



Associate of Science in Nursing **STUDENT HANDBOOK**

The guidelines noted in this document are utilized in conjunction with guidelines in the current MDC Student's Rights and Responsibilities handbook. Students will be notified in writing of any changes 30 days prior to implementation.

Revised December 2021

MISSION

The mission of Miami Dade College Benjamin Leon School of Nursing (BLSON) is to change lives through accessible, high-quality, evidence-based education. The BLSON embraces its responsibility to serve as a diverse, civic, and healthcare leader for the advancement of our community.

VISION/VALUES

The Benjamin Leon School of Nursing aspires to be nationally recognized as a leader in nursing education, innovation and strives to improve health outcomes in our diverse community.

A commitment to:

- An environment of inquiry where faculty support and facilitate academic growth to meet lifelong learning goals.
- Civic engagement that fosters an understanding and appreciation of a multi-cultural environment.
- Personal integrity which results in sound clinical judgment.
- Optimizing educational quality through technology and innovation while emphasizing evidence-based decision making.
- An exceptional work environment which engages an outstanding and diverse nursing faculty.
- Collaborative partnerships which foster workforce development in the community.
- Cultural awareness, initiatives, and responsiveness that capture the multicultural environment of the community and the nursing profession.
- Promoting a healthy community through environmental awareness and intentional sustainability practices which impact health.

Dear Students:

Congratulations! Welcome to Miami Dade College (MDC), School of Nursing. You have made the ultimate lifelong learning decision by entering one of the most trusted professions in the world - Nursing!

We are honored that you have chosen MDC- Benjamín León School of Nursing to begin your nursing career. We hope your educational experiences and journey will be exciting and successful. The faculty, staff, and leadership team in the Benjamín León School of Nursing are committed to preparing you for a career in nursing, which offers meaningful rewards derived from providing service to others. Healthcare is ever-changing; therefore, as patient acuity increases and the populations become increasingly diverse, nurses will be challenged to respond with greater knowledge, technological proficiency, critical thinking skills, and competence to provide safe and effective patient-centered nursing care. The conceptual framework your program focuses on is the continuum of novice to expert, culturally competent care, and safe ethical practice.

In the Benjamín León School of Nursing, we are looking forward to having you and eager to assist you in exploring creative, innovative, and transformative ways for you to become a competent, safe practitioner as you enter the professional world of service. Please remember we are here for you as you strive for excellence and success in your nursing career.

Dean, Chairpersons, & Faculty Benjamín León School of Nursing
Miami Dade College
Medical Campus

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SECTION 1: ADMINISTRATIVE GUIDELINES

INTRODUCTION: STATEMENT OF EXPECTATIONS

As indicated in the MDC Students' Rights and Responsibilities Handbook, Miami Dade College and the Benjamín León School of Nursing take great pride in offering a high-quality and challenging learning environment that will expose you to a myriad of opportunities for discovery and growth. Students can expect:

- Excellence in teaching
- Encouragement of innovation and creativity
- A free exchange of ideas
- Respect for cultural diversity
- A comprehensive array of services to maximize your academic success

As a student, you play a central role in fostering and maintaining a quality environment for yourself and others. Consequently, Students are expected to:

- Attend classes regularly and on time.
- Succeed and do well in your classes.
- Strive for personal excellence.
- Treat others with courtesy and respect.
- Contribute to the marketplace of ideas at the college.
- Demonstrate personal and academic integrity in your dealings with others.
- Make a positive contribution to the multicultural, multiracial environment at the college.
- Share responsibility for maintaining the integrity of the physical surroundings.

To assist students enrolled in any of the Nursing Options, sections of the Benjamín León School of Nursing Student Handbook are linked to specific portions of the Statement of Expectations (Statement of Expectations a-e and/or Statement of Expectations 1-8). Students enrolled in any nursing (NUR) courses are expected to abide by the "Statement of Expectations" indicated in the MDC Students' Rights and Responsibilities Handbook

MIAMI DADE COLLEGE LEARNING OUTCOMES

Miami Dade College has adopted the Learning Outcomes listed below. Upon completion of a program of study at the Medical Campus, graduates from Miami Dade College should emulate these outcomes.

- Communicate effectively using listening, speaking, reading, and writing skills.
- Use quantitative analytical skills to evaluate and process numerical data.
- Solve problem using critical and creative thinking and scientific reasoning.
- Formulate strategies to locate, evaluate, and apply information.
- Demonstrate knowledge of diverse cultures, including global and historical perspectives.
- Create strategies that can be used to fulfill personal, civic, and social responsibilities.
- Demonstrate knowledge of ethical thinking and its application to issues in society.
- Use computer and emerging technologies effectively.
- Demonstrate an appreciation for aesthetics and creative activities.
- Describe how natural systems function and recognize the impact of humans on the environment.

Through a collaborative effort, the School of Nursing has identified which of the ten outcomes correlate with each nursing course. The specific outcomes will be identified in the course syllabi with information on the intentional activities utilized to meet the outcome and the manner of authentic assessment employed.

SCHOOL OF NURSING LEARNING OUTCOMES (TERMINAL OUTCOMES)

1. Develop a professional identity that demonstrates teamwork, collaboration, effective communication and adhere to standards of practice for nursing. (MDC Learning Outcomes 1,6) (NLN Competency 3)
2. Implement safety and quality initiatives in the delivery of holistic patient-centered care. (MDC Learning Outcomes 3) (NLN Competency 2, 4)
3. Utilize technological resources to effectively deliver care which enhances positive patient outcomes. (MDC Learning Outcomes 4,8,9) (NLN Competency 2)
4. Demonstrate nursing clinical judgment while delivering compassionate care to diverse populations with respect to individuality and clients' needs. (MDC Learning Outcomes 1, & 2) (NLN Competency 1, 2)
5. Use relevant evidence to improve clients' outcomes within a dynamic environment. (MDC Learning Outcomes 2,4,9,10) (NLN Competency 2, 4)

Nursing Program Descriptions

The Associate of Science in Nursing Program (ASN) offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, occupation-specific skills, and knowledge of all aspects of the Health Science career cluster.

The ASN Program is approved by the Florida Board of Nursing and accredited by the Accreditation Commission for Education in Nursing. The Commission accredits Miami Dade College on the Southern Association of Colleges and Schools (SACS).

The program content includes, but is not limited to: theoretical instruction and clinical experience in medical-surgical, obstetric, pediatric, psychiatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long-term care, and community settings; theoretical instruction and clinical application of the registered nurse role and function; personal, family and community health concepts; nutrition; human growth and development over the lifespan; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. Clinical experience makes up at least 50% of the total program. Clinical simulation may be used for no more than 50% of the total clinical experience.

This program focuses on broad, transferable skills. It stresses understanding and demonstration of the following elements of the healthcare industry: planning, management, and community issues and health, safety, and environmental issues.

Associate of Science in Nursing graduates are prepared to provide care to clients in a variety of settings. The location of the ASN program within the state college setting provides an appropriate academic environment for instruction in the biological, physical, social, and behavioral sciences. The state college setting further provides instruction in the communication skills basic to the successful performance of the ASN graduate in the work setting. This body of knowledge supports concepts specific to the practice of nursing. This program aims to prepare students for employment as registered nurses.

Supporting the mission of the college, the nursing faculty believes that nursing education should be accessible, affordable, and of high quality by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multicultural community. Educational offerings include opportunities for entry at various levels of nursing practice, including Associate of Science in Nursing and RN to Bachelor of Science in Nursing degrees. The Benjamín León School of Nursing provides access to programs that educate students to become healthcare professionals.

