



BSN Student Orientation



Clinical Handbook

Student Name: _____

ATTENDANCE REQUIREMENTS FOR CLINICALS

Students are required to be present and punctual each clinical day. Clinical times are designated by the Program Director and Assistant Program Director for each course depending on hospital availability. Physician and dental appointments, other than emergency, are not acceptable reasons for absence.

Students will be responsible to call the nursing office and the professor to report all absences. If contacting the nursing office after hours, the student must leave a message. One (1) absence (clinical or skills lab) will be allowed in each semester. After the first absence, written warning will be given. At the third absence, dismissal from the program will be enforced.

Situations which may warrant the granting of “make-up” clinical time include, but are not limited to the following (2 maximum per semester):

- Student is sent home ill by faculty member or emergency department physician.
- Student presents a **signed and stamped** note from private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
- Death in immediate family (i.e. father, mother, siblings, grandparents).
- Government business (i.e. jury duty, INS, court dates).

Late is defined as arriving for clinical after the routine designated starting time.

UNEXCUSED ABCENSE POLICY FOR CLINICAL ROTATIONS

According to the BSN program’s procedures, students are given the opportunity to make-up hours only if the absence is excused (see BSN Student Manual). This new procedure will allow students with unexcused absences to pay for their hours and complete their requirements. The fees are **\$342 for 8 hours clinical and \$494 for 12 hours clinical.**

***** Unexcused “make-up” clinical rotations shall not exceed 2 per semester *****

Clinical Schedule, Hours and Break

Students are required to attend all scheduled clinicals.

The **first semester** will be week 1 to 16 and includes **0 hours** of clinical practice.

The **second semester** will be week 17 to 32 and includes **a minimum of 90 hours** of clinical practice.

The **third semester** will be week 33 to 48 and **a minimum of 90 hours** of clinical practice.

The **fourth semester** will be week 49 to 65 and **a minimum of 135 hours** of clinical practice.

The **fifth semester** will be week 66 to 82 and **a minimum of 135 hours** of clinical practice.

The **sixth semester** will be week 83 to 90 and includes **a minimum of 135 hours** of clinical practice.

Clinical hours could be 6:30 am to 3:30 or 2:30pm to 11:30pm or 7am- 8pm; with one hour deducted for lunch. No split clinicals! Students will complete the full scheduled clinical day. **Total amount of clinical hours is at the discretion of the program administration.**

If a student has an issue with the clinical schedule, he or she must address the concern with the Asst. Program Director and/or Program Director.

HOSPITAL ORIENTATIONS

Hospital orientations are mandatory. Failure to attend will result in an automatic “fail” in the course, due to the fact hospital won’t admit students for clinical rotations without their orientation.

Proper uniforms should be worn during the assigned orientation.

Students must park in **designated hospital parking areas** at all times. Any towed vehicles must be recovered at the students’ expense.

Hospital assigned ID badges are mandatory and must be worn while in clinical in conjunction with FNU ID’s.

STUDENT PROGRESS EVALUATION

Each student will receive written and verbal evaluative feedback on their academic and clinical progress from the faculty member who is responsible for presenting the specific course.

Periodic written advising report will be completed by faculty at designated time intervals, spaced equally throughout the duration of the course. Each course will decide the number of evaluations.

Grade averages for theory and clinical performance ability will be recorded on the progress report form along with specific comments added by the faculty member.

Knowledge of theory will be evaluated on the basis of written tests, take home assignments, participation in class, computerized Kaplan assessment tests and special projects.

Clinical competence will be evaluated by direct observation and the degree to which the students meets the critical performance criteria outlined on the clinical evaluation tool.

The supervising faculty member will maintain the student's progress report throughout the semester.

GRADING CLINICAL PERFORMANCE

The student's clinical performance will be measured by criterion referenced standards. Critical performance behaviors and related skills have been defined for each level of the Nursing Program. Students must achieve competency by receiving a satisfactory rating in each critical behavior in order to advance to the term.

Faculty will directly observe the student in performance of each critical behavior listed. The faculty will rate the student's performance as "S", meaning satisfactory; "NI", meaning needs improvement "N/A", meaning not applicable; or "U", meaning unsatisfactory. The student must achieve a satisfactory "S" rating on each of the critical behaviors in order to receive an overall pass grade for the clinical component of the nursing course for each term.

