown@sjrstate.edu

Terry Thomas

Assistant Vice President of Facilities,
Planning and Capital Projects

(386) 312-4110

TerryThomas@sjrstate.edu

ST. JOHNS RIVER STATE COLLEGE**Capital Improvement Plan****FY 2025-26 Through FY 2029-30****Table of Contents**

Transmittal Form 2

CIP 1 Current Status 3

CIP 2 Summary 4

CIP 3, CIP 4, & Return on Investment 5-34

Request for Legislative Action 35





**FLORIDA COLLEGE SYSTEM
CAPITAL IMPROVEMENT PLAN &
LEGISLATIVE BUDGET REQUEST
FY 2025-26**

TRANSMITTAL FORM

COLLEGE St. Johns River State College

APPROVED BY BOARD OF TRUSTEES June 19, 2024
(DATE)

SIGNATURE OF PRESIDENT OR DESIGNEE _____

PRINT NAME Joe H. Pickens, J.D.

TITLE President

DATE June 19, 2024

CONTACT PERSON NAME Terry Thomas

TELEPHONE (386) 312-4110

E-MAIL TerryThomas@sjrstate.edu

FLORIDA COLLEGE SYSTEM
CIP 1
CURRENT STATUS OF FUNDED & BUDGETED PROJECTS FOR
YEAR 2024-25

CIP 1

COLLEGE: Saint Johns River State College
DATE: 6/30/2024

PROJECT TITLE (Include Site)	SITE No.	FUNDING SOURCE(s)	YEAR(S) FUNDED	GROSS SQUARE FEET (GSF)	PRIOR APPROPRIATED STATE FUNDS*	ADDITIONAL APPROPRIATED STATE FUNDS REQUIRED*	AMOUNT OF OTHER FUNDS	TOTAL PROJECT COSTS	ON APPROVED SURVEY?*	ON APPROVED PPL?***	CURRENT STATUS (Select One from List)	ESTIMATED OR ACTUAL COMPLETION DATE
Site Improvements Project	1	Local	2022-2024	172,000			\$2,500,000	\$2,500,000	YES	YES	Bid	3/1/2025
Building V, Roof Replacement Project	1	State DM	2022-2023	24,440	\$350,000		\$9,008	\$359,008	YES	YES	Complete	2/21/2024
Library Restrooms/Window Wall System, ADA/Life Safety Replacement Project	1	State DM	2022-2023	35,992	\$1,697,195			\$1,697,195	YES	YES	Bid	12/31/2025
Sewer Piping Repair/Replacement Project	1	State DM	2022-2023	273,078	\$1,200,000			\$1,200,000	YES	YES	Bid	8/1/2025
Renovation, Classroom Building and Workforce Training Center Addition	1	PECO	2024-2025	36,598	\$10,000,000	\$18,773,926		\$28,773,926	YES	YES	Requires Additional Funds	12/31/2028
Remodel, Florida School of the Arts with Addition	1			43,000		\$24,870,533	\$2,149,318	\$27,019,851	YES	YES	Requires Additional Funds	12/31/2029
Building G, Gymnasium, Roof Restoration	1	Local	2022-2023	22,080			\$457,330	\$457,330	YES	YES	Complete	2/21/2024
Remodel/Addition to FloArts Building F	1	Local	2023-2024	47,561			\$1,485,759	\$1,485,759	YES	YES	Planning	6/30/2026
Cooling Tower Replacement Project	2	PECO	2022-2023	258,741	\$460,684			\$460,684	YES	YES	Complete	9/12/2022
Building H Roof Restoration Project	2	PECO	2022-2023	52,496	\$569,819			\$569,819	YES	YES	Complete	4/13/2023
Rem/Ren, Orange Park Campus with Additions	2	Local, CIF, PECO	2011-2023	59,713	\$21,558,191		\$2,327,544	\$23,885,735	YES	YES	Complete	5/30/2023
Chiller & Cooling Tower Replacement Project	2	State DM	2022-2023	235,746	\$1,300,000			\$1,300,000	YES	YES	Bid	12/31/2025
Chiller Replacement Project	4	Local	2022-2023	105,542			\$590,857	\$590,857	YES	YES	Complete	4/17/2023
Renovation, Classroom Building and Library with Additions to Accommodate Expansion of Nursing and other Health Related Programs	4	Local, CIF, PECO, CO&DS	2013-2019	44,047		\$28,429,661	\$2,327,544	\$30,757,205	YES	YES	Requires Additional Funds	12/31/2028
Renovation with Addition to Building V and Re-roof	4	Local, CIF	2018-2021	13,312			\$2,769,888	\$2,769,888	YES	YES	Complete	11/17/2021
Chiller Replacement Project	4	State DM	2022-2023	118,877	\$1,400,000			\$1,400,000	YES	YES	Bid	12/31/2024
College-Wide Site Improvements and Infrastructure Repairs	4	PECO, SYD, State DM	2013-2023	626,931	\$7,070,544	\$21,898,120		\$28,968,664	YES	YES	Requires Additional Funds	12/31/2028
St. Augustine Campus, Site Improvements and Infrastructure Repairs Project	4	PECO		115,441		\$8,700,000		\$8,700,000	YES	YES	Requires Additional Funds	6/30/2028
								\$0				
								\$0				

Add lines as necessary.

NOTES:

* Please include any outstanding Facility Enhancement Challenge Grant Projects that remain eligible for future funding and indicate how any state match funds will be used as a note. (Identify by adding FECGP in parentheses at the end of project name.)

** Projects using state funds and/or Capital Improvement Fees must be survey recommended (except for maintenance & repair projects).

*** Projects using CO&DS funds must also be included on the constitutionally-required Project Priority List (PPL).

**FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2025-26 through 2027-28**

CIP 2

COLLEGE: Saint Johns River State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2023	Renovation	Renovation, Classroom Building and Workforce Training Center Addition	1	\$9,680,965	\$9,092,961		\$18,773,926	\$10,000,000		\$28,773,926	YES
2	2024	Maint/Repair	St. Augustine Campus, Site Improvements and Infrastructure Repairs Project	4	\$2,900,000	\$2,900,000	\$2,900,000	\$8,700,000	\$0	\$0	\$8,700,000	YES
3	2011	Renovation	Renovation, Classroom Buildings and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs	4	\$9,759,924	\$9,170,232	\$9,499,505	\$28,429,661	\$0	\$2,327,544	\$30,757,205	YES
4	2016	Maint/Repair	College-wide, Site Improvements and Infrastructure Repairs	1, 2, 4	\$6,603,120	\$7,370,000	\$7,925,000	\$21,898,120	\$7,070,544	\$0	\$28,968,664	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost Includes funding from all sources

TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS \$ 28,944,009 \$28,533,193 \$ 20,324,505 \$ 77,801,707

REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	2025-26	2026-27	2027-28	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
5	2015	Remodel	Remodel, Florida School of the Arts with Addition	1	\$8,718,092	\$7,849,605	\$8,302,836	\$24,870,533	\$0	\$2,149,318	\$27,019,851	YES
								\$0			\$0	
								\$0			\$0	
								\$0			\$0	

*Total Project Cost Includes funding from all sources

TOTAL REMODELING, NEW CONSTRUCTION, REPLACEMENT & ACQUISITION PROJECTS \$8,718,092 \$7,849,605 \$8,302,836 \$ 24,870,533

GRAND TOTAL OF ALL PROJECTS \$ 37,662,101 \$ 36,382,798 \$ 28,627,341 \$ 102,672,240

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-2026 through 2027-2028

CIP 3A

College Name	St. Johns River State College			
Project Title	Renovation, Classroom Building and Workforce Training Center Addition			
Budget Entity Priority	1			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
	x		x	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	5001 St. Johns Avenue	Palatka	Putnam

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

In 1997, St. Johns River State College, was authorized by SB1688 to become a fully comprehensive college and expand workforce training by offering adult and post-secondary vocation programs. SJR State fully embraced this mission by developing workforce training programs to meet local workforce needs. Available programming grew from 8 Associate in Science Degrees to current offerings of 66 workforce programs culminating in either a Bachelor of Applied Science, Associate of Science, College Credit Certificate or Vocational Certificates.

Funding the Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. As the construction and marine industries are growing robustly in the College's service district and there is currently no facility at any of the College's three campuses configured to facilitate instruction in these fields, this project will allow the College to create and confer new degrees and certificates to graduates who will immediately fill positions needed by local and regional employers.

The Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will support expected industry growth in this growing regional and local economy. Funding this capital improvement project will allow St. Johns River State College to develop comprehensive career and technical education programming to meet workforce needs in Putnam County. St. Johns River State College is committed to maximizing funding to meet the career and technical needs of the local region by working with business industry leaders, K-12 and university partners, economic development leaders, policy leaders, and others to maximize the return on investment of this critically important project.

This project's proposed cost is \$ 28,773,925.

Survey Recommendations 2021/1.036, 1.050, 1.051, 1.052, 1.053, 1.054, 1.055, 1.056, 1.058

RESERVE ESCROW 0.5% (per s. 1001.03(18)(c) , F.S.)

Building value: \$20,025,307

Source of valuation for remodel or renovation: CIP3B
1st year escrow deposit amount: \$100,127
Escrow funding source:

Comments:

Initial Year Requested: 2023 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding:

Projected Bid Date/Start of Construction (Month, Year): December 2024
Projected Occupancy Date (Month, Year): December 2027

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF used	Student Stations Used
June 2021	1.036		25,227	10,842	
June 2021	1.050	Voc. Lab	3,081	3,081	12
June 2021	1.051	Voc. Lab	2,840	2,840	12
June 2021	1.052	Voc. Lab	844	844	12
June 2021	1.053	Voc. Lab	4,771	4,771	12
June 2021	1.054	Voc. Lab	1,110	1,110	15
June 2021	1.055	Voc. Lab	4,190	4,190	10
June 2021	1.056	Voc. Lab	7,750	7,750	10
June 2021	1.058	Office	1,170	1,170	
Total NSF Used				36,598	

CIP 3B COST WORKSHEET

St. Johns River State College

Renovation, Classroom Building and Workforce Training
Center Addition

CIP 3B

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION	NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY					
Classrooms		0	\$ 435.75	1.00	\$ -
Teaching Labs		0	\$ 456.52	1.00	\$ -
Library		0	\$ 386.29	1.00	\$ -
Vocational Labs	24,586	34,922	\$ 551.04	1.00	\$ 19,243,419
Offices	1,170	1,662	\$ 470.45	1.00	\$ 781,888
Auditorium - Exhibits		0	\$ 491.85	1.00	\$ -
Instructional Media		0	\$ 319.16	1.00	\$ -
Gymnasium		0	\$ 344.27	1.00	\$ -
Student Services		0	\$ 468.83	1.00	\$ -
Support Services		0	\$ 320.32	1.00	\$ -
TOTAL	25,756	36,584	Wt. Avg. 447.5		
New Construction Cost					\$ 20,025,307
REMODELING/RENOVATION*	NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.	10,842	15,400	\$ 156.63	1.00	\$ 2,412,025
				1.00	\$ -
TOTAL	10,842	15,400			\$ 2,412,025
Remodeling/Renovation Cost*					\$ 2,412,025
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>					
Base Construction for New & Rem/Ren					\$ 22,437,332
Site development/improvement** (2.6%)					\$ 583,371
Total Base Construction Costs					\$ 23,020,702

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs Encumbered/ Incurred to date	Year 1 2024-2025	Year 2 2025-2026	Year 3 2026-2027	TOTAL
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)		\$7,123,388	\$7,948,657	\$7,948,657	\$23,020,702
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation					\$0
c.	Site preparation					\$0
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks					\$0
f.	Roadway improvements					\$0
g.	Parking spaces:					\$0
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution					\$0
k.	Sanitary sewer system					\$0
l.	Chilled water system					\$0
m.	Storm water system					\$0
n.	Energy efficient equipment					\$0
o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS		\$0	\$7,123,388	\$7,948,657	\$7,948,657	\$23,020,702
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$115,104	\$115,104		\$230,207
	2) A/E fees (7.8%)		\$897,807	\$897,807		\$1,795,615
	3) Inspection Services*** (sugg. 0.5%)		\$57,552	\$57,552		\$115,104
	4) On-site representation (1.3%)		\$149,635	\$149,635		\$299,269
	5) Other prof. services*** (sugg. 0.5%)		\$57,552	\$57,552		\$115,103
c.	Testing/surveys (2.2%)		\$253,228	\$253,228		\$506,455
d.	Permit/Environmental Fees***		\$86,328	\$86,328		\$172,655
e.	Miscellaneous cost*** (sugg. 1-3%)		\$115,104	\$115,104		\$230,208
f.	Movable equipment/furnishings (10.2%)		\$1,144,304		\$1,144,304	\$2,288,608
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$2,876,612	\$1,732,308	\$1,144,304	\$5,753,224
TOTAL PROJECT COST		\$0	\$10,000,000	\$9,680,965	\$9,092,961	\$28,773,926

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
PECO	2024-25	\$ 10,000,000				2025-2026	\$ 9,680,965	(number below
						2026-2027	\$ 9,092,961	should equal
								Total Project Cost)
		\$ 10,000,000			\$ -	\$ 18,773,926		\$ 28,773,926

**Higher Educational Facilities
Return on Investment**

Institution: St. Johns River State College
Project: Renovation, Classroom Building and Workforce Training Center Addition
Total Funding: \$28,773,926
Previous Funding (State and Local): _____
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects- Palatka Campus, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: The College is a vital partner in workforce and economic development for Clay, St. Johns, and Putnam Counties. Funding the **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. As the construction and marine industries are growing robustly in the College's service district and there is currently no facility at any of the College's three campuses configured to facilitate instruction in these fields, this project will allow the College to create and confer new degrees and certificates to graduates who will immediately fill positions needed by local and regional employers.

The **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will support expected industry growth in this growing regional and local economy. According to projections received from the Florida Department of Economic Opportunity's CareerSource Region 8 Employment Growth Projections, the following local jobs are projected to be needed within the next eight years (2022 - 2030).

- 4,672 new regional jobs in Construction & Extraction Occupations; 10.4% growth

- 3,479 new regional jobs in Installation, Maintenance, & Repair Occupations; 9.9% growth
- 1,496 new regional jobs in Production Occupations; 5.2% growth
- 402 new regional jobs in Water Transportation Workers; 13.5% growth

2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: With a conservative estimate of 28 instructional hours each week serving 20 students at a time, the renovated and expanded space will generate an additional 1,400 student credit hours per year. Serving two of the fastest growing counties in Florida with residential construction booming, SJR State desperately needs a facility in which to teach maritime and building trades. The proposed project will be the first facility at the College designed to accommodate instruction in these areas (large volume, high ceilings, robust power supply, ventilation system, roll-up doors, etc.).

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The college is aligning its programs to serve business and industry targeted for growth identified by the 2023-2024 Regional Demand Occupations List (RDOL) and Department of Economic Opportunity's National Occupational Forecast (focusing on workforce). Clay and St. Johns Counties are among the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Business, Construction, Finance, Information Technology, Health Care, and Maritime. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities to our students.

SJR State is currently unable to provide programs in the Construction and Maritime sectors due to a lack of appropriate instructional facilities. The **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will provide the first large volume, open-floor instructional space at the College.

In the Construction sector, students will receive instruction in a variety of building trades, including carpentry, masonry, electrical, plumbing, HVAC and welding/fabrication. This training will prepare graduates for work in the skilled trades, which are in high demand in the College's service district.

Major employers in our area include national homebuilders, such as D.R. Horton, KB Homes, Lennar, Toll Brothers, Dream Finders, and many other residential contractors. Commercial contractors include Gleeson, HITT, The Hardy Group, Hoffman, ShayCore, CCS, and many others. These companies and their subcontractors, along with specialty contractors such as WJ Sapp Railroad and Veritas Steel, are experiencing a severe shortage of trained workers.

In the Maritime sector, the College's programs will have a much larger regional draw, as there are no other maritime programs (particularly targeted at the commercial maritime industry) in the region. In addition to local marine contractors in Clay, Putnam, and St. Johns counties – such as St. Johns Ship Building, Putnam's Barge Port, Mobro Marine, a variety of private contractors Clay County's Reynolds Park, and a proliferation of recreational marine maintenance and repair businesses, regional employers such as BAE Systems in Jacksonville have expressed a need for trained maritime workers.

The Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project will allow SJR State to answer Florida's unmet academic and workforce needs by:

- Preparing students for state and industry certifications
- Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies
- Creating new transfer opportunities with partnering universities
- Generating partnerships with new and existing businesses
- Aligning technical programs and courses to business and industries targeted for growth.
- Providing a trained Workforce for employers in our region
- Keeping the districts most talented students within the region
- Filling the gap between emerging jobs and skilled workers

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Funding the **Palatka Campus Renovation, Classroom Building and Workforce Training Center Addition project** will:

- Generate or expand partnerships with new and existing businesses
- Provide a trained workforce for employers in our region.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The renovation of Classroom Building T on the Palatka Campus and the construction of the adjoining Workforce Training Center will increase utilization of the existing building by launching new programs and courses that will be taught in the existing space. Along with hands-on courses in the Workforce Training Center, related instruction will take place in the renovated classrooms and computer labs of Building T.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☐ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation:

9. ☒ Projected Facility Utilization Rate

Explanation: SJR State conservatively estimates that the new facility will be occupied for 28 hours per week, which is 12 hours per week higher than the Palatka Campus average for lab space, and that the renovated space will increase its utilization by approximately 2%.

10. ☒ Current/Projected Campus Utilization Rate

Explanation: The 2022-23 Space Utilization Report indicates that the Palatka Campus has a classroom space utilization of 20.88% and a laboratory space utilization rate of 53.95%. The addition of new programs

in the construction and maritime trades will increase campus utilization both in the renovated space and in the remainder of the campus as students take additional supporting courses from other departments.

FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY SITE
2022-23 TERM 2E SUBMISSION
ST. JOHNS RIVER STATE COLLEGE

SITE	NAME	CLASSROOM					LABORATORY				
		NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM
1	PALATKA CAMPUS	20	2,676	167	20.88	8.35	27	6,998	437	53.95	16.19
2	ORANGE PARK CAMPUS	28	7,168	448	40.00	16.00	19	3,933	245	42.98	12.89
4	ST. AUGUSTINE CAMPUS	27	8,011	500	46.30	18.52	13	2,614	164	42.05	12.62

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2025-26 through 2027-28

CIP 4A

College Name	Saint Johns River State College	
Project Title	St. Augustine Campus, Site Improvements and Infrastructure Repairs Project	
Budget Entity Priority	2	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
		X

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
St. Augustine Campus	All	115,441	2990 College Drive	St. Augustine	St. Johns

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

The St. Augustine Campus Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space by creating a positive environment that is crucial for students to maximize their learning potential. This project focuses on three main areas: site improvements, structural renovations, and parking lots initiatives. Ongoing site improvement issues include storm water/drainage issues, water management, and improvements to vehicular access to this campus. Also included in this project is roof restoration or re-roofing of several roofs and critical infrastructure maintenance and repairs to covered walkway areas across the campus.

