



Nursing and Allied Health Programs

STUDENT HANDBOOK

325 NW Turner Davis Drive

Madison, FL 32340

www.NFCC.edu

The information and policies in the Nursing and Allied Health programs student handbook are subject to change. North Florida College and the Nursing and Allied Health Department reserve the right to make changes as necessary.

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SUPPLEMENTS:

Policies and Procedures Specific to:

- A. Patient Care Technician
- B. License Practical Nurse
- C. Registered Nurse
- D. Pharmacy Technician
- E. Medical Administrative Specialists
- F. RN to Bachelor of Science in Nursing

Introduction

A. From the Director of Nursing and Allied Health Programs

Welcome to the NFC Nursing and Allied Health Programs. We are pleased that you have chosen NFC as your educational institution and you have chosen one of our nursing and allied health programs to assist you in meeting your healthcare career goals. We are proud of each of our programs and the successes enjoyed by all of those who have completed them. We look forward to sharing that same success with you!

This handbook of information, policies, procedures, rules and regulations should be used as a guide and a reference for you as you progress through your specific program. The larger portion of the handbook contains policies and procedures applicable to all Nursing and Allied Health programs. The smaller portion is specific to your particular program. It is your responsibility to read, understand and follow the information presented in both sections of the student handbook. Please also understand that as a student in the program, you are required to adhere to and follow all NFC policies and procedures including, but not limited to, applicable Student Handbooks.

You are required to review the student handbook at the beginning of each semester so that you will be thoroughly familiar with all requirements of the program. As new policies and/or procedures are developed and incorporated into use, they will be provided to you.

Successful completion of each program requires your time, dedication and effort. It is expected that you are self-directed, self-disciplined and that you accept responsibility for your own learning. Therefore, excellent time management, study skills, motivation, maturity and a strong sense of personal responsibility are necessary.

Faculty and staff will offer you guidance and assistance in achieving success in the program and fulfilling your healthcare career goals. We look forward to having you in our programs.

Julie Townsend, DNP RN
Director of Nursing and Allied Health Programs

B. Disclaimer

This handbook provides a summary of pertinent information for students enrolled in the Nursing and Allied Health programs. This handbook is to be used in conjunction with the NFC College Catalog and the NFC Student Handbook. The reader should note:

1. It is not the intention of this handbook to address every policy, procedure, and regulation or rule that may be applicable to students enrolled in Nursing and Allied Health programs.
2. NFC and the Nursing and Allied Health Department reserve the right to change the contents of this handbook and/or supplements to this handbook at any time.
3. It is the student's responsibility to meet all program and graduation requirements. Advisors will assist the student in the planning of his or her program of study; however, the final responsibility for fulfilling all program and graduation requirements rests with each student.
4. When a student registers at NFC, the student is obligated to accept the rules and regulations of the College, which may be subject to change. Failure to abide by the Handbook policies may result in program dismissal. The Nursing and Nursing and Allied Health programs operate under the following guidelines:
 - a) NFC policies and procedures
 - b) NFC Student Handbook
 - c) Nursing and Allied Health policies and procedures
 - d) Nursing and Allied Health program student handbook
 - e) Program specific student handbook
 - f) Clinical Site Requirements
 - g) State and Federal Laws, Rules, and Regulations

C. Faculty and Staff

Amanda Williams, BSN, RN – Faculty
Ashley Bell, BSN, RN – Faculty
Brandi Browning, MSN, RN – Faculty
Brandy Plummer, MSN, RN – Faculty
Heather Smith – Career and Workforce Education Specialist
James Holland, PhD, RN, CNL, RRN, RCP - Faculty
Julie Townsend, DNP, RN – Director
Lisa Dykes, BSN, RN-Faculty
Maricela Valadez, BSN, RN – Faculty
Robin Pearson, MSN, RN – Faculty
Shante' Fagin, – Student Advisor
Tammey Revels – Staff Assistant

II. Program Approval

A. Accreditation

North Florida College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate in arts degrees, associate in science degrees,

career and technical certificates, and bachelor of science 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 North Florida College. The official SACSCOC website is www.sacscoc.org.

North Florida College has full approval from the Florida Board of Nursing to offer the Practical Nursing Program, and the Associate of Science Degree program for Registered Nursing. North Florida College has full approval from the Florida Department of Education to offer the Patient Care Technician, Practical Nursing, Medical Administrative Specialist, Pharmacy Technician, the Associate of Science Registered Nurse to Bachelor of Science in Nursing degree, and the Associate of Science Degree for Registered Nursing Programs.

The Associate of Science Degree for Registered Nursing (ADN-RN) and the Associate of Science Registered Nurse to Bachelor of Science in Nursing (ADN-RN to BSN) Programs are accredited by the Accreditation Commission for Education in Nursing, ACEN. The ADN-RN and ADN-RN to BSN programs received initial accreditation from ACEN in 2018 with the next evaluation site visit scheduled for Spring 2023.

3343 Peachtree Road NE, Suite 850

Atlanta, Georgia 30326

Phone: (404) 975-5000

Fax: (404) 975-5020

Email: info@acenursing.org

Web: www.acenursing.org

B. Licensure

Practical Nursing: Successful completion of the Practical Nursing program prepares graduates to take the National Licensure Examination for Practical Nurses (NCLEX-PN). Achievement of a passing score on this exam and registration with the Florida Board of Nursing enables graduates to seek employment as a Licensed Practical Nurse in the state of Florida. Graduates not residing in Florida are eligible to take the NCLEX-PN in the state in which they reside and register with that state's board of nursing.

Registered Nursing: Successful completion of the Associate in Science Registered Nursing program prepares graduates to take the National Licensure Examination for Practical Nurses (NCLEX-RN). Achievement of a passing score on this exam and registration with the Florida Board of Nursing enables graduates to seek employment as a Registered Nurse in the state of Florida. Graduates not residing in Florida are eligible to take the NCLEX-RN in the state in which they reside and register with that state's board of nursing.

III. Security Background Investigation

A. Admission and Program Progression

- Prior to admission in the Nursing and Allied Health Programs at NFC, the student must have completed an FDLE, Level II security background investigation. The Director of Nursing and Allied Health programs will review applicants for admission with minor noncriminal offenses or no investigative findings. If an applicant's security background

investigation reveals anything other than a minor noncriminal offense, the program Director shall convene an interdisciplinary admission review board to examine the student's application. The review board will make recommendations for admission on a case by case basis. Applicants who are not cleared for admission by the program Director or Admission Review Board will be disqualified for entry into any of the Nursing and Allied Health programs. The cost of the security background investigation is the responsibility of the student.

