

# The School District of Lee County

# Practical Nursing

at



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## HANDBOOK

2019

# PRACTICAL NURSING HANDBOOK

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## Welcome

Dear Nursing Applicant and Student:

We want to extend to you a warm welcome to the practical nursing program. Our caring staff, faculty, and administration are dedicated to fulfilling our mission. Here learning takes place in a climate of excellence which fosters inquiry, responsibility, and accountability, on your way to becoming a Licensed Practical Nurse.

This handbook has been prepared to help you in your orientation to the school and to the health care industry. Whether you are a young person continuing in your education or a mature adult coming back for a new career, you will find here a team of caring professionals made up of certified instructors and experienced support staff ready to serve you in our fully accredited facility.

This handbook is closely aligned with health care facility regulations, so that a student can become familiar with workplace expectations while you are a student. The policies and procedures of our program are all designed to assist you toward success and to ensure licensure and employability in the health care field upon graduation.

The objective of the PN Handbook is to provide written policies concerning admission of students, student health and welfare, attendance, and student progress. Each student must be aware of these policies and refer to this handbook to clarify information. Faculty members are available for conference and/or to answer questions. This handbook is to be used in conjunction with the school handbook and the syllabus for each course.

We believe that faculty and students have reciprocal rights and duties toward each other in the educational process. We will strive to instruct, demonstrate, motivate, guide/coach, facilitate, and encourage learning. However, we believe students must possess the desire to seek knowledge, demonstrate professional behavior, demonstrate initiative by participating in their own learning and demonstrate understanding by providing a high level of quality care.

You are starting on a program of study that will result in you being an important professional in the health care delivery field. Every member of the practical nursing faculty, the administrative team and the school support staff are interested in assisting you in meeting your educational goals. You will be working with the latest equipment and learning the most up to date procedures as you work toward your LPN license. Our hope is that you succeed and find the work rewarding, pleasurable and profitable.

Congratulations on your choice of career preparation in the Practical Nursing program. We hope this handbook will assist you in getting acquainted with your new surroundings and expectations. If you have any other questions, or if we can be of assistance in any particular way, please do not hesitate to call upon us.

*The Practical Nursing Faculty and Staff*



## INTRODUCTION TO THE PRACTICAL NURSING PROGRAM

The Practical Nursing Program at Cape Coral Technical College (CCTC) and Fort Myers Technical College (FMTC) function under the Adult and Career Education Department of The School District of Lee County. It is given direction from and approved by two agencies: The Florida Department of Education and the Florida State Board of Nursing. CCTC and FMTC are accredited by the accrediting commission of the Council on Occupational Education (COE). Additional accreditation is granted by AdvancEd.

The Lee County School of Practical Nursing was founded in 1966. The Practical Nursing programs at CCTC and FMTC are recognized within the community for their excellence.

Persons who have successfully completed the Practical Nursing Program are eligible to apply to the Florida State Board of Nursing to take the licensing examination. After successful completion of the examination, graduates will be known as Licensed Practical Nurses and may engage in the practice of practical nursing in the State of Florida.



## **MISSION**

The MISSION of the Practical Nursing program is to provide quality career education that will develop caring, compassionate, safe, skilled, and dynamic health care practitioners prepared to meet the workforce demand. The faculty of the practical nursing program assesses each student's abilities and talents then guides the student toward achievement of his/her potential. Partnerships with members of the Southwest Florida health care community assure the success of the mission of the program. By establishing learning situations in which the student can experience success, students achieve marketable skills, personal satisfaction, and career enhancement in health care.

## **PHILOSOPHY OF THE FACULTY**

Education is a continuous learning process dependent upon motivation, ability, and commitment of the learner. Optimal learning occurs within an environment that places responsibilities of learning on the individual, provides freedom for inquiry, considers individual differences, and provides correlation between research, theory and practice under the guidance and direction of the instructor.

The nursing faculty believes that learning is a continuous and lifelong process progressing from basic to complex. The instructor's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a member of the nursing profession. The instructor sets the stage by planning a logical sequence of meaningful educational experiences centered on clearly defined objectives designed to develop the student's potential. Within this educational process the student acquires knowledge, develops self-discipline, critical thinking skills, and the competencies necessary for the practice of nursing within a multidisciplinary healthcare environment. Learning results in a change in the behavior of the learner. In an era of discovery and change, scientific principles in the physical, biological, and social sciences are utilized as a basis for these learning experiences. The instructor serves as a facilitator, mentor, and role model to the student as the student actively participates in the learning process.

Provision of health care is an art based upon science, which involves the whole patient, mind, body and spirit. Our graduates help to meet the health requirements of society by giving direct assistance to individuals according to their health needs. Care such as this requires that the practitioner offers an attitude of caring, compassion, and helpfulness while exhibiting traits of honesty, dependability, and accuracy.