Resurfacing parking areas is crucial for safety reasons, improved appearance, increased life span, is cost-effective, and is an efficient way to maintain and improve all lots across campus.

Forecast planning for campus roof restoration is an example of initiating a pre-emptive maintenance plan where repairs are made early in a far less disruptive and costly process than re-roofing a building.

A similar model of pre-emptive forecasting is likewise applied to the infrastructure repairs that are needed for the covered walkways and other outside areas of this campus. All of the areas included in this project is beyond their projected life cycle and responsible stewardship dictates the need for timely planning and replacement of the college's aging assets.

The total proposed cost of this St. Augustine Campus, Site Improvements and Infrastructure Repairs project is \$8,700,000.

Survey Recommendations 2021/SR.01, SR.03, 4.008, 4.017, and 4.018.

APPLICABLE SURVEY RECOMMENDATIONS

Date of Survey	Recommendation No.	Requested for
6/30/2021	SR.01	Correct deficiencies relating to safety to life, health, and sanitation pursuant to SREF 4.4(1) and 5(1)
6/30/2021	SR.03	Replacement of roof at existing as provided in SREF 423.12 and Florida Building Code 423.12
6/30/2021	4.008	Construct campus-wide storm water management improvements to include berms, underground drainage mechanisms, and storm water retention areas.
	4.017	Renovate campus-wide existing covered walkways.
6/30/2021	4.018	Renovate campus-wide existing parking areas and roadways.

CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

St. Augustine Campus, Site Improvements and
Infrastructure Repairs Project

Saint Johns River State College

CIP 4B

PROJECT COMPONENT COST AND PROJECTIONS

			Costs Incurred to date	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	TOTAL
BUILDING SYSTEM COMPONENTS							
	a.	electrical					\$0
	b.	envelope		\$100,000	\$100,000	\$100,000	\$300,000
	c.	interior					\$0
	d.	mechanical					\$0
	e.	plumbing					\$0
	f.	roof		\$650,000	\$650,000	\$650,000	\$1,950,000
	g.	site		\$250,000	\$250,000	\$250,000	\$750,000
	h.	special (fire suppression)					\$0
	i.	structural		\$500,000	\$500,000	\$500,000	\$1,500,000
							\$0
SUBTOTAL			\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$4,500,000
CENTRAL UTILITY SYSTEM COMPONENTS:							
	a.	cogeneration					\$0
	b.	cooling gen./distrib.					\$0
	c.	electrical distrib.					\$0
	d.	heating gen./distrib.					\$0
	e.	landfill					\$0
	f.	water treat./distrib.					\$0
	g.	waste treatment					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
SPECIAL SYSTEM COMPONENTS:							
	a.	energy conservation					\$0
	b.	storage tanks					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
CAMPUS SYSTEM COMPONENTS:							
	a.	drainage/grounds		\$750,000	\$750,000	\$750,000	\$2,250,000
	b.	road system paving		\$325,000	\$325,000	\$325,000	\$975,000
	c.	other paving		\$325,000	\$325,000	\$325,000	\$975,000
							\$0
SUBTOTAL			\$0	\$1,400,000	\$1,400,000	\$1,400,000	\$4,200,000
LIFE SAFETY AND LICENSURE COMPONENTS:							
	a.	Licensure					\$0
	b.	Life Safety					\$0
	c.	ADA					\$0
	d.	Environmental					\$0
							\$0
SUBTOTAL			\$0	\$0	\$0	\$0	\$0
TOTAL			\$0	\$2,900,000	\$2,900,000	\$2,900,000	\$8,700,000

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
						2025-26	\$ 2,900,000	(number below
						2026-27	\$ 2,900,000	should equal
						2027-28	\$ 2,900,000	Total Project Cost)
		\$ -			\$ -		\$ 8,700,000	\$ 8,700,000

**Higher Educational Facilities
Return on Investment**

Institution: St. Johns River State College

Project: St. Augustine Campus, Site Improvements and Infrastructure Repairs Project

Total Funding: \$8,700,000

Previous Funding (State and Local): _____

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Mrs. Terry Thomas, Assistant Vice

President of Facilities, Planning and Capital Projects-Palatka Campus, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: This St. Augustine Campus, Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space in that safe, secure, and functional facilities are fundamentally essential to successful educational programs. Creating a positive environment is crucial for students to maximize their learning potential. SJR State continuously evaluates and improves facility life-safety, accessibility, structural

integrity, roof and building envelope, lighting, and cleanliness with the intent of providing the best educational opportunities possible. The investments proposed in this project are necessary to preserve and upgrade aging campus assets and will provide sustainable enhancements to the student experience on all of these levels.

Included as part of this project, is our aging parking lots which needs to be resurfaced on the St. Augustine Campus. Resurfacing parking areas is crucial for several reasons

1. As parking lots age, cracks and depressions become more noticeable. Resurfacing covers these defects, ensuring the safety of students, staff, faculty and vehicles.
2. A resurfaced parking lot looks-like new and significantly improves curb appeal. First impressions and a well-maintained parking lot positively influence how people perceive our campuses.
3. Resurfacing is more economical than total replacement. It addresses minor defects while preserving the foundation of the parking lots.
4. Resurfacing minimizes the need for frequent seal coating and other maintenance tasks which saves time and resources in the long run.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The old adage “a stitch in time saves nine” is never more appropriate than when initiating pre-emptive maintenance, especially on older structures. In almost every case, repairs made early in the inevitable cycle of deterioration are far less involved, far less disruptive, and far less costly than those which are allowed to fester and grow worse before they are addressed.

As an example, our forecast planning for campus roof restoration follows this model in that we intend to install a fluid applied reinforced roofing system atop our aging roofs while they are still structurally sound, and before they degrade to the point of requiring catastrophic intervention. This system will provide a 20-year warranty, can be applied while the building is fully occupied, and does not require demolition and the associated risk of exposing the interior portions of the building to damaging weather intrusion. A system of this type, engaged at a timely moment before excess deterioration sets in can reduce an otherwise \$1 mil conventional roof rip-off and reinstallation by 50% or more.

A similar model of pre-emptive forecasting is likewise applied to all other projects requested in this project. All these systems will be at or beyond their projected life cycle by the time appropriations are released. Responsible stewardship dictates the need for timely planning and replacement of our aging assets.

Future supply chain uncertainties as well as economic pressures also make this an opportune time for action. Prices will never again be as reasonable as they are now. Whether it is the parking lots, HVAC systems, safety equipment upgrades, or building components requested in this project, all will benefit financially from a 'sooner rather than later' approach. Indeed, the sustainable safety and well-being of our future constituents depend on the planning and execution we engage now.

9. ☐ Projected Facility Utilization Rate

Explanation:

10. ☐ Current/Projected Campus Utilization Rate

Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28

CIP 3A

College Name	Saint Johns River State College			
Project Title	Renovation, Classroom Building and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs			
Budget Entity Priority	3			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
	X		X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
4	2990 College Drive	St. Augustine	St. Johns

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

The St. Augustine Campus is struggling to accommodate St. Johns County's population growth. The St. Augustine Campus has a shortage of classrooms and labs, therefore, funding the project is needed to meet current instructional demands and allow for better service to current students and capacity for future growth, as well as meeting the demands for a trained workforce for this rapidly growing county.

This project will allow SJR State to answer Florida's unmet academic and Workforce needs and focus on:

- (1) Preparing students for state and industry certifications
- (2) Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies
- (3) Creating new transfer opportunities with partnering universities
- (4) Generating partnerships with new and existing businesses
- (5) Aligning technical programs and courses to business and industries targeted for growth
- (6) Providing a trained Workforce for employers in our region
- (7) Keeping the districts most talented students within the region
- (8) Filling the gap between emerging jobs and skilled workers

This project will support expected industry growth in this growing regional and local economy. St. Johns County is one of the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Health Care, Business, Finance, Criminal Justice, and Information Technology. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities for our students.

This project's proposed cost is \$30,757,205 and the College has already funded \$2,327,544 in Local Funds in support of this project.

The Viking Center renovation with addition was completed July 2021 and adds a 5,685 SF addition of student services space to this campus.

Survey Recommendations 2021/4.028-4.041, 4.034-4.042, 4.027, 4.028, 4.047, 4.048, and 4.049

Building value: \$20,935,685

Source of valuation for remodel or renovation:
1st year escrow deposit amount: \$104,678
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2016 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding: Local, Capital Improvement Fees

Projected Bid Date/Start of Construction (Month, Year): July 2026
Projected Occupancy Date (Month, Year): December 2028

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
July 2021	4.028-4.041	Voc. Lab	15,606	9,935	48
July 2021	4.034-4.042	Teaching Lab	18,759	11,757	209
July 2021	4.027	Office	29,900	2,598	
July 2021	4.048	Classroom	13,726	12,316	
July 2021	4.047	Library	14,695	675	
July 2021	4.049	Student Services	8,766	6,766	
			Total NSF Used	44,047	

CIP 3B COST WORKSHEET

Renovation, Classroom Building and Library with
Additions to accommodate expansion of Computer,
Nursing and other Health Related Programs

CIP 3B

Saint Johns River State College

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom		5,000	7,102	\$ 449.32	1.00	\$ 3,191,071
Teaching Lab		3,600	5,113	\$ 470.94	1.00	\$ 2,407,916
Library		675	959	\$ 396.25	1.00	\$ 380,004
Vocational Lab		4,122	5,855	\$ 470.94	1.00	\$ 2,757,354
Office		800	1,136	\$ 482.72	1.00	\$ 548,370
Auditorium - Exhibit			0	\$ 504.53	1.00	\$ -
Instructional Media			0	\$ 328.58	1.00	\$ -
Gymnasium			0	\$ 353.15	1.00	\$ -
Student Service			0	\$ 480.92	1.00	\$ -
Support Service			0	\$ 328.58	1.00	\$ -
TOTAL		14,197	20,165	Wt. Avg. 446.72		
New Construction Cost						\$ 9,284,714
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
<i>NOTE: Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.</i>		29,850	42,399	134.016	1.00	\$ 5,682,144
TOTAL		29,850	42,399			\$ 5,682,144
Remodeling/Renovation Cost*						\$ 5,682,144
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 14,966,859
Site development/improvement** (2.6%)						
Total Base Construction Costs						\$ 14,966,859

**Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs Incurred to date	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	TOTAL
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)	\$2,327,544	\$4,213,105	\$4,213,105	\$4,213,105	\$14,966,859
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation		\$451,392	\$451,392	\$451,392	\$1,354,176
c.	Site preparation		\$575,000	\$575,000	\$575,000	\$1,725,000
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks		\$500,000	\$500,000	\$500,000	\$1,500,000
f.	Roadway improvements		\$341,666	\$341,667	\$341,667	\$1,025,000
g.	Parking spaces:		\$216,666	\$216,667	\$216,667	\$650,000
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution		\$651,481	\$651,481	\$651,481	\$1,954,443
k.	Sanitary sewer system					\$0
l.	Chilled water system		\$440,833	\$440,833	\$440,834	\$1,322,500
m.	Storm water system		\$547,806	\$547,806	\$547,807	\$1,643,419
n.	Energy efficient equipment					\$0
o.	Other: access control system		\$278,892	\$278,892	\$278,892	\$836,676
Subtotal: CONSTRUCTION COSTS		\$2,327,544	\$8,216,841	\$8,216,843	\$8,216,845	\$26,978,073
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$149,669			\$149,669
	2) A/E fees (7.8%)		\$817,190	\$233,483	\$116,741	\$1,167,415
	3) Inspection Services*** (sugg. 0.5%)			\$74,834		\$74,834
	4) On-site representation (1.3%)			\$97,285	\$97,285	\$194,569
	5) Other prof. services*** (sugg. 0.5%)		\$74,834			\$74,834
c.	Testing/surveys (2.2%)		\$329,271			\$329,271
d.	Permit/Environmental Fees***		\$22,450	\$89,801		\$112,251
e.	Miscellaneous cost*** (sugg. 1-3%)		\$149,669			\$149,669
f.	Movable equipment/furnishings (10.2%)			\$457,986	\$1,068,634	\$1,526,620
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$1,543,083	\$953,389	\$1,282,660	\$3,779,132
TOTAL PROJECT COST		\$2,327,544	\$9,759,924	\$9,170,232	\$9,499,505	\$30,757,205

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
Local	2013-14	\$ 250,000				2025-26	\$ 9,759,924	(number below
Local/CIF	2013-14	\$ 500,000				2026-27	\$ 9,170,232	should equal
Local/CIF	2014-15	\$ 275,000				2027-28	\$ 9,499,505	Total Project Cost)
Local/CIF	2015-16	\$ 250,000						
Local/CIF	2016-17	\$ 350,000						
Local/CIF	2017-18	\$ 355,180						
Local/CIF	2018-19	\$ 347,364						
		\$ 2,327,544	\$ -			\$ 28,429,661		\$ 30,757,205

Higher Educational Facilities Return on Investment

Institution: St. Johns River State College

Project: Renovation, Classroom Building and Library with Additions to accommodate expansion of Computer, Nursing and other Health Related Programs

Total Funding: \$30,757,205

Previous Funding (State and Local): \$2,327,544 (Local)

Workforce Project (Yes or No): Yes

Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects- Palatka Campus, 386-312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: The College is a vital partner in workforce and economic development for Clay, St. Johns, and Putnam Counties. Funding the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing and other Health Related Programs project** to accommodate additional and improved instructional and support space will increase capacity, resulting in the conferral of more degrees and certificates to graduates who will immediately fill positions needed by local and regional employers. Graduates will also take advantage of transfer opportunities with universities to continue the training necessary to fill other roles needed in the region's economy.

The **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing Programs project** will support expected industry growth in this growing regional and local economy. According to projections received from the Florida Department of Economic Opportunity's CareerSource Region 8 Employment Growth Projections, the following local jobs are projected to be needed within the next eight years (2022 - 2030).

- 7,441 new regional jobs in Healthcare Practitioners and Technical Occupations, 13.9% growth
- 4,404 new regional jobs in Healthcare Support Occupations, 17.2% growth

- 1,178 new regional jobs in Community and Social Service Occupations, 9.3% growth
 - 4,853 new regional jobs in Business and Financial Operations Occupations, 8.4% growth
 - 2,162 new regional jobs in Computer Occupations, 15.5% growth
2. ☒ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation: These 257 additional student stations will serve 759 full-time equivalent (FTE) students. The St. Augustine Campus has a shortage of classrooms and labs and struggles to meet the needs of current enrollment on the St. Augustine Campus. St. Johns is one of Florida's most rapidly growing counties. Renovations, remodeling, and additions are needed to meet current instructional needs and to provide capacity for future growth.

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The college is aligning its programs to serve business and industry targeted for growth identified by the 2023-2024 Regional Demand Occupations List (RDOL) and Department of Economic Opportunity's National Occupational Forecast (focusing on workforce). The St. Johns County is one of the State's fastest growing areas in both population and career opportunity. Several growth sectors for occupations have been identified including Business, Finance, Information Technology, and Health Care. Many of the businesses in these fields serve as Advisory Board partners and work-based learning opportunities to our students.

SJR State provides the following programs, which align with the Regional Demands Occupations List (RDOL) and Areas of Strategic Emphasis.

In the Health Care sector, preparing for jobs in hospitals, Physician's offices and clinics are part of a student's training to meet the needs of the Health Care industry. Additional funding is needed to expand SJR State's allied health and nursing simulation labs and classrooms to support the College's programs and courses, including Emergency Medical

Technology, Emergency Medical Services, Paramedic, Nursing, Nursing: LPN Bridge to ASN, Practical Nursing, Nursing Assistant, Respiratory Care, Radiologic Technology, Health Information Technology, Health Services Management, Medical Office Administration, Medical office Assisting and Bachelor of Science in Nursing.

Major employers in our area include Orange Park Medical Center, St. Vincent's Medical Center, Baptist Medical Center, Flagler Hospital, Mayo Clinic, PSS World Medical, Medtronic, and Parallon Services. SJR State has affiliation agreements with facilities including Orange Park Medical Center, Kindred Hospital, Baptist Medical Center, and St. Vincent's Medical Center, and many others, which provide SJR State Nursing and Allied Health students' clinical training opportunities that lead to future employment. Applications to these limited health programs typically exceed 150% of the available capacity.

In the Business and Finance sector, these programs offer our students a competitive edge when they enter the corporate world, proficient in the latest management and communication skills. SJR State offers programs in Business Management, Business Operations, Business Specialist, Business Administration, Accounting Technology, and Bachelor's degree in Organizational Management with concentrations in Health Care Administration and Supervision and Management. Two new Bachelor's degrees are in the planning stage, Criminal Justice-Applied Intelligence Studies and Information Systems Technology. Career areas expected to grow include accounting, human resources, financial services, marketing, insurance, criminal justice, information technology, and management.

Employers in our service district include Allstate, Brightway Insurance, State Farm, Blue Cross/Blue Shield, Citibank, JPMorgan Chase, JAXPORT, Orange Park Medical Center, Flagler Hospital, AT&T, Local and State Government, Northrop Grumman, Publix, Georgia-Pacific, St. Johns River Management District, Vystar Credit Union, Regions Bank, and Everbank as well as numerous other business and industries.

The St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing project will allow SJR State to answer Florida's unmet academic and workforce needs by:

- Preparing students for state and industry certifications
- Expanding programs and courses necessary to keep up with Workforce demands for training in advanced technologies

- Creating new transfer opportunities with partnering universities
- Generating partnerships with new and existing businesses
- Aligning technical programs and courses to business and industries targeted for growth.
- Providing a trained Workforce for employers in our region
- Keeping the districts most talented students within the region
- Filling the gap between emerging jobs and skilled workers

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Funding the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer, Nursing Programs project** will:

- Generate or expand partnerships with new and existing businesses
- Provide a trained workforce for employers in our region.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: The renovation will allow current space to meet the needs of students more efficiently. The first phase of the **St. Augustine campus Renovation, Classroom Building and Library with Additions to accommodate the expansion of Computer and Nursing Programs project** renovation of the Viking Center, was completed July 2021, funded with local dollars. The additional space provided by this phase will relieve the pressure on other campus facilities to serve multiple purposes and programs which compete for time and space. This will allow for more services to students to occur simultaneously.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: SJR State has contributed \$2,327,544 in CIF and Local funds.