Reference: Pursuant to Section 456.0635 Florida Statutes

- While enrolled in any of the Nursing and Allied Health programs at NFC, students must remain free of offenses that could disqualify them from continuing at NFC or participating in clinical experiences in the health care facilities utilized by the Nursing and Allied Health programs.
- Students are required to report any arrests, court ordered detentions, judgments, injunctions or interventions immediately to the program Director.
- The Director of Nursing and Allied Health programs may direct an FDLE, Level II security background investigation at any time after the student is admitted to any Nursing and Allied Health program.
- The cost of any additional security background investigation deemed necessary is the responsibility of the student.
- Any offense (before or after program admission) that appears on a security background investigation, along with the disposition and the student's narrative of the arrest, will be reviewed to determine a student's ability to participate further at NFC or in clinical experiences. A student who is not approved for clinical experience will not be able to meet program objectives and therefore will not be able to remain enrolled in the program.
- During the entire period of program enrollment, failure to notify the program Director of any arrests, court ordered detentions, judgments, injunctions or interventions, regardless of adjudication, that occur after the initial background screen and during the enrollment in the program will result in immediate dismissal from the program.
- Any arrest occurring after admission is to be reported to the program Director, or representative, within 24 hours of the arrest or by the next scheduled class or clinical day following the arrest. Following the arrest, the student cannot attend clinical activities without permission from the program Director or representative.
- Violations of this policy will be handled on a case by case basis at the discretion of the program Director and the NFC Dean of Academic Affairs, or their representatives.

B. Florida Board of Nursing, Board of Pharmacy

- The Florida Board of Nursing and/or Board of Pharmacy may refuse licensure to any applicant. No consideration will be given for any individual's record prior to completion of any Nursing and Allied Health program. North Florida College does not guarantee that a graduate with or without a positive arrest history, regardless of the circumstances, will be allowed to take the licensure examination and/or obtain employment as a certified nursing assistant, patient care technician, licensed practical nurse, registered nurse, pharmacy technician, medical administrative specialist or any other health related occupation.

Guidelines for Applicants with Criminal History and Disciplinary Actions:

IV. Academic Policies and Procedures

Failure to abide by the following Academic Policies and Procedures may result in course failure and program dismissal.

A. Academic Standards

For admission, retention and progression in the program, the student must:

1. Meet all admission criteria for the selected program.
2. Once enrolled, the student must meet all academic and clinical requirements contained in the NFC Student Handbook, Nursing and Allied Health programs handbook, individual program handbooks and course syllabi.

B. Professional Standards

- Professional healthcare behavior is individual behavior which upholds the character, status and standards of the healthcare profession.
- The acquisition and demonstration of professional behaviors by the Nursing and Allied Health student is essential for the safety of the public and the success of the student.
- Standards for the Nursing and Allied Health programs are consistent with the American Nurses Association Code of Ethics and the Florida Nurse Practice Act.
- Expectations for student behavior are identified in course syllabi.
- A faculty member may fail the student if the student demonstrates unsafe or unethical conduct/behaviors in a clinical or non-clinical setting.
- The faculty may remove a disruptive student from any learning activity or setting at his or her discretion at any time.
- Students are expected to participate in all program completion activities including NFC graduation, pinning ceremony, and career fairs.
- Students dismissed from any Nursing and Allied Health program for violations related to professional standards are not eligible for readmission into any Nursing and Allied Health program at NFC.
- Students are always expected to demonstrate professionalism when on NFC's campus, in a clinical setting or on a clinical setting's campus, and in attire that identifies the students as a NFC nursing student.

Examples of conduct and/or behaviors, which constitute unsafe/unprofessional practice, which may warrant program dismissal, include but are not limited to:

- Failure to follow faculty directives.
- Failure to change behavior in response to feedback.
- Covers up errors.
- Does not admit error.
- Dishonest with clients, peers or faculty.
- Does not recognize potential for doing harm.
- Unacceptable skills consistently demonstrated in assessment and client care.
- Does not accept responsibility for own actions.
- Exceeds scope of practice, fails to recognize own limitations.

- Demonstrates inappropriate boundaries in professional relationships.
- Inability to adequately and safely care for clients at level of complexity expected for the course.
- Inappropriate communication (verbal, non-verbal, electronic) or interaction with clients, faculty, agency staff or peers.
- Violation of the Health Insurance Portability and Accountability Act (HIPAA)
- Violation of State or Federal Laws, Rules, and Regulations
- Violation of NFC's Student Code of Conduct

C. Disruptive Activity

- No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff, or the educational mission of NFC, or of NFC or its buildings, equipment or facilities including, but not limited to, clinical sites and other school-related functions.
- Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

D. Civility

- The NFC Nursing and Allied Health Program strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation. Treating others with respect is essential to effective communication, building harmony and creating high-functioning teams.
- Student behaviors and/or performance should promote a healthy environment and not present a danger (or reasonable assumption of danger) to a student/person/client/patient or jeopardize the license of a faculty or individual working with the student.

Incivility involves acts which are disrespectful, discourteous or rude. Acts of incivility may have serious repercussions including inability to progress in the program. As healthcare team members, students will eventually be in a position to care for those who are most vulnerable, and the highest level of professionalism is expected. Examples of academic incivility/disruptive behavior include, but are not limited to, the following:

- | | |
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| <ul style="list-style-type: none"> • Name Calling • Rudeness • Intimidation • Bullying • Sabotage • Condescension • Hostility • Backstabbing • Deception • Violence • Negative comments • Threats • Devaluing | <ul style="list-style-type: none"> • Harassment (including Sexual Harassment) • Disruptive side conversations in class • Leaving early or arriving late to class • Sleeping/not paying attention • Verbally or electronically discrediting faculty • Profanity/racial/ethnic slurs • Insubordination • Stalking • Rage |
|--|---|

Additionally, program participants must not engage in “**inappropriate actions**” as defined in the Student Code of Conduct contained within NFC’s Student Handbook.

E. Misuse of Telephone and/or other Communication Technology (Including Social Media):

- No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at NFC. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person or persons, or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or NFC.
- Communication equipment includes, but is not limited to, electronic mail, social networking sites, digital communication, pager, voice mail, computer, printer, cell phones, etc.
- Any images or communications that are derogatory or unprofessional that identify and/or associate the student with the department or college are in violation.
- Any images or communications that are derogatory or unprofessional are in violation.
- Any images or communications that identify and/or associate the student with a clinical site are in violation.
- Cell phones (Bluetooth devices) and pagers must be turned *off* or to silent operation during class and clinical settings.
- Computers or electronic devices may be utilized in the classroom for school work only.
- Digital technology references in the form of Personal Digital Assistance including I-Pod/I-Pad/tablets are allowed in the clinical setting unless otherwise notified by individual clinical agencies (some psychiatric facilities). These devices are to be used as reference and will not be used in direct patient care areas. The telecommunication component must be turned off while in the clinical setting.
- Neither NFC nor clinical agencies will be responsible for any lost or stolen electronic or communication devices.

F. Ethics and Confidentiality

- During the process of Nursing and Allied Health education, the student will enter into many relationships with individuals, families, groups and healthcare facilities. Through these relationships, the student is exposed to personal and medical information about the individual, family, group or facility. This information is entrusted to the Nursing and Allied Health student and **must not**, under any circumstances, be communicated to an unauthorized person. This includes information from any source and in any form. Violation of confidentiality or privacy can result in personal, civil, and/or criminal liability and legal penalties in addition to possible removal from the program.
- The student enrolled in Nursing and Allied Health Programs will respect and preserve the privacy and confidentiality of patient information at all times. Students are expected to uphold Federal HIPAA standards and State privacy laws at all times.
 - Violations of this policy include but are not limited to:
 - Attempting to access secured records/information without proper authorization.