A planned guidance and counseling program is essential in assisting students in his/her personal, educational, and career development. Continuous evaluation is necessary to measure student progress and teacher effectiveness and is a tool for guiding students toward maximum self-growth.

Career/technical education prepares an individual for employment in a specific occupation and provides a foundation for future education in nursing and lifelong learning.

## **STUDENT PERFORMANCE EXPECTATIONS**

The curriculum is designed to assist the student in developing necessary skills for safe practice as a practical nurse and to prepare the individual to successfully complete the licensing requirements of the State of Florida. To do this the student will:

- Complete all assigned activities as directed by the instructors.
- Achieve a grade average of 80% or better for all courses both theory and clinical.
- Complete all laboratory procedures following a competency list with satisfactory performance.
- Perform all nursing skills following Standard Precautions, using correct Bio-hazardous Waste Disposal procedures for the school and the affiliating agencies.
- Complete all required hours of clinical experience as assigned with an 80% average or higher performance grade.
- Comply with the policies of the Practical Nursing Program, CCTC, FMTC and the affiliating agencies.
- Demonstrate a "caring professional attitude" by meeting the Core Values of Professionalism identified in the Practical Nursing Handbook and emphasized throughout the program.
- Demonstrate Professionalism and Employability Skills by complying with all criteria of student conduct, attendance, and dress code policy of the program, as listed in the handbook and course objectives.
- Use communication effectively with patients/clients, families, significant others, health team members, instructors, and classmates.
- Adhere to legal and ethical principles of nursing practice, such as assuming responsibility for personal and educational growth, using sound judgment to make decisions related to clinical performance, and seeking help when necessary.
- Consistently protect the privacy and rights of patient/client by following HIPAA and by acting as a patient/client advocate.
- Attend a disciplinary hearing of the Florida Board of Nursing, if offered. Travel and overnight stay may be required. Any travel expense to attend is the responsibility of the student.

When these objectives have been reached, the student will be ready to graduate and may apply to take the licensing examination.

## **PRACTICAL NURSE GRADUATE OUTCOMES**

The practical nurse graduate will:

- Promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
- Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
- Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
- Question the basis for nursing actions, considering research, evidence-based practice, tradition, and patient preferences.
- Provide safe patient-centered nursing care following legal and ethical principles within the role and scope of the Licensed Practical Nurse.
- Demonstrate behaviors and attitudes that contribute to successful employment.
- Recognize that participation in organizational activities will contribute to self-improvement and maintenance of standards within the profession.
- Assume responsibility for his/her own actions and improve nursing knowledge and skills by participating in continuing education opportunities.
- Be prepared for success in passing the NCLEX Examination.

## ADMISSION TO THE PRACTICAL NURSING PROGRAM

### Health Record

A health record of each student will be kept on file during the entire program. This will include the record of a recent physical examination and a record of immunity by a local Licensed Medical or Osteopathic Physician, Advanced Registered Nurse Practitioner (A.R.N.P.) or a Physician Assistant (PA). Records must show evidence of immunity or current immunization to Rubella, Rubeola, and Varicella. Two current negative PPD's or a recent negative chest x-ray report are required. The PPD will need to be repeated prior to the yearly expiration date if the student's enrollment extends past the one year date of the PPD. If a student's PPD expires clinical attendance is prohibited.

During flu season the influenza vaccination will be required.

Any change, or addition to, medication prescribed by a doctor, or changes in health status **at any time must be documented and in the student file.** Without this update of records the student may not be eligible to participate in clinical assignments.

Medical release documentation will be needed for some medications and some physical conditions that are revealed from the physical examination questionnaire. Medical conditions which may require such documentation include, but are not limited to:

- seizure activity
- pregnancy
- back problems
- neuromuscular dysfunction
- cardiac problems
- hypertension
- endocrine disorders

### Hepatitis B

It is highly recommended, though not required, that every student obtain Hepatitis "B" immunization vaccinations prior to clinical assignments. Information on Hepatitis "B" will be provided.

### Mental Health

Any applicant who has ever voluntarily or otherwise been treated for mental or emotional illness-instability must:

- Submit documentation of satisfactory treatment and recovery prior to one year before entering the program.
- Submit documentation of the ongoing treatment from the treating agency or physician.
- Submit a letter of recommendation from the agency or physician granting approval for program admission. This letter must include the applicant's ability to handle stress, level of neuromuscular function and appropriateness of affect. If the applicant is on medication, the letter must state that the medications will not inhibit the performance of the practical nurse student nor in anyway present a harmful situation.
- Agree to follow-up visits with documentation during the program if required.

Students who are admitted to a facility for treatment of emotional or mental illness or who show evidence of unstable behavior while in the program will be withdrawn. Re-admission will be considered after one year upon receipt of documentation as outlined above.