- The faculty supports the college's mission and believes that nursing education should be accessible, affordable, and of high quality by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multicultural community.

Miami Dade College provides avenues of practice to support the needs of the student and the community.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM PHILOSOPHY

We believe Nursing is a professional discipline which applies nursing knowledge to clinical practice. Nursing Education is based on a strong foundation of nursing standards, principles, and ethics. Nurses strive to provide holistic, client centered care in an evolving environment which promotes human flourishing. Health is defined by the client(s), as the holistic well-being of the individual or community. Health care delivery focuses on prevention, wellness, and management of chronic conditions. As the focus of nursing care shifts, nursing education must include the concepts of cultural responsiveness, quality and safety, evidence-based practices, informatics, genomics, critical thinking, and clinical judgement.

We believe in fostering a spirit of inquiry and utilizing evidence-based approaches to nursing. The nurse, in collaboration with the client and the interdisciplinary team members, must manage a culture of safety, client care, resource availability, fiscal accountability, as well as professional and personal integrity utilizing current available evidence.

We believe Nursing Education is fundamental and must prepare students to assess, analyze, plan, apply, and evaluate nursing care and patient outcomes. The relationship between the nurse educator and the student is based on establishing a professional identity and a spirit of inquiry. The student is responsible for their own learning, with the facilitation and support of the faculty. The educational learning experience is enhanced through use of multiple learning modalities and a spirit of inquiry. The student's professional identity is formed through the lived experiences of nursing. The concept of life-long learning is integral to maintaining the student's ability to stay current within the dynamic practice of healthcare and nursing.

We believe Nursing Education emphasizes the use of the nursing process and critical thinking which will result in sound clinical nursing judgement. Individuals and groups function in complex, constantly changing environments where responses to health states are dynamic. The nursing student cares for individuals and groups in a diverse multicultural environment.

We believe caring is integral in the role of the Nurse and the Student which is provided in a variety of healthcare settings. These settings include long term care facilities, acute care institutions, rehabilitation centers, and varying community organizations. Collaboration with individuals and groups, including the interdisciplinary team and community agencies, assist the student in meeting their educational goals.

We believe learning experiences will assist in imprinting the student with the standards of nursing practice. As the student manages care for individuals and groups throughout the lifespan they apply the principle of maintaining their practice within the legal and ethical framework of nursing. This is crucial to the wellbeing of the client, as well as maintaining the integrity of nursing and health care.

We believe in the advancement of the nurse through continuing academic education. Therefore, baccalaureate preparation of the professional nurse is essential to fostering leadership and advocacy with advanced knowledge and skills.

We believe the professional nurse is a leader who:

- Must be willing to take risks and serve as a client advocate to create innovative, planned changes that contribute to the improvement of the quality of health care and fiscally responsible outcomes.
- Functions autonomously and in collaboration with other health care providers.
- Utilizes current theoretical and scientific knowledge to provide quality health care for unique human beings in a multicultural global environment.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM CONCEPTUAL FRAMEWORK

The Associate of Science in Nursing (ASN) curriculum is based on an eclectic approach deeply rooted in the mission, vision, and philosophy of the BLSON, which in turn aligns with the mission and vision of MDC. The nursing faculty have chosen to use the National League for Nursing (NLN) Graduate Associate Degree Competencies, Quality and Safety Education for Nurses (QSEN) Competencies, and American Nurses Association (ANA) Scope and Standards of Practice to create the end of program student learning outcomes and to provide the foundation for the curriculum. The conceptual framework facilitates the course sequencing and the progression of concepts within the curriculum.

Nursing knowledge is built on a strong liberal arts and science foundation. The nursing curriculum is designed to provide the education and skills needed to work in the healthcare field as a registered nurse. The student progresses through the curriculum, going from novice to competent graduate, using simple to complex nursing concepts and skills. This prepares the student for nursing practice and to enter a baccalaureate program to further advance as a proficient/expert nurse (Benner, 2001). Through this process, the student becomes adept in caring for individuals, families, and communities living within the health, wellness, illness continuum.

Caring behaviors, quality, safety, and the nursing process are woven into each course of the curriculum (NLN, 2010, QSEN, 2021, ANA, 2021). These concepts guide the student to provide culturally responsive care in a diverse, multicultural population that facilitates human flourishing (NLN, 2010). The student's professional identity is cultivated by the demonstration of caring behaviors such as compassion, integrity, and ethical principles by faculty in the classroom and clinical setting (NLN, 2010). The nursing process guides the student to demonstrate critical thinking skills, clinical reasoning, and decision making which fosters the use of evidence-based practice (NLN, 2010, QSEN, 2021, & ANA, 2021). Interdisciplinary teamwork and collaborative practice allow the student to incorporate clinical judgement to ensure safe, high-quality, client-centered healthcare (QSEN, 2021, & ANA, 2021). The progression of student's foundational knowledge fosters a spirit of inquiry that leads to client centered care along with the application of technology and informatics (NLN, 2010). These concepts steer the student toward resource utilization which facilitates life-long learning and thus improved client outcomes.

Local and national trends, in healthcare settings, guide curriculum and nursing practice. Nursing exists in an evolving environment and the curriculum requires the flexibility to adapt to those changes. The faculty of the Benjamin Leon School of Nursing at Miami Dade College has pledged to identify these changing trends in practice and continuously revise the curriculum to ensure high quality, safe ASN graduates.

ASSOCIATE OF SCIENCE IN NURSING PROGRAM DEFINITIONS OF GRADUATE COMPETENCIES

Name	NLN.....
1. Human Flourishing	Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN, 2010)
2. Nursing Judgment	Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. (NLN, 2010)
3. Professional Identity	Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN, 2010)
4. Spirit of Inquiry	Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN, 2010)

ASSOCIATE OF SCIENCE IN NURSING CURRICULUM BY PROGRAM

Course Sequence Guide Full Time Enrollment Generic Full time Nursing (23028)			
SEMESTER	Course ID	Course Name	Credits
First Semester	NUR 1025	Fundamentals of Nursing	3
	NUR 1141	Introduction to Math and Pharmacology	3
	Total credits		6
Second Semester	NUR 1025L	Fundamentals of Nursing Clinical Lab	2
	NUR 1025C	Fundamentals of Nursing Skills Lab	1
	NUR 1060C	Adult Health Assessment	3
	Total credits		6
Third Semester	NUR 1211	Medical Surgical Nursing I	3
	NUR 1211L	Medical Surgical Nursing I Clinical Lab	2
	NUR 1214C	Medical Surgical Nursing Skills Lab	1
	Total credits		6
Fourth Semester	NUR 2310	Pediatric Nursing	2
	NUR 2310L	Pediatric Nursing Clinical Lab	1
	NUR 2420	Obstetrical Nursing	2
	NUR 2420L	Obstetrical Nursing Clinical Lab	1
	Total credits		6
Fifth Semester	NUR 12XX	Medical Surgical Nursing II	3
	NUR 12XXL	Medical Surgical Nursing II Clinical Lab	1
	NUR 2680L	Community Health Nursing	1
	Total credits		5
Sixth Semester	NUR 2520	Psychiatric Nursing	2
	NUR 2520L	Psychiatric Nursing Clinical Lab	1
	NUR 2212	Medical Surgical Nursing III	3
	Total credits		6
Seventh Semester	NUR 2212L	Medical Surgical Nursing III Clinical Lab	2
	NUR 2811C	Professional Nursing Leadership	4
	NURXXXX	Senior Seminar	1
	Total credits		7
Program Total			42