- Leaving worksheets, assignments or other information in an unsecured area.
- Disclosing or using another person's password, codes or ID.
- Accessing patient information that is not within the scope of the student's assignment.
- Altering patients', other students', or clinical personnel information.
- Misusing or disclosing information without proper authorization.
- While in a clinical setting, the student will not burden patients with the student's personal problems. The student must maintain a professional relationship with the patient, family and others involved in the care of the patient.
- Associating, dating, fraternizing (including exchange of phone numbers, addresses, e-mails, etc.) with patients while they are receiving treatment as an in-patient or outpatient constitutes unprofessional behavior and is prohibited.
- Students dismissed from any Nursing and Allied Health program for violations related to ethics and confidentiality are not eligible for readmission to any Nursing and Allied Health program at NFC.

G. Program Requirements for Progression and Completion

- Successful course completion is defined as: Achieving a grade of at least a "C" in a course.
- A grade of "WF-withdrawal failing" indicates unsuccessful course completion.
- A grade of "I-incomplete" indicates all coursework has not been completed. Completion of coursework will be defined by the instructor but cannot extend past the following term.
- A grade of "W-withdrawal" indicates a student has withdrawn from the course by the academic calendar's last day to withdraw prior to completion.
- Unsuccessful completion of any Nursing and Allied Health Course, after admission into the program prohibits program progression. Unsuccessful completion is defined as a "WF", "F", or "D".
- At any time in a Nursing and Allied Health course or program, if successful completion is impossible, the student will not be permitted to complete the course or program. "Impossible" is defined as a student needing to achieve scores above 100% to achieve a passing average by completion of the course. If the course corresponds with a lab course or lab component, the student will not be able to complete that course as well.
- Once a student is admitted to any Nursing and Allied Health program, the programs run full-time and must be completed within a designated time frame. Specifically: ADN traditional-17 months; ADN bridge-1 year; PN-11 months; PCT-1 semester; MAS-10 months; Pharm Tech-10 months.
 - ADN – Associate Degree in Nursing
 - PN – Practical Nurse
 - PCT – Patient Care Technician
 - MAS – Medical Administrative Specialist
 - Pharm Tech – Pharmacy Technician

- If a student fails any portion of a Nursing and Allied Health Program, the student must complete the entire program from the beginning. Grades from previous attempt will not count as completed course work.
- Students are required to participate in a pinning ceremony for the program in which the student is enrolled. This is considered a professional requirement for program completion.
- If a student does not complete the program within designated time frame, the student will be withdrawn from the program. If a student is unable to complete the program due to extenuating circumstances within the designated time frame, the student may petition the Director of Nursing and Allied Health in writing to request continuation in the program. The Director of Nursing and Allied Health will convene a panel to review the student's status. Program continuation will be determined on a case by case basis. All petitions must be initiated within the same academic session that the extenuating circumstances occur.
- If a student fails to progress in a program due to course or clinical failure, the student may only reapply for that program once at any time in the future. If a student fails a course due to extenuating circumstances, the student may petition the Director of Nursing and Allied Health in writing to request continuation in the program. The Director of Nursing and Allied Health will convene a panel to review the student's status. Program continuation will be determined on a case by case basis. All petitions must be initiated within the same academic session that the extenuating circumstances occur. The student will not have priority in the class selection process.
- If a student does not complete a program due to failure or due to the designated time frame, the student does have the option to apply to any program and begin the program with a new cohort. The student will not have priority in the class selection process.
- Removal of a student from a Nursing and Allied Health limited access program will not affect standing as a student at NFC.

Final Exam:

- Final Exams are scheduled on the individual course calendar which accompanies the course syllabus for the semester.
- Final Exams may be comprehensive of all course work completed at the time of the exam.
- To be eligible to take the final exam, the student must have an exam average of 77. This average does not include homework, classroom assignments, or quizzes.

H. Grievance

- All grievances are handled in accordance with NFC Policy and applicable procedures.

I. Scheduling Appointments

- The desire of the Nursing and Allied Health Faculty and Staff at NFC is to assist the student to maximize their potential for success. This may be through:
 - a. Assisting the student to improve time management skills
 - b. Discussion of test-taking skills, study habits and/or referral to other resources for assistance with personal and/or academic problems.

- Students are responsible for making and keeping their scheduled appointments or notifying the faculty and staff in an appropriate and timely manner if the appointment cannot be kept. It is also the student's responsibility to recognize when additional support is needed, keep the faculty informed of academic performance, and follow through with action plans for improvement.
- Faculty members may elect to meet with the student on an individual basis, in a group, by telephone or e-mail. Follow-up meetings may be required.
- Students will meet with the Nursing and Allied Health student advisor to discuss their registration for the upcoming term, graduation requirements, and other career considerations.

J. Grading Scale

- Students attending the Nursing and Allied Health Programs at NFC will be evaluated according to the grading scale for the individual program identified in each course syllabus.
- Students must earn a passing grade ("P") for the clinical component of a course. If a student fails to successfully complete a clinical component, this will result in an unsuccessful completion of the corresponding didactic (theory) course, as applicable.
- There will be no rounding of grades in any Nursing and Allied Health program course. Individual assignment, quiz, and test grades will be recorded to the hundredth decimal place.
- To be eligible to take the final exam, the student must have an exam average of 77. This average does not include homework, classroom assignments, or quizzes.

K. Graduation

- Refer to the college catalog for specific degree graduation requirements. Program completion with subsequent graduation is dependent upon:
 - Successful completion of all required coursework.
 - Completion of all clinical requirements with a grade of "P".
 - Meet all individual program requirements.
 - Completion of an application for graduation prior to the deadline published in the college catalog.
 - Achievement of acceptable scores on exit examinations (as applicable per program Curriculum Framework).
- As an indication of your professional achievements, all program completers are expected to participate in graduation and other program activities (pinning ceremony, career fair, etc) associated with your program completion.

V. Clinical Information and Policies

Failure to abide by the following Clinical Policies may result in course failure and program dismissal.

A. Clinical Requirements

- In order for students to achieve the learning objectives of any Nursing and Allied Health program, clinical experiences are arranged with Clinical Agencies. These

experiences will be assigned to students by the faculty, instructor or instructors of the course in which they are enrolled. Clinical experiences include but are not limited to acute care facilities, long term care facilities, psychiatric facilities, home health care, community clinics, pharmacies, day cares, schools, health fairs, community centers, and any other assignment that includes client to student interaction. Clinical experiences are graded assignments. Clinical experiences include internship, externship, practicum, and preceptor assignments in which the faculty or instructor may not always be present but is always available by phone.

- Students may be assigned to a clinical experience outside of normal operating hours of the college. At times, this may take place without the direct supervision of a NFC Nursing and Allied Health faculty member although a faculty member is always available. In these instances, if you need to contact your instructor, please contact your designated clinical instructor via email or cell phone. If you are unable to locate the instructor in a reasonable amount of time, please contact the next designated faculty member via email or cell phone. These contact numbers will be provided to you prior to the clinical experience.
- Students must adhere to the following requirements to attend clinical. Missed clinical days will result in unexcused absences:
 - Required equipment and supplies for the assignment including but not limited to stethoscope, pen, paper, penlight, and scissors.
 - Current CPR certification (American Heart Association Health Care Providers course) throughout all clinical courses.
 - TB testing and/or chest x-ray annually throughout all clinical courses (as applicable).
 - Seasonal Influenza vaccination annually throughout all clinical courses.
 - Up to date Immunizations, declinations and/or titers including Tetanus, Hep B, MMR, and Varicella.