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: Cost of materials, cost of labor, and reporting outages can be reduced by bringing the project up to existing standards and looking for materials and or methods that will reduce future maintenance costs. The installation of modern and sustainable floor finishes can reduce the yearly cost of maintenance annually by approximately \$3.50 per square foot.

Replacement of traditional classroom lighting with LED lighting is another method to employ cost-savings reductions in maintenance, energy, and labor costs since LED lighting is one of the most energy efficient lighting technologies existing today.

9. ☒ Projected Facility Utilization Rate

Explanation: Optimized facilities will support science, technology, engineering, and math education, integral to both workforce AS degrees, and the AA transfer degree. Improved and expanded facilities are also projected to improve the efficiency of student services, thereby increasing retention and completion.

10. ☒ Current/Projected Campus Utilization Rate

Explanation: The 2022-23 Space Utilization Report indicates that the St. Augustine Campus has a classroom space utilization of 46.3% and a laboratory space utilization rate of 42.05%, which shows a need for additional updated space at the St. Augustine Campus.

FLORIDA COLLEGE SYSTEM
ROOM UTILIZATION BY SITE
2022-23 TERM 2E SUBMISSION
ST. JOHNS RIVER STATE COLLEGE

SITE	NAME	CLASSROOM					LABORATORY				
		NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM	NUMBER ROOMS	HOURS	WEEKLY HOURS	UTIL. RATE	WKLY HRS PER ROOM
1	PALATKA CAMPUS	20	2,676	167	20.88	8.35	27	6,998	437	53.95	16.19
2	ORANGE PARK CAMPUS	28	7,168	448	40.00	16.00	19	3,933	245	42.98	12.89
4	ST. AUGUSTINE CAMPUS	27	8,011	500	46.30	16.52	13	2,614	164	42.05	12.62

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 4A CAPITAL ASSET MANAGEMENT PROJECT EXPLANATION
2025-26 through 2027-28

CIP 4A

College Name	Saint Johns River State College	
Project Title	College-wide, Site Improvements and Infrastructure Repairs Project	
Budget Entity Priority	4	
Statutory Authority	Sec. 1013.64	
Type Project	Noncritical	Critical
	X	

GEOGRAPHIC LOCATION - BUILDING/FACILITY IDENTIFICATION/DESCRIPTION (If applicable)

Project/Building Name	Building No.	NASF	Site Address	City	County
All Campuses	All	634,534	283 College Drive	Orange Park	Clay
			5001 St. Johns Avenue	Palatka	Putnam
			2990 College Drive	St. Augustine	St. Johns

PROJECT DESCRIPTION (PURPOSE, NEED, SCOPE)

The College-wide, Site Improvements and Infrastructure Repairs project focuses on three main areas: site improvements, structural renovations and campus safety initiatives. Ongoing site improvement issues include milling, resurfacing and striping of roadways and parking lots; installation of new 'wayfinding' as well as digital signage; storm water/drainage issues, and improvements to vehicular access to our campuses. This will include the repositioning of entry drives, replacement of existing traffic signals, the addition of turning lanes, as well as necessary electrical and fiber optic infrastructure, paving, water and sewer lines, lift stations, stormwater management systems, berms earthworks, and underground drainage mechanisms, implementations, or maintenance. Projects of this nature are needed on both the Orange Park and the Palatka campuses.

Structural renovations include the reroofing of multiple buildings, HVAC/Chiller equipment installations and upgrades, as well as miscellaneous repairs to aging buildings across all campuses.

Safety initiatives are necessary to modernize aging systems, and to integrate door access control, fire, carbon monoxide, and burglar alarms, as well as real time closed-circuit television monitoring capability. All these systems would report to and be displayed on a 'central command' bank of monitors located in the security offices of each campus. A Phase 1 pilot of this initiative has already been installed in portions of the Orange Park campus and is particular to the access control of critical doors located in a high-profile building. This installation allows administrators to:

- a) Limit access to these doors to only authorized personnel, for only authorized time periods
- b) Allows administrators to monitor and to alert them to unauthorized breaches in protocol
- c) Provides 'lock-down' capability for administrators from any location during emergency situations which may be threatening to campus constituents.

The success of this pilot proves the need to scale this initiative to more buildings on all campuses. There is also a critical need to upgrade and modernize existing, but outdated safety systems on all campuses.

The total proposed cost of this College-wide, Site Improvements and Infrastructure Repairs project is \$28,968,664 and the College has already contributed \$1,123,349 in PECO Sum of Year Digits Funds and received \$5,947,195 in State Deferred Maintenance in support of this project.

Survey Recommendations 2021/SR.01, SR.02, SR.03, SR.04, SR.05, SR.06

Date of Survey	Recommendation No.	Requested for
6/30/2021	SR.01	Correct deficiencies relating to safety to life, health, and sanitation pursuant to SREF 4.4(1) and 5(1)
6/30/2021	SR.02	Necessary modifications for the physically disabled in existing buildings as recommended in F.S. 255.2
6/30/2021	SR.03	Replacement of roof at existing facilities as provided in SREF 423.12 and Florida Building Code 423.12
6/30/2021	SR.04	Replace and purchase of equipment for existing facilities pursuant to SREF 1 2(55)
6/30/2021	SR.05	Provide for sanitation facilities for students, staff and the public pursuant to SREF 5(1) and 423.2
6/30/2021	SR.06	Provide for custodial facilities pursuant to Florida Building Code 423.20

CIP 4B CAPITAL ASSET MANAGEMENT PROJECT COST WORKSHEET

College-wide, Site Improvements and Infrastructure
Repairs Project

Saint Johns River State College

CIP 4B

PROJECT COMPONENT COST AND PROJECTIONS

			Costs Incurred to date	Year 1 2025-26	Year 2 2026-27	Year 3 2027-28	TOTAL
BUILDING SYSTEM COMPONENTS							
a.	electrical			\$380,000	\$368,000	\$340,000	\$1,088,000
b.	envelope		\$1,772,195	\$502,000	\$420,000	\$368,000	\$3,062,195
c.	interior		\$280,000	\$797,120	\$960,000	\$1,290,000	\$3,327,120
d.	mechanical		\$412,349	\$420,000	\$440,000	\$625,000	\$1,897,349
e.	plumbing			\$208,000	\$92,000	\$142,000	\$442,000
f.	roof		\$706,000	\$1,000,000	\$1,000,000	\$1,000,000	\$3,706,000
g.	site			\$500,000	\$1,200,000	\$1,200,000	\$2,900,000
h.	special (fire suppression)						\$0
i.	structural						\$0
SUBTOTAL			\$3,170,544	\$3,807,120	\$4,480,000	\$4,965,000	\$16,422,664
CENTRAL UTILITY SYSTEM COMPONENTS:							
a.	cogeneration						\$0
b.	cooling gen./distrib.		\$2,700,000				\$2,700,000
c.	electrical distrib.						\$0
d.	heating gen./distrib.						\$0
e.	landfill						\$0
f.	water treat./distrib.						\$0
g.	waste treatment		\$1,200,000				\$1,200,000
SUBTOTAL			\$3,900,000	\$0	\$0	\$0	\$3,900,000
SPECIAL SYSTEM COMPONENTS:							
a.	energy conservation			\$36,000	\$90,000	\$60,000	\$186,000
b.	storage tanks						\$0
SUBTOTAL			\$0	\$36,000	\$90,000	\$60,000	\$186,000
CAMPUS SYSTEM COMPONENTS:							
a.	drainage/grounds			\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
b.	road system paving						\$0
c.	other paving			\$760,000	\$800,000	\$900,000	\$2,460,000
SUBTOTAL			\$0	\$1,760,000	\$1,800,000	\$1,900,000	\$5,460,000
LIFE SAFETY AND LICENSURE COMPONENTS:							
a.	Licensure						\$0
b.	Life Safety			\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
c.	ADA						\$0
d.	Environmental						\$0
SUBTOTAL			\$0	\$1,000,000	\$1,000,000	\$1,000,000	\$3,000,000
TOTAL			\$7,070,544	\$6,603,120	\$7,370,000	\$7,925,000	\$28,968,664

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
SYD	2017-18	\$ 586,352.00				2025-26	\$ 6,603,120	(number below
SYD	2018-19	\$ 536,997.00				2026-27	\$ 7,370,000	should equal
State DM	2022-23	\$ 5,947,195.00				2027-28	\$ 7,925,000	Total Project Cost)
		\$ 7,070,544.00			\$ -	\$ 21,898,120		\$ 28,968,664

**Higher Educational Facilities
Return on Investment**

Institution: St. Johns River State College

Project: College-wide, Site Improvements and Infrastructure Repairs Project

Total Funding: \$28,968,664

Previous Funding (State and Local): \$7,070,544

Workforce Project (Yes or No): No

Contact Person (Name, Position, Phone No.): Mrs. Terry Thomas, Assistant Vice

President of Facilities, Planning and Capital Projects-Palatka Campus, 386-312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☐ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)
Explanation:
2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)
Explanation:
3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded
Explanation:
4. ☐ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast
Explanation:
5. ☐ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students
Explanation:
6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: This College-wide, Site Improvements and Infrastructure Repairs Project will improve the campus use of existing space in that safe, secure, and functional facilities are fundamentally essential to successful educational programs. Creating a positive environment is crucial for students to maximize their learning potential. SJR State continuously evaluates and improves facility life-safety, accessibility, structural

integrity, roof and building envelope, indoor air quality, lighting, and cleanliness with the intent of providing the best educational opportunities possible. The investments proposed in this project are necessary to preserve and upgrade aging campus assets and will provide sustainable enhancements to the student experience on all of these levels.

The modern college campus must provide a haven of safety from the violence which now pervades our society. Indeed, the student learning experience is greatly enhanced amidst a confident sense of well-being and security, free from the anxieties of the negativity around us. For this reason, SJRSC has placed a high priority on the protection of our constituents and seeks to project an image of vigilance towards that goal.

With this project, our aging security systems; including fire, CO, burglar, access control, and CCTV will be modernized and integrated by having them all reporting to and displayed on a bank of monitors located in each campus security office. A pilot program of door access control has already been launched in one high profile building at one SJR campus. Its success confirms the need to scale this project to multiple buildings on all campuses. Once fully deployed, it will allow administrators to:

- 1) Limit access to critical doors to only authorized personnel at only authorized time periods.
- 2) Allow administrators to monitor the use of these doors, and to receive alerts to unauthorized breaches in the protocol.
- 3) Provide 'lock-down' capability for administrators from any campus location during emergency situations which may be threatening to campus constituents.

This, with the improvement of the campus physical plant will provide the safe and wholistic learning environment we seek for our constituents.

7. ☐ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation:

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The old adage "a stitch in time saves nine" is never more appropriate than when initiating pre-emptive maintenance, especially on older structures. In almost every case, repairs made early in the inevitable cycle of deterioration are far less involved, far less disruptive, and far less costly than those which are allowed to fester and grow worse before they are addressed.

As an example, our forecast planning for campus roof restoration follows this model in that we intend to install a fluid applied reinforced roofing system atop our aging roofs while they are still structurally sound, and before they degrade to the point of requiring catastrophic intervention. This system will provide a 20-year warranty, can be applied while the building is fully occupied, and does not require demolition and the associated risk of exposing the interior portions of the building to damaging weather intrusion. A system of this type, engaged at a timely moment before excess deterioration sets in can reduce an otherwise \$1 mil conventional roof rip-off and reinstallation by 50% or more.

A similar model of pre-emptive forecasting is likewise applied to all other projects requested in this project. All these systems will be at or beyond their projected life cycle by the time appropriations are released. Responsible stewardship dictates the need for timely planning and replacement of our aging assets.

Future supply chain uncertainties as well as economic pressures also make this an opportune time for action. Prices will never again be as reasonable as they are now. Whether it is the parking lots, HVAC systems, safety equipment upgrades, or building components requested in this project, all will benefit financially from a 'sooner rather than later' approach. Indeed, the sustainable safety and well-being of our future constituents depend on the planning and execution we engage now.

9. ☐ Projected Facility Utilization Rate
Explanation:

10. ☐ Current/Projected Campus Utilization Rate
Explanation:

Other Pertinent Information not included above:

FLORIDA COLLEGE SYSTEM
CIP 3A CAPITAL PROJECT EXPLANATION
2025-26 through 2027-28

CIP 3A

College Name	Saint Johns River State College			
Project Title	Remodel, Florida School of the Arts with Addition			
Budget Entity Priority	5			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project	Renovation	Remodel	New Construction	Acquisition
		X	X	

GEOGRAPHIC LOCATION

Official College Site Number	Site Street Address	City	County
1	5001 St. Johns Avenue	Palatka	Putnam

PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)

St. Johns River State College is obligated, pursuant to Section 1004.74, Florida Statutes, to provide for administration and governance of Florida School of the Arts, a professional school serving on a statewide basis for all qualified students. Florida School of the Arts students are pursuing the Associate in Science (A.S.) degree in the artistic discipline of their choice or earning the Associate in Arts (A.A.) degree from St. Johns River State College. Students choosing either the A.S. or A.A. degree tracks are getting the artistic training which qualifies them to become employed in the creative economy, or to matriculate to further arts education.

Currently, there are a number of accessibility code compliance corrections that need to be addressed. The second floor gallery, seating, and the restrooms in the Auditorium are not accessible for people with disabilities. Neither the mezzanine space nor the Blackbox Theatre meet the current egress or ADA/life safety requirements. There is also a need for an elevator to serve the upper and lower galleries. A number of compliance issues have been resolved and include: men's/women's ADA compliant changing/restrooms, a new dance floor, asbestos abatement, and a drawing studio that meets fresh air requirements along with a state of art painting studio, renovated entrance, new conference room, and storage. Our next phase would upgrade the Auditorium sound and lighting system, add a fly loft, new Blackbox theatre, new Auditorium lobby and faculty offices.

The total cost is \$27,019,851 and the College has contributed \$2,149,318 towards this project.

Survey Recommendations 2021/ 1.034, 1.042, 1.043, 1.045, 1.046, 1.047, 1.048, 1.049

RESERVE ESCROW 0.5% (per s. 1001.03(19)(c) , F.S.)

Building value: \$11,145,746

Source of valuation for remodel or renovation:
1st year escrow deposit amount: \$55,729
Escrow funding source: Fund 1

Comments:

Initial Year Requested: 2015 Has this project ever been vetoed? If so, list year(s): 2017, 2022

List All Proposed Sources of Funding: Local, PECO, CIF, CO&DS, SYD

Projected Bid Date/Start of Construction (Month, Year): December 2026
Projected Occupancy Date (Month, Year): December 2029

Funding Educational Specifications Section (must be completed for all first-year priority construction)

Date of Survey	Survey Recommendation No.	Space Category	Survey Recommended Total NSF	NSF Used	Student Stations Used
June 2021	1.034		17,094	17,094	
June 2021	1.042		9,269	9,269	
June 2021	1.043		4,222	4,000	20
June 2021	1.045	Voc. Lab	2,820	2,820	15
June 2021	1.046	Voc. Lab	3,187	3,187	16
June 2021	1.047	Voc. Lab	3,540	3,540	15
June 2021	1.048	Voc. Lab	1,790	1,790	15
June 2021	1.049	Voc. Lab	1,300	1,300	10
Total NSF Used				43,000	

CIP 3B COST WORKSHEET

CIP 3B

Saint Johns River State College

Remodel, Florida School of the Arts with Addition

BUILDING SPACE DESCRIPTION

NEW CONSTRUCTION		NSF	GSF	\$/GSF	Local Factor	Const. Cost
CATEGORY						
Classroom			0	\$ 449.32	1.00	\$ -
Teaching Lab		4,000	5,682	\$ 470.94	1.00	\$ 2,675,881
Library			0	\$ 396.25	1.00	\$ -
Vocational Lab		9,000	12,784	\$ 470.94	1.00	\$ 6,020,497
Office			0	\$ 482.72	1.00	\$ -
Auditorium - Exhibit			0	\$ 504.53	1.00	\$ -
Instructional Media			0	\$ 328.58	1.00	\$ -
Gymnasium			0	\$ 353.15	1.00	\$ -
Student Service			0	\$ 480.92	1.00	\$ -
Support Service			0	\$ 328.58	1.00	\$ -
TOTAL		13,000	18,466	Wt. Avg. 446.72		
New Construction Cost						\$ 8,696,378
REMODELING/RENOVATION*		NSF*	GSF*	\$/GSF*	Local Factor	Const. Cost
NOTE:	Remodel \$/GSF calculated as 65% of new construction rate for the Student Services space category.					
		30,000	42,612	\$ 290.37	1.00	\$ 12,373,161
					1.00	\$ -
TOTAL		30,000	42,612			\$ 12,373,161
Remodeling/Renovation Cost*						\$ 12,373,161
<p>*Note: Remodeling should not exceed 65% of New Construction Cost. Renovation should not exceed 30% of New Construction Cost. Also, DO NOT use the new square footage net to gross ratio for Remodeling projects. Calculate your existing N:G ratio using the actual building net and gross sf numbers. Renovation projects use net square feet only.</p>						
Base Construction for New & Rem/Ren						\$ 21,069,539
Site development/improvement** (2.6%)						\$ 547,808
Total Base Construction Costs						\$ 21,617,347

**Note: If 2.6% is used for basic site devlpm, do not request additional extraordinary construction costs for sitework below.