Course Sequence Guide Full Time Enrollment Generic Full time Nursing (23028)			
SEMESTER	Course ID	Course Name	Credits
First Semester	NUR 1025	Fundamentals of Nursing	3
	NUR 1025L	Fundamentals of Nursing Clinical Lab	2
	NUR 1060C	Adult Health Assessment	3
	NUR 1025C	Fundamentals of Nursing Skills Lab	1
	NUR 1141	Introduction to Math and Pharmacology	3
	Total credits		12
Second Semester	NUR 2520	Psychiatric Nursing	2
	NUR 2520L	Psychiatric Nursing Clinical Lab	1
	NUR 1211	Medical Surgical Nursing I	3
	NUR 1211L	Medical Surgical Nursing I Clinical Lab	2
	NUR 1214C	Medical Surgical Nursing Skills Lab	1
	Total credits		9
Third Semester	NUR 12XX	Medical Surgical Nursing II	3
	NUR 12XXL	Medical Surgical Nursing II Clinical Lab	1
	NUR 2680L	Community Health Nursing	1
	NUR 2310	Pediatric Nursing	2
	NUR 2310L	Pediatric Nursing Clinical Lab	1
	NUR 2420	Obstetrical Nursing	2
	NUR 2420L	Obstetrical Nursing Clinical Lab	1
	Total credits		11
Fourth Semester	NUR 2212	Medical Surgical Nursing III	3
	NUR 2212L	Medical Surgical Nursing III Clinical Lab	2
	NUR 2811C	Professional Nursing Leadership	4
	NURXXXX	Senior Seminar	1
	Total credits		10
Program Total			42

Course Sequence Guide Full Time Enrollment Transition Full time Nursing			
SEMESTER	Course ID		Credits
First Semester	NUR 1002 or 1006	Transition to Professional Nursing or Healthcare Professional Transition to Professional Nursing	2 or 5
	NUR 1008	Transition Medical Surgical Nursing	5
	NUR 1141	Introduction to Math and Pharmacology	3
	NUR 1002L	Transition Medical Surgical Nursing Clinical Lab	2
	Total Credits		12 or 15
Second Semester (In Milestone)	NUR 2420	Obstetrical Nursing	2
	NUR 2420L	Obstetrical Nursing Clinical Lab	1
	NUR 2310	Pediatric Nursing	2
	NUR 2310L	Pediatric Nursing Clinical Lab	1
	NUR 2680L	Community Health Nursing	1
	Total Credits		7
Third Semester (In Milestone)	NUR 2212	Medical Surgical Nursing III	3
	NUR 2212L	Medical Surgical Nursing III Clinical Lab	2
	NUR 2520	Psychiatric Nursing	2
	NUR 2520L	Psychiatric Nursing Clinical Lab	1
	NUR 2811C	Professional Nursing Leadership	4
	NUR XXXX	Senior Seminar	1
	Total credits		13
Program Total			

Course Sequence Guide Full Time Enrollment Nursing R.N. (Accelerated)			
SEMESTER	Course ID		Credits
First Semester (In Milestone)	NUR 1025	Fundamentals of Nursing	3
	NUR 1025C	Fundamentals of Nursing Skills Lab	1
	NUR 1025L	Fundamentals of Nursing Clinical Lab	2
	NUR 1060C	Adult Health Assessment	3
	NUR 1141	Introduction to Math and Pharmacology	3
	NUR 1211	Medical Surgical Nursing I	3
	NUR 1211L	Medical Surgical Nursing I Clinical Lab	2
	NUR 1214C	Medical Surgical Nursing Skills Lab	1
	Total credits		18
Second Semester (In Milestone)	NUR XXXX	Medical Surgical Nursing II	3
	NUR XXXXL	Medical Surgical Nursing II Clinical Lab	1
	NUR 2310	Pediatric Nursing	2
	NUR 2310L	Pediatric Nursing Clinical Lab	1
	NUR 2420	Obstetrical Nursing	2
	NUR 2420L	Obstetrical Nursing Clinical Lab	1
	NUR2680L	Community Health Nursing	1
	Total credits		11
Third Semester (In Milestone)	NUR 2212	Medical Surgical Nursing III	3
	NUR 2212L	Medical Surgical Nursing III Clinical Lab	2
	NUR 2520	Psychiatric Nursing	2
	NUR 2520L	Psychiatric Nursing Clinical Lab	1
	NUR 2811C	Professional Nursing Leadership	4
	NUR XXXX	Senior Seminar	1
	Total credits		13
Program Total		42	

**Course numbers will be updated once provided by the State to MDC

SECTION 2: ATTENDANCE

Clinicals are **MANDATORY**. Students are expected to have 100% attendance for all clinical rotations.

In the event of an emergency or illness, the student must notify the faculty member of the absence as soon as possible but no later than one hour before starting the clinical, and consideration regarding alternative assignments/experiences will be made at the discretion of the faculty member. Students missing more than one clinical day related to an illness must have medical provider-approved clearance before returning to clinical.

In the event of an absence, the faculty must document the unmet objectives and the clinical day missed on the anecdotal form. Documentation on the anecdotal form must include: a reason for absence and supporting documentation (medical, bereavement, etc.).

If a student does not meet course objectives within the course time frame, the course will need to be repeated. Faculty members must develop a plan of how the student will meet the objectives missed within the time frame specified. Decisions about the need for alternative assignments and/or experiences are based on the student's progress in meeting the course objectives.

An alternative assignment to assist the student in meeting the course objectives may be assigned by the faculty member. However, a student cannot attend another clinical group to make up for missed days.

Despite the circumstance, a student is not allowed to miss more than One day for a clinical rotation of less than or equal to six weeks, or two days for a clinical rotation greater than six weeks. Exceeding these criteria will automatically result in an unsatisfactory grade for the clinical course.

The student is considered to be tardy if he or she arrives after the designated start time. Tardiness may result in an unexcused clinical absence.

It is the students' responsibility to disclose any changes in medical, psychiatric, and other conditions that may impact clinical attendance/performance and/or the safety of self or others. Written medical clearance must be provided to the faculty member and the School of Nursing before the next experience.

SECTION 3: ASSIGNMENTS AND TESTS IN NURSING (Reference Statement of Expectations 2, 3)

There are no makeup tests/exams for program courses. Students are expected to take all tests and/or exams when they are scheduled.

Faculty should be notified beforehand if there is a problem. If a student is unable to attend class the day a test is scheduled, the weight of the Midterm or Final exam will be increased by the weight of the missed test.

Students who enter the classroom late while a quiz/test/exam is in progress will be allowed only the remaining testing time to complete the quiz/test/exam.

The student will take a proctored standardized test at a designated time during the semester. The results of the practice proctored test will provide comprehensive remediation. The student will be required to complete the remediation before taking the end-of-course final exam.

The End-of-Course proctored standardized test is mandatory, and it is given towards the end of the course (Fundamentals, Pharmacology, Obstetrics Pediatrics, Psychiatrists, Medical-Surgical, and Advanced Medical-Surgical).

Students will take the Comprehensive Predictor exam during the final semester of the nursing program. Students will prepare for this exam utilizing the online practice items related to the course and other related content. The analysis obtained from this exam will facilitate student success in NUR 2811C.

The course syllabus will explain grading scale and score distributions.