B. Clinical Agency

- Students enrolled in the Nursing and Allied Health programs at NFC are assigned to a variety of clinical agencies at different locations and at different times. Clinical agencies may be located anywhere within NFC's service district as well as locations outside of the service district, including Georgia. It is the student's responsibility to know the placement date, location and time for clinical experiences. The following guidelines will apply to all clinical agencies and clinical experiences.
 - Clinical schedules are distributed at the beginning of each clinical course. Changes to the clinical schedule will be made at the discretion of the faculty (students are responsible for updating their schedule after changes have been posted or announced). All changes in clinical schedules, including preceptor assignments must be approved by the faculty/instructor of the course.
 - Students may not change or trade assignments with other students.
 - Students must provide their own transportation to and from clinical agencies.
 - Faculty supervision is provided for students only during scheduled clinical hours at scheduled clinical facilities.

- Students are not to visit clinical agencies in their role as a student without prior faculty supervision or approval.
- While in the clinical agency, the student must not accept verbal or telephone orders from a physician or other health care provider.
- While in the clinical agency, students are not allowed to participate in the witnessing of any legal or other documents.
- All clinical experiences will take place at facilities with active contract agreements with NFC. Students are required to meet the requirements of these contracts.
- Any agency may withdraw a student from any area not conducive to learning experiences.
- Any agency may withdraw any student from any area when the student's conduct, actions, attitudes may, in the clinical agency's judgment, have a detrimental effect on patients or personnel. This may prevent program progression.
- Students are expected to be familiar with and abide by all policies, rules and regulations of the clinical agency.

C. Clinical Skills Laboratory

- The clinical skills labs are simulated clinical environments that are available to students as part of course activities. Some learning activities will require appointment. Students will make appointments at the discretion of the Faculty.
- Because the Simulation/Skills lab is a simulated clinical environment, students are expected to abide by general clinical guidelines while working in the simulation or skills lab. General guidelines include:
 - Student dress in the clinical lab setting must be consistent with dress in other clinical settings.
 - Safety rules applicable to all clinical agencies are to be followed while in the Simulation/Skills lab.
 - The student is responsible for keeping his/her practice area neat and clean. This includes proper cleaning and replacement of equipment after use.
 - The student is expected to have all equipment and supplies for the assignment including but not limited to stethoscope, pen, paper, penlight, and scissors.
 - Simulation assignments/activities are equivalent to clinical assignments/experiences and students should abide by the same guidelines.
 - Discussion of simulation assignments with other students is unacceptable and is considered academic dishonesty (ex. HIPAA violation).
 - Students are not allowed to bring food and drinks into the Simulation/Skills lab or learning center area. Food and drinks are limited to the student break room and kitchen area only.
 - Students are responsible for cleaning the student break room and kitchen area.
 - Food items in the refrigerator must have date and student initials. Food items older than 3 days will be discarded.
 - Failure to keep this area clean will result in closure of this area.

D. Uniform

- The student uniform is to be worn with pride and dignity. It is the student's responsibility to be aware of uniform policies and comply with them.
- The NFC student uniform must be worn during all clinical experiences, unless otherwise specified.
- Student clinical uniform regulations include, but are not limited to, the following statements:
 - The school clinical uniform may be worn while traveling to and from the clinical facility, in the classroom and lab, and when participating in educational related activities where the uniform would represent the College.
 - The school clinical uniform is not to be worn when you are shopping, eating out or other non-school related activities.
 - The school uniform is not to be worn while you are working as an employee for any agency.
- Additionally, students must adhere to the following guidelines:
- **Clinical Dress:**
 - Uniform (scrubs) tops and bottoms must be loose for movement. All clothing should fit generously enough to allow for easy freedom of movement while performing all patient care activities.
 - Students are required to wear proper undergarments that are not visible. Undergarments may be required to be worn with V-neck style uniform tops to assure coverage of chest hair and/or cleavage.
 - The uniform should be freshly laundered, ironed, free of stains, and in good repair.
 - Students must be clean and practice good **personal hygiene**. Cleanliness of body, fingernails, teeth, hair, uniform and shoes is required.
 - Students must avoid perfumes and cologne.
 - Fingernails are kept clean and short with clear nail polish only. Overlays, gels and/or acrylic nails are prohibited.
 - Artificial eye lashes are not allowed.
 - Hair must be clean, worn off the face and restrained if it falls below the top of the collar level.
 - Ornate hair accessories, nets, bows, etc. are not allowed.
 - Extremes in hair color and style are prohibited. Hair should be of a natural color.
 - Hair should be pinned back or held up and off the top of the collar with a simple, natural colored tie or holder.
 - Beards, mustache and sideburns must be neatly trimmed and well groomed. Beards may not extend more than ½ inch below the chin. A mustache may not extend beyond the corner of the mouth or overlap the upper lip. Sideburns should not flare or extend below the ear lobe.
 - Shoes must be professional, white and plain (no color flashes), non-skid, closed toe and closed heel. Black shoes are acceptable in programs that require black uniform pants.
 - Boots, sandals, tennis shoes, high heels, clogs, flip flops, etc. are not allowed in the clinical area (including scheduled skills/simulation lab).
 - Shoes must be kept clean and polished.
 - Students are encouraged to purchase supportive shoes.

- White hose or full white socks covering the ankles are to be worn with shoes. Black hose or full black socks in programs with black pants.
- **Jewelry** worn in the clinical area must be kept to a minimum and be professionally appropriate. The student should adhere to the following guidelines:
 - A watch with a second hand is required. The watch should be simple in style, fit snugly on the arm and should be able to be disinfected. The colors permitted for the watch are gold, silver, white, black, gray, or burgundy.
 - A simple ring, engagement ring or wedding ring/set may be worn so long as the ring/set is properly affixed to the finger and not at risk of becoming dislodged.
 - A pair of small, simple earrings (pearl, diamond, gold, silver studs) may be worn attached to the earlobe. Earrings cannot extend past the earlobe. Hoop and dangle earrings are not permitted.
 - No other jewelry may be affixed to the face, tongue or any other visible body part.
- **Other professional presentation** policies include:
 - Tattoos, body art, temporary body marks (such as “passion” marks) or any other body marks that may be interpreted by your clinical instructor or other professional staff as distasteful to patients, must be completely covered while in the clinical area. It is the student’s responsibility to identify and utilize appropriate materials/methods for the covering of body art, marks and tattoos. Band-Aids are not permitted as a covering method.
 - Gum and tobacco products are not allowed while in uniform and in the clinical area (see Tobacco Policy).
 - Sunglasses are not to be worn in the clinical area.
 - Make-up should be conservative; a “natural look.”
 - The official NFC identification badge is part of the student uniform for clinical, lab, and classroom; it is to be worn above the waist and must be visible at all times. The student may use a badge holder to attach the NFC ID to their clothing. The badge holder must be simple, professionally appropriate, and no larger than one inch in diameter.
 - The designated NFC lab jacket may be worn over the uniform. The student ID badge must be placed in the appropriate area on the lab jacket. No other form of coat/jacket is permitted.
 - After arrival at the clinical site, no other garments may be worn over the student uniform/lab jacket.
- Approved modifications to student uniform consists of:
 - Designated NFC school uniform (scrubs):
 - A black, white, or designated program uniform colored short sleeve tee shirt, long sleeve tee shirt, or turtleneck may be worn under the uniform top. (no heather gray) No clothing labels should be visible.