**Pregnancy**

If there is any possibility of a **pregnancy** the instructor must be notified. Written permission from the MD, DO, ARNP or PA must be provided to be eligible to participate in class and clinical. It is the student's responsibility to take the necessary precautions in the clinical area in regards to x-ray, radiation, chemical or viral exposure.

**Illness**

A student who becomes **ill** during school hours shall report to an instructor. If (s)he becomes ill in the clinical area, the student should report to the instructor or department director. If unable to call the instructor, the supervisor will initiate the call. If a student who becomes **ill** at the clinical site requests treatment, care will be given at the student's expense.

The instructor reserves the right to dismiss a student from a clinical assignment based upon evidence of illness. Absence time will be accrued. Upon request from an instructor, a student will be required to obtain a written statement from a physician for any absence due to illness or injury.

**Injury**

Injuries sustained during classroom or clinical hours must be reported immediately to an instructor. An Incident/Accident Report will be initiated. It is the student's responsibility to contact the insurance carrier. If a student is exposed to blood or body fluid the Post-Exposure Protocol must be initiated immediately.

Students who have been admitted to either the hospital or seen in an emergency room for an illness or injury are required to obtain documentation from the healthcare provider before being allowed to return to school and clinical assignment. Additionally, any student diagnosed with a communicable disease must obtain documentation in order to return to class or clinical assignment.

**DRUG TESTING POLICY**

CCTC and FMTC are committed to maintaining high standards of education and practice. Safe practice requires the efficient and reliable functioning of students in clinical and training areas. In an effort to provide a safe environment for students, to maintain high standards of practical nursing education and practice, and to comply with requirements mandated by cooperating clinical facilities, CCTC and FMTC have implemented a drug-testing program for the purpose of identification and referral of students who may be chemically impaired (chemical impairment includes alcohol and drug use).

Pre-admission and subsequent drug screening at the expense of the student is required prior to the first day of class and randomly thereafter. Information about this requirement will be provided prior to beginning the program. Applicants who are taking prescription narcotics may be prohibited from entering the program as the clinical affiliates and the schools are "Drug Free Environments".

CCTC and FMTC comply with all drug testing policies and procedures of the clinical sites and facilities in which students obtain clinical experience. Drug Screening will be performed by one of the listed Lab Corp labs. The laboratory shall report student test results directly to the Program Director or a designee. The report will identify the drugs/metabolites tested for, whether positive or negative, and the cutoff for each. These test results will be maintained in strict confidentiality. In the event of a positive screening, students cannot be enrolled and will need reapply after a six month waiting period.

Any applicant to, or student enrolled in, the Practical Nursing program, who has a history of chemical abuse or an arrest record indicating the same, may be required to immediately contact the Intervention Project for Nurses (IPN) prior to acceptance into the program. Based on the evaluation process of IPN the applicant may be asked to enter into a contractual agreement with IPN. Failure to enter into this

contract and/or comply with the requirements of the contract will prohibit admission into the program or continuation in the program.

### **Reasonable Cause Screening**

If at any time during the program a student is suspected of being chemically impaired, the student shall be escorted to a Collection Site for screening. If the test results are negative there will be no charge to the student. However, if the test results are positive the student is responsible for the cost of the screening. Reasonable suspicion means a reasonable and definable belief that a student possesses or uses drugs or alcohol, is intoxicated or impaired, or is diverting drugs or alcohol based on reasonable inferences drawn from facts. Among other things, such facts and inferences may be based upon:

- Observable indications of potential drug or alcohol use while in the classroom or clinical site, such as direct observation of drug use or of the physical symptoms or behaviors of being under the influence of alcohol or drugs.
- Abnormal conduct or erratic behavior while in the classroom or clinical site, or a significant observable deterioration or reduction in performance.
- A report of suspected drug or alcohol use, provided by another student, a member of the faculty or staff, a clinical employee, or an otherwise reliable source.

If the drug screen is positive, the student will be withdrawn from the program and advised to self-report to the IPN. The student may re-apply for entry after one full year of compliance with IPN. It must be understood that any Licensed Nurse is required by law to report such use of a chemical substance to IPN or the Florida Board of Nursing. See Florida Statute 464.

Any student, who withdraws from the program and then returns after 6 months or longer, will need to have the drug and background screen repeated.

Abuse of prescribed or over-the-counter medications will be dealt with in the same manner as the abuse of illegal substances and alcohol. Performing affiliate business with prescribed narcotics in the body is prohibited where such use prevents the individual from performing the duties of his / her job, or poses a risk to the safety of the individual, patients, or other persons or property. Affiliate reserves the right to judge the effect that a legal drug may have on job performance and to restrict the individual's work activities or presence at the workplace.