SECTION 4: CLASSROOM TESTING PROCEDURES

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of the course content. Sharing information related to test items is a violation of the Student Code of Conduct, College Procedure 4035. It is considered Academic Dishonesty as described in Student's Rights and responsibilities in the section Code of Conduct. Please refer to College Procedure 4035 in Student's Rights and Responsibilities, Academic Dishonesty for detailed information about academic dishonesty.

The following guidelines for test-taking are to be observed by all nursing students. Particular guidelines referring only to laboratory (performance) testing, classroom (paper and pencil) testing, or computerized testing are given below.

For all testing situations:

1. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late.
2. Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
3. Do not talk to or look at other students while they are anywhere in the testing area.
4. If assistance from the proctor is needed, remain seated and raise your hand. Do not move or stand up during the testing session unless requested by the proctor.
5. Leaving and re-entering the testing room during the testing session will be permitted, with the student being accompanied to the bathroom by faculty or staff. Please take care of personal needs before testing begins.
6. Recording devices of any type are not brought into the testing area.
7. After completing the test and leaving the room, do not re-enter while testing is in progress.
8. Do not behave in any way commonly associated with academic dishonesty.
9. Didactic: If a fire drill or other emergency arises, the test may be rescheduled (for everyone), or the weight of the test can be added to the weight of the final examination (for everyone). If the drill or emergency interrupts a final exam, the final exams must be rescheduled.
10. Lab: If testing is interrupted by the fire alarm in the skills lab, if time permits, testing will commence again after the drill for those who were interrupted or had yet to test. If there is insufficient time, then the faculty will reschedule testing.
11. Non-essential materials will NOT be allowed in the testing area.
12. Students may not wear large jewelry, watches, hats, or sunglasses during any written quiz or exam.
13. Calculators, if allowed, will be provided by faculty.
14. No talking, walking, or wandering the room will be allowed during the test.

FOR CLASSROOM (PAPER & PENCIL) TESTING SITUATIONS:

1. Write your name and student number on the test and the answer sheet.
2. Keep the test and answer sheet flat on the desk.
3. Follow the instructions of the proctor before leaving your seat.
4. Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
5. Turn in the test and answer sheet and scrap paper before leaving the room.

COMPUTERIZED TESTING SITUATIONS:

1. The student will be provided with instructions regarding computerized testing before testing begins.
2. Report to the assigned room 15 minutes before the test is scheduled to begin unless otherwise instructed.
3. Turn in your photo I.D. badge and sign in to begin the testing session.
4. All tests are to be administered within a specific time. You will be informed of the time allocated on the computer screen. A clock is accessible on the computer screen to assist you with time management.
5. Turn in the test and answer sheet and scrap paper before leaving the room.
6. When the test is completed, raise your hand, and the test administrator will help you with exiting the test. Your identification will be returned at this time. Leave the room immediately.

PROHIBITED ITEMS IN TESTING

The following are prohibited while taking a test administered by the Testing and Assessment Department at Miami Dade College (MDC) and by MDC students taking tests at other institutions or on a remote basis via a technology-supported online proctoring service. In addition to the following items, the college reserves the right to exclude other items as appropriate.

- Books, dictionaries, notes/papers, published materials, or other testing aids (including calculators) unless previously authorized by the instructor or the exam sponsor.
- Language translators and spell checkers unless authorized by the exam sponsor.
- Unless previously authorized, mechanical pencils, erasers with sleeves, rulers, and protractors.
- Highlighters, ink pens, felt-tip markers, colored pens or pencils, and correction fluid/tape.
- Earplugs, earmuffs, and headphones of any kind unless provided by the testing center
- Hats and other head coverings (headgear), except those for religious purposes unless the Vendor/Client specifically prohibits it.
- Hair clips, hair ties, and rubber bands (unless actively worn in hair).
- Pets (unless necessary for medical reasons – ACCESS Department statement and prior approval required).
- Sunglasses and any reading/sunglass cases and sleeves.
- Listening devices (including Bluetooth), cellular phones and paging devices, hand-held computers/ personal digital assistants (PDA) or other electronic devices, watches (including digital, analog), timers, and fitness trackers.
- Recording or photographic equipment (any type of camera).
- Coats, jackets, and outerwear that is permitted to be worn in the test room must continue to be worn at
- All times. Removed clothing must be stored in the locker provided during check-in. 12. Cellular phones and paging devices (beepers)
- Tobacco or tobacco products (in any form), alcoholic beverages, illicit drugs, and any other substance, including e-cigarette devices and paraphernalia of any kind.
- Firearms and weapons of any kind, as per College and State policy.
- All beverages (including water bottles), food, candy and gum (unless necessary for medical reasons – ACCESS Department statement required).
- Briefcases, purses, handbags, backpacks, bags of any kind.
- Jewelry of any kind.
- Contents of all pockets (including wallets).
- Children are not allowed in the testing room or testing center reception area.

PLEASE NOTE:

- The use of any medical device, such as an asthma inhaler or insulin pump, within the examination room will be inspected by the testing center staff before entering the testing room.
- All electronic devices must be turned off while in the secure area. If your cell phone rings or makes any noise while in the safe location, your test will be invalidated, and your testing fees will not be refunded.

- Examinees will be asked to put all items in a locker before entering the testing room. You will NOT have access to any stored items during the exam. If the examiner is unable to adhere to this requirement, they will be asked to reschedule to a time when they can comply with all Testing and Assessment Department rules, and the testing fees will not be refunded.
- Weapons cannot be stored inside a testing locker.
- If you must access a personal item at the rest break, such as an item needed to take a restroom break, this is allowed. However, if you access any other prohibited item from the secure area, your test will be invalidated, and your testing fees will not be refunded.
- If you access, check, or turn on your cell phone at any time during your testing session (including during your break), your test will be invalidated, and testing fees will not be refunded. • The Testing and Assessment Department is not responsible for items left in a testing locker.
- Any electronic device listed above or not, should be notified to the proctor and subject to inspection and approval.
- Examinees will be asked to turn out pockets, remove coat/jacket, pat themselves down, raise sleeves and pant legs for inspection before entering the testing room.

TESTING DISHONESTY AND BEHAVIORAL GUIDELINE

- Testing Dishonesty and Behavioral Guidelines The following guidelines must be adhered to before, during, or after taking a test administered by the Testing Department at Miami Dade College (MDC). These guidelines also apply to MDC students taking tests at other institutions. Test takers must refrain from:
- Communicating with others, other than testing personnel, while taking a test, including giving or receiving assistance from other examinees.
- Removing or attempting to remove a test book, a test question, or a portion of a test in any way or format from the testing room.
- Circulating, reproducing, or otherwise obtaining advance access to test materials prior to, during, and after taking a test.
- Submitting another person's work as your own, such as taking or attempting to take a test for another person.
- Falsifying information, forging signatures, and/or presenting false identification, or falsifying information on any of the following: official document, grade report, authorization letter, transcript, test scores or any other type of document.
- Bringing firearms or weapons of any kind inside the Testing Department as per College and State policy.
- Using or possessing books, notes/papers of any kind, calculators, watches, mechanical pencils, earplugs, hats, headsets, rulers, listening devices (including Bluetooth), paging devices (beepers), cellular phones, tablets, recording or photographic devices, and other aids, unless previously authorized.
- Creating a disturbance or engaging in any disruptive behavior.
- Attempting to bribe a test center staff member to obtain a copy of a test or test-related information.
- Attempting to tamper with a computer or any equipment in the Testing Department.
- Opening an unauthorized browser during a test administration.