NOTE: Students who do not comply with uniform requirements will not be allowed to enter the clinical agency and will be assigned an unexcused absence for the clinical day.

- **Classroom Dress:** Nursing and Allied Health program students will wear scrubs of their choice unless otherwise directed by their syllabus.
 - Tattoos, body art, temporary body marks (such as “passion” marks) or any other body marks that may be interpreted by your instructor or other professional staff as distasteful to patients, must be completely covered

while in the classroom or lab areas. It is the student's responsibility to identify and utilize appropriate materials/methods for the covering of body art, marks and tattoos. Band-Aids are not permitted as a covering method.

- Nursing and Allied Health clinical uniform guidelines related to **personal hygiene, jewelry, professional presentation**, also apply to classroom attire.
- Students are required to wear proper undergarments that are not visible.

NOTE: Students who do not comply with uniform requirements will not be allowed to enter the classroom which will result in an unexcused absence.

Students should also follow uniform guidelines when being photographed by college approved sources (College Advancement).

VI. Student Attendance

Failure to abide by the following Student Attendance Policies may result in course failure and program dismissal.

A. General Attendance Information

- An individual must be currently registered for the nursing and Allied Health class/clinical/skills lab activity that he/she is attending.
- Attendance during classes, clinical learning experiences and scheduled skills laboratory activities is **mandatory** to meet the program objectives.
- Active student participation and punctuality in all required learning activities is expected. The following guidelines will apply:
 - Learning activities are defined as classroom lecture, classroom activities, clinical experiences, clinical pre-conference, clinical post-conference, simulation and/or skill laboratory activities, field trips, and all activities directed by Nursing and Allied Health faculty.
 - The completion of any given learning activity (classroom day, clinical day, etc) is at the discretion of the faculty.
- Tardiness is defined as arriving after the designated time for any learning activity.
- If a student is tardy by 15 minutes or more for any learning activity, the tardiness will constitute an unexcused absence for the entire day. On the day the student is tardy, students will complete the day's scheduled activities at the discretion of the faculty.
- If a student leaves prior to the completion of any given learning activity, this will constitute an unexcused absence for the entire day. In the event a student must leave a learning experience early due to illness or family obligations, the student must notify all course instructors in person or by email prior to leaving the learning experience in order for the absence to be excused.
- If a student is absent from a learning activity due to a severe illness or injury, medical clearance without restrictions is required before the student can return to the learning activity (see VII Student Health Clearance).
- Following an absence from any learning activity, the student's status in the course will be reviewed by the faculty. Depending on the ability of the student to meet the course/clinical objectives, faculty may recommend withdrawal from the course.
- Three (3) classroom tardy episodes (regardless of nature of tardiness) is equivalent to one (1) unexcused absence.

- One (1) clinical tardy episode (regardless of nature of tardiness) is equivalent to one (1) unexcused clinical absence.
- Students will have no more than one (1) unexcused absence from any clinical experience per semester. An unexcused clinical absence results in an unsatisfactory for the clinical day and will be documented on the clinical evaluation tool.
- Students will have no more than two (2) unexcused absences from any classroom or simulation/skills lab activity per semester.
- Examples of unexcused absences are but not limited to: alarm clock not going off, traffic stop, automotive trouble, pet illness or death, doctor's appointment not previously arranged with faculty, ill relative, lost keys, and any event not previously reported to faculty.
- Examples of excused absences are but not limited to: illness with documented proof, death of an immediate family member (parent, grandparent, child, sibling, _spouse), automobile crash with documentation the day of class/clinical, emergency hospitalization (with documented proof) of immediate family member, and an event a faculty member grants prior permission for absence.
- If an illness or emergency prevents the student from being on time or attending a scheduled class or lab experience the following procedures will apply:
 - If an unavoidable absence or tardiness is anticipated, the student must notify the appropriate nursing faculty prior to the absence or tardiness.
 - Failure to report absence or tardiness will automatically be considered an unexcused absence.
- Determination of excused vs. unexcused absence is at the sole discretion of the clinical or course faculty as indicated.
- Students are required to complete a make-up day for any **excused** clinical absence using a 1:1 ratio (for each excused day, student will make-up 1 clinical day)
- Students are required to complete a make-up day for any **unexcused** clinical absence using a 1:2 ratio (for each unexcused day, student will make up 2 clinical days).
- It is the student's responsibility to make the necessary arrangements to obtain information related to any missed assignments, lectures, announcements, or other activity that occurred during his/her tardiness or absence from the learning activity.
- Faculty reserve the right to refuse student admittance to classroom, clinical or other scheduled learning activities if tardiness or absence is disruptive to the general learning environment – at the faculty member's discretion.

B. Examination Attendance

- Examinations (written and skills exams) must be taken at the scheduled times. In case of emergencies where student is unable to report for an examination, the student is expected to contact the faculty prior to the beginning of the examination.
- Students will not be admitted to examinations once testing has begun. Students will report to the Nursing and Allied Health Administration Office and wait there until further directed by the faculty member.
- The determination for whether the student will be allowed to complete the examination will be at the sole discretion of the faculty.

- If the student is not allowed to complete the examination, a score of “0” will be assigned for the examination. In addition, the student will be charged with an unexcused absence for the day.
- If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on their first day back in class.

C. Clinical Absence or Tardiness

- Each clinical experience has been selected by the faculty to provide the student with the opportunity to meet specific learning objectives. All clinical objectives must be met for the student to successfully complete coursework within any of the Nursing and Allied Health programs. Therefore, attendance and punctuality at every clinical learning experience is **mandatory**.
- If an illness or emergency prevents the student from being on time or attending a planned clinical experience the following procedures will apply:
 - If an unavoidable absence or tardiness is anticipated, the student must notify the scheduled clinical agency and the Nursing and Allied Health faculty member 2 hours prior to the absence or tardiness.
 - Failure to report absence or tardiness will automatically be considered an unexcused absence.
- The clinical faculty reserves the right to refuse the student admittance to the clinical activity if the tardiness is disruptive to the general learning environment.
- If a student has been re-assigned a clinical makeup assignment by the clinical instructor and does not complete the assignment within the specified time period, this will constitute a clinical failure (“F”) for the course.

VII. Student Health Clearance

Failure to abide by the following Student Health Clearance Policies may result in course failure and program dismissal.