PROJECT COMPONENT COSTS & PROJECTIONS

		Costs	Year 1	Year 2	Year 3	
		Incurred to date	2025-26	2026-27	2027-28	TOTAL
1. CONSTRUCTION COSTS						
a.	Total Base Construction Cost (from above)	\$2,149,318	\$6,489,343	\$6,489,343	\$6,489,343	\$21,617,347
Additional Extraordinary Construction Costs						
b.	Environmental Impacts/Mitigation					\$0
c.	Site preparation					\$0
d.	Landscape/Irrigation					\$0
e.	Plaza/Walks					\$0
f.	Roadway improvements					\$0
g.	Parking spaces					\$0
h.	Telecommunication					\$0
i.	Electrical service					\$0
j.	Water distribution					\$0
k.	Sanitary sewer system					\$0
l.	Chilled water system					\$0
m.	Storm water system					\$0
n.	Energy efficient equipment					\$0
o.	Other: access control system					\$0
Subtotal: CONSTRUCTION COSTS		\$2,149,318	\$6,489,343	\$6,489,343	\$6,489,343	\$21,617,347
2. OTHER PROJECT COSTS						
a.	Land/existing facility acquisition***	\$0				\$0
b.	Professional Fees					
	1) Planning/programming (1%)		\$216,173			\$216,173
	2) A/E fees (7.8%)		\$1,180,307	\$337,231	\$168,615	\$1,686,153
	3) Inspection Services*** (sugg. 0.5%)			\$108,087		\$108,087
	4) On-site representation (1.3%)			\$140,513	\$140,513	\$281,026
	5) Other prof. services*** (sugg. 0.5%)		\$108,087			\$108,087
c.	Testing/surveys (2.2%)		\$475,582			\$475,582
d.	Permit/Environmental Fees***		\$32,426	\$129,704		\$162,130
e.	Miscellaneous cost*** (sugg. 1-3%)		\$216,173			\$216,173
f.	Movable equipment/furnishings (10.2%)			\$644,728	\$1,504,365	\$2,149,093
*** As needed	Subtotal: OTHER PROJECT COSTS	\$0	\$2,228,749	\$1,360,262	\$1,813,493	\$5,402,504
TOTAL PROJECT COST		\$2,149,318	\$8,718,092	\$7,849,605	\$8,302,836	\$27,019,851

PROJECT FUNDING

Funding Received to Date (all sources)			Projected Supplemental Funding			Projected PECO Requests		Total Project Cost
Source	FY	Amount	Source	FY	Amount	FY	Amount	
Local	2010-11	3,788				2025-26	8,718,092	
SYD	2011-12	33,973				2026-27	7,849,605	
Local Sale of Assets	2012-13	1,440				2027-28	8,302,836	
Local	2012-13	45,631						
SYD	2012-13	169,118						
Local/CIF	2013-14	81,678						
Local	2013-14	345,521						
Local/CIF	2014-15	86,596						
Local	2014-15	4,125						
Local/CIF	2015-16	123,256						(number below)
SYD	2015-16	58,959						
Local/CIF	2016-17	967,606						should equal
Local	2016-17	26,077						Total Project Cost)
Local	2017-18	201,550						
		\$ 2,149,318			\$ -	\$ 24,870,533		\$ 27,019,851

Higher Educational Facilities Return on Investment

Institution: St. Johns River State College
Project: Remodel, Florida School of the Arts with Addition
Total Funding: \$27,019,851
Previous Funding (State and Local): \$2,149,318
Workforce Project (Yes or No): Yes
Contact Person (Name, Position, Phone No.): Terry Thomas, Assistant Vice President of Facilities, Planning and Capital Projects, (386) 312-4110

Check any box(es) that apply and provide a quantitative explanation. Identify the term or years in which ROI information is projected.

1. ☒ Number of Additional Degrees and Certificates Produced and How Those Degrees are Meeting the Needs of our State (Job Openings, Average Wages of those Job Openings, etc.)

Explanation: St. Johns River State College is obligated, pursuant to Section 1004.74, Florida Statutes, to provide for administration and governance of Florida School of the Arts, a professional school serving on a statewide basis for all qualified students. Florida School of the Arts students are pursuing the Associate in Science (A.S.) degree in the artistic discipline of their choice or earning the Associate in Arts (A.A.) degree from St. Johns River State College. Students choosing either the A.S. or A.A. degree tracks are getting the artistic training which qualifies them to become employed in the creative economy, or to articulate to further arts education.

In recent years, Florida School of the Arts graduates have been employed in the technology dependent fields of Stage Management, Sound Design and Engineering, Special Effects Technology, Technical Stage Staffing Lighting and Design, Television and Film Production for employers such as Universal Studios, Norwegian Cruise Lines, Alhambra Theatre, Urban Theater Company of Chicago, Royal Caribbean International, 2nd and Charles Video Games, Busch Gardens, Hippodrome State Theatre, the Barter Theatre, Greenbrier Valley Theatre, Charleston Stage Company, and Disney World.

Additionally, many students (well over 50%) pursue the AA transfer degree and continue their education in the arts. Many of our graduates are awarded valuable talent scholarships as they transfer to prestigious arts programs at universities such as the University of Florida, Marshall, The University of North Carolina School of the Arts, Savannah College of Art and Design, Florida State

University, Virginia Commonwealth University, Jacksonville University, University of Central Florida, and The Chicago College of Performing Arts.

Our graduates are performing in or are producing major motion pictures, television, and Broadway productions. These students are enriching our culture and our lives through the arts, which is a proven economic driver. Other graduates are using their skills to market businesses such as REMAX and Chick Fil A using the education they attained through programs such as Graphic Design/New Media Technology.

2. ☐ Number of Additional Students Served and the Benefits/Efficiencies Created (increase graduation rate, alleviate waitlist, increase academic support, etc.)

Explanation:

3. ☐ Amount of Additional Research Funding to be Obtained; Patents Awarded

Explanation: Non-applicable

4. ☒ Project is in an Area of Strategic Emphasis as Determined by the Board of Governors' Gap Analysis or the Department of Economic Opportunity's National Occupational Forecast

Explanation: The Department of Economic Opportunity's Regional Demand Occupations List (RDOL) includes Graphic Design as a labor market need for Region 8 indicating there will be 159 annual jobs available with an average hourly wage of \$25.83 and an entry hourly wage of \$16.87. Funding the **Remodel, Florida School of the Arts with Addition** project will allow the college to expand programs, which will help to meet the workforce needs of our region.

5. ☒ Increase Business Partnerships Which Will Lead to Guaranteed Internships and Jobs for Students

Explanation: Florida School of the Arts students have the opportunity to participate in at least two annual theatre conferences, including the Florida Theatre Conference (FTC) and the Southeastern Theatre Conference (SETC). These conferences offer employment and educational opportunities for our students who are enrolled in Acting, Musical Theatre, Costume Design, Scenic and Lighting Design programs and Stage Management. The Florida Theatre Conference (FTC) provides students the opportunity to connect with four-year college and university programs. Students also have access to professional auditions at the Southeastern Theatre Conference (SETC) which is held annually.

Numerous employers represented at FTC and SETC hire our students – including Universal Studios, Norwegian Cruise Lines, Alhambra Theatre, Urban Theater Company of Chicago, Royal Caribbean International, 2nd and Charles Video Games, Busch Gardens, Hippodrome State Theatre, the Barter Theatre, Greenbrier Valley Theatre, Charleston Stage Company, Disney World, and Missoula Children's Theatre. Our graduates provide a trained workforce for the tourism and entertainment industry in the State of Florida and beyond.

6. ☒ Project Improves the Use, either Operationally or Academically, of Existing Space

Explanation: There are a number of accessibility and code compliance corrections that need to be addressed. The second-floor gallery, auditorium seating and restrooms are not accessible for the disabled. Neither the mezzanine nor the Blackbox Theatre meet the current egress or ADA/accessibility requirements. Security is a concern for all schools and large gathering spaces. A centrally controlled access system for improved safety and security would address many of the security issues of concern in this facility.

7. ☒ Contribution of Local Funds Through Matching Grants, Property Donations, etc.

Explanation: SJR State has contributed \$2,149,318 in CIF, SYD, and Local funds.

8. ☒ Reduces Future Deferred Maintenance Cost and Extends the Life of the Facility by Bringing the Project up to Existing Standards (cost-benefit analysis of renovation or new facility vs. maintenance)

Explanation: The College had a Castaldi Analysis done on the facility and on June 17, 2010, permission was granted to demolish the building once funding for a new structure was secured. Since 2010, St. Johns River State College focused on ways to provide the facilities needed for Florida School of the Arts, located on the Palatka Campus, and housed primarily in Building 1009. The original structure, built in 1976, consists of 33,136 square feet. This facility is not large enough and does not include the modern labs and classrooms needed for this program.

On March 9, 2013, after permission to demolish was granted, a substantial section of the South exterior brick wall tore away from the building and fell to the ground.

This failure left the college with no choice but to repair the exterior façade of the buildings as there were no alternate spaces available to house the active and

growing programs housed in the facility and there was no indication that funds to replace the building were forthcoming from the legislative process.

The college was forced to expend local funds to make the most needed repairs. These expenditures have helped to partially mitigate water intrusion issues that were causing significant deterioration of the building structure and envelope. These expenditures have also addressed some of the security and safety issues related to continued use of the building. The repairs to the exterior walls were done in accordance with the current building and wind codes.

9. ☒ Projected Facility Utilization Rate

Explanation: There is a critical need for more space for current and future students as student counts begin to increase. The shortage of dedicated classrooms and labs has forced the school to use classrooms and labs not designed to meet program needs.

SITE	FACIL	ROOM	ROOM HOURS	WEEKLY HOURS	PCT ROOM UTILIZATION	STUDENTS	STUDENT STATIONS	WEEKLY STD HRS	PCT SPACE UTILIZATION
1	1009	F0102	256	16	53.33	13	18	104	24.07
1	1009	F0103	448	28	93.33	21	18	84	19.44
1	1009	F0104	128	8	26.67	3	20	24	5.00
1	1009	F0106	400	25	83.33	19	17	130	31.86
1	1009	F0107	352	22	73.33	22	13	59	18.91
1	1009	F0124	176	11	36.67	49	14	69	20.54
1	1009	F0125	352	22	73.33	34	17	109	26.72
1	1009	F0126	128	8	26.67	3	14	24	7.14
1	1009	F0129	256	16	53.33	12	21	96	19.05
1	1009	F0133	384	24	80.00	19	12	108	37.50

10. ☒ Current/Projected Campus Utilization Rate

Explanation: Please refer to question #9 for clarification.

Other Pertinent Information not included above:

DIVISION OF FLORIDA COLLEGES
2025-26 Request for Legislative Action

College: St. Johns River State College

Requested Actions: Property acquisition (land or facilities) or construction of new facility using non-PECO fund source, which will require state operating dollars; or, request for reappropriation of funds from one project to another (survey-recommended) project.

Construct classrooms, labs, offices and support spaces, not to exceed 25,000 square feet, utilities and parking, using local funds at the State Board of Education approved Palatka Campus.



MEMORANDUM

To: Dr. Melanie Brown
Chief Operating Officer & Senior Vice President

From: Terry Thomas
Assistant Vice President of Facilities, Planning and Capital Projects

Date: June 11, 2024

Subject: Action Item: Plans & Specifications for the Sewer Piping Repair/Replacement Project, Palatka Campus

This is an action item for the Board of Trustees at their meeting on June 19, 2024. The purpose of this project is to repair and replace the site sanitary sewer piping serving the campus. This includes a utility site plan for the sanitary sewer, plan and profiles of the sewer, and lift station plans. The intent of this project is to replace the existing system with a new parallel system in order to minimize outages and will include a restoration plan for impacted walkways and parking to pre-construction condition.

Moses Engineering, working with SJR State staff, completed the preparation of the bid documents and specifications for this project and we are ready to include both on the June Board agenda. This documentation will be sent to the Board for review before the Board meeting.

I am requesting that our Board of Trustees approve the plans and specifications for this project.

Please let me know if I may answer any questions regarding the recommendation.

Attachment (A hard copy of the Plans and Specifications will be present at the Board meeting)



ST. JOHNS RIVER

S T A T E C O L L E G E

MEMORANDUM

To: Dr. Melanie Brown
Chief Operating Officer & Senior Vice President

From: Terry Thomas
Assistant Vice President of Facilities, Planning and Capital Projects

Date: June 11, 2024

Subject: Action Item: Award of Bid for Chiller and Cooling Tower Replacement Project,
Orange Park Campus

This is an action item for the Board of Trustees at their meeting on June 19, 2024. Bids were opened on June 10, 2024, for the Chiller and Cooling Tower Replacement Project.

The scope of this project includes the removal and replacement of the existing 700-ton cooling tower with a new 700-ton EVAPCO cooling tower. The contractor will reuse all existing pipes, chillers and pumps, and provide electrical modifications as required. The contractor will also provide any additional structural support as required for the new cooling tower.

We received four bids from prequalified contractors. The low bid was submitted by D.E. Scorpio Corporation dba Scorpio. I would like to recommend this low bid in the amount of \$1,515,686 including Alternates #1 and #2 for approval.

Please let me know if I may answer any questions regarding this recommendation.

Attachment (1)



St. Johns River State College

BID-SJR-14-2023

Chiller and Cooling Tower Replacement Project, Orange Park Campus

NOTICE OF INTENT TO AWARD BID

**SJR State anticipates awarding the bid to responsive bidder meeting specifications,
E.E. Scorpio Corporation, dba Scorpio on June 19, 2024**

Contractor	Base Bid	Alternate #1	Alternate #2	Alternate #3	Total
ABBA Construction	\$1,029,378.00	\$357,241.00	\$122,749.00	\$457,997.00	\$1,967,365.00
Foresight Construction	1,026,116.00	379,623.00	134,039.00	442,522.00	1,982,300.00
Cortez Mechanical	1,090,405.05	392,453.18	190,287.14	399,159.98	2,072,305.35
D.E. Scorpio Corporation dba Scorpio	1,066,007.00	345,996.00	103,683.00	406,599.00	1,922,285.00

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.



ST. JOHNS RIVER

S T A T E C O L L E G E

MEMORANDUM

To: Dr. Melanie Brown
Chief Operating Officer and Senior Vice President

From: Terry Thomas
Assistant Vice President of Facilities, Planning and Capital Projects

Date: June 11, 2024

Subject: Action Item: Declare an Emergency for Site Improvements Project Bid – Palatka Campus

This is an action item for the Board of Trustees at their meeting on June 19, 2024. Bids were opened on June 10, 2024, for the Site Improvements Project.

This project is necessary to correct deficiencies in our existing campus infrastructure but with the long view approach of upgrading capacity to allow for future growth and expansion of campus assets. The systems which will benefit from this upgrade approach include potable water supply, fire sprinkler supply, electrical service, gas service, sewer system, and surface water management. The scope of The Project includes site construction, specifically: improvement and expansion of an existing campus access road, the construction of a new parking lot, the construction of new campus walkways, and the addition of new site lighting and signage.

We received three bids from prequalified contractors. The low bid was submitted by D.E. Scorpio Corporation dba Scorpio. This bid exceeds the construction budget of \$2,700,000. I would like to request the Board to declare an emergency so TLC Engineering and SJRSC staff can negotiate and modify the construction plans and specifications with the lowest responsible and responsive bidder.

Please let me know if I may answer any questions regarding this recommendation.

Attachment (1)



St. Johns River State College

BID-SJR-03-2023

Site Improvements Project, Palatka Campus

NOTICE OF INTENT TO AWARD BID

**SJR State anticipates awarding the bid to responsive bidder meeting specifications,
D.E. Scorpio Corporation dba Scorpio on June 19, 2024**

Contractor	Base Bid
DiMare Construction	\$4,037,000
Foresight Construction	4,090,054
D.E. Scorpio Corporation dba Scorpio	3,986,007

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

SJR 2.12 Bidding of Construction, Renovation, and Remodeling Contracts



(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 287.055, FS 1013.46, FAC 6A-14.0734

Unless otherwise authorized by law, all construction, renovation, remodeling and demolition projects will be competitively bid by the District Board of Trustees; however, only those entities that have pre-qualified to bid on the particular project will be allowed to submit bids. The District Board of Trustees will issue an invitation to bid simultaneously to all pre-qualified entities. The invitation to bid will include a detailed description of the construction project; the time and date for the receipt of bids; the time and date for the opening of the bids in a public meeting; and all contractual terms and conditions applicable to the project including the criteria to be used in determining the acceptability of a bid. Bidders for the project will submit sealed bids by the established deadline and the bids will be opened by the College in a public meeting to which all bidders will be invited (FS 287.055)

The contract will be awarded by written notice to the responsible and responsive entity that submits the lowest responsive bid as provided in FS 287.055 (1) (b). If after taking into consideration all alternates, the bid of the lowest responsible and responsive bidder exceeds the construction budget, the Board of Trustees may declare an emergency. After stating the reasons why an emergency exists, the Board may negotiate the construction contract or modify the construction contract, including the specifications, with the lowest responsible and responsive bidder. If the contract is modified, the Board will resubmit the modified documents to the authorized state review authorities for compliance with all SREF and Building Code requirements. The Board may also reject all bids submitted at its discretion and may re-advertise calling for new bids. [FS 1013.46 (1) (a)]

 ST. JOHNS RIVER STATE COLLEGE	St. Johns River State College Operating Guidelines and Procedures Manual		
	Procedure Title: Bidding of Construction, Renovation and Remodeling Contracts		
	Legal Authority – SJR Rule #s: 2.12		
	Procedure #: 6.4	IPC Approval Date: 08/2007	
		Date Revised:	

6.4 Bidding of Construction, Renovation, and Remodeling Contracts

Unless otherwise authorized by law, all construction, renovation, remodeling and demolition projects will be competitively bid by District Board of Trustees; however, only those entities that have pre-qualified to bid on the particular project will be allowed to submit bids. The District Board of Trustees will issue an invitation to bid simultaneously to all pre-qualified entities. The invitation to bid will include a detailed description of the construction project; the time and date for the receipt of bids; the time and date for the opening of the bids in a public meeting; and all contractual terms and conditions applicable to the project including the criteria to be used in determining the acceptability of a bid. Bidders for the project will submit sealed bids by the established deadline and the bids will be opened by the College in a public meeting to which all bidders will be invited (FS 287.055)

The contract will be awarded by written notice to the responsible and responsive entity that submits the lowest responsive bid as provided in FS 287.055 (1) (b). If after taking into consideration all alternates, the bid of the lowest responsible and responsive bidder exceeds the construction budget, the Board of Trustees may declare an emergency. After stating the reasons why an emergency exists, the Board may negotiate the construction contract or modify the construction contract, including the specifications, with the lowest responsible and responsive bidder. If the contract is modified, the Board will resubmit the modified documents to the authorized state review authorities for compliance with all SREF and Building Code requirements. The Board may also reject all bids submitted at its discretion and may re-advertise calling for new bids. [FS 1013.46(1) (a)]




ST. JOHNS RIVER

S T A T E C O L L E G E

Memorandum

TO: Dr. Melanie Brown
Sr. Vice President/ COO

FROM: Charles Romer 
Assistant Vice President for Human Resources, Title IX Coordinator and Equity Officer

DATE: June 13, 2024

SUBJECT: Compensation Increases for Non-Bargaining Unit Employees

College Administration is recommending several compensation adjustments for non-bargaining unit employees, as summarized below to be effective July 1, 2024 (adjunct increase effective August 1, 2024).

- \$2,500 plus 2% added to the base pay of full-time non-bargaining staff effective July 1, 2024 for employees employed as of May 1, 2024.
- \$2,500 non-recurring salary supplement will be paid to all full-time, non-bargaining unit employees in the November paycheck. To qualify for the supplement, employees must be in an eligible position on September 30, and remain in an eligible position through November 30.
- A \$1,000 non-recurring salary supplement will be paid to all eligible part-time employees in the November paycheck. To qualify for the supplement, employees must be in an eligible position at the close of the September pay period and work a minimum of 80 hours between the close of the September pay period and the close of the November pay period.
- Market adjustments, internal equity increases, and reorganizational/responsibility increases to applicable staff.
- Adjunct Faculty increase to \$700 per credit hour.