- Refusing to adhere to instructions given by a Testing staff member.
 - Failing to follow directions issued by a testing center staff member, including reading or working on a test during a time not authorized.
-

Individuals who exhibit any of the behaviors mentioned above will be subject to appropriate action as specified in the College's Code of Conduct of MDC's Students' Rights and Responsibilities handbook. Incidents will be reported to the appropriate Dean at the college for review and the department or agency associated with the testing program. Please be advised computer screens are monitored, and testing sessions are video recorded via surveillance cameras. Other detection devices may also be used.

LABORATORY (PERFORMANCE) TESTING SITUATIONS

- Students must be on time for the appointments.
- Do not enter the testing area until instructed to do so.
- Leave the testing area and the waiting area when the testing session is completed.
- Do not discuss any part of the testing procedure with other students until testing has been completed for all students.
- The student is responsible for bringing the nurse pack with the necessary supplies to complete the performance testing process during performance testing.

SECTION 5: TEST REVIEW AND RE-TEST POLICY

- Review of a test during a classroom meeting is at the course instructor's discretion.
- For all test reviews, the students must:
- Place all books, papers, etc., at the front or back of the room.
- Absolutely no recording of test reviews is permitted.
- Students who attempt to record any test reviews, either on paper or on tape, will be charged with Academic Dishonesty Procedure

SECTION 6: GRADING AND COURSE COMPLETION

The following is the standard grading scale for all Nursing Program courses:

GRADES	FROM	TO
A	93%	100%
B	85%	92%
C	77%	84%
D	69%	76%
F	0%	68%

A minimum grade of "C" or "S" has been established as a satisfactory level of academic achievement in the program. Failure to achieve at least 77% or an "S" grade in a course will result in failure of the course.

If a final grade below "C" or a "U" grade is obtained in any course, you will not be permitted to continue in the option, and the course must be repeated successfully. See Section Seven: Program Progression and Course Repetition).

Specific policies for evaluation and grading for any course may be found in the course outline/syllabus for that course.

SECTION 7: PROGRAM PROGRESSION, COURSE REPETITION, NURSING SMART ACTION PLAN FOR REMEDIATION

- A student must demonstrate the required theoretical and clinical nursing competencies in each nursing course before progressing to the next more advanced nursing course.
- Students must earn a grade of "C" or "S" in every nursing course taught in a given term before progressing to the next semester.
- Students must provide all required documentation (Level 2 Criminal Background Screening, AHCA background clearance, Urine Drug Screen, Vaccines, Titters, CPR certification) and be compliant according to the School of Nursing guidelines and entered into the online tracking system used by Medical Campus.
- Students must progress through the curriculum following pre-requisite and co-requisite requirements. Students who participate in courses for which they are not eligible will be administratively withdrawn from those courses in the School of Nursing.
- If a student fails the same course twice or fails three different nursing courses by earning a "D," "F," "U," or "W," the student is dismissed from the nursing program.
- Students who demonstrate an academic need to transfer to a different option within the Benjamín León School of Nursing will be considered on an individual condition and space-available basis.
- If a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an Incomplete or "I" grade. The "I" grade will be awarded in accordance with MDC College Policy and Procedure.
- Students who are not currently enrolled in the nursing program cannot be out for more than 18 consecutive months.
- Students out of the nursing program longer than 18 months need to re-apply to both the college and the nursing program through the New Student Center, or the student will be dismissed from the ASN program.
- The personalized Nursing SMART Action Plan must be developed by the Chairperson and completed by the student before beginning the nursing program.
- A returning student must update and comply with all clinical requirements related to health, immunizations, background screening, and BLS certification before re-entry into the program.
- The student must be cleared through COMPLIO. Clinical placement will be made on a space-available basis.

NURSING SMART ACTION PLAN FOR REMEDIATION

1. The Benjamin Leon School of Nursing's goal is for every student to succeed throughout the nursing program. Nursing students are only allowed to repeat a course one time; if failed the second time, the student will be dismissed from the program. A SMART Action Plan for Remediation has been developed for each nursing course to avoid this from happening and remediate the student. Each SMART Plan is specific for the failed course and focuses on student preparation and success.
2. In the School of Nursing, it is mandatory that any student who is unsuccessful in a course the first time must complete a Smart Plan before being allowed to re-take/re-register for the course. To initiate the SMART Plan, students must:
3. Be advised and referred by their course instructor.
4. The instructor will provide the SMART Action Plan to the students.
5. Meet with a Retention Specialist who will guide the student in initiating the SMART Action Plan.
6. Complete all assignments with the Retention Specialist, who will verify the student's work and send a complete release to the student's program Department Chairperson for final approval.
7. The academic advisor will be responsible for re-enrolling the student that had completed the SMART ACTION PLAN into courses and notifying the student's instructor of the completion status.
8. For additional information, contact the Department Chairperson.

SECTION 8: EXCEPTION COMMITTEE & EXCEPTION APPLICATION

I. Purpose

- a. The Miami Dade College School of Nursing Exceptions Committee serves as a final voice in student progression and/or dismissal issues.

II. The Exceptions Procedure

1. Using the provided checklist, students apply for an exception to policy (failure in three or more courses or failure of the same course twice). The checklist and documentation materials are submitted to the Assistant to the Dean of Nursing. The package is then forwarded to the Exceptions Committee.
 - a. Students must have completed all informal processes following the chain of command.
 - b. Students must have exhausted grade appeal or petition processes (if qualified)
 - c. The courses in question must be in the current semester (short courses) or immediately preceding semester (semester-long courses).
 - d. The student must provide evidence of exceptional circumstances and/or compelling reasons out of the student's control for an exception request. Documentation is required.
 - e. A copy of the unofficial transcript must be attached.
2. Students must show a correction in the circumstances to re-enter.
3. The Exceptions Committee review is strictly a paper process. No hearing is conducted.
4. Students will be notified of Exceptions Committee decisions within thirty working days of submission.
5. If the Exceptions Committee grants readmission to a student, the student signs an agreement acknowledging that he/she waives the right to grade appeal or petition in any further coursework. A grade of D, W, F, or U in any future course results in immediate and final dismissal from the nursing program. No other grade appeals, petitions, or exceptions may be filed.
6. The outcome of the Exceptions Committee action will be filed in the Office of the Dean of the School of Nursing.

Name: _____

Date: _____

MDC Student ID: _____

Program: _____

Reason for Exceptions Committee Application

Documentation attached? List:

Yes ☐ No ☐

Was the grade appeal process used? If yes, what was the outcome?

Yes ☐ No ☐

Was the petition process used? If yes, what was the outcome?

Submitted to: Assistant to the Dean Exceptions Committee

Yes ☐ No ☐

Date: _____

Date: _____

Exceptions Committee Meeting Date: _____

Exceptions Committee Recommendation: Readmit? Yes ☐ No ☐

Conditions for readmission

SECTION 9: EXTERNAL TRANSFER

- Transfer students are accepted on a space-available basis.
- Only courses that have been completed with a grade of "C" or its equivalent, or above, will be accepted.
- The Chairperson will evaluate the student's academic record.
- A letter from the transferring Dean of the School of Nursing indicating the student's ability to return to a nursing program option without restrictions is required.
- Suppose nursing courses for transfer have been completed more than 18 months before the student begins at Miami Dade College nursing course. In that case, the student may be asked to successfully pass a test measuring knowledge and skills performance to determine placement.

SECTION 10: DRESS CODE

The nursing profession maintains high standards for personal appearance and grooming. The designated uniform must be worn by all students throughout the program, in lecture/lab, and in the clinical setting. Good personal grooming should be maintained at all times.