### **CRIMINAL HISTORY**

Any student who has been arrested should be aware that the Florida Board of Nursing will require information about the arrest before the student will be permitted to take the licensure examination upon graduation from the program. All convictions, guilty pleas and nolo contendere or no contest must be reported. This includes misdemeanors, felonies, "Driving While Intoxicated "(DWI)" and Driving Under the Influence "(DUI)." Additionally DWLS "Driving While License is Suspended" must be reported. Crimes must be reported even if there is a suspended imposition of sentence. Failure to disclose criminal history may result in denial of the application by the Board of Nursing. Any applicant who has ever been found guilty of, or pled guilty or no contest/nolo contendere, to any charge other than a minor traffic offense must list each offense on the application and submit the following information:

- Arrest Records that are Certified or Official
- Final Disposition
- Self-Report
- Letters of Recommendation

Each application is evaluated on a case-by-case basis. The Board of Nursing considers the nature, severity, and recentness of offenses, as well as rehabilitation and other factors. **CCTC and FMTC cannot guarantee that any graduate will be allowed to take the licensure examination or be employed in a healthcare facility.**

Any student, who accrues an arrest while enrolled in the program, must notify the Program Director within two days following the arrest. Failure to do so will result in withdrawal of the student from the program. The student may also be withdrawn due to the nature of the arrest.

## **APPLICATION QUESTIONS**

The Florida Board of Nursing will require you answer the following questions upon submitting application to take the licensing exam:

### **1. Disciplinary and Licensure History**

- Have you ever had disciplinary action taken against your license to practice any healthcare related profession by the licensing authority in Florida or in any other state, jurisdiction or country?
- Have you ever surrendered a license to practice any healthcare related profession in Florida or in any other state, jurisdiction or country while any such disciplinary charges were pending against you?
- Do you have any disciplinary action pending against your license?

### **2. Criminal History**

- Have you EVER been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense?
- Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under Chapter 409, F.S. (relating to social and economic assistance), Chapter 817, F.S. (relating to fraudulent practices), Chapter 893, F.S. (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction?
- Have you been convicted of, or entered a plea of guilty or nolo contendere, regardless of adjudication, to a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396 (relating to public health, welfare, Medicare and Medicaid issues)?
- Have you ever been terminated for cause from the Florida Medicaid Program pursuant to Section 409.913, Florida Statutes?
- Have you ever been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program?
- Are you currently listed on the United States Department of Health and Human Services Office of Inspector General's list of Excluded Individuals and Entities?

### **3. Health History**

- In the last five years, have you been enrolled in, required to enter into, or participated in any drug or alcohol recovery program or impaired practitioner program for treatment of drug or alcohol abuse that occurred within the past five years?
- In the last five years, have you been admitted or referred to a hospital, facility, or impaired practitioner program for treatment of a diagnosed mental disorder or impairment?
- During the last five years, have you been treated for or had a recurrence of a diagnosed mental disorder that has impaired your ability to practice nursing within the past five years?
- In the last five years, were you admitted or directed into a program for the treatment of a diagnosed substance-related (alcohol/drug) disorder or, if you were previously in such a program, did you suffer a relapse within the last five years?
- During the last five years, have you been treated for or had a recurrence of a diagnosed substance related (alcohol/drug) disorder that has impaired your ability to practice nursing within the past five years?

## **ADDITIONAL REQUIREMENTS FOR PRACTICAL NURSING**

**Auto Insurance:** Students are responsible for the purchase of their own vehicle insurance. When providing transportation to a fellow student, auto insurance is required.

**CPR:** Cardiopulmonary resuscitation certification is mandatory prior to attending clinical practicum, as defined by clinical affiliates. American Heart Association Basic Life Support (BLS) for Healthcare Providers (CPR/AED) certification must be current at all times.

**NO SMOKING POLICY:** CCTC and FMTC are part of The School District of Lee County and as such maintain a No Smoking on school property policy. Additionally, students must comply with the No Smoking policies of each clinical affiliate. Failure to do so will forfeit the student's right to participate in clinical experiences at that site. Therefore the student will be unable to satisfactorily complete the requirements of the program and will be withdrawn.

**Student Accident Insurance:** It is highly recommended that each student carry their own health and/or medical insurance. Additionally the school requires each student to be covered under the school's accident insurance policy. This policy will be in effect from the first day of class through the following 12 months of the program. The accident policy provides coverage while the student is participating in school sponsored activities while on the premises designated by, and under the direct supervision of the school. Students are responsible for submitting the required documentation to the insurance company and for any expenses related to the student's treatment for accident or injuries.

**Student Liability Insurance:** All students are covered under a liability insurance policy carried by the school. The liability policy provides coverage while the student is participating in the activities of the program. If an accident or incident occurs involving a student or a patient under the care of a student, the student must complete an Accident/Incident report within 24 hours.

## **ADMISSION WITH ADVANCED PLACEMENT or TRANSFER**

Transfer credit will be established on an individual basis to a student who has been enrolled satisfactorily in another Florida Board of Nursing approved program in an accredited school or who was previously enrolled in a program at CCTC or FMTC and wishes to return to the same program or another Health Science Education program.