Please place this item on the June 2024 Board agenda. I would be happy to answer any questions regarding these increases.



ST. JOHNS RIVER
S T A T E C O L L E G E

2024-2025



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177



2024-2025 Bargaining Unit Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

**ST. JOHNS RIVER STATE COLLEGE
BARGAINING UNIT
SALARY SCHEDULE 2024-2025**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

**FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Twelve (12) Month</u>
Doctorate	\$62,685
Masters with a total of 60 or more graduate hours	\$61,163
Masters	\$59,640
Bachelors or Associate Degree and Program Specific Credentials	\$56,805

**FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Ten (10) Month</u>
Doctorate	\$52,185
Masters with a total of 60 or more graduate hours	\$50,978
Masters	\$49,770
Bachelors or Associate Degree and Program Specific Credentials	\$47,355

**FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT
2024-2025**

<u>Academic Credentials</u>	<u>Starting Salary – Nine (9) Month</u>
Doctorate	\$46,956
Masters with a total of 60 or more graduate hours	\$45,864
Masters	\$44,772
Bachelors or Associate Degree and Program Specific Credentials	\$42,588

A Faculty member's starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelor's Degrees from an accredited institution.

***ST. JOHNS RIVER STATE COLLEGE
FULL-TIME, FACULTY SALARY SCHEDULE SUPPLEMENTS
2024-2025***

EDUCATIONAL

ARTS AND SCIENCES CURRICULUM COORDINATORS

Tier 1: \$4,000 annual stipend + 3-hour reduction Fall/Spring/Summer	Tier 2: \$4,500 annual stipend (No course load reduction)	Tier 3: \$3,000 annual stipend (No course load reduction)
Biological Science	Foreign Language	Criminal Justice Advanced & Specialized Training
English	Humanities	Criminal Justice Day Basic Law Enforcement
Florida School of the Arts	Physical Sciences	Criminal Justice Evening Basic Law Enforcement
Mathematics	Student Life Skills	Criminal Justice High Liability Training
Social Science	Teacher Education	Nursing - PSAV
	Business/Organizational Management	Nursing – ASN
	Criminal Justice Credit Programs	
	Engineering Technology	

Faculty Program Directors

In addition to the work of Curriculum Coordinator described above, Faculty Program Directors are responsible for maintaining programmatic licensing and accreditation. Faculty serving as Program Directors are on 12-month contracts and receive an annual stipend of two thousand dollars (\$2,000) and take a three (3) hour load reduction (or receive three (3) additional hours of overload pay) fall, spring, and summer terms for their administrative programmatic responsibilities.

The following bargaining unit members serve as Faculty Program Directors:

- EMS Director
- Health Information Technology Director
- Medical Assisting Director
- Radiologic Technology Director
- Respiratory Care Director

For additional compensation and stipend information, please refer to article 20 in the Collective Bargaining Agreement.

ST. JOHNS RIVER STATE COLLEGE
FULL-TIME FACULTY (Collective Bargaining Unit) - OVERLOADS
For CREDIT COURSES
SALARY SCHEDULE 2024-2025

\$700 per credit hour (in some cases per contact hour with appropriate VP approval.)

CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION

CTE, Clinicals, Continuing Education, Florida School of the Arts Applied Instruction, and Adult Education extra teaching assignments will be paid at the appropriate hourly rate up to \$175 per hour based on market conditions and tuition generated, as recommended by the appropriate Vice President.

OVERLOAD CONTRACT FOR LIBRARIANS

Full-time Librarians may request an overload in the capacity of an adjunct librarian. Overloads are not guaranteed and shall be granted based on need and at the discretion of the appropriate administrator. Librarians working overloads in an adjunct librarian capacity will be paid \$26.00 per hour.

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.



2024-2025 Non-Bargaining Unit Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

ST. JOHNS RIVER STATE COLLEGE
CAREER SERVICE SALARY SCHEDULE
2024-2025

The Salary Schedule serves as a guideline for the initial placement of new, full-time, career service employees. Starting salaries for career service positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to Career Service employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time Career Service positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	Min	Mid	Max
Grade 103 Part-time at least \$15.00/hour	\$31,200	\$41,340	\$51,480
Custodian Day Porter			
Grade 104 Part-time at least \$15.23/hour	\$31,668	\$41,960	\$52,252
Custodian II Mail & Receiving Operations Asst.			
Grade 105 Part-time at least \$15.45/hour	\$32,143	\$42,590	\$53,036
Maintenance Apprentice			
Grade 106 Part-time at least \$15.69/hour	\$32,625	\$43,228	\$53,832
Library Assistant Maintenance II Student Services Receptionist			
Grade 107 Part-time at least \$15.92/hour	\$33,115	\$43,877	\$54,639
Administrative Assistant I Business Office Assistant Human Resources Assistant Publications Assistant Testing Assistant Workforce Assistant			
Grade 108 Part-time at least \$16.16/hour	\$33,611	\$44,535	\$55,459
Admissions Specialist Arts & Sciences Assistant Campus Safety Officer-Sergeant Library Technical Assistant/Circulation Manager Registration Specialist Student Support Representative Testing Specialist			
	Min	Mid	Max
Grade 109 Part-time at least \$16.40/hour	\$34,115	\$45,203	\$56,290
Groundskeeper HR Specialist Maintenance III Safety & Compliance Coordinator			

Grade 110			
<i>Part-time at least \$16.65/hour</i>	<i>\$34,627</i>	<i>\$45,881</i>	<i>\$57,135</i>
<i>Academic Advising Office Specialist</i>			
<i>Academic Affairs Office Specialist</i>			
<i>Administrative Assistant II</i>			
<i>Foundations Specialist</i>			
<i>Learning Resources Office Specialist</i>			
<i>Math Tutor</i>			
<i>Workforce Specialist</i>			

PART-TIME CAREER SERVICE

A part-time or temporary Career Service employee will be paid at least the prevailing Florida hourly minimum wage up to a maximum of \$30 per hour.

ST. JOHNS RIVER STATE COLLEGE
PARA-PROFESSIONAL SALARY SCHEDULE
2024-2025

The Salary Schedule serves as a guideline for the initial placement of new, full-time, para-professional employees. Starting salaries for para-professional positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to para-professional employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 11.

This schedule also serves as a guideline for part-time para-professional positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 111 Part-time at least \$16.90/hour	\$35,147	\$46,569	\$57,992
Bookstore Manager Engineering Services Apprentice			
Grade 112 Part-time at least \$17.15/hour	\$35,674	\$47,268	\$58,862
Accounting Specialist Administrative Assistant to VP Adult and Sec. Ed Program Specialist Articulation & Career Services Specialist Assistant Coach Creative Services Specialist Facilities Office Manager Learning Culture Office Specialist One-Stop Center/Campus Specialist for the Orange Park Campus Purchasing & Aux Services Specialist Purchasing Specialist Recruitment Specialist Senior Academic Affairs Specialist Senior Human Resources Specialist Senior Student Support Representative Senior Workforce Specialist Social Media Specialist			
Grade 113 Part-time at least \$17.41/hour	\$36,209	\$47,977	\$59,745
Campus Safety Command Officer			
Grade 114 Part-time at least \$17.93/hour	\$37,295	\$49,416	\$61,537
Academic Support Coordinator Admissions Coordinator Athletics Logistics Coordinator Campus Maintenance Coordinator Conference Center Events Coordinator Coordinator of Student Onboarding, Engagement & Success Enrollment and Instructional Records Coordinator HR Coordinator- Compensation HR Coordinator- Talent Acquisition & Engagement Institutional Effectiveness Coordinator IT Support Technician Science Laboratory Coordinator Testing Coordinator Web Coordinator			

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 115 <i>Part-time at least \$18.47/hour</i>	\$38,414	\$50,899	\$63,383
Accountant Financial Aid Coordinator Foundation Finance Coordinator Guest Services Coordinator HR Coordinator – Leave & Retirement Institutional Research Coordinator Orientation & Recruitment Coordinator Payroll Coordinator			
Grade 116 <i>Part-time at least \$19.02/hour</i>	\$39,566	\$52,425	\$65,285
Custodial Services Coordinator Engineering HVAC Specialist Teacher Education Coordinator			
Grade 117 <i>Part-time at least \$19.59/hour</i>	\$40,753	\$53,998	\$67,243
IT Analyst IT State Reporting Analyst Senior IT Support Technician			
Grade 118 <i>Part-time at least \$20.18/hour</i>	\$41,976	\$55,618	\$69,260
Executive Assistant to Senior Management Executive Assistant to President Senior Accountant			
Grade 119 <i>Part-time at least \$20.79/hour</i>	\$43,235	\$57,287	\$71,338
Academic Advisor Career Services Coordinator Dual Enrollment Advisor Workforce Student Outreach & Success Coordinator			

PARA-PROFESSIONAL

A part-time or temporary Para-Professional employee will be paid at least the grade 111 hourly minimum wage or up to a maximum of \$75 per hour.

ST. JOHNS RIVER STATE COLLEGE
PROFESSIONAL SUPPORT SALARY SCHEDULE
2024-2025

The Professional Support Exempt Salary Schedule serves as a guideline for the initial placement of new, full-time, professional support exempt employees. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Salary figures are based on a 12-month appointment. For recommended guidelines within each salary range, see page 11.

	<i>Min</i>	<i>Mid</i>	<i>Max</i>
Grade 120			
<i>Part-time at least \$25.59/hour</i>	\$53,235	\$70,537	\$87,838
<i>Annual Giving & Engagement Coord.</i> <i>Assistant Director of Financial Aid</i> <i>Assistant Facilities Director</i> <i>Asst. Director of Campus Safety</i> <i>Athletic Trainer</i> <i>Business Analyst/Reports Coord.</i> <i>Care Counselor</i> <i>Conference Center Operations Manager</i> <i>Digital Marketing Manager</i> <i>FSA Admissions Coordinator</i> <i>Guest Services Manager</i> <i>Head Coach</i> <i>Instructional Design Technologist</i> <i>Instructional Project Manager</i> <i>IT Business Analyst</i> <i>Marketing Manager</i> <i>Nursing Clinical Coordinator</i> <i>Production & Events Manager</i> <i>Programmer</i> <i>Stage Operations Manager</i> <i>Student Support Ombudsman</i> <i>System Administrator</i> <i>Web Digital Strategies Manager</i>			
Grade 121			
<i>Part-time at least \$27.04/hour</i>	\$56,235	\$74,512	\$92,788
<i>BACC Admissions & Success Manager</i> <i>Director of Bookstore and Mail Operations</i> <i>Director of Community & Corporate Education</i> <i>Environmental Systems Coordinator</i> <i>Facilities Planner</i> <i>IT DevOps Engineer</i> <i>Sr. Instructional Design Technologist</i>			
Grade 122			
<i>Part-time at least \$28.48/hour</i>	\$59,235	\$78,487	\$97,738
<i>Assistant Director of Capital Projects and Maintenance</i>			
Grade 123			
<i>Part-time at least \$29.92/hour</i>	\$62,235	\$82,462	\$102,688
<i>Assistant Controller</i> <i>Director of Artistic & Guest Services</i> <i>Director of Digital Marketing</i> <i>Director of Testing</i>			

	Min	Mid	Max
Grade 124 <i>Part-time at least \$31.36/hour</i>	\$65,235	\$86,437	\$107,638
<i>Director of Athletics/Head Baseball Coach</i> <i>Director of Campus Safety</i> <i>Director of Operations & Production</i> <i>Director of Plant Operations</i> <i>Director of Purchasing/Auxiliary Services</i> <i>Information Operations Director</i> <i>Information Systems Director</i>			

This schedule also serves as a guideline for part-time Professional Support Exempt positions. The starting hourly rate should be at least equivalent to the full-time hourly rate for a similar position.

PROFESSIONAL SUPPORT

A part-time or temporary Professional Support employee will be paid at least the grade 120 hourly minimum wage or up to a maximum of \$100 per hour.

**ST. JOHNS RIVER STATE COLLEGE
ADMINISTRATIVE SALARY SCHEDULE
2024-2025**

ADMINISTRATIVE - 12 MONTH CONTRACT

Twelve (12) month administrative salaries are determined by formal education, teaching or administrative experience, job responsibilities, and performance of administrative duties at St. Johns River State College. Salaries and salary increases are recommended by the President and approved by the Board of Trustees. All administrative positions are for a one-year period starting on July 1, unless otherwise stated. Grade levels are assigned based on the duties and responsibilities of each administrative position. The titles listed below should be used as a guide in assigning grade level, but deviations may take place as approved by the President. Starting salaries for administrative positions are usually between the minimum and midpoint ranges.

<u>Level</u>	<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief Operating Officer, Sr. VP	131	\$116,235	\$154,012	\$191,788
Chief Academic Officer, VP Chief Financial Officer, VP Vice Presidents	130	\$106,235	\$140,762	\$175,288
Associate Vice Presidents Chief Human Resources Officer, AVP Chief Information Officer	129	\$96,235	\$127,512	\$158,788
Assistant Vice Presidents Controller	128	\$86,235	\$114,262	\$142,288
Deans Executive Directors Registrar	127	\$76,235	\$101,012	\$125,788
Associate Deans	126	\$71,235	\$94,387	\$117,538
Directors	125	\$68,235	\$90,412	\$112,588

COMPLIANCE: The College complies with Section 1012.885, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

**ST. JOHNS RIVER STATE COLLEGE
NON-BARGAINING UNIT
SALARY SCHEDULE 2024-2025**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

***FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT
2024-2025***

<u>Academic Credentials</u>	<u>Starting Salary – Twelve (12) Month</u>
Doctorate	\$62,685
Masters with a total of 60 or more graduate hours	\$61,163
Masters	\$59,640
Bachelors or Associate Degree and Program Specific Credentials	\$56,805

***FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT
2024-2025***

<u>Academic Credentials</u>	<u>Starting Salary – Ten (10) Month</u>
Doctorate	\$52,185
Masters with a total of 60 or more graduate hours	\$50,978
Masters	\$49,770
Bachelors or Associate Degree and Program Specific Credentials	\$47,355

***FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT
2024-2025***

<u>Academic Credentials</u>	<u>Starting Salary – Nine (9) Month</u>
Doctorate	\$46,956
Masters with a total of 60 or more graduate hours	\$45,864
Masters	\$44,772
Bachelors or Associate Degree and Program Specific Credentials	\$42,588

A Faculty member's starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelors Degrees from an accredited institution.

ST. JOHNS RIVER STATE COLLEGE
PART-TIME INSTRUCTIONAL
For CREDIT COURSES
SALARY SCHEDULE 2024-2025

\$700 per credit hour (in some cases per contact hour with appropriate VP approval.)

CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION

Part-time or temporary instructors who teach Career and Technical Courses, College Credit Clinicals or non-credit Continuing Education (Continued Workforce Education, Corporate College, and Recreation and Leisure) courses, and Applied Voice Instruction will be paid from at least the prevailing Florida hourly minimum wage up to \$175 an hour.

Part-time Career and Technical course instructors or continued workforce faculty will be paid an hourly amount based on market conditions or tuition recommended by the appropriate Vice President from the range indicated. The range will be adjusted as the market condition or tuition changes and will be approved by the District Board of Trustees.

ADULT EDUCATION INSTRUCTION

Part-time or temporary instructors of Adult Education will be paid \$20.00 - \$30.00 per contact hour. This rate will be adjusted as the market requires and will be approved by the District Board of Trustees.

Recommended Hiring Guidelines for Professional Support and Career Service Employees

<i>1st quartile</i>	<i>The candidate meets minimum qualifications in experience (assumes at least 1 year necessary if nothing is listed) and education, or equivalent. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (up to 3 additional years)</i>
<i>2nd quartile</i>	<i>The candidate meets minimum qualifications in experience and education, or equivalent; and preferred if listed (or equivalent). Candidate exceeds minimum qualifications. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 4-6)</i>
<i>3rd quartile</i>	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, and candidate exceeds minimum qualifications by at least 7 years. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 7-9).</i>
<i>4th quartile</i>	<i>The candidate meets preferred qualifications (or equivalent) in experience and education, including at least 10 additional years of experience. May increase starting pay between minimum and mid-point of pay range for more than 10 additional years of experience</i>
	<p><i>When an existing employee is promoted or reclassified to a position that is at least 1 pay grade higher than his/her pay grade, the employee may receive a salary increase to the greater of at least the minimum rate of the new pay range or up to 10% of their current salary as follows:</i></p> <p><i>1 pay grade = 5%</i> <i>2 pay grades = 7%</i> <i>3 pay grades or more = 10%</i> <i>*The quartile method may be used where it may be more equitable in cases when an internal candidate has additional experience, degrees, etc.</i></p>
	<i>Increases of up to \$5,000 may be allowed for professional exempt employees that are given new responsibilities (such as additional supervisory/department responsibilities) that warrant a significantly revised job description.</i>

ST. JOHNS RIVER STATE COLLEGE
SUPPLEMENTS
2024-2025

Instructional Technology Certifications

<i>A full-time Information Technology staff member holding the status of Oracle Certified Associate</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Oracle Certified Professional</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Associate</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Cisco Certified Network Professional</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of Microsoft MCSE Certification</i>	<i>\$2,000 per year</i>
<i>A full-time Information Technology staff member holding the status of IBM Certified Administrator-Tivoli Storage Manager</i>	<i>\$3,000 per year</i>
<i>A full-time Information Technology staff member holding the status of VMWare Certified Professional</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of VMWare Certified Design Expert</i>	<i>\$3,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of CompTIA Security+</i>	<i>\$2,000 per year*</i>
<i>A full-time Information Technology staff member holding the status of CASP/CISSP</i>	<i>\$3,000 per year*</i>

The College will determine the number of supplements available and which positions qualify for supplements. Persons seeking supplements should notify Human Resources in order to determine eligibility and availability of supplemental pay. Supplemental pay requires certifications be current and relevant to the needs of the College.

*Approved staff members seeking a supplement should notify the Human Resources Office by **April 1** of anticipated licensure/certification status, which would affect their salary. Once status has been attained, documentation should be submitted immediately to the Human Resources Office. Changes in salary will not take effect until new contracts are issued in July. Contracts will not be amended or reissued during the year to reflect changes in licensure/certification status.*

**NOTE: Only one supplement can be awarded at any given time for each of the following certification categories: Oracle Certified, Cisco Certified, VMWare Certified, and Security Credentials.*

Longevity

Once a full-time non-bargaining employee reaches 10 years of service, they will receive a 1% plus \$1,000 increase to their annual salary on July 1st of the next fiscal year.