During lecture, pre-assignment, and laboratory classes, the student will wear MDC green scrubs purchased in the MDC Medical Campus Bookstore. (green MDC-RN Uniform Top and green MDC Uniform Slacks). The uniforms are available in the MDC Bookstore. A white long-sleeve T-shirt can be worn under the green top if needed. Wearing a white Nursing lab coat (available in MDC Bookstore) over the green scrub uniform is optional. If the student is not properly attired, he/she will be sent home. The student will be counted as absent for the day due to inappropriate uniforms.

Students enrolled in the nursing program must have the appropriate uniform during clinical hours, including White MDC-RN Uniform Top with Benjamin Leon School of Nursing and Green MDC Uniform Slacks logo.

Business professional dress with MDC Lab Coat (BSN Students).

Skin tone conservative underwear, neutral in color with no discernible patterns. Plain white undershirt (no pictures, prints, lettering, patterns on the front or back).

All white, clean leather medical professional shoes or white sneakers (no clogs, heels, shower shoes, color sneakers, etc.) Plain, non-patterned white hose with skirts or white socks with slacks.

Student picture identification badge (available through Student Life). Student Name Tag (available at MDC Bookstore).

Psychiatric Nursing (NUR 2520L) dress code will follow the facility requirements for a professional business dress with MDC IDs (no nursing uniform, no lab coat).

The Community Health Nursing (NUR 2680L) dress code will consist of an MDC–SON T-shirt, appropriate dress slacks, and business dress shoes (no heels) with MDC IDs.

During clinical rotations, the student must dress in the manner described above. If the student is not properly attired, he/she will be sent home. The student will be counted as absent for the day as a result of inappropriate uniform and a grade of "U" assigned for the day.

Hair must not touch the uniform's collar, and styling must be professional and appropriate. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. No fancy combs or barrettes are permitted—no unusual, unnatural hair colors.

Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.

Visible Piercings (body, tongue, lip, eye, nose, etc.) must be removed or covered if unable to remove when in the clinical setting according to the agency policy.

Tattoos must be covered while on campus or in the clinical setting.

Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.

A WHITE long-sleeve T-shirt with no pictures, prints, lettering, or patterns on the front or back) maybe worn under the uniform top for warmth.

Students in the clinical agencies for pre-assignment may wear MDC white Nursing Lab Coat over MDC Uniform (MDC green scrubs.) along with the student's name pin and MDC identification badge.

The wearing of a Miami Dade College identification badge is required. A specific agency may also require students to wear agency identification.

Students shall practice appropriate personal hygiene and grooming. Students failing to practice proper personal hygiene and grooming will be dismissed from class/lab or clinical until the behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a clinical grade of "U" assigned for the day(s).

Strong fragrant colognes and perfumes must not be worn.

Makeup should be natural-looking. No excessive makeup should be worn.

Facial hair must be clean and neatly trimmed.

Chewing gum is strictly prohibited in the lab/clinical setting.

REQUIRED CLINICAL EQUIPMENT

- Stethoscope (with diaphragm and bell capabilities)
- Penlight
- Watch with sweep second hand
- Bandage scissors
- Black pen
- Protective eyewear

SECTION 11: ADVISEMENT, COUNSELING, AND TUTORIALS

Each student enrolled in the School of Nursing will be assigned a nursing faculty advisor. This information will be posted in the East Hallway on the third floor Nursing office.

The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the student's inability to advance to the following coursework term.

The full-time Benjamín León School of Nursing faculty members have posted office hours for counseling and to provide academic assistance to students. Please contact the nursing faculty advisor to determine availability and schedule an appointment.

The Benjamín León School of Nursing provides two Retention Specialists to assist students in study skills and connecting students with available student support services.

Mental health services are available at the Dean of Students Office at Medical and Homestead campuses.

Tutorial assistance is provided for students enrolled in the Benjamín León School of Nursing and is available through the Student Success Center on the Medical Center Campus and on the Homestead Campus.

Faculty may require that you attend counseling and/or a tutorial session.

Students are permitted and encouraged to utilize the Nursing Skills Laboratory to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from the laboratory manager and sign in to use the Nursing Laboratory area. During these practice sessions, the student must bring their Nurse Pack for the practicing and mastery of competencies. Open Nursing Skills Laboratory hours will be posted.

SECTION 12: CHAIN OF COMMAND

Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the appropriate Benjamín León School of Nursing Department Chairperson. If still not resolved, the student should then make an appointment to meet with the Dean of Nursing.

Any student failing to follow this "chain of command" as stated will be sent back to the initial instructor until the procedure has been followed.

Any student failing to follow the chain of command more than once may be subject to disciplinary action.

SECTION 13: CONDUCT

Acceptable quality of work and mature behavior are expected from you.

Students are required to follow the Handbook of MDC, as outlined in the MDC Students' Rights and Responsibilities Handbook, the Benjamín León School of Nursing Program Handbook, as well as the policies and procedures of the clinical facilities during clinical rotations.

The School of Nursing takes a VERY strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way, or knowingly plagiarizing any material will result in disciplinary action, including potential program dismissal. The College's "Code of Conduct" (Procedure 4025) and/or Academic Dishonesty (Procedure 4035) will be utilized to resolve alleged violations.

Students are expected to deal in a positive manner with all individuals while on campus and/or in the clinical facility. You will abide by and follow the Programs' Affective Objectives. (See Section Seventeen: Student Affective Objectives Interactions)

Student will be seated prior to the start of class.

If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Course Instructor.

The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.

Cellular phones and/or personal communication devices MUST be on "vibrate" to prevent class disruptions. During class times (lecture, laboratory, clinical), the use of electronic communication devices for the purpose of "text messaging" communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.

Cellular phones and/or personal communication devices are NOT permitted during any testing.

Cellular phones and/or personal communication devices are NOT permitted during clinical rotation hours.

The use of laptop computers for the purposed of program-related activities is permitted during lecture presentations and laboratory activities/ exercises.

If the student needs to use the restroom during class, the student may quietly excuse self.

The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:

- Academic dishonesty
- Failure to satisfy health examination requirements or criminal background check
- Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the Nursing Handbook or course syllabi.
- Failure to comply with the procedures outlined in the Nursing Handbook
- Failure to practice safe patient care.

The student must notify the School of Nursing and the College if you change your address or phone number.

Any injury or exposure that occurs during a scheduled lecture, laboratory and/or clinical class must be reported to the instructor IMMEDIATELY! (See Section Sixteen: Exposure Procedure)

Students may only park in designated student parking areas.

You may not carry a gun, knife or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on campus or at a college sponsored activity will be automatically suspended for a period of up to one year.

SECTION 14: DISCIPLINARY PROCESS

The School of Nursing uses a progressive disciplinary process. However, depending on the degree of an alleged violation, the steps of the progression may be accelerated. The following procedure will be utilized within the School of Nursing program regarding alleged violations of the School of Nursing Handbook that require corrective action:

First occurrence – verbal counseling
Second occurrence – written counseling
Third occurrence – College Disciplinary Procedure 4030 will be followed

The College's Disciplinary Procedure (Procedure 4030) will be followed for a student who is alleged to have violated one or more of the regulations stated in the "Code of Conduct" as specified in the MDC Students' Rights and Responsibilities Handbook (Procedure 4025).

The student will not be afforded the opportunity of a verbal and/or written counseling in the event of an alleged violation of the college's "Code of Conduct".

Continued enrollment in program courses will be in accordance with the College's Disciplinary Procedure (Procedure 4030).