In the event a student fails to meet the standard after competency has been previously demonstrated, the student will receive a clinical failure for the day. The student will receive a guidance and advisement report and plans for immediate improvement. The student must achieve a satisfactory rating in the last evaluation period for each critical behavior before advancing to the next term.

Once competency is established by the faculty, the student must continue to demonstrate satisfactory performance throughout the remaining term of the program.

MIDTERM AND FINAL

- Fundamentals: Students will be enforced to prepare ONE complete care plan for the skill lab instructor for the midterm and for the final and ONE complete care plan to the clinical instructor. The assessment portion of the care plan will be performed in front of the instructor who will document their assessment findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.
- Adult Health Nursing I, Pediatrics, and Maternity: During the second semester, students will prepare ONE complete care plan for midterm and final on their assigned patient or patients for the clinical instructor. The assessment portion of the care plan will be performed in front of instructor who will document their assessment findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.
- Adult Health II, Mental Health, and Professional Nursing Leadership Practicum: During the third semester, students will prepare ONE complete care plan for midterm and final on their assigned patient or patients for the clinical instructor. The assessment portion of the care plan will be performed in front of instructor and document their assessment findings in the assessment form in the universal care plan. Students will not be allowed to use any notes.
- Care plans will be evaluated and a grade of satisfactory or unsatisfactory will be granted. Please note that care plans grades will be attributed to the combined clinical grade for the semester.
- *** Any students found to perform unsatisfactorily will be removed from their clinical site immediately and will have to complete skills lab hours assigned to meet the standard level to be able to return to clinicals.

Instructors will submit the clinical evaluation with the assessment documentation portion of the student documentation to administration.

USE OF CLINICAL EVALUATION TOOL

Criteria performance methods of evaluation are those psychomotor activities which enable the learner's behaviors to be compared with the behavioral objectives that are the educational target behaviors.

Each student is measured in relation to his/her ability to perform the critical behaviors in the desired, acceptable manner.

A clinical evaluation tool specifically designed for each level will be utilized throughout the entire program to document the student's progress and attainment of objectives. The clinical evaluation tool, including specific skills, will be in a "checklist" format which includes:

- A. The critical performance behavior expected
- B. An evaluation of the behavior performed
 1. "S" - signifies that the behavior was performed satisfactory
 2. "NI" - signifies that the behavior performed needs improvement
 3. "NA" - signifies that the student was not given the opportunity to perform the behavior.
 4. "U" - signifies that the behavior was performed unsatisfactory
- C. Comments which relate to the behavior actually performed.

Specific clinical performance criteria (behavioral objectives) for each category are listed directly below the specific behavior category.

The clinical evaluation tool will be maintained on site throughout the entire program for safe keeping to document "progress" and attainment of critical behaviors.

Each faculty will be responsible for completing the clinical evaluation form at designated intervals. If additional space is needed to explain a "behavior" or "specific performance problem" the reverse side will be utilized to document the incident.

The Clinical Evaluation Tool will be completed by faculty for each of the following nursing courses:

Fundamentals of Nursing
Adult Health Nursing I
Pediatric Nursing
Maternity and Newborn Nursing
Psychiatric Nursing
Adult Health Nursing II
Professional Nursing Practicum
Community Nursing

The critical behaviors for each level must be attained before the student advances to the next semester.

Once competency is established in a given course/semester, the student must continue to demonstrate a satisfactory performance throughout the remaining semesters of the program.

The Clinical Evaluation Tool will become a permanent part of the student's file following graduation.

UNSATISFACTORY CLINICAL PERFORMANCE

In the event a student fails to meet performance expectations (i.e., behavior or clinical skills), he/she will receive a clinical failure for the day and may be removed from the clinical site immediately.

The student will receive a guidance and advisement report by the supervising faculty member and a mutual action plan for improvement will be developed. Student and faculty will sign the guidance and advisement report.

Immediate improvement must be demonstrated within the skill lab or other mutual action plan initiated for the student to be able to remain in the Program.

PROFESIONAL BEHAVIOR

In addition to meeting the academic standards of the Program, students enrolled in the registered nursing program must demonstrate professionalism in classroom, laboratory, and the clinical experiences. Professionalism is defined as behaviors and attitudes congruent with the American Nurses Association Code of Ethics, guidelines and standards of practice, the Florida Nurse Practice Act, and policies and expectations of the University.

Inherent within the concept of professionalism is the development of those behaviors by the student during the program that demonstrates increased maturity, competence, integrity, and regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Students are expected to respect the rights of others regardless of their race, religion, nationality, sex, age, sexual orientation, physical condition or mental state. Professionalism includes, but is not limited to, satisfactory academic and clinical conduct and performance.