Club Sponsor Supplement

Employees selected to serve as a student club sponsor may be eligible to receive a stipend. Employees serving as club sponsors will be responsible for attending club meetings/events, submitting appropriate documentation and other paperwork, and completing other relevant tasks. The annual stipend for employee club sponsors will be determined by the Office of Student Affairs, and it will be based upon the number of students in the club, the number of events/activities each semester, travel requirements, and other variables. The annual stipend will be paid in two installments, at the end of the fall and spring semesters. Following is the compensation plan for Employee Club Sponsors:

Major Club Sponsor - \$800.00/year

Academic/Service Club Sponsor - \$500/year

Special Interest Club Advisor - \$250.00 max/year

Athletic Supplement

A Professional Support or Career Service Athletic Coach or Assistant Coach may qualify for only one of the athletic supplements in the following schedule. The athletic supplement will be applied to each eligible athletic program and divided among the coaching staff according to a rate established by the President of the College; and paid no later than the month following the event.

Division II Programs:

Win a regular season OR Conference Tournament/Championship title – up to \$5,000

Win both a regular season AND Conference Tournament/Championship title– up to \$7,500

Win a NJCAA Regional Tournament – up to \$12,000

Win a NJCAA National Championship – up to \$20,000

Periodic Salary Supplement

The President may recommend to the District Board of Trustees (the Board) that all full-time non-bargaining unit employees and/or permanent part-time non-instructional employees be paid a one-time salary supplement during the respective term or fiscal year. When approved by the Board, payments of the supplements will be as directed by the President. The President will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the President may recommend to the Board other conditions for the payment of supplements including, but not limited to, College budgetary requirements or restrictions.

A non-recurring salary supplement may be paid to all full-time, non-bargaining unit employees in the November paycheck. To qualify for the supplement, employees must be in an eligible position on September 30, and remain in an eligible position through November 30 of the same year.

A non-recurring salary supplement may be paid to all eligible part-time employees in the November paycheck. To qualify for the supplement, employees must be in an eligible position at the close of the September pay period and work a minimum of 80 hours between the close of the September pay period and the close of the November pay period.

The President may grant exceptions on a case-by-case basis.

Special Services Supplements

<i>Administrative</i>	<i>up to \$10,000 per year</i>
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<i>Military and Veteran's Support Liaison</i>	<i>Up to \$750 per Year</i>
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This Salary Schedule is subject to revision upon approval by the St. Johns River State College District Board of Trustees; and in accordance with the Fair Labor Standards Act, the Florida Statutes, and all other applicable laws and regulations.

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.



2024-2025 Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

ST. JOHNS RIVER STATE COLLEGE
Maintenance & Facilities Salary Schedule
2024-2025

Salary Group	Positions	Hiring Range	Classification
A	Day Porter Custodian Custodian II	\$31,200 - \$41,960	Custodial Non-exempt Career Service
B	Maintenance Apprentice Maintenance II Maintenance III Groundskeeper Safety & Compliance Coordinator	\$32,143 - \$45,203	Apprentice Career Service Non-exempt
C	Engineering Service Apprentice Campus Maintenance Coordinator Custodial Services Coordinator Engineering HVAC Specialist	\$35,147 - \$52,425	Journeyman Para-Professional Non-Exempt
D	Assistant Facilities Director Environmental Systems Coordinator Asst. Dir. Capital Construction Projects Director of Plant Operations	\$53,235 - \$86,437	Master Professional Support Exempt

** Placement within the applicable range will be based on an evaluation of experience, knowledge, and a comparative review of other employees with the same title by the Human Resources Department.



2024-2025 Salary Schedule



Prepared by the
Office of Human Resources
5001 St. Johns Avenue
Palatka, FL 32177

ST. JOHNS RIVER STATE COLLEGE
Information Technology Salary Schedule
2024-2025

Salary Group	Positions	Hiring Range	Classification
A	IT Support Technician	\$37,295 - \$49,416	Entry Level Para- Professional Non-Exempt
B	IT Analyst IT State Reporting Analyst Senior IT Support Technician	\$40,743 - \$53,998	Mid-Level Para-Professional Non-Exempt
C	Business Analyst/Reports Coordinator IT Business Analyst Programmer System Administrator IT DevOps Engineer	\$53,235 - \$74,512	Advanced Professional Support Exempt
D	Information Operations Director Information Systems Director	\$65,235 - \$86,437	Expert Professional Support Exempt

** Placement within the applicable range will be based on an evaluation of experience, knowledge, and a comparative review of other employees with the same title by the Human Resources Department.




ST. JOHNS RIVER

STATE COLLEGE

Memorandum

TO: Dr. Melanie Brown
Senior VP/Chief Operations Officer

FROM: Bob Olson 
Executive Director, Thrasher-Horne Center

DATE: June 6, 2024

SUBJECT: Action on Thrasher Horne Center Rental Fees

The Thrasher-Horne Center staff periodically reviews the rates charged to external entities utilizing the various spaces and equipment within the Center. Thrasher-Horne rental agreements are governed by SJR State Procedure 6.9 for internal events, internally sponsored events, external events, and non-profit external events.

The following pricing adjustments are presented for Board approval with detailed price lists included as an enclosure. The proposed increases are highlighted in yellow.

- Various increase rates of Contract Personnel and Security Expenses due to increased costs.
- Increase some equipment rental rate and services due to increased costs.
- Increased Rental Rates for Suites in the Conference Center due to increased expenses.

Upon Board approval these new rates will go into effect on July 1, 2024. Please place this item on the June 2023 Board agenda. Thank you.

Enclosure (1) Proposed THcenter Price List FY2024-2025

THCenter Price List FY2024-2025

Type	Description	Price	U/M
Service - Facility (03)			
Service - Facility	CLEANING	0.00	EA
Service - Facility	PIT SEATING INSTALL/REMOVAL	200.00	EA
Security (05)			
Security: CCSO	LAW ENFORCEMENT	58.00	EA
Security: CCSO	Law Enforcement - Holiday	89.00	EA
Security: FOH/Bag Check	FOH/ Bag Check - Holiday	54.00	EA
Security: FOH/Bag Check	FOH/Bag Check	27.00	EA
Security: Production - Production	Backstage/Stage Security	29.00	EA
Security: Production - Security	SECURITY	27.00	EA
Security: SJR Security	CONTRACT SECURITY	27.00	EA
Security: SJR Security	CONTRACT SECURITY - Holiday	42.00	EA
Security: SJR Security	SECURITY - AP	22.00	EA
Security: SJR Security	SECURITY/ EMT	29.00	EA
Security: SJR Security	SECURITY/ EMT - Holiday	45.00	EA
Security: SJR Security	SECURITY-AP - Holiday	36.00	EA
Security: SJR Security	SECURITY-C	27.00	EA
Security: SJR Security	SECURITY-C - Holiday	32.00	EA
Contract Personnel - Production (11)			
Contract Personnel - Production	Event Supervisor	30.00	EA
Contract Personnel - Production	Event Supervisor (Overtime)	46.00	EA
Contract Personnel - Production	Runner	325.00	EA
Contract Personnel - Production	Technical Director	40.00	EA
Contract Personnel - IATSE (12)			
Contract Personnel - IATSE	Department Head	44.00	EA
Contract Personnel - IATSE	Department Head - OVERTIME	66.00	EA
Contract Personnel - IATSE	Follow Spot Operator	44.00	EA
Contract Personnel - IATSE	Head Rigger	51.00	EA
Contract Personnel - IATSE	Light Board Operator	45.00	EA
Contract Personnel - IATSE	Lightboard Op - OVERTIME	67.50	EA
Contract Personnel - IATSE	Loader	44.00	EA
Contract Personnel - IATSE	Performance Light Board	180.00	Unit
Contract Personnel - IATSE	Performance Sound Board	180.00	Unit
Contract Personnel - IATSE	Performance Spot OP	180.00	Unit
Contract Personnel - IATSE	Performance Stagehand	180.00	Unit
Contract Personnel - IATSE	Performance Steward	188.00	Unit
Contract Personnel - IATSE	Performance Wardrobe	180.00	Unit
Contract Personnel - IATSE	Rigger	49.00	EA
Contract Personnel - IATSE	Sound Board Operator	45.00	EA
Contract Personnel - IATSE	Soundboard Op - OVERTIME	67.50	EA
Contract Personnel - IATSE	Stage hand - OVERTIME	66.00	EA
Contract Personnel - IATSE	Stagehand	44.00	EA
Contract Personnel - IATSE	Steward	47.00	EA
Contract Personnel - IATSE	Steward - OVERTIME	70.50	EA
Contract Personnel - IATSE	Wardrobe	44.00	EA
Contract Personnel - IATSE	Wardrobe - OVERTIME	66.00	EA
Contract Personnel - Guest Services (13)			
Contract Personnel - Guest Services	Asst. House Manager	27.00	EA
Contract Personnel - Guest Services	Box Office Staff	20.00	EA
Contract Personnel - Guest Services	Box Office Supervisor	54.00	EA
Contract Personnel - Guest Services	House Manager	36.00	EA
Contract Personnel - Guest Services	Sign Language Interpreter	0.00	EA
Contract Personnel - Guest Services	Usher / Ticket Taker	0.00	EA

Contract Personnel - Facilities (14)				
Contract Personnel - Facilities	Asst. Technical Director	35.00	EA	
Contract Personnel - Facilities	Custodial	31.00	EA	
Contract Personnel - Facilities	Custodial - Holiday	46.00	EA	
Contract Personnel - Facilities	Setup/Breakdown	26.00	EA	
Contract Personnel - Conference Center (15)				
Contract Personnel - Conference	Event Attendant	25.00	EA	
Purchase (16)				
Purchase	Tech Purchase	0.00	EA	
Purchase - Container	HAZE Fluid	30.00	CTN	
Purchase - Props - Stage (17)				
Purchase: Props - Stage	Grand Piano Tuning	200.00	EA	
Purchase: Props - Stage	Upright Piano Tuning	200.00	EA	
Purchase - Lighting - Stage (18)				
Purchase: Lighting - Stage	BLACK LIGHT	35.00	EA	
Purchase: Lighting - Stage	COLOR (GEL)	15.00	EA	
Purchase - Audio - Stage (19)				
Purchase: Audio - Stage	AUDIO & AV (SUPPLIED)	0.00	EA	
Purchase: Audio - Stage	BACKLINE (SUPPLIED)	0.00	EA	
Linens - Conference Center (20)				
Linens - Conference Center	White Bridal Linen	25.00	EA	
Linens - Conference Center	White Bridal Skirting	15.00	EA	
Linens - Conference Center	White High Boy Stretch	10.00	EA	
Linens - Facility (21)				
Linens - Facility	TABLE SKIRTING (BURGUNDY)	10.00	EA	
Linens - Facility	WHITE 120"	18.00	EA	
Linens - Facility	WHITE 52" X 120"	18.00	EA	
Furniture (22)				
Furniture - Chairs	BAR STOOL	4.00	EA	
Furniture - Chairs	BENCH	4.00	EA	
Furniture - Chairs	BURGUNDY CUSHION CHAIR	2.00	EA	
Furniture - Chairs	CAFE CHAIR	2.00	EA	
Furniture - Chairs	OVERSTUFFED CHAIR	10.00	EA	
Furniture - Chairs	PURPLE CUSHION CHAIR	2.00	EA	
Furniture - Chairs	SOFA	10.00	EA	
Furniture - Props Stage	BLACK STACK CHAIR	2.00	EA	
Furniture - Props Stage	STOOL	4.00	EA	
Furniture - Tables	2X6 TABLE	5.00	EA	
Furniture - Tables	2X8 TABLE	5.00	EA	
Furniture - Tables	5 FT 1/2 ROUND	5.00	EA	
Furniture - Tables	5 FT. ROUND	5.00	EA	
Furniture - Tables	6 FT. ROUND	5.00	EA	
Furniture - Tables	CAFE TABLE	5.00	EA	
Furniture - Tables	HIGH BOY	5.00	EA	
Furniture - Tables	TABLE MISC. STAGE	5.00	EA	
Furniture - Tables	UTILITY TABLE	5.00	EA	
Furniture - Utility	TRASH CAN - SMALL	0.00	EA	
Service Packages (25)				
Service Packages - Conference Ctr	"That Extra Touch" Bridal Package	662.00	EA	
Stage - Equipment (29)				
Stage Equipment	ORCHESTRA LIFT	100.00	EA	
Stage Equipment	STUDIO SEATING	100.00	EA	
Soft Goods - Stage (30)				
Soft Goods - Stage	AMERICAN FLAG - OVERSIZED	20.00	EA	
Soft Goods - Stage	CURTAIN / SOFT GOODS	100.00	EA	

Props - Stage (31)

Props - Stage	DANCE FLOOR (THEATRICAL)	160.00	EA
Props - Stage	DRUM CARPET	5.00	EA
Props - Stage	GARMENT 'Z' RACK	5.00	EA
Props - Stage	GRAND PIANO	300.00	EA
Props - Stage	Guitar Stand	5.00	EA
Props - Stage	IRON	5.00	EA
Props - Stage	LECTERN W/ MICROPHONE (DELUXE)	50.00	EA
Props - Stage	MIRROR BALL 16"	25.00	EA
Props - Stage	MIRROR BALL 24"	30.00	EA
Props - Stage	MUSIC STAND	5.00	EA
Props - Stage	MUSIC STAND-FOLDING	5.00	EA
Props - Stage	ORCHESTRA SHELL	200.00	EA
Props - Stage	PIPE AND DRAPE (black)	32.00	EA
Props - Stage	PLANT (FERN)	5.00	EA
Props - Stage	PLANT (LILY)	5.00	EA
Props - Stage	PLANT (PALM)	10.00	EA
Props - Stage	RISER (3X8)	35.00	EA
Props - Stage	RISER (4X4)	20.00	EA
Props - Stage	RISER (4X6)	27.50	EA
Props - Stage	RISER (4X8)	40.00	EA
Props - Stage	STANCHION	40.00	EA
Props - Stage	State Flag	0.00	EA
Props - Stage	STEAMER	5.00	EA
Props - Stage	STEP UNIT (2X16")	10.00	EA
Props - Stage	STEP UNIT (3X24")	10.00	EA
Props - Stage	TECH TABLE	10.00	EA
Props - Stage	Towels	5.00	EA
Props - Stage	UPRIGHT PIANO	150.00	EA

Lighting - Stage (32)

Lighting - Stage	COLOR SCROLLER	10.00	EA
Lighting - Stage	COLOR SCROLLER POWER UNIT	20.00	EA
Lighting - Stage	ELATION 15R PRO	30.00	EA
Lighting - Stage	ELLIPSODIAL 10DEG	10.00	EA
Lighting - Stage	ELLIPSODIAL 19DEG	10.00	EA
Lighting - Stage	ELLIPSODIAL 26DEG	10.00	EA
Lighting - Stage	ELLIPSODIAL 36DEG	10.00	EA
Lighting - Stage	ELLIPSODIAL 50DEG	10.00	EA
Lighting - Stage	ELLIPSODIAL 5DEG	10.00	EA
Lighting - Stage	FAR CYC	10.00	EA
Lighting - Stage	FAR CYC -GR	10.00	EA
Lighting - Stage	FOG MACHINE	45.00	EA
Lighting - Stage	FOLLOW SPOT	50.00	EA
Lighting - Stage	FRESNEL	10.00	EA
Lighting - Stage	GOBO	18.00	EA
Lighting - Stage	HAZER	45.00	EA
Lighting - Stage	LIGHT LADDER	10.00	EA
Lighting - Stage	LIGHT TREE (10')	15.00	EA
Lighting - Stage	LIGHTING SYSTEM	200.00	EA
Lighting - Stage	PAR	10.00	EA
Lighting - Stage	SNOW MACHINE	45.00	EA
Lighting - Stage	STRIP	15.00	EA

Conference Center Expo (34)

Conference Space	Expo Booth 10X10	425.00	EA
Conference Space	Expo Booth 5X10	280.00	EA

Conference Space	Parking Space	150.00	EA
Discount - CC	15% Early Bird Registration Vendor	0.00	EA
Discount - CC	20% Return Vendor Discount	0.00	EA
Discount - CC	In-Kind Discount	0.00	EA
Fee - Conference Center	Electrical Service	50.00	EA
Furniture - Chairs	BURGUNDY CUSHION CHAIR	0.00	EA
Furniture - Tables	2X6 TABLE	0.00	EA
Marketing	Bridal Bag Insert	50.00	EA
Marketing	Bridal Brochure - Full page (Front)	300.00	EA
Marketing	Bridal Brochure - Eighth Page	35.00	EA
Marketing	Bridal Brochure Ad - Full Page	200.00	EA
Marketing	Bridal Brochure Ad - Half Page	100.00	EA
Marketing	Bridal Brochure Ad - Half Page (Back)	200.00	EA
Marketing	Bridal Brochure Ad - Quarter Page	50.00	EA
Marketing	Email Banner Ad	100.00	EA

Conference Equipment (35)

Conference Equipment	A/V Presentation Media Cart	160.00	EA
Conference Equipment	DANCE FLOOR (NON- THEATRICAL)	350.00	EA
Conference Equipment	EASEL	10.00	EA
Conference Equipment	Flip Chart Pad	9.00	EA
Conference Equipment	Guestbook	20.00	EA
Conference Equipment	Lectern - Small	45.00	EA
Conference Equipment	LECTERN W/ MICROPHONE (DELUXE)	55.00	EA
Conference Equipment	Lectern w/ cordless Mic on Stand	45.00	EA
Conference Equipment	Microphone - Lavalier	30.00	EA
Conference Equipment	Microphone - Wired	20.00	EA
Conference Equipment	PIPE AND DRAPE (white)	32.00	EA
Conference Equipment	Portable Projector	30.00	EA
Conference Equipment	Up-Light	30.00	EA

Audio - Stage (36)

Audio-Stage	DI BOX	5.00	EA
Audio-Stage	DI BOX - USB	8.00	EA
Audio-Stage	DVD / VCR PLAYER	20.00	EA
Audio-Stage	LISTEN ASSIST	5.00	EA
Audio-Stage	MICROPHONE - AKG 414	25.00	EA
Audio-Stage	MICROPHONE - AKG D112	20.00	EA
Audio-Stage	MICROPHONE - BETA 56A	20.00	EA
Audio-Stage	MICROPHONE - BETA 87A	20.00	EA
Audio-Stage	MICROPHONE - BETA 98	20.00	EA
Audio-Stage	MICROPHONE - CM31	20.00	EA
Audio-Stage	MICROPHONE - P51	20.00	EA
Audio-Stage	MICROPHONE - PCC160	20.00	EA
Audio-Stage	MICROPHONE - PG 81	20.00	EA
Audio-Stage	MICROPHONE - SENN 421	20.00	EA
Audio-Stage	MICROPHONE - SM 57	20.00	EA
Audio-Stage	MICROPHONE - SM 58	20.00	EA
Audio-Stage	MICROPHONE - SM81-LC	20.00	EA
Audio-Stage	MICROPHONE - VP89	30.00	EA
Audio-Stage	MICROPHONE - WIRELESS HEADSET	30.00	EA
Audio-Stage	MICROPHONE - WIRELESS HH	30.00	EA
Audio-Stage	MICROPHONE - WIRELESS LAPEL	25.00	EA
Audio-Stage	MONITOR SPEAKER	20.00	EA
Audio-Stage	PORTABLE MIXING CONSOLE (8CHANNEL)	50.00	EA
Audio-Stage	PRODUCTION INTERCOM	10.00	EA
Audio-Stage	PROJECTION SCREEN	40.00	EA