As stated in the MDC College Catalog, due to the unique responsibilities involved in the nursing and allied health professions, each program reserves the right to require that any student who does not meet all of the published technical/performance standards for a program may be requested to withdraw from the program and guided into another curriculum of study at the college.

SECTION 15: REQUIRED PROGRAM DOCUMENTATION

- The student is required to take the Assessment Technology Institute (ATI) Teas entrance exam and score greater or equal to 60% on the exam before being accepted into the program.
- Students are expected to attend the nursing program orientation.
- You are required to submit a completed MDC Health Form and confirmation of background check prior to entering any option in the School of Nursing, according to Policy and Procedure guidelines for student health records. This information must remain current for the duration of enrollment in the program.
- All students admitted to the Benjamin Leon School of Nursing are required to complete the Agency for Health Care Administration (AHCA) background clearance. Any student that is not in compliance with this requirement will be withdrawn from the clinical rotation.
- Students must provide documentation of a current Basic Life Support (BLS) CPR card where instruction was provided under the sponsorship of the American Heart Association. This card must remain current for the duration of your enrollment in the program.
- The student must sign a Health Insurance Portability and Accountability Act (HIPAA) release form which is kept in the student file.
- The health requirement form and background check documentation must be updated at least 4 weeks before starting any clinical course and uploaded to America Databank (Complio). This information must remain current for the duration of enrollment in the nursing program.
- Students who experience a medical/health problem while in the nursing program must provide a statement from their health care provider to the Department Chair indicating their ability to return to full duty without restrictions PRIOR to attending clinical.

SECTION 16: EXPOSURE PROCEDURE

- In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical facility's Handbook.
- After care is provided, the student must notify the Department Chairperson. The student must also complete an incident report on campus as soon as possible after the exposure occurs and meet with the Chairperson to complete all required documentation.
- Students enrolled in the program are automatically enrolled in a maximum coverage of \$15,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy. The premiums are automatically collected as part of Course Fees. Any additional financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student.

SECTION 17: CLINICAL Assignments

The Benjamín León School of Nursing (BLSON) makes every effort to respect student choices for clinical rotations. However, our clinical site placements are completely dependent upon hospitals making sites available to us. When hospitals change or deny our placements, we must be flexible and make alternative assignments. All students must be prepared for clinical rotations that can be rescheduled to any day of the week (Sunday-Saturday), and any time of the day or evening. Students are not guaranteed a particular site, day of the week, time frame or faculty member until the first day of the clinical rotation. The BLSON will notify students as soon as we know that clinical courses must be rescheduled to another day, time, place or instructor.

Furthermore, our clinical sites may change requirements such as more frequent PPDs, additional drug screens, or additional background checks with little notice. Because of the continuously changing requirements, the Benjamín León School of Nursing reserves the right to change, alter or modify the requirements for students entering any particular clinical site at any time during their enrollment in the nursing program. If a student is out of compliance with the clinical site to which they are assigned, he or she may have to sit out the semester, if an alternate site is not available. Students will be notified in writing via MDC email of any changes in clinical requirements at the earliest possible time.

Nursing students will collect data from patients assigned by the faculty. If prior collection of patient data is not permitted by the facility, other arrangements will be made to facilitate clinical preparation.

Patient care can only be given on clinical class days when the faculty is available.

Students will adhere to the confidentiality laws that protect patients' identities Health Insurance Portability and Accountability Act (HIPAA).

It is the student's responsibility to provide their own transportation to campus and clinical rotations.

Instructors make clinical assignments on an individual student basis. Students are not authorized to exchange clinical assignments among themselves.

Registration for nursing courses (theory, lab and clinical) is the responsibility of each individual student. Students must attend the courses they registered for. **ABSOLUTELY NO CHANGES IN THE THEORY/LAB/CLINICAL SCHEDULE WILL BE ALLOWED WITHOUT CHAIRPERSON AUTHORIZATION.** If a student changes a schedule without authorization, the student will be immediately reassigned to the original course schedule.

Students enrolled in any clinical portion of the Nursing program are required to meet all the mandatory orientation requirements of the facility before being allowed to participate in a clinical rotation. Failure to complete all orientation requirements will result in the student's inability to attend clinical rotation and may jeopardize the student's ability to complete the course and/or program.

If a student is dismissed from a clinical facility as a result of inappropriate action and/or behaviors, the student may be administratively withdrawn from the course.

The Benjamín León School of Nursing, in cooperation with the clinical facilities, will provide an opportunity for the program participant to observe and provide patient care in a variety of clinical settings. Students may only be at a clinical site at scheduled times.

Students should not seek medical advice from staff and/or physicians while in the clinical setting.

College wide's Quality Enhancement Plan (QEP)

The Collegewide's Quality Enhancement Plan (QEP) "Writing for the Real World: Strengthening Writing and Career Knowledge" is an MDC initiative to enhance workforce readiness through the skill of writing. The assigned QEP nursing courses are Fundamentals of Nursing Clinical Lab, Transition to Professional Nursing Clinical Lab, Medical Surgical Nursing Clinical Lab, Community Nursing Clinical Lab, Professional Nursing Leadership. All students who are enrolled in a QEP course will be required to complete a standard writing prompt.

SECTION 18: CHEMICALLY IMPAIRED NURSING STUDENT

Miami Dade College endorses the federal government's effort in implementing the Drug-Free Schools and Community Amendments of 1989 (Public Law 101-226). See MDC Student's Rights & Responsibilities.

Students are subject to disciplinary action in accordance with the MDC's Student's Rights and Responsibilities handbook.

Students are prohibited from reporting to lectures, laboratories and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.

The faculty is responsible for identifying students who display inappropriate behaviors in the clinical setting and reporting this to the respective Chairperson or Dean of the School of Nursing.

The student will be responsible for any costs associated with testing for alcohol or controlled substances.

When the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the department chairperson or designee. The Chairperson or designee will meet with the student and the faculty member. The faculty member will document the incident in writing.

a. Upon verification of the behavior, the Chairperson will:

- Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
- Contact security to escort a student who becomes loud or abusive to the Health Office or Emergency Room.
- Refer the student to Intervention Project for Nursing (IPN) for counseling if blood or urine test is positive.

A student who has been dismissed for chemical impairment may petition for reinstatement by presenting evidence of successfully completing an intervention program to the Dean of the School of Nursing.

SECTION 19: STUDENT AFFECTIVE BEHAVIORS

Students are expected to interact with all college or clinical personnel in a positive professional manner.

STUDENT INTERACTIONS

STUDENT/PATIENT INTERACTIONS

- It is expected that Students will consistently display a professional and positive attitude in all clinical rotations.
- Students will always identify yourself and explain your role to the patient.
- Students will display courteous behavior towards the patient.
- Students will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis or sexual orientation.
- Students will follow the above objectives regardless of the patient's condition.
- It is expected that you will maintain confidentiality of all patient records and information.
- Students will record all information accurately in the patient's chart and correct any errors properly.
- Students will discuss patient information only with other medical personnel involved in the care of the patient when out of the audible range of the patient and the patient's family and in non-public areas.
- Students will preserve patient anonymity when removing information from the chart for program-related projects. Copying the patient's record is strictly forbidden and considered a violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Students will discuss with the patient only information already known to the patient.
- It is expected that Students will display respect for the patient's right to privacy. (All students will be familiar with the American Hospital Association's Patient's Bill of Rights.)
- Students will arrange clothing and bedding to maintain patient modesty (when practical).
- Students will knock on the patient's door before entering the room.
- Students will address the patient using their Surname (Last name) with the appropriate title (Mr., Mrs., Ms.).
- Students will perform a physical examination of the patient only when indicated and with the assistance of a medical professional of the same sex as the patient, when indicated.
- It is expected that students will demonstrate concern for the protection of the patient from injury during all procedures.
- Students will perform only those procedures approved by the instructor.
- Students will adhere to accepted guidelines when performing any procedure.
- Students will assess the patient's condition and response to therapy.
- Students will ensure the safety and comfort of the patient during and after procedures

STUDENT/STUDENT INTERACTION

- It is expected that students will consistently display a professional and positive attitude in interactions with fellow students.
- Students will complete all assignments alone, without the aid of another student.
- Students will perform cooperatively when working in assigned areas with other students.
- Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.