A. General Policies:

- Students are to refrain from the use of illegal drugs, recreational drugs, or prescription medications without proof of a legal prescription while enrolled in the NFC Nursing and Allied Health programs.
- Students are expected to refrain from alcohol impairment while enrolled in the NFC Nursing and Allied Health programs. No alcohol use is permitted on NFC’s campus nor any clinical facility’s campus. See the Substance Use/Abuse Policy in this handbook and NFC’s Student Handbook for additional information.
- If the student experiences pregnancy, severe illness, a traumatic event necessitating medical care, physical or emotional problems, surgery or **any other change** in health status after entrance into the program, a medical clearance is required from their health care provider prior to the resumption of classroom/clinical/skills laboratory activities. The clearance form should state that the student may continue to meet the requirements of the program without restrictions. If this medical clearance is not received, the student will not be allowed to participate in class, clinical, or skills lab. The missed class/clinical/skills lab will be considered an unexcused absence. The student must meet with the faculty to determine the student’s ability to meet the course objectives.

- Any injury, illness or accident occurring during learning activities must be reported immediately to the faculty.
- North Florida College and its affiliate clinical agencies are not responsible for expenses related to injuries, illnesses, and accidents occurring during clinical, class or laboratory experiences.
- Any student that has an injury or illness, is involved in an accident, suffers from a physical and/or mental condition, and/or takes medication(s) that could (1) impair the student's ability to meet program attendance requirements; (2) alter decision making in the clinical program; or (3) interfere with the student's ability to act in a safe manner necessary to participate in clinical learning activities has the responsibility to notify all appropriate faculty to ascertain what, if any, measures may be taken. NFC Nursing and Allied Health Programs maintain student information in accordance with applicable Federal and State laws.

B. Tuberculosis Screening:

- PPD/Chest x-ray testing will be required annually of all students.
- The Nursing and Allied Health Office will maintain a roster of all students participating in annual screening. The roster will contain the following information:
 - Name of student
 - Medical evidence submitted, either PPD or chest x-ray results
 - Date of test results
 - Signature of the person examining the medical evidence
 - A statement allowing release of the above information to health care providers or government authorities in the clinical setting as required by law or regulation.
- If a student has a newly recognized positive result on the PPD test, the results of a chest x-ray and recommendations for follow-up from a private physician or Public Health Department will be required as recommended by the Centers for Disease Control. The Nursing and Allied Health Program requires that the provider abide by the current CDC and Public Health Department protocol for follow-up, repeat testing, preventative therapy and for admission or return to the clinical setting.
- Students who have a positive PPD result and a negative chest x-ray will be required to evaluate risk factors and signs and symptoms with a health care provider annually.
- Due to health care agency and NFC concerns regarding the expense of fitting and providing appropriate masks which comply with the CDC and OSHA regulations, students will not be assigned to provide direct care to clients with active tuberculosis. Should known exposure of the student to active tuberculosis occur, those who are exposed will:
 - Inform the instructor who will then notify the Charge Nurse on the unit and follow the facility protocol for such an incident.
 - Provide written documentation regarding the exposure.
 - Provide documentation of the incident to the Director of Nursing and Allied Health programs.
 - Follow up as recommended by agency and CDC guidelines in order to document freedom from disease and permission to work in the clinical setting.

Source: U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, 1994.

C. Bloodborne Pathogens Exposure Control Screening

- All Nursing and Allied Health Personnel are ethically and professionally obligated to provide client/patient care with compassion and respect for human dignity. No Nursing and Allied Health Personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has an infectious disease such as HIV, AIDS, or HBV.
- Nursing and Allied Health students have ethical responsibilities to know their HBV and HIV status and have an obligation to be tested if they believe they may be at risk for HBV or HIV antibody. While the testing decision should be voluntary for the individual, there may be instances in which testing may be required. Students may choose where to receive testing. Testing records will be kept separately from academic files and are accessible only in accordance with Federal and State laws.
- The Nursing and Allied Health programs support the principle of confidentiality and individual rights in conjunction with the CDC guidelines on exposure to blood borne disease.
- Methods of Compliance:
 - Universal precautions will be followed at all times, including in the skills lab area. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered potentially infectious.
- In the campus laboratory, the student must sign a “Lab Release Form” agreeing to use lab supplies only on inanimate objects. It is not necessary to practice invasive skills on other students in the lab, as mannequins are available for practice and demonstration.
- In the clinical facility, the student will be expected to adhere to the clinical agency infection control policies and procedures during clinical experiences.

Post-exposure Evaluation and Protocol:

- The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced to prevent exposure incidents to blood and or other potentially infectious materials (OPIM). If an exposure incident occurs it will be reported immediately to the faculty. A potential exposure incident can include:
 - Percutaneous inoculation – needle stick or sharps
 - Non-needle percutaneous injury – open cuts or abrasions
 - Direct mucous membrane contact – accidental splash
 - Non-intact skin contact with blood or OPIM

Initial Response to Exposure:

- Immediately apply first aid as appropriate:
 1. For needle stick injury: Allow puncture site to bleed freely; clean with 70% alcohol
 2. Wash thoroughly with soap and water.
 3. For mucous membrane: flush copiously with water
 4. For eyes: irrigate and/or flush copiously with water
- Report exposure immediately to faculty and appropriate supervisor at the clinical agency including:
 1. Route of exposure

2. How and when exposure occurred
3. Identify source individual, if known

Post Exposure Response by Students:

- In the event a student receives a needle puncture injury or other parenteral contact, the guidelines of the clinical agency shall be followed. It is the responsibility of the student sustaining the injury/exposure to report and follow the criteria established by the facility and must seek treatment from a healthcare provider of choice immediately. The college will not accept responsibility for expenses incurred. Students are responsible for all associated costs for treatment. All exposure incidents must be immediately reported to the clinical faculty.
- In addition:
 1. Any student on clinical rotation who has a needle puncture must seek treatment from a provider of the student's choice immediately.
 2. Student and faculty will determine immediately if the incident involved a clean or used needle.
 3. Injuries sustained with needles that have not been used on patients or their blood products require careful cleaning. Ice applied to the wound if the needle contained a vesicant chemotherapeutic agent. Tetanus prophylaxis is individualized to the situation.
 4. If a student reports a potential exposure incident to blood or OPIM, the following CDC guidelines should be followed:
 - a. A student should be tested for HIV to establish seronegativity at time of potential exposure, followed by a retest at 6 weeks, 3 months, 6 months and 1 year post potential exposure.
 5. The NFC "Accident Form" and "Post Exposure Protocol Form" will be completed and returned to the faculty. If the student does not choose to follow the CDC recommended guidelines or seek treatment from a healthcare provider, they must sign the declination statement contained in the "Post Exposure Protocol Form".

VIII. General Policies

Failure to abide by the following General Policies may result in course failure and program dismissal.

A. Policy on Tobacco

- Students will adhere to NFC and clinical site policies and procedures regarding the use of tobacco.
- The use of tobacco products (cigars, pipes, simulated products such as e-cigarettes regardless of whether they contain tobacco, etc.), including smokeless tobacco (chewing tobacco, snuff, etc.) is prohibited during clinical assignments; smoking cigarettes is strongly discouraged at clinical sites.
- Most clinical agencies and sites are committed to being smoke free. If smoking is permissible, smoking is only permitted during designated breaks and lunch times and must be done in accordance with the smoking policy of the agency providing the learning experience. It is the student's responsibility to become familiar with clinical agency policies and adhere to the policies.