The applicant will be accepted by transfer only when there is a vacancy in the present class and upon recommendation of the Admissions Committee.

Criteria for transfer with advanced standing:

- Completion of all entrance requirements of the program.
- Submission of a Certified Transcript from the previous school that includes complete course descriptions for evaluation.
- Applicant must have been enrolled in the transferring credits within the past 3 years. Courses for which credit is being requested must have a grade of "B" or higher.
- The previous Program Director must submit in writing to this Program Director a favorable letter of reference.
- Meet with Admissions Committee requesting placement in the Practical Nursing program. The decision to admit with transfer credit will be determined by the Admissions Committee. The applicant may be required to take and pass the final exam for any course which transfer credit is being requested.

## RE-ADMISSION TO THE PROGRAM

An applicant for re-admission must re-apply, meet current entrance requirements and participate in a re-entry interview with the Admissions Committee. Applicants will be considered on an individual basis. Re-admission is not guaranteed and will be based on space availability. Students may enter the program a maximum of **two times**. Any student who entered the Practical Nursing program on two occasions will be considered ineligible for re-entry. After having two admissions, the student should work within the health care industry and reapply for possible re-entry after a period of one year from the official withdrawal date.

The following criteria will be used for readmission:

Former students applying for re-enrollment must submit a written request, including the following information:

- Date of desired re-entry
- Reason for previous withdrawal
- Interim employment history with work reference, if requested.
- Personal plan of action detailing what will be done differently to achieve success

The applicants request will be reviewed by the Admission Committee at a meeting scheduled with the applicant. The applicant will be given the decision of the committee once final decision has been made. Any re-admitted student may be placed on probation related to the reason for the original withdrawal. The length of the probation will be determined by the Admissions Committee.

**Any student with a Disciplinary Action will not be eligible for re-admission.**

## STUDENT CONDUCT & PROFESSIONALISM

### STUDENT CONDUCT

For successful completion of the practical nursing program, the student must demonstrate the attributes of a concerned individual who respects the needs and values of others. This is demonstrated by: a caring attitude, the use of judgment necessary to perform health care duties in a safe, ethical and legal manner; loyalty to the school and the various healthcare facilities; demonstrated by using the proper chain of command, keeping peer confidences, respecting others, and maintaining total clinical confidentiality; and the ability to follow directions and accept personal responsibility for actions and behaviors of self.

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school. At no time should one student's conduct infringe on the rights of others.

**Students Displaying Disruptive Behavior:** Students Displaying Disruptive Behavior: Students displaying disruptive behavior will be asked to leave the classroom/clinical setting and faculty will initiate a disciplinary referral. Students will be directed to report to administration to address the disruptive behavior and resultant consequences. Occurrence of additional disruptive behavior will result in student being referred to administration. See Adult Code of Conduct for examples of discipline infractions.

**Academic honesty is expected.** Students will be honest in all communication with instructors whether written or verbal. Academic dishonesty/plagiarism will not be condoned. When taking an exam

all cell phones and electronic devices are to be turned off and put away. Proof of academic dishonesty will lead to immediate withdrawal. Suspected academic dishonesty will result in disciplinary referral. Administrative investigation of activities will be conducted with resultant suspension and/or withdrawal.

**Cheating includes but is not limited to:**

- Giving unauthorized help to others for an examination.
- Obtaining information from others for an examination.
- Using unauthorized sources of information during an examination.
- Altering answers after an examination has been submitted.
- Purchasing, utilizing and/or disseminating an instructor test bank.
- Leaving the test platform to open additional search engines.
- Using any smart device during an examination or clinical competency.

**Plagiarism includes, but is not limited to:**

- Submitting any document, that has been copied in whole or part from another individual's work without identifying the original source.
- Submitting the same written or oral material in more than one course without prior instructor authorization.
- All assignments submitted to an instructor must be a result of the students own thoughts and research.

**Follow the proper communication channel**

- When a student feels cause to complain and/or disagree with an academic issue or action within the program, the student has the opportunity to express the concern through the proper channels.
- Make every effort to resolve the matter with the instructor, in private.
- If dissatisfied with the outcome, schedule an appointment to discuss the issue with the Program Director.
- If the issue seems still to be unresolved, make an appointment to meet with a member of the school administrative team.
- See Grievance Process in the school handbook.

**Contribute to a learning environment**

- Assist classmates if able and time and place is appropriate.
- Strive for excellence.
- Use time wisely.
- Demonstrate pride in your college and be an ambassador to the public.
- Be prepared by having the necessary materials and always be early or on time.