Administrators and faculty of the program reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Administrators and faculty also reserve the right to recommended dismissal of any student who has violated the standards of professional conduct or demonstrated a lack of professional development.

Professional Appearance Guidelines

Students are responsible for following these guidelines in ALL Professional Settings.

1. Jewelry:

- a. No rings except a single wedding band.
- b. One pair of small earrings or earring posts only.
- c. No other jewelry (e.g., bracelets, necklaces, chains, dangling earrings, etc.).
- d. No facial or tongue piercings.
- e. Gauges in the ear must be capped off and closed when in uniform.

2. Any offensive tattoo that is visible while the student is in uniform or professional dress must be covered during all clinical experiences.

3. NO scrub pants, denim, jeans, sweat pants, stretch pants, leggings, tight-fitting, low cut, bare midriff or torn clothing*.

4. NO open toes, sling-back shoes, crocs or clogs**.

5. Personal grooming:

- a. Hair should be traditional/natural color(s) only, clean, neat, and short or secured above the collar.
- b. Men must be clean shaven or have a mustache/beard that is groomed and trimmed to a short length.
- c. Nails must be clean and trimmed to prevent injury to clients. No nail polish or artificial nails per hospital infection control policy.
- d. Any makeup should be minimal and conservative.
- e. Strict personal hygiene is expected. (No perfumes, colognes or scented after shave lotion should be used. Many people have allergies to fragrances.)
- f. No gum chewing (inappropriate in any professional setting).

5. Students must follow the clinical facility's no smoking policies during clinical assignments. Student's uniforms must be free of odor of tobacco smoke.
6. Consumption of alcohol while in the Florida National University student nurse uniform is strictly forbidden.

Cell Phones and Computer Use

Please follow agency policy:

- No use of unit phones for personal calls.
- No use of cell phones on units for personal calls while providing care. Any cell phone use must be in break or conference rooms or other designated area.
- All cell phones must be silenced or set on vibrate while in patient care or common areas.
- No use of unit computers for personal activities (email, Facebook etc.).
- Do not download any patient specific information onto PDAs or other personal electronic device.
- Do not post any information about clinical assignments, experiences, patients, students or instructors on any cell phones, internet, social networking sites, or social media.

FAILURE TO ADEQUATELY PREPARE FOR CLINICAL PERFORMANCE

In the event a student fails to adequately arrive prepared for the clinical setting, they **WILL NOT BE ALLOWED IN THE CLINICAL SITE** and will receive a "Failure to Prepare Clinically" or "FPC."

To be considered prepared a student must have his/her uniform (refer to 'Program Uniform / Dress Code Policy' in the handbook) **and the following items:**

- Stethoscope
- Scissors
- Penlight
- Nurse's Drug Book
- Universal Care plan
- Student Skill Checklist (in plastic cover to keep it neat and clean)

Further inadequate preparation may result in a Clinical Failure as outlined in the 'UNSATISFACTORY CLINICAL PERFROMANCE' policy.

A written student guidance and advisement report regarding the “FPC” will be completed and signed with the faculty member and student. A remedial plan of action will be defined with specific time frames for improvements. The Standards of Professional Behavior will reflect failures to perform clinically.

CLINICAL COURSE REQUIREMENTS

- Successfully meet all course objectives.
- Complete the theory portion of the course with a grade of 80% or better.
- Complete assignments required during clinical:
 - Weekly clinical report
 - Case Studies
 - Care Plans
 - Mid-term and Final Skills evaluation
- Pass clinical evaluation with a Satisfactory
- Attend all clinical: Meet attendance standards of program for clinical rotations.
- Complete all clinical hours
- Actively participate in clinical
- Actively participate in pre and post conferences.
- Turn in your student nurse check off list every semester

REQUIREMENTS FOR SKILLS LAB COMPETENCY TEST

Skills station competency tests will be required during all semesters of the program. These tests will be completed under the direct supervision of a faculty in the skills lab setting. The student must achieve competency by receiving a satisfactory rating in order to advance in the term.

The skills station will be divided in to head to toe assessments with documentation and nursing skills.