STUDENT/INSTRUCTOR INTERACTION

- It is expected that students will consistently display a professional and positive attitude when interacting with instructors.
- Students will work to the best of your ability to complete all assignments.
- Students will use established procedures in mediating any differences between yourself and the instructor.
- Students will demonstrate respect for the instructor at all times regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
- Students will demonstrate appropriate behavior at all times and adapt to instructional input.

STUDENT/CLINICAL PERSONNEL INTERACTIONS

- It is expected that students will consistently display a professional and positive attitude when interacting with the clinical personnel.
- Students will identify themselves by wearing the proper uniform and MDC picture ID.
- Students will display respect for all clinical personnel regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
- Students will read and practice all rules, regulations, and procedures that are established for the department to which they are assigned.
- It is expected that students will first discuss, with the MDC instructor, any established clinical procedure or any technique observed in the facility, with which you do not agree.
- Students will not discuss or debate any clinical procedure in the presence of a patient and/or family member.

Students will demonstrate respect for the clinical rotation site by careful and responsible use of the facility and related equipment.

.SECTION 20: CODE OF ACADEMIC AND CLINICAL CONDUCT

As students are involved in clinical and academic environments, we believe that ethical principles are an essential guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality. (HIPAA)
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate with the academic faculty and clinical staff to ensure the highest quality of client care.
- Refrain from performing any technique or procedure for which the student has not been approved.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates an unnecessary risk of injury to the client, self or others.
- Abstain from the use of substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy

SECTION 21: PROFESSIONAL BEHAVIORS

The actions expected of all nurses and nursing students, reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and throughout the program.

Deviations will result in a failing clinical grade, and/or withdrawal from the program.

All students are expected to:

- Follow the policies and guidelines of the College, Program, and the affiliating agency.
- Treat others with respect.
- Provide patient care only when the instructor is on the premises.
- Maintain personal appearance according to program policies.
- Maintain confidentiality.
- Report promptly to the clinical area and clinical conferences.
- Notify the instructor and unit personnel prior to lateness or absence.
- Attend all clinical sessions.
- Report to instructor and assigned staff member when coming on and leaving the clinical area.
- Prepare for clinical experiences by collecting patient data and researching and developing a preliminary plan of care.
- Cooperate with others on the health care team.
- Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.
- Participate in pre- and post- conference and share learning experiences with others.
- Accept responsibility for assignment (e.g. complete assignment, complete own work, perform ongoing chart review for changes).
- Seek instructor's guidance before performing new or invasive procedures, administering a medication, or when changes occur in the patient's status.
- Apply knowledge from previous courses.
- Adhere consistently to all over riders.
- Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.

SECTION 22: SCHOOL OF NURSING STUDENT AGREEMENT

Students are expected to comply with all policies, procedures and regulations of Miami Dade College and all Academic and Program policies of the School of Nursing.

It shall be your responsibility to receive, become thoroughly familiar with and adhere to any expectations and policies as outlined in the most recent printing of:

- School of Nursing Handbook
- School of Nursing Lecture, Laboratory, and Clinical Schedule
- School of Nursing Program Objectives and Syllabi
- MDC Student's Rights and Responsibilities Handbook
- Student Confidentiality Statement

It is the student's responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in the School of Nursing Handbook. It is the responsibility of the School of Nursing and the Nursing program instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all information outlined in the School of Nursing Handbook as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

MDC ASSOCIATE IN NURSING STUDENT HANDBOOK

Having received and read the School of Nursing Program Description, Policies and Procedures, I agree to obtain, read, and adhere to the listed informational material. I also agree to adhere and comply with the Handbook of MDC and the Nursing Program described herein.

My signature below acknowledges receipt of a copy of the Handbook and affirms my agreement to abide by all information described therein.

Student Name (Print): _____
(Last) (First) (Middle)

MDC ID #: _____

Student Signature: _____

Date: _____

CHANGES IN CLINICAL SITES, HOURS, DAYS, AND CLINICAL AGENCY REQUIREMENTS

The Benjamín León School of Nursing (BLSON) makes every effort to respect student choices for clinical rotations. However, our clinical site placements are completely dependent upon hospitals making sites available to us. When hospitals change or deny our placements, we must be flexible and make alternative assignments. All students must be prepared for clinical rotations that can be rescheduled to any day of the week (Sunday-Saturday), and any time of the day or evening. Students are not guaranteed a particular site, day of the week, time frame or faculty member until the first day of the clinical rotation. The BLSON will notify students via MDC email as soon as we know that clinical courses must be rescheduled to another day, time, place or instructor.

Furthermore, our clinical sites may change requirements such as more frequent PPDs, additional drug screens, or additional background checks with little notice. Because of the continuously changing requirements, the Benjamín León School of Nursing reserves the right to change, alter or modify the requirements for students entering any particular clinical site at any time during their enrollment in the nursing program. If a student is out of compliance with the clinical site to which they are assigned, he or she may have to sit out the semester, if an alternate site is not available. Students will be notified in writing via MDC email of any changes in clinical requirements at the earliest possible time.

Several clinical agencies require students to attend a hospital-based orientation prior to the first day of clinical. Students will be notified at least one week prior to the orientation. Students failing to attend this orientation session will be administratively withdrawn from the course.

I have read the above paragraphs, and acknowledge that I have been informed about possible changes in clinical sites, hours, days, and clinical agency requirements, and mandatory orientations. I have also been informed that failure to meet current clinical agency requirements may result in my being administratively withdrawn from a clinical course. I further understand that alternative clinical sites may not be available should I not comply with specific agency requirements.

Student Name (Print): _____
(Last) (First) (Middle)

MDC ID #: _____

Student Signature: _____

Date: _____



College Medical Campus

STUDENT CONFIDENTIALITY STATEMENT

As a student enrolled in a Miami Dade College health care program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me in the course of my studies. Such information is protected and confidential under applicable federal and state laws and affiliation agreements between the college and affiliating health care agencies.

I will not reveal any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. I will not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to the college in the course of my studies. I will only discuss patient information or a patient's medical condition at the affiliating agency in settings away from the general public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting I will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

I agree to comply with all patient information privacy policies and procedures of Miami Dade College and the affiliating agency. I understand that violating this Confidentiality Statement may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

_____	Date
_____	Student Name
_____	Signature

Miami Dade

STUDENT ACHIEVEMENT DATA

NCLEX Pass Rates	2020 83.21% Source: NCSBN Pearson VUE
Completion Rates	2019-2020 53.21% on time 79.08% overall Source: MDC Benjamin Leon School of Nursing internal tracking
Job Placement Rates	2019-2020 90% in employed in Nursing 96% employed overall Source: ASN End of Program Student Survey

www.mdc.edu/medical