## PROFESSIONALISM CORE VALUES

**Professionalism in nursing embodies values inherent to those who pursue a nursing career. The core values of professionalism include patient advocacy and the pursuit of new knowledge; accountability; confidentiality, honesty, integrity, and safety; responsibility; caring and the belief in human dignity, the desire to prevent and alleviate suffering; and teamwork and collaboration.**

**Unacceptable behaviors are considered when determining employability and clinical evaluation grades.**

Expected Behaviors	Unacceptable Behaviors
<p><b>Advocate:</b> place the patient's welfare as your first priority. Responds, anticipates and assists the patient in meeting their needs. Explains procedures, orders, and treatments. Keeps patient informed of plan for care. Obtains patient consent prior to completing and or observing procedure.</p>	<p>Inconsistent in completing required tasks. Leaves tasks for others when possible. Takes break prior to completion of duties. Difficult to find when needed. Views doing procedures for the experience without regard to the needs of the patients. Not familiar with patient diagnosis or patient history. Leaves a patient who requires student presence. Does the minimum work required.</p>
<p><b>Accountability and the Pursuit of New Knowledge:</b> Willing to learn, committed to life-long learning. Follows policies &amp; procedures. Adheres to dress code, "how you look cannot guarantee success but it can ensure failure". Recognizes personal capabilities, knowledge, and areas of weaknesses. Open minded with desire to explore new knowledge. Takes responsibility for errors and views it as a learning opportunity. Utilizes critical thinking, offers suggestions for encountered problems.</p>	<p>Does not take responsibility for own actions. Requires continual reminders about responsibilities. Does not report errors to instructor. Feels policies are irrelevant, not important. Blames others for own shortcomings. Does not question patients care or condition which is not understood. Does not show initiative in acquiring new knowledge. Performs procedures without preparation and knowledge. Sloppy unkempt appearance.</p>
<p><b>Confidentiality:</b> Strict patient confidentiality is required by law. Refrains from discussing patients or hospital situations at home, in the cafeteria, in the elevator or anywhere one would be overheard. Patient information with names must never leave the clinical facility. At the end of the clinical day all patient information is discarded into the approved receptacles.</p>	<p>Discussing patient and/or patient experiences with anyone other than those who are required to know. Mentioning names of patients you learned were hospitalized. Photo-copying patient information, including chart forms, lab/x-ray results and MAR's or any part of a patient's record. Failing to shred worksheets or any other piece of paper with patient information written onto it before leaving the assigned patient unit. Fails to maintain confidentiality with others who do not have the right to know. Breaching patient confidentiality is grounds for immediate dismissal from the program.</p>
<p><b>Honesty, Integrity and Safety:</b> Forthright with others. Complies with safe techniques even when not being observed. Gives prior notification to faculty when unable to meet requirements. Accepts rules/guidelines even if not in agreement with them. Pays attention to details. Abstains from use of alcoholic beverages or any substance that impairs judgment.</p>	<p>Skips clinical or other obligations when not supervised. Fails to communicate a patient's condition in a timely manner which has the potential for affecting patient safety. Fails to report errors. Acts outside scope of practice. Falsification, forging of or altering documentation. Failing to report unethical behavior. Fails to clarify physician orders. Guesses at answers. Relies on aides and peers for assistance instead of instructor. Ignores difficulty in meeting requirements, does not discuss with faculty. Abandonment, leaving clinical site or patient assignment without notification. Providing or reporting untrue or inaccurate information. Refusing to ask for help. Administering medications without the instructor and/or patient care nurse.</p>

<p><b>Responsibility:</b> Conscientious about being on time, prepared for class and clinical, demonstrates positive attitude. Recognizes impact of own behavior on others, especially patients. Self-directed and helpful. Committed to excellence. Tries to be the best nurse possible.</p>	<p>Reports to clinical late. Fails to return from break/lunch on time. Fails to be prepared for clinical by having required equipment. Does not show initiative. Fails to show or notify instructor of absence. Fails to assist patient not assigned when they need help/used call light.</p>
<p><b>Caring and Preservation of Human Dignity:</b> The desire to prevent and alleviate suffering. Develops helping trusting relationship with patient. Deals with others in a respectful, sensitive, and non-judgmental manner. Treats others as you would want to be treated. Listens to and shows interest in patient. Allows patient to express their emotions. Anticipates patient needs, checks on patients frequently. Before leaving patient room asks, "is there anything else I can do for you". Introduces self and maintains eye contact with patient. Utilizes touch. Involves patient and family in patient care. Follows the chain of command in an effort to resolve issues.</p>	<p>Any verbal, nonverbal and/or written action which is deemed threatening or bullying is not tolerated. Utilizes offensive language and/or profanity. Addresses patient with terms of endearment rather than using their name. Does not listen to patient concerns. More focused on skill rather than patient.</p>
<p><b>Teamwork and Collaboration:</b> Recognizes we are guests within the healthcare facility. Willing to learn. Complies with clinical site policies. Pleasant to staff, peers, and faculty. Approaches disagreement diplomatically, able to see both sides of an issue. Accepts criticism constructively. Adaptable and flexible, ready to make changes. Adapts quickly and is cooperative. Able to work and share with others. Maintains positive attitude: cheerful, upbeat with a can do attitude.</p>	<p>Becomes defensive or augmentative with others. Uncommunicative with faculty and staff. Fails to participate, cooperate, and contribute to patient care. Demonstrates works and/or body language which conveys disapproval or dismissal of others opinions. Ignores advice or directions given by faculty or staff. Fails to report off to nurse before leaving. Refuses to accept constructive criticism. Demonstrates behavior that threatens the continued relationship between the school and the healthcare facility. Complaining in the clinical setting expressing discontent to inappropriate parties.</p>

## USE OF SOCIAL MEDIA

The use of social media platforms will provide students the ability to communicate with others for the purpose of connecting, supporting and learning from others.