B. Substance Use/Abuse Policy

- Students attending NFC's Nursing and Allied Health programs are expected to adhere to the NFC policy on Drugs and Alcohol.
- As a condition of admission to the limited access programs in Nursing and Allied Health, each student will be required to submit to an initial drug screening, and submit, as requested, to additional screenings once enrolled in a Nursing and Allied Health program.
- Refusal by a student to submit to drug screening may result in dismissal from the Nursing and Allied Health program.
- Admission will be denied for any student that tests positive for drugs without plausible medical cause. Students taking prescription medications that would cause a positive drug screen will have an opportunity to submit proof of their prescription.
- Any student who voluntarily reports a chemical dependency problem will be referred to NFC's Dean of Enrollment Services.
- Conditions, if any, for continued participation in any of the Nursing and Allied Health programs will be determined by the Dean of Academic Affairs and the Director of the Nursing and Allied Health programs. For example, the student *may* be allowed to continue in didactic courses pending action by the Dean of Academic Affairs and the Director of Nursing and Allied Health programs.
- Student will submit to drug/alcohol screens as requested by the Dean of Academic Affairs and/or the Director of Nursing and Allied Health programs, and will be dismissed from any Nursing and Allied Health program if a positive drug/alcohol screen is obtained without plausible medical causation.
- The NFC Policy regarding drugs and alcohol is the foundation for this policy statement. However, the department of Nursing and Allied Health programs Substance Use/Abuse Policy and Procedure Statement applies specifically to the department of Nursing and Allied Health programs.
- All costs associated with drug and alcohol screens are the individual responsibility of the student.

C. Employment

- Most students find it difficult to maintain employment while attending school. If working is a necessity, students must ensure that there are no conflicts between work and school.
- Students will not be excused from any class, lab or clinical activity in order to meet work obligations.
- Students who fail to achieve academic standards due to employment will not be given special consideration.
- Students must not work shifts consecutive to scheduled learning activities, which include classroom lecture, skills laboratory, simulation laboratory, and/or clinical experiences.
- Students may not be employed as a student of an Nursing and Allied Health Program; however, this provision is not intended to prohibit students from being employed at a clinical site connected to the Nursing and Allied Health Program so long as a student's employment is in no way conflicted with or related to the program in which the student is participating. If a student is employed in a Nursing and Allied Health Program, such employment is in no way connected with NFC or NFC's Nursing and Allied Health Program. NFC will not accept responsibility for a student's performance of duties in any agency unless that student is under

the supervision of a Nursing and Allied Health program faculty member during a scheduled clinical experience.

- If a student is working as a health care worker (CNA, PCT, or LPN, etc.), the student shall not wear a NFC uniform, ID badge or any other article associated with a NFC Nursing and Allied Health program in the work setting
- If a student is working as a health care worker (CNA, PCT, or LPN, etc.), the student is prohibited from using the initials S.N. (student nurse).
- Malpractice insurance coverage provided to the student through NFC applies **only** to the student performance during regularly scheduled clinical activities, which are supervised by an Nursing and Allied Health programs faculty member.

D. Children/Guest/Pets

- Students are not allowed to have unauthorized guests or children in the Nursing and Allied Health programs area without permission from the Director of Nursing and Allied Health programs.
- Visitors and children are not allowed to visit the student while in a clinical area during clinical learning activities.
- Pets are not permitted in the Nursing and Allied Health area on campus or in the clinical agencies where students are assigned clinical experiences.

E. Audio and Video Recording Guidelines

- Recording content (audio or video) during any Nursing and Allied Health program course is permitted only when the student obtains permission from the faculty member or guest speaker presenting the content and all others subject to being recorded.

F. Campus Alert System

- NFC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. The system is called “e2Campus”.
- Registering your phone takes only a few minutes and students may register two devices as well as an alternate email address. To register your cell phone, log onto D2L and follow the link provided.

G. Emergency Calls

- Students are not to receive personal phone calls or messages during scheduled clinical and classroom activities. It is the student’s responsibility to notify family and others about this policy.
- In case of emergency, family members should call the Director of Nursing and Allied Health at (850) 973-1662 or (850) 973-1626. The NFC phone system voicemail is reviewed frequently.

H. Food Services and Vending Machines

- The cafeteria and break room at most clinical agencies are available to students enrolled in the Nursing and Allied Health programs. The type of vending machine varies with each clinical agency.
- A microwave and refrigerator are available in the student workroom and in the skills lab areas. If you eat in either of these areas, you will be responsible for the housekeeping duties that accompany this privilege. Failure to adhere to posted housekeeping guidelines will result in loss of eating privileges in these areas.
- Food or drinks are not allowed near any area where computers are located. Eating during scheduled classroom time is not allowed.

I. Record Systems

- Official student records are maintained in the College record system and can be accessed with a password and user ID on the college's main website at www.NFC.edu.

J. Copy/Printing Work

- Copy services (small number of copies) are available at the NFC Library. Students will be assessed a fee for copies. No student copy services are available in the Nursing and Allied Health department (Building 13).
- Printing is permitted in student computer lab areas where a college printer is available. Students are not permitted to print e-books or multiple pages of online text books. Students shall supply their own paper. Ink cartridges will be supplied by the Nursing and Allied Health department as budget permits.

K. Housekeeping

- Students are expected to assist in the housekeeping duties of the skills lab, classroom, skills lab kitchen area and patient units at each clinical agency.

L. Parking

- Parking is available on campus to all students in the parking lot adjacent to Building 13.
- Additional parking is available at several other locations around campus, including the Van H. Priest auditorium.
- Students should be familiar with and adhere to parking policies and procedures at NFC and all clinical agencies.
- Unauthorized parking in a faculty or staff parking place may result in ticketing and/or towing of the unauthorized vehicle. The cost of towing is at the owner's expense.
- Designated parking spaces are available at each clinical agency. Students are encouraged to car pool to avoid congestion of vehicles at each agency.
- Failure to comply with college or clinical facility parking policies is a breach of professional conduct and may result in program dismissal.

M. College Computer resources

- Computers and student email accounts are to be utilized for college related coursework only.

- The use of college computing resources is subject to the requirements of legal and ethical behavior in accordance with the NFC Handbook, Student Code of Conduct.
- All computers located in the Nursing and Allied Health classroom/skills lab area are routinely monitored for inappropriate use.

N. Appendices for Nursing and Allied Health Student Handbook

The following Appendices supplement the content included in the Nursing and Allied Health Student Handbook and are require student review/signature at time of admission to the program(s).

Appendix A - Nursing and Allied Health Program Student Acknowledgement of Student Handbook Contents

Appendix B - Release of Information for Publicity

Appendix C - Release of Information for Potential Employers

Appendix D - Release of Responsibility: Exposure of Blood and Body Fluids

Appendix E - Post Exposure Protocol

Appendix F - Library Information Sheet

Appendix A

North Florida College Nursing and Allied Health Programs

STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK CONTENTS

1. I have read and understand the contents of the NFC Student Handbook and the Nursing and Allied Health Programs Student Handbook and agree to follow all the policies and procedures outlined in the handbooks. I further agree to follow any addendums to the student handbooks that are distributed throughout the academic year. I understand that supplements to the NFC Student Handbook and/or the Nursing and Allied Health Programs Student Handbook are enforced on the date distributed.