Key Competencies That Need Reinforcement in All Settings

- Professional appearance & behavior
- Arrive on time & prepared
- Communication with faculty & staff
- Use of SBAR and other strategies
- “Eyeball” patient immediately after report
- Basic comprehensive care at all levels

- ADLs, glasses, dentures, mouth care, hair, skin care, nutrition, hydration, elimination, I & O, documentation
- Report on & off: concise, relevant, prioritized
- Format for presenting a patient:
 - o Patient's name and age
 - o Admission diagnosis(es)
 - o Relevant medical/surgical history
 - o Relevant labs, test results
 - o Current priorities of care
 - o Risk assessment: answer this question for each patient: if this patient is going to develop complications today (or "crash")—what is the most likely cause and what are the first signs and symptoms that the student/nurse should be assessing for?

REQUIREMENTS FOR SKILLS LAB AND CLINICAL SKILLS COMPETENCY CHECKLIST

Skills Lab and Clinical Skills Competency Checklists will be required during all semesters of the program. Clinical Skills Competency Checklists will be completed by supervising faculty during skills lab and clinical rotations upon direct observation of the student performance.

PARKING

Free parking for Florida National University students is available for all students' at all three locations of the University.

A parking decal must be visible on all cars parked in any of the University's campuses.

Free parking decals are available to all students. Failure to have a visible parking decal may result in cars being towed away at the owner's expenses.

ADHERENCE TO CLINICAL FACILITY / HOSPITAL POLICIES, PROCEDURES AND CORE VALUES

As students of Florida National University's Bachelor of Science in Nursing Program, your behavior should reflect our core values. This means each student must not only follow the policies of the Florida National University Bachelor of Science in Nursing

Program, but also the policies, procedures and core values of the clinical facilitate / hospital in which clinical rotations take place.

A student who is in violation of a Program or hospital policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the program.

PROCEDURE TO FOLLOW IN CLINICAL DAYS IF NO FACULTY IS PRESENT

1. Contact your assigned faculty for the clinical day for instructions
2. If there is no answer, contact BSN office if clinical is scheduled during university working hours.
3. Contact your clinical rotation manager, Ms. Maria Eugenia Garcia, at 305-785-8002 if clinical is scheduled outside university working hours.
4. E-mail the BSN office (Hialeah/South respective) informing them about the incident.

Student must notify BSN office if any irregularity occurs in clinical placement. Missed hours due to this won't be granted a make-up. If this is not done according to this procedure. You will not be able to complete the clinical hours which is needed to pass your course.

CRIMINAL BACKGROUND CHECKS

In compliance with Florida National University administrative policy, all students accepted to the Bachelor of Science in Nursing Program will be required to undergo a criminal background check. This background check will be conducted by a third party company contracted to that effect by Florida National University.

The background check will be performed upon payment of such by the student through the Bursar's office. The Bachelor of Science in Nursing Program will obtain the necessary consent forms, etc. for the student.

In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described procedure will be incurred by the student.

In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the program director about the incident and provide necessary documents related to the incident.

The Florida Board of Nursing (FBON) requires all nursing applicants to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

Students must pay the required fee by the due date stipulated. You will not be allowed in class without a completed background check.

ILLEGAL DRUG USE SCREENING

In compliance with Florida National University administrative policy, all students accepted to the Bachelor of Science in Nursing Program will be required to undergo an illegal drug use screening. This illegal drug use screening will be conducted by a third party company contracted to that effect by Florida National University.

The illegal drug use screening will be performed upon payment of such by the student through the cashier's office. The Bachelor of Science in Nursing Program will obtain the necessary consent forms, etc. for the student.

In the event the above protocol is not observed, if the individual refuses to undergo the above identified procedure, or the drug test comes back positive with illegal drug use, the individual will no longer be considered a student enrolled in the program.

Cost of the above procedure will be determined between Florida National University and the third party company contracted to that effect. All costs related to the above described process will be incurred by the student.

Students must submit their payment for the drug screening by the due date. Students, who do not pay and complete their drug test 24 hours after payment, will not be allowed in class.

**FLORIDA NATIONAL UNIVERSITY'S
BACHELOR OF SCIENCE IN NURSING PROGRAM**

Clinical Orientation Handbook Acknowledgement

Please sign and return this acknowledgement form directly to the assigned program representative at the end of your orientation session.

TO: THE SCHOOL OF NURSING

This is to certify that I have received my personal copy of the Bachelor of Science in Nursing Program Clinical Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby agree to abide by all established policies and procedures, while a student in the Florida National University's Bachelor of Science in Nursing Program.

Student Name (Print)

Student Signature

Date