Students are prohibited from using social media during class or clinical hours, unless directed by instructors to do so.

Students should be thoughtful of postings. There is nothing private about a social media web site. Be certain that postings do not endanger or threaten your employment or licensure in the future.

Student nurses must not utilize social media to post any information that could potentially violate patient confidentiality. Students must avoid posting any information about clinical rotation as someone may recognize the patient based on the content of the posting. Students are not to refer to patients in a "disparaging manner" even if the patients name is not used. Students should also avoid the use of threatening, harassing profanity, or other offensive remarks, (National Council State Boards of Nursing, NCSBN).

Misuse of social media shall be subject to disciplinary sanctions/consequences contained with the Adult Code of Conduct.

## **BOARD OF NURSING CONSEQUENCES**

Nurse's inappropriate comments on social media may be reported to the BON. Disciplinary action varies between states. Depending on the specific state law, the BON may take action based upon the following grounds:

- Unprofessional conduct
- Breach of confidentiality
- Unethical conduct
- Posting privileged communication
- Moral corruption
- Mismanagement of patient records

If the charges are found to be accurate, the BON may discipline the nurse by reprimand, assessment of a fine, or temporary or permanent loss of licensure.

Inappropriate use of social media by a nurse may violate state and federal laws relating to patient privacy and confidentiality. Violation of these laws may result in civil and criminal charges, with a result of fines and jail time.

Online comments about co-workers can be seen by employers as "lateral violence". Lateral violence is a concern for current and future employers due to patient safety implications (NCSBN).

As a student of practical nursing, you will want to represent your school in a fair, accurate, and legal manner as to protect the reputation of the school you are attending. If you identify yourself as a student your posting should be consistent with how you want to represent yourself to other students, the community and potential employers.

## **ATTENDANCE POLICIES AND PROCEDURES**

### **PURPOSE**

Health care workers must be reliable and dependable employees. Reporting to work as scheduled and arriving on time are critically important employability characteristics to maintain. The administration, faculty, and staff at CCTC and FMTC believe that it is essential within the practical nursing curriculum to teach employability skills as an integral part of the educational program, and to practice these skills throughout the program. The patient's welfare is dependent on the worker being in the right place at the right time.

Additionally, regular attendance is necessary for the student to take full advantage of the available educational opportunities.

### **Student Attendance Responsibility**

- All students shall be in attendance every day and on time for every class, unless excused.

- Any student who will be late or absent from the clinical/class assignment must notify the instructor at least 30 minutes prior to the scheduled start time for each day. Failure to notify the instructor will be reflected in the student evaluation and employability points will be deducted.
- All students shall be responsible for obtaining and completing all assignments missed during an absence.
- All students must bring appropriate materials to all classes and clinical experiences and be prepared to work. Failure to do so may result in the student being asked to leave the clinical area.
- All students are responsible to log in and log out of the computerized attendance computer in order to receive credit for class time.
- Student appointments must be made prior to or after class or clinical so that attendance time will not be lost.

For purposes of this program, the following DEFINITIONS are used:

1. **Tardy** – Tardy is defined as arriving late to class/clinical. Excessive tardiness is defined as five or more occurrences. At the fifth tardy occurrence, ten (10) points will be deducted from the theory course grade and a disciplinary referral issued. The employability grade for the day of tardiness will be a zero. Additional points may be deducted should tardiness continue.
2. **Absence** – Absence is defined as the aggregate of time missed from class and clinical. At greater than **34 hours (per semester)**, the student will be referred to administration. Consecutive absence of six days without notification will result in immediate withdrawal.

At the end of the semester the student will be given notification of the number of absence hours and tardies accumulated. If the student does not agree he/she may ask for a review of the absence time. Changes must be made before advancement to the next semester if an error has occurred. Once the student has advanced, past hours will not be changed or re-evaluated. If a student has questions regarding attendance this must be discussed with the current semester instructor and by appointment only.

### **Class/Clinical Hours**

Classroom hours are routinely scheduled between 8:00 am and 2:30 pm. Clinical hours will vary with the facility and the assignment. Each instructor will provide a monthly clinical rotation schedule of assigned location and expected hours of attendance. Clinical hours may include evenings, nights and weekends and may begin as early as 6:00 am. The length of a clinical day may be 6-12 hours.