Audio-Stage	PROJECTOR	30.00	EA
Audio-Stage	PROJECTOR - PH1000U	40.00	EA
Audio-Stage	TV/VCR/DVD COMBO CART	50.00	EA
Audio-Stage	WALKIE TALKIE	5.00	EA
Purchase (39)			
Purchase - Production - Each	HOSPITALITY	0.00	EA
Purchase - Production - Person	CREW - DINNER	0.00	PRS
Purchase - Production - Person	CREW - LUNCH	0.00	PRS
Marketing (40)			
Contract Personnel - Marketing	Graphic Designer	25.00	EA
Marketing	3 Show Posters	200.00	EA
Marketing	Dedicated Email Blast	300.00	EA
Marketing	Direct Mail Dedicated	Market	EA
Marketing	Direct Mail Shared	Market	EA
Marketing	Direct Mail, top zipcodes	Market	EA
Marketing	Email - Shared B	100.00	EA
Marketing	Lobby Banner (vertical)	300.00	EA
Marketing	Lobby Display (per week)	50.00	EA
Marketing	Marquee (per week)	100.00	EA
Marketing	Marquee Day of Event	No Cost	EA
Marketing	On-Sale Email	No Cost	EA
Marketing	Other Marketing Services	Market	EA
Marketing	Postage	Market	EA
Marketing	Pre-Sale Email	No Cost	EA
Marketing	Rack Card Inclusion	No Cost	EA
Marketing	Social Media Boost	Market	WK
Marketing	Social Media Setup	25.00	EA
Marketing	THCenter Webpage Setup	0.00	EA
Marketing	Website Slider	50.00	WK
Marketing	Facebook Event	No Cost	EA
Marketing	Upcoming Event Listing - Email	No Cost	EA
Fee (41)			
Fee - Conference Center	ADMIN FEE - Multitroom	95.00	EA
Fee - Conference Center	ADMIN FEE - Rental Suite C or D	56.00	EA
Fee - Conference Center	ADMIN FEE - Rental Suite E	43.00	EA
Fee - Conference Center	ADMIN FEE - Rental Suite A or B	95.00	EA
Fee- Conference Center	Decorative Assistance	5.00	EA
Fee - Facility	DAMAGE ASSESSMENT	100.00	EA
Fee - Facility	Event Liability Insurance	Market	EA
Fee - Facility	Room Charge Adjustment	72.00	EA
Fee - Production	TURNOVER	200.00	EA
Box Office (46)			
Box Office	Box Office Setup	50.00	EA
Box Office	Dance Recital Box Office Package	250.00	EA
Box Office	Graduation Box Office Package	250.00	EA
Box Office	Ticket Ad	125.00	EA
Box Office	Ticket Printing	0.25	EA
Box Office	Ticket Re-Printing	0.10	EA
Space Rental (BK)			
4-Hour Rate (Base Minimum)	Galleries-4 Hour Rate (Base Minimum)	400.00	EA
4-Hour Rate (Base Minimum)	Suite A-4 Hour Rate (Base Minimum)	450.00	EA
4-Hour Rate (Base Minimum)	Suite AB-4 Hour Rate (Base Minimum)	625.00	EA
4-Hour Rate (Base Minimum)	Suite B-4 Hour Rate (Base Minimum)	450.00	EA
4-Hour Rate (Base Minimum)	Suite C-4 Hour Rate (Base Minimum)	258.75	EA
4-Hour Rate (Base Minimum)	Suite CD-4 Hour Rate (Base Minimum)	431.25	EA

4-Hour Rate (Base Minimum)	Suite D-4 Hour Rate (Base Minimum)	258.75	EA
4-Hour Rate (Base Minimum)	Suite E-4 Hour Rate (Base Minimum)	193.00	EA
Additional Hourly Rate (Saturday)	Suite A-Add'l Hourly Rate (Sat)	112.50	EA
Additional Hourly Rate (Saturday)	Suite AB-Add'l Hourly Rate (Sat)	156.25	EA
Additional Hourly Rate (Saturday)	Suite B-Add'l Hourly Rate (Sat)	112.50	EA
Additional Hourly Rate (Saturday)	Suite C-Add'l Hourly Rate (Sat)	64.69	EA
Additional Hourly Rate (Saturday)	Suite CD-Add'l Hourly Rate (Sat)	107.81	EA
Additional Hourly Rate (Saturday)	Suite D-Add'l Hourly Rate (Sat)	64.69	EA
Additional Hourly Rate (Saturday)	Suite E-Add'l Hourly Rate (Sat)	48.25	EA
Additional Hourly Rate (Sun-Fri)	Suite A-Add'l Hourly Rate (Sun-Fri)	90.00	EA
Additional Hourly Rate (Sun-Fri)	Suite AB-Add'l Hourly Rate (Sun-Fri)	125.00	EA
Additional Hourly Rate (Sun-Fri)	Suite B-Add'l Hourly Rate (Sun-Fri)	90.00	EA
Additional Hourly Rate (Sun-Fri)	Suite C-Add'l Hourly Rate (Sun-Fri)	46.58	EA
Additional Hourly Rate (Sun-Fri)	Suite CD-Add'l Hourly Rate (Sun-Fri)	86.25	EA
Additional Hourly Rate (Sun-Fri)	Suite D-Add'l Hourly Rate (Sun-Fri)	46.58	EA
Additional Hourly Rate (Sun-Fri)	Suite E-Add'l Hourly Rate (Sun-Fri)	38.60	EA
Daily Rate	CC Lot - Full Usage	500.00	EA
Daily Rate	CC Lot - Limited Impact	250.00	EA
Daily Rate	CC Lot - No Impact	125.00	EA
Daily Rate	Conference Foyer-Daily Rate	195.00	EA
Daily Rate	Dance Studio - Daily Rate	100.00	EA
Daily Rate	Dressing Room A-Daily Rate	60.00	EA
Daily Rate	Dressing Room B-Daily Rate	60.00	EA
Daily Rate	Dressing Room C-Daily Rate	60.00	EA
Daily Rate	Dressing Room D-Daily Rate	60.00	EA
Daily Rate	Dressing Room E-Daily Rate	60.00	EA
Daily Rate	Dressing Room F-Daily Rate	60.00	EA
Daily Rate	Dressing Room G-Daily Rate	60.00	EA
Daily Rate	Dressing Room H-Daily Rate	60.00	EA
Daily Rate	Green Room-Daily Rate	75.00	EA
Daily Rate	Kitchen-Daily Rate	175.00	EA
Daily Rate	Laundry / Storage-Daily Rate	60.00	EA
Daily Rate	Men's Chorus Room-Daily Rate	75.00	EA
Daily Rate	Parking Lot-Daily Rate	1,500.00	EA
Daily Rate	Performing Arts Center-Daily	6,500.00	EA
Daily Rate	Studio Theatre - Daily Rate (Dressing Room Use)	200.00	EA
Daily Rate	Theatre Back Lot - Full Usage	1,000.00	EA
Daily Rate	Theatre Back Lot - Limited Impact	500.00	EA
Daily Rate	Theatre Back Lot - No Impact	250.00	EA
Daily Rate	Women's Chorus Room-Daily Rate	75.00	EA
Load In/Out Hourly	Lower Lobby-Load In/Out Hourly	75.00	EA
Load In/Out Hourly	Main Lobby-Load In/Out Hourly	105.00	EA
Load In/Out Hourly	Main Stage Theater-Load In/Out Hourly	187.50	EA
Load In/Out Hourly	Main Stage-Load In/Out Hourly	187.50	EA
Load In/Out Hourly	Performing Arts Center-Load In/Out Hourly	257.10	EA
Load In/Out Hourly	Studio Theater-Load In/Out Hourly	50.00	EA
Load In/Out Hourly	Upper Lobby-Load In/Out Hourly	75.00	EA
Performance Hourly	Lower Lobby-Performance Hourly	250.00	EA
Performance Hourly	Main Lobby-Performance Hourly	350.00	EA
Performance Hourly	Main Stage Theater-Performance Hourly	625.00	EA
Performance Hourly	Main Stage-Performance Hourly	625.00	EA
Performance Hourly	Performing Arts Center-Performance Hourly	857.00	EA
Performance Hourly	Studio Theater-Performance Hourly	200.00	EA
Performance Hourly	Upper Lobby-Performance Hourly	250.00	EA
Rehearsal Hourly	Lower Lobby-Rehearsal Hourly	150.00	EA

Rehearsal Hourly	Main Lobby-Rehearsal Hourly	210.00	EA
Rehearsal Hourly	Main Stage Theater-Rehearsal Hourly	375.00	EA
Rehearsal Hourly	Main Stage-Rehearsal Hourly	375.00	EA
Rehearsal Hourly	Performing Arts Center-Rehearsal Hourly	514.20	EA
Rehearsal Hourly	Studio Theater-Rehearsal Hourly	100.00	EA
Rehearsal Hourly	Upper Lobby-Rehearsal Hourly	150.00	EA
Discount (DC)			
Discount	10% Promoter Discount	0.00	EA
Discount	10% Returning Customer Discount	0.00	EA
Discount	20% Current Employee/Student Discount	0.00	EA
Discount	20% Promoter Discount (Executive Approval)	0.00	EA
Discount	20% Non-Profit (Certificate Required)	0.00	EA
Discount	5% Multi-Day Discount	0.00	EA
Discount	Community Partnership (Up to 40% - Exec Director)	0.00	EA
Discount	MOA Agreement	0.00	EA
Discount	Presidential Waiver (Up to 100% - President)	0.00	EA
Surcharge(s) (SC)			
Surcharge	PAC Holiday 20% Surcharge	0.00	EA
Service - Conference Center			
Service - Conference Center	Set-up/Breakdown A or B	150.00	EA
Service - Conference Center	Set-up/Breakdown AB	200.00	EA
Service - Conference Center	Set-up/Breakdown C or D	100.00	EA
Service - Conference Center	Set-up/Breakdown CD	150.00	EA
Service - Conference Center	Set-up/Breakdown E	50.00	EA
Service - Conference Center	Set-up/Breakdown FOY	50.00	EA




ST. JOHNS RIVER

S T A T E C O L L E G E

Memorandum

TO: Joe H. Pickens, J.D. President

FROM: Randy Peterson
Vice President/CFO 

DATE: June 10, 2024

RE: Action/Information Agenda Item: June 19, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the June 19, 2024, meeting:

ACTION/INFORMATIONAL AGENDA ITEMS:

1. FINANCIAL ITEM:

- a. Action to Approve Accounts Receivable Write-Offs.
- b. Action to Approve 2024-2025 Student Tuition and Fee Rates
- c. Action to Approve 2024-2025 Operating Budget-Unrestricted Current Fund
- d. Action to Approve 2024-2025 Plant Fund Capital Outlay Budget



ST. JOHNS RIVER STATE COLLEGE

OFFICE OF BUSINESS AFFAIRS
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PALATKA CAMPUS 5001 ST. JOHNS AVENUE
PALATKA, FL 32177-3807 | (386) 312-4200


ST. AUGUSTINE CAMPUS 2990 COLLEGE DRIVE
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

ORANGE PARK CAMPUS 283 COLLEGE DRIVE
ORANGE PARK, FL 32065-7639 | (904) 276-6800

SJRstate.edu

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

TO: Joe H. Pickens, J.D.
President

FROM: Randy Peterson
Vice President for Finance/CFO 

DATE: June 11, 2024

SUBJECT: Write-offs of Accounts Receivable

Prior to the close of each fiscal year, we request approval to write off accounts receivable that are deemed uncollectible. This is required in order to present the accounts receivable balance at a fair value on the College financial statements. SJR State policy dictates that an account is uncollectible if it is over two years old. Each account listed is over two years old and has gone through the collection's agency process without payment. The write-off does not extinguish the debt owed by the student. The student record remains in a hold status, and no future registrations are allowed until the student provides full remuneration. The total write-off request for 2023-2024 is \$85,956.97.

Please place this item on the June Board of Trustees agenda. I will be happy to answer any questions you have.

2023-2024 Accounts Receivable Write-Offs

Summary:

App Fee	120.00
Books	335.51
Loan	12,648.00
Pell	41,799.42
Third Party	6,580.81
Tuition	13,981.05
Veteran	10,492.18
	85,956.97
	Total

STUDENT ID	TERM	FIRST NAME	LAST NAME	BALANCE DUE	BALANCE TYPE
X00780110	202220	Ernest	Douglas	30.00	App Fee
X00799045	202210	Elliana	Pritchett	30.00	App Fee
X00801271	202210	Sheena	Sims	30.00	App Fee
X00801541	202210	Bruce	Walker	30.00	App Fee
X00797770	202220	Jalen	Ames	58.50	Books
X00801809	202230	Cade	Biers	18.05	Books
X00783991	202220	Taylor	Davis	100.84	Books
X00755685	202210	Nicholas	Gonzalez	38.50	Books
X00799290	202210	Clifford	Starling	119.62	Books
X00802099	202210	Caitlan	Anderson	363.00	Loan
X00800357	202220	Debora	Baez	1,210.00	Loan
X00800292	202210	Katelynn	Barrett	1,289.00	Loan
X00766882	202210	Ashley	Byrd	6.00	Loan
X00797856	202220	Maria	Caceres	854.00	Loan
X00801821	202210	Branden	Fraga	722.00	Loan
X00800999	202210	Sawyer	Griffith	1.00	Loan
X00790145	202230	Jason	Hamblen	452.00	Loan
X00712591	202220	John	Harthcock	344.00	Loan
X00799366	202220	Kaydence	Hill	416.00	Loan
X00770654	202210	Darlinda	Lee	879.00	Loan
X00801603	202210	Shannon	Robinson	707.00	Loan
X00796836	202210	Marta	Ryland	1.00	Loan
X00745490	202220	Thomas	Santoro	971.00	Loan
X00783665	202220	Cirena	Shackelford	1.00	Loan
X00716471	202220	Kelly	Sweat	480.00	Loan
X00801694	202220	Jada	Warren	2.00	Loan
X00798996	202210	Peyton	Wheeler	2,891.00	Loan
X00755785	202220	Ciarra	White	640.00	Loan
X00797361	202210	Charmeka	Wynder	419.00	Loan
X00778615	202210	Zakkery	Ahrens	945.00	Pell
X00801511	202210	Kalynn	Atkins	670.00	Pell
X00778145	202230	Jocelyn	Baez	490.00	Pell
X00726658	202230	Jessica	Bartley	847.00	Pell
X00797612	202220	Dylan	Beck	905.00	Pell

X00741786	202210	Denisha	Belton	262.00	Pell
X00762731	202210	Taylor	Bishop	842.00	Pell
X00803206	202230	Nicole	Bohnsack	513.50	Pell
X00776545	202220	Rae	Branham	786.00	Pell
X00796745	202210	Avery	Cassidy	843.00	Pell
X00607328	202210	Carin	Cepeda	547.00	Pell
X00767909	202210	Amber	Chatman	363.00	Pell
X00734012	202220	James	Chavis	362.00	Pell
X00802528	202210	Kareem	Cordell	363.00	Pell
X00802529	202210	Dakobe	Cordell	363.00	Pell
X00706151	202210	Zuheily	Cruz Fontanet	449.00	Pell
X00790717	202220	Kimberly	Culliton	371.00	Pell
X00801288	202230	Taylor	Dekle	193.00	Pell
X00786656	202210	Sierra	Deleon	513.00	Pell
X00803826	202230	Joshua	Ennis	812.00	Pell
X00721041	202210	Nichole	Freeman	645.00	Pell
X00723240	202220	Jayde	Greenwood	709.00	Pell
X00797162	202230	Jasmine	Henderson	847.00	Pell
X00740928	202220	Jody	Hull III	607.00	Pell
X00789824	202210	Timmetrius	Hunter	1,224.60	Pell
X00801461	202210	Olivia	Johnson	749.00	Pell
X00802061	202230	Nicholas	Kelly	630.00	Pell
X00774700	202210	Mia	King	606.00	Pell
X00801141	202210	Robert	Labaut	3,248.00	Pell
X00786431	202210	Kristal	Latawiec	2,267.00	Pell
X00760602	202220	Aaron	Lopez	495.00	Pell
X00801308	202210	Kevin	Loveday	797.00	Pell
X00801593	202210	Taylor	Massey	1,300.00	Pell
X00797819	202230	Lindsey	Mishanetz	768.00	Pell
X00799365	202210	Andres	Patko	307.00	Pell
X00795053	202210	Zachrey	Polk	231.00	Pell
X00802666	202230	Cassie	Pyle	352.00	Pell
X00753225	202220	Brandon	Santos	365.00	Pell
X00796682	202210	Jessica	Shahan	552.00	Pell
X00771511	202210	Octavia	Smith	302.50	Pell
X00799298	202210	Lacreshua	Taplis	438.60	Pell
X00801209	202210	Elijah	Thompson	1,089.00	Pell
X00794823	202230	Andrea	Thompson	520.00	Pell
X00801754	202230	Jacques	Turner	410.00	Pell
X00744907	202210	James	Warnecke	1,004.00	Pell
X00760709	202210	Jordan	Watson	329.00	Pell
X00797462	202210	Ashlynn	Wells-McCrea	780.00	Pell
X00799527	202210	Ke'Aja	Williams	804.00	Pell
X00801286	202210	Lee	Willis	2,539.94	Pell
X00801025	202220	Jkara	Young	659.00	Pell
X00799711	202210	Wodely	Aime	4,784.28	Pell