2. I have also read and understand the Chain of Command Document and the Policies and Procedures specific to the following Nursing and Nursing and Allied Health program:

(Program of student enrollment) *fill in.*

3. I understand it is my responsibility to obtain and review any supplements to the handbook(s) that are distributed during class (in the case of student absence). Failure to obtain an addendum will not preclude me from adhering to the supplement.

Student Signature

Date

Student Name (Please print)

Appendix B

North Florida College Nursing and Allied Health Programs

CONSENT AND RELEASE FOR USE OF PHOTO/VIDEO/LIKENESS PLEASE READ CAREFULLY BEFORE SIGNING

I, _____, hereby give express written consent to North Florida College to publish, print, display or otherwise publicly use for purposes of trade or for any commercial or advertising purpose my name, portrait, photograph or other likeness. Such uses may include, but are not limited to, educational, promotional, advertising, and trade through mediums which include, but are not limited to, film, print, photograph, video, television, radio, internet, social media, and exhibition. I also grant NFC the royalty-free, perpetual, irrevocable, non-exclusive right and license to use, reproduce, modify, adapt, publish, translate and distribute my name, portrait, photograph or other likeness (in whole or in part) worldwide and/or to incorporate it in other works. I understand that I am not entitled to any benefit or compensation related to the NFC's use of my name, portrait, photograph or other likeness.

I hereby waive any right that I may have to inspect or approve any photographs or videos (including sound) and comments or completed products which incorporate all or part of any such photographs, videos, and comments. NFC has the right, among other things, to edit and/or otherwise alter the visual or sound recording, or photographs, as needed.

I hereby voluntarily release NFC from any and all liability arising out of or in any way related to the use of my name, portrait, photograph (including video), likeness and comments, including but not limited to any liability arising by virtue of any blurring, distortion, alteration, illusion, editing, or use in composite form, whether intentional or otherwise, that may occur in the making or processing of the finished product.

This express written consent shall apply from the date of execution of this document and until I revoke such express written consent in writing. I have read this document before signing and fully understand the contents, meaning and impact of this consent. I understand that I am free to address any specific questions and have done so prior to signing.

Name (Printed and Signed): _____

Date: _____ Telephone Number/Email Address: _____

If under 18, Name and Signature of Parent/Legal Custodian: _____

Withdrawal of Consent

I withdrawal my consent as of the date of my signature below (check box).

I understand that every effort will be made to remove the item within a reasonable timeframe. I also understand that this item may have been copied without permission, and I agree not to hold NFC responsible for instances of these violations.

Signature: _____ Date: _____

Non-Participation

I do not consent for North Florida College to publish, print, display or otherwise publicly use for purposes of trade or for any commercial or advertising purpose my name, portrait, photograph or other likeness.

Signature: _____ Date: _____

Appendix C

**North Florida College
Nursing and Allied Health Programs**

RELEASE OF INFORMATION FOR POTENTIAL EMPLOYERS

Potential employers often contact the NFC Nursing and Allied Health Department for a list of graduates eligible for employment opportunities. By law, the College or representatives of the Nursing and Allied Health programs may not release certain information without consent.

I hereby grant permission to the NFC Nursing and Allied Health Department to release information about me to employment recruiters excluding education records protected from disclosure by the Family Educational Rights and Privacy Act and protected health information protected from disclosure by The Health Insurance Portability and Accountability Act.

Student Signature

Date

I hereby deny permission to the NFC Nursing and Allied Health Department to release information about me to employment recruiters.

Student Signature

Date

Appendix D

**North Florida College
Nursing and Allied Health Programs**

RELEASE OF RESPONSIBILITY: EXPOSURE OF BLOOD & BODY FLUIDS

I understand that, as a student enrolled in a Nursing and Allied Health Program, I may be exposed to blood or other potential infectious materials (OPIM). I have received training in Standard Precautions, and understand the necessity of following Standard Precautions, both in the campus laboratory and in the clinical agencies.

I understand that I am not required to practice invasive techniques on classmates, nor to allow classmates to practice invasive techniques on me, as mannequins are provided for this purpose.

Student Signature

Date

Student Name (Please print)

Appendix E
North Florida College
Nursing and Allied Health Programs

POST EXPOSURE PROTOCOL

On _____ (date), _____ (student name) enrolled in Nursing and Nursing and Allied Health Programs experienced an exposure incident to blood or other potentially infectious materials. Per the established protocol in the student handbook, the student was advised to follow the clinical agency guidelines post exposure. In addition, the student was advised to follow CDC guidelines which include, HIV testing to establish seronegativity (today) followed by a retest at 6 weeks, 3 months, 6 months, and 1 year. The student was further advised to be evaluated by a health care provider for appropriate testing and possible treatment. If the student does not follow the recommended guidelines the student must sign a declination statement. The college will not accept responsibility for expenses incurred.

I have read and understand the post exposure protocol.

Student Signature

Date and Time

Faculty Signature

Date and Time

I have read and understand the post exposure protocol, but **decline** treatment.

Student Signature

Date and Time

Faculty Signature

Date and Time

Appendix F
LIBRARY INFORMATION SHEET

HOURS: 8:00 a.m. – 7:00 p.m. Monday through Thursday
8:00 a.m. - 4:30 p.m. Friday

PHONE: (850) 973-1624 www.NFC.edu/library E-mail: Library@NFC.edu

In accordance with school policy, students may be asked to show their student ID. Student ID cards are made in the student center at no charge.

CHECK-OUT: Students *must* have a student ID to check out materials. Non-students will be issued a library card. Borrowers may have a total of 5 items (books and/or videos) at any one time. Materials may be renewed once, over the phone, on-line, or in person. Reference books cannot be checked out. Fines are not charged when the library is closed.

BOOKS: Check-out period is two weeks. After the due date, a \$0.10 daily fine is charged per book.

VIDEOS: Check-out period is two days. After the due date, a \$0.50 daily fine is charged per video. A video viewing room is available for classes or individuals.

MAGAZINES: Check-out period is one day. A \$0.50 daily fine is charged per overdue magazine. Electronic databases with full-text articles are accessible from the library web page.

CALCULATORS: May be checked out for the semester on a first come, first served basis. Overdue fine is .50 per day.

NEWSPAPERS: In-library use only.

PHOTOCOPIES / PRINTING: \$0.10 per page. A card is necessary for printing and photocopies. Money may be added to the student ID card or a copy card may be purchased. Copies must be made under compliance with the copyright law.

COMPUTERS: Computers are available in the library for NFC student use. Users must have basic computer skills and bring their own disks or flash drives. Library computers DO NOT have CD burners. Computer assistance is available at the computer lab. All printing is \$0.10 per page. Adult community members may use the computers when they are not needed by students.

PLEASE: DO NOT RE-SHELVING MATERIALS. You may leave them on a table or at the circulation desk.

Please enjoy your food, drinks, and tobacco products **outside** the library.

STAFF: Ask us if you have any questions: Lynn Wyche, Director of Learning Resources