X00797978	202210	Latoria	Bryant	726.00	Third Party
X00752760	202210	Samantha	Budde	1,832.05	Third Party
X00790602	202230	Alexandria	Cue	18.78	Third Party
X00805148	202230	Elisha	Damron	826.50	Third Party
X00773811	202220	Jalona	Ferguson	1,205.82	Third Party
X00761238	202230	Kaci	Harris	1,696.00	Third Party
X00801140	202220	Dennis	Hayes	324.00	Third Party
X00798698	202230	Terrie	Hodges	256.25	Third Party
X00755206	202230	Jayvian	Mincey	787.00	Third Party
X00780195	202210	Tiana	Oxendine	381.00	Third Party
X00794362	202220	Felecia	Pough	873.00	Third Party
X00778305	202220	Elijah	Richardson-	53.78	Third Party
X00765620	202220	Kaitlin	Vangilder	544.50	Third Party
X00799100	202220	Brooke	Voeks	24.00	Third Party
X00803220	202220	Rose	Woolley	943.50	Third Party
X00740443	202210	Lizzette	Aguayo	363.00	Tuition
X00799935	202220	Camerin	Cain	1,011.00	Tuition
X00803320	202230	Janeth	Calvo	363.00	Tuition
X00699045	202220	Rachelle	Derisma	18.00	Tuition
X00745619	202210	Karah	Froitzheim	505.00	Tuition
X00792485	202220	Wyatt	Johns	41.46	Tuition
X00801208	202220	Nathanial	Leeser	1,107.00	Tuition
X00753118	202220	Eric	Lewis	515.25	Tuition
X00773105	202220	Lindsey	Lopez	480.00	Tuition
X00743457	202210	Christina	Mohlmaster	363.00	Tuition
X00795296	202230	Karla	Santiago	156.00	Tuition
X00797752	202220	Brandon	Wadley	39.00	Tuition
X00797445	202220	Christian	Wallace	726.00	Tuition
X00795050	202210	Willow	Wiemer	39.00	Tuition
X00770774	202210	Colby	Williams Jr.	777.10	Tuition
X00807048	202230	Crystal	Young	77.00	Tuition
X00766558	202210	Zachary	Adamski	1,547.00	Veteran
X00804523	202230	Joshua	Alphonse	484.00	Veteran
X00778731	202220	Jordan	Copeland	1,859.00	Veteran
X00802572	202220	Megan	Dunomes	335.54	Veteran
X00797898	202210	Sidney	Evangelista-	484.00	Veteran
X00801768	202220	Matthew	Gill	166.23	Veteran
X00796052	202230	Rebecca	Harnisch	726.00	Veteran
X00792451	202220	James	Higbee	545.25	Veteran
X00796605	202230	Sylve	Jones	1,402.00	Veteran
X00801686	202230	Willie	Richardson Jr	626.39	Veteran
X00802368	202220	Chance	Schwartz	616.23	Veteran
X00754389	202210	Ronald	Shierling Jr	1,452.00	Veteran
X00796642	202220	Linda	Watson	1,324.77	Veteran
X00762684	202210	Thomas	West	2,412.64	Veteran




ST. JOHNS RIVER

S T A T E C O L L E G E

Memorandum

TO: Joe H. Pickens, J.D.
President

FROM: Randy Peterson 
Vice President/CFO

DATE: June 10, 2024

SUBJECT: Action on 2024-25 Student Tuition and Fee Rates

The Legislature did not accommodate a tuition and fee increase for the fiscal year 2024-25; therefore, the proposed 2024-25 Operating Budget does not include any tuition and related fee increases. The attached tuition and fee schedule is presented for Board approval and reflects the adoption of the same rates currently in place for tuition and fees for FY 2023-24.

Please place this as an agenda item for the June 19, 2024, Board of Trustees meeting.

Resident Fees

	Current-FY 23-24	Proposed for-FY 24-25
<u>College Credit (Advanced & Professional)</u>		
Tuition	\$ 78.84	\$ 78.84
Financial Aid Fee	3.51	3.51
Student Activity Fee	7.88	7.88
Capital Improvement Fee	11.83	11.83
Technology Fee	3.94	3.94
Access Fee	2.00	2.00
Total Credit Hour Rate	108.00	108.00
Academic Year Cost (30 Hrs)	\$ 3,240.00	\$ 3,240.00
<u>Baccalaureate</u>		
Tuition	\$ 91.79	\$ 91.79
Financial Aid Fee	4.51	4.51
Student Activity Fee	9.18	9.18
Capital Improvement Fee	12.68	12.68
Technology Fee	4.59	4.59
Access Fee	2.00	2.00
Total Credit Hour Rate	124.75	124.75
Academic Year Cost (30 Hrs)	\$ 3,742.50	\$ 3,742.50
<u>Career & Technical</u>		
Tuition	\$ 69.93	\$ 69.93
Financial Aid Fee	3.57	3.57
Capital Improvement Fee	3.50	3.50
Technology Fee	3.50	3.50
Access Fee	2.00	2.00
Total Credit Hour Rate	82.50	82.50
Contact Hour Rate	2.75	2.75
<u>Adult General Education Fees</u>		
Tuition	\$30 per term	\$30 per term


Non- Resident Fees

	Current-FY 23-24	Proposed for-FY 24-25
<u>College Credit (Advanced & Professional)</u>		
Tuition	\$ 78.84	\$ 78.84
Non Resident Fee	236.69	236.69
Financial Aid Fee	14.20	14.20
Student Activity Fee	7.88	7.88
Capital Improvement Fee	33.55	33.55
Technology Fee	15.78	15.78
Access Fee	2.00	2.00
Total Credit Hour Rate	388.94	388.94
Academic Year Cost (30 Hrs)	\$ 11,668.20	\$ 11,668.20
<u>Baccalaureate</u>		
Tuition	\$ 91.79	\$ 91.79
Non Resident Fee	373.36	373.36
Financial Aid Fee	23.18	23.18
Student Activity Fee	9.18	9.18
Capital Improvement Fee	47.24	47.24
Technology Fee	23.25	23.25
Access Fee	2.00	2.00
Total Credit Hour Rate	570.00	570.00
Academic Year Cost (30 Hrs)	\$ 17,100.00	\$ 17,100.00
<u>Career & Technical</u>		
Tuition	\$ 69.93	\$ 69.93
Non Resident Fee	209.79	209.79
Financial Aid Fee	14.55	14.55
Capital Improvement Fee	13.99	13.99
Technology Fee	13.99	13.99
Access Fee	2.00	2.00
Total Credit Hour Rate	324.25	324.25
Contact Hour Rate	10.81	10.81
<u>Adult General Education Fees</u>		
Tuition	\$30 per term	\$30 per term



Memorandum

TO: Joe H. Pickens, J.D.
President

FROM: Randy Peterson
Vice President/CFO 

DATE: June 17, 2024

SUBJECT: Action on 2024-25 Operating Budget – Unrestricted Current Fund

The College Administration has worked collaboratively to build an operating budget for the 2024-25 fiscal year. The proposed budget will:

- Meet all our most critical needs.
- Address various increases such as technology, outsourced services, fee waivers, and utilities.
- Create additional professional development opportunities for staff.
- Add additional staffing as needed.
- Allow for compensation increases for faculty and staff.

The budget process involved input from approximately 90 departments and periodic Executive Management Team meetings from February to May. Board budget workshops were conducted in April and May to share information and enable feedback from Board members.

The fiscal year 2024-25 operating revenue budget relies on no tuition increases, a slightly higher enrollment level from the current year's most recent estimated level, and significant increases in state funding.

The expenditure operating budget includes recurring compensation increases for faculty and staff, and a non-recurring salary supplement for staff. Both a Florida Retirement System rate increase (0.44%) and a Health Insurance rate increase contingency (18%) are also included in the 24-25 budget. Increases in travel costs, software licenses, property/casualty insurance, utilities, fee waivers, and outsourced services comprise the highest operating expense increases in the 24-25 budget. In addition, a \$1 million non-mandatory transfer to Fund 7 is budgeted to supplement deferred maintenance needs due to unfunded PECO dollars.

The bottom line shows an excess of revenues over expenses of \$4.4 million of which \$3.0 million is non-recurring revenue. This will enable the College to have adequate carry-forward funds for future needs and projects.

The Board is required to adopt an operating budget in June each year, with the College submission deadline to the Florida College System Budget Office no later than June 30, 2024.

Please place this item on the June Board agenda. I will be happy to answer any questions you have on this proposed operating budget.

**St. Johns River State College
Revenue Budget
Fiscal Year 2024-25**

	FY 23-24 Current Budget	Proposed FY 24-25 Budget	Amount Change	Percent Change
STUDENT FEES:				
Resident Tuition	\$ 6,829,596	\$ 7,408,559	\$ 578,963	8.48%
Non-Resident Tuition	570,542	595,753	25,211	4.42%
Other Fees	1,763,982	2,015,179	251,197	14.24%
TOTAL STUDENT FEES	9,164,120	10,019,491	855,371	9.33%
STATE SUPPORT:				
College Program Fund	30,677,558	33,677,558	3,000,000	9.78%
Lottery Funds	4,674,600	4,674,600	-	0.00%
Performance Funding	320,730	432,461	111,731	34.84%
Subtotal-State Approp.	35,672,888	38,784,619	3,111,731	8.72%
Other	1,231,335	1,404,473	173,138	14.06%
TOTAL STATE SUPPORT	36,904,223	40,189,092	3,284,869	8.90%
OTHER REVENUES:				
Dual Enrollment Contracts	1,624,979	1,900,000	275,021	16.92%
Interest Earnings	1,272,000	1,287,500	15,500	1.22%
Sales & Services	15,000	11,000	(4,000)	-26.67%
Transfers In	160,000	160,000	-	0.00%
Miscellaneous	29,500	32,500	3,000	10.17%
TOTAL OTHER	3,101,479	3,391,000	289,521	9.33%
Grand Total Revenues	\$ 49,169,822	\$ 53,599,583	\$ 4,429,761	9.01%


**St. Johns River State College
Budget Summary
Fiscal Year 2024-25**

	FY 23-24 Current Budget	Proposed FY 24-25 Budget	Amount Change	Percent Change
Revenue	\$ 49,169,822	\$ 53,599,583	\$ 4,429,761	9.0%
Salaries and Benefits	32,780,153	35,322,188	2,542,035	7.8%
Operating Expenses	10,419,999	10,887,372	467,373	4.5%
Capital Outlay	2,235,320	2,033,341	(201,979)	-9.0%
Transfers to Other Funds	1,000,000	1,000,000	-	0.0%
Total Expenditures	46,435,472	49,242,900	2,807,428	6.0%
Net Operating Surplus (Deficit)	\$ 2,734,350	\$ 4,356,683	\$ 1,622,333	59.3%



Memorandum

TO: Randy Peterson
Vice President for Finance/CFO

FROM: Terry Thomas 
Assistant Vice President for Facilities, Planning and Capital Projects

DATE: June 11, 2024

SUBJECT: Action on 2024-25 Plant Fund Capital Outlay Budget

The Board is directed by statute to approve two budgets. The Operating Budget authorizes funds for the general operation of College business while the Capital Outlay Budget authorizes expenditures for capital projects and large equipment items. Frequently, capital projects overlap years, and there is always significant carry-forward funding due to projects in progress. The current year is no exception.

The Capital Outlay budget includes the following new revenue sources:

- Capital Improvement Fees - \$1,100,000
- PECO - Renovation, Classroom Building and Workforce Training Center Addition - \$10,000,000 (Subject to VETO by Governor)
- Fund 1 to Fund 7 Transfer - \$1,000,000
- Other Sources (License Tag Allocations & Proceeds from sale of assets) - \$142,000

In addition to the new revenue sources, the College is estimating carry-forward of \$14,592,115 in funds from current projects. The major projects for the upcoming fiscal year include:

- College-wide Academic and Student Technology projects
- Remodel/Renovation/Additions to Instructional and Support spaces-Orange Park Campus
- College-wide General Maintenance & Repairs
- Remodel/Addition to the FloArts Building
- College-wide Infrastructure and Site Improvements
- Deferred Maintenance Projects
- Site Improvements Project-Palatka Campus

Even though College needs are much greater than this list, administration will work collaboratively to both identify and allocate capital funding to the most critical projects first. We appreciate your consideration of this budget.

Please place this item on the June Board agenda. I will be happy to answer any questions you have on this matter.

Attachment (1)

<u>Estimated</u>	<u>Proposed</u>	
<u>Balance</u>	<u>Revenues</u>	
<u>Forward</u>	<u>&</u>	<u>Total</u>
<u>From</u>	<u>Allocations</u>	<u>Budget</u>
<u>2023-2024</u>	<u>FY 2024-25</u>	<u>FY 2024-25</u>

Source of Funds:

PECO, SOTD & Other State Funds:

State Deferred Maintenance (HEERF)	\$ 5,340,140	\$ -	\$ 5,340,140
21/22 Rem/Ren/Add Instructional and Support-Orange Park Campus	248,859		248,859
24/25 Renovation, Classroom Building and Workforce Training Center Addition	-	10,000,000	10,000,000
Sub-total	\$ 5,588,999	\$ 10,000,000	\$ 15,588,999

Student Fees:

Capital Improvement Fees	\$ 2,137,772	\$ 1,100,000	\$ 3,237,772
Sub-total	\$ 2,137,772	\$ 1,100,000	\$ 3,237,772

Other Sources:

State License Tag Allocations (CO & DS)	\$ 457,180	\$ 130,000	\$ 587,180
Other Income	38,422	12,000	50,422
College Funds	6,369,742	1,000,000	7,369,742
Sub-total	\$ 6,865,344	\$ 1,142,000	\$ 8,007,344

Total Resources Available	\$ 14,592,115	\$ 12,242,000	\$ 26,834,115
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Expenditure of Funds:

1	College-wide Academic & Student Technology	\$ 662,817
2	21/22 Rem/Ren/Add Instructional and Support-Orange Park Campus	248,859
3	St. Augustine-Building V Addition & Renovation	49,550
4	College-wide Academic/Student Building Capital Needs	114,462
5	College-wide Furniture & Equipment (excludes construction projects)	7,619
6	College-wide General Maintenance & Repairs	1,954,002
7	Palatka-Building A Renovation	2,250
8	College-wide Infrastructure and Site Improvements	234,958
9	State-Deferred Maintenance Projects	5,340,140
10	Site Improvements Project-Palatka Campus	2,493,550
11	24/25 Renovation, Classroom Building and Workforce Training Center Addition	10,000,000
12	PAC Remodel/Addition to FloArts Building	1,185,759
13	PAC Miscellaneous (Beautification) Maintenance Projects	1,014,015
14	Contingency and Unallocated Budgets	3,526,134
Total Expenditure Budget		\$ 26,834,115

**2023-24
BUDGET**

REVENUE BUDGET

Capital Outlay & Debt Service (CO&DS)	\$ 130,000
Capital Improvement Fee	1,100,000
24/25 Renovation, Classroom Building and Workforce Training Center Addition	10,000,000
College Funds: Deferred Maintenance (Fund 1/Fund7 Transfer)	1,000,000
Sub-total	\$ 12,230,000
Proceeds from Sale of Assets	12,000
2024-25 Capital Outlay Revenue Budget Total	\$ 12,242,000
 2023-24 Carry Forward Budget Total	 \$ 14,592,115
 Total Resources Available	 \$ 26,834,115

EXPENDITURE BUDGET

Capital Outlay & Debt Service

Furniture Replacement	\$ 7,619
Infrastructure & Site Improvements	234,958
PAC-Storm Water Master Plan	50,000
Civil Rights Assessment - ADA Compliance	5,483
Contingency/Unallocated	159,121
	\$ 457,180

Capital Improvement Fee

PAC Remodel/Addition to FloArts Building	\$ 275,000
Student Safety Improvements	177,725
SAC-Bldg. V Furnishings & Equipment	23,781
Classroom Eq-Learning Resources	20,097
Academic Departmental Capital Eq. Needs	17,355
C/W Carpet Replacement	15,192
Technology Refresh 2022-23	219,783
Technology Refresh 2023-24	253,175
PAC FloArts Black Box Renovation	60,000
Student Related Capital Purposes	17,010
Cisco Phone Upgrade	12,134
Contingency/Unallocated	1,018,328
	\$ 2,109,580

Capital Improvement Fee - PSAV

Contingency/Unallocated	\$ 28,192
	\$ 28,192


EXPENDITURE BUDGET

Sales of Assets

Sale of Assets Expense	\$ 4,575
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Miscellaneous Projects	11,497
Contingency/Unallocated	22,350
	\$ 38,422
<u>Local-Transfers</u>	
PAC Remodel/Addition to the FloArts Building	\$ 910,759
PAC Administration Building Ren/Rem	\$ 2,250
Tree Campus	4,046
SAC-Building V Renovation	25,769
Security Updates	61,861
Facilities Planning	-
PAC Softball Batting Cage Project	777
Contingency/Unallocated	1,742
	\$ 1,007,203
<u>Local-Workforce</u>	
OPC-Building L Workforce	\$ 5,280
	\$ 5,280
<u>Local-Deferred Maintenance</u>	
C/W Sidewalk Repairs	\$ 4,573
PAC Repair of Covered Walkways	1,543
C/W Roof Repairs/Diagnostic Scans	-
C/W Miscellaneous Maintenance Projects	1,424,135
C/W Elevator Upgrades	109,032
PAC Miscellaneous (Beautification) Maintenance	1,014,015
PAC Site Improvements Project	2,493,550
Contingency/Unallocated	337
	\$ 5,047,185
<u>Local-Capital Projects</u>	
PAC-Sewer Lift Station Replacement	\$ 150,000
PAC-Sewer Line & Manhole Replacement-Phase 1	122,080
Contingency	37,994
	\$ 310,074
<u>Public Education Capital Outlay (PECO)</u>	
21/22 Rem/Ren/Add Instructional and Support-OPC Contingency	\$ 248,859
	\$ 248,859
<u>Deferred Maintenance (HEERF)</u>	
PAC Building V Roof Replacement	\$ -
PAC Library Restroom/Window wall System, ADA/Life Safety	1,629,745
SAC Chiller Replacement	1,314,205
OPC Chiller and Cooling Tower Replacement	1,230,350
PAC Sewer Piping Repair/Replacement	1,165,840
	\$ 5,340,140
Capital Outlay Expenditure Budget Total	\$ 14,592,115

TO: Joe Pickens, J.D.
College President

FROM: Edward P. Jordan, Ph.D. 
Vice President for Academic and Student Affairs

DATE: June 3, 2024

RE: Agenda Items: June 19, 2024, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the June 19, 2024, meeting:

Information Items:

1. Upcoming Graduations:

SJR State's Adult Education General Education Diploma (GED) Graduation

Thursday, June 20, 2024, 6:00 pm

Florida School of the Arts Mainstage, Palatka Campus

Florida School of the Arts Graduation

Friday, June 21, 2024, 5:00 pm

Florida School of the Arts Mainstage, Palatka Campus

Corrections Basic Recruit Graduation

Monday, July 15, 2024, 7:00 pm

Viking Center, St. Augustine Campus

Respiratory Care Pinning Ceremony

Monday, August 5, 2024, 6:00 pm

CJC Multipurpose Conference Room, St. Augustine Campus

Associate of Science in Nursing (ASN) & Practical Nursing (PN) Pinning Ceremony

Thursday, August 8, 2024, 2:00 pm

Thrasher Horne Center Mainstage, Orange Park Campus