### **CLINICAL ATTENDANCE POLICY**

- If a student will be late or absent to a clinical assignment, the instructor must be notified at least 30 minutes prior to the scheduled time of arrival.
- Students must meet with the instructor at a previously assigned location prior to going to the assigned patient unit.
- If a student arrives late to the clinical site he/she must phone the instructor upon arrival and before going to the assigned patient unit.
- If a student arrives at a clinical site more than 60 minutes late with or without prior notification, student assignment may altered and/or potentially sent home and accrue a full day's absence.
- Students must not leave the clinical site for any reason without instructor permission to do so.
- Students must not leave a clinical site until dismissed by the instructor.
- Students must not return to the clinical site or assigned unit after being excused by the instructor unless instructor approval is given in advance.

## HOLIDAYS, TEACHER DUTY DAYS AND HURRICANE DAYS

Since the Practical Nursing Program is on a 12 month calendar, at times the PN student may be in class/clinical when the K-12 students in the Lee County School system are not in attendance. At the beginning of every semester a calendar will be provided to each student.

**Holidays:** A tentative schedule will be announced at the beginning of each semester.

**Teacher Duty Days:** Students will not attend class on planning or in-service days. These too will differ from The Lee County Schools 10 month student schedule. A schedule of these days will be announced as it is available.

**Hurricane Day(s):** In the event of school closing(s) due to a hurricane, the day will be made up during the semester. If the Lee County School Board announces SCHOOLS AND ALL SCHOOL OFFICES ARE CLOSED, the student should NOT report to school or to the clinical agency.

## STUDENT EVALUATION

Students must comply with all school regulations to be allowed the privilege of attending the practical nursing program at either CCTC or FMTC. According to the policy of CCTC and FMTC, a student may be dismissed for unsatisfactory conduct, excessive absences, violation of safety regulations, and unsatisfactory progress. The practical nursing faculty members use a systematic process to review student progress and to make recommendations for continuation in the program. In that review, factual information from academic, clinical, and employability evaluations are considered. If faculty determines that the student has deficiencies that limit the possibility of success in the program, the instructor must notify the student of the deficiencies and the expectations for remediation. This notification may take the form of a Learning Contract and include Probationary Status. Probation related to unsatisfactory academic progress, clinical performance, or employability skills may be imposed singularly or in combination. Continuation in the program is dependent upon resolution of deficiencies. Failure to do so will result in withdrawal of the student from the program.

### Grading System

Each student is responsible for being aware of his/her academic status for classroom theory courses and for clinical practicum. A student should seek advice/help from the instructor at any time.

The grading system is as follows:

A = 100% - 90%

B = 89% - 80%

Below 80% average = Course failure. All courses both theory and clinical practicum must be passed at 80% average before the student can progress to the next course/semester.

All grades and attendance hours are final as of completion of a semester or program.

## ACADEMIC PROGRESS

Exams will constitute the major portion of the theory grade. Exams may be objective (multiple choice), alternate test format, select all that apply or essay. The course syllabus provides information regarding

exam grade weights that will calculate toward the course final grade. The types of exams administered include unit tests, final exams, content quizzes, and ATI (Assessment Technologies, Inc.). A late exam may be given only with permission of the instructor with consideration on an individual basis and as needed.

Each course grade must average a minimum of 80%. All laboratory practice must be satisfactory. CPR certification, and bath lab and vital signs skills must be mastered to attend clinical rotation assignments.

**Keys for Success:**

- Join a study group, meet regularly
- Study every night
- Study to understand versus studying to memorize the facts
- Set up a time management plan
- Meet periodically with instructors to discuss progress and problems
- Become actively involved in your own learning by fully participating in all learning experiences
- Take care of your health, exercise regularly, eat nutritious food and sleep adequately
- Utilize stress reduction techniques
- Utilize all ATI products
- Familiarize yourself with the NCLEX-PN Test Plan at [www.ncsbn.org](http://www.ncsbn.org)
- Strive to achieve the highest grades possible

The use of electronic equipment such as pagers, cell phones, and iPods disrupts the education environment and, therefore, use of these articles is not permitted in the class or the clinical setting.

Permission to use a tape recorder during class time should be obtained from the individual instructor.

**ATI (ASSESSMENT TECHNOLOGIES, INC.)**

The nursing faculty at CCTC and FMTC have student success as their top priority. As such, the faculty has adopted a series of nationally normed standardized assessments which will be required throughout the nursing curriculum. ATI testing program involves tutorials, practice testing, proctored examinations and a comprehensive diagnostic predictor examination.

- The Test of Essential Academic Skills (TEAS) will be required as part of the admissions process.
- All of the computerized assessments are mandatory and make up a part of the course grade.
- Faculty reserve the right to add new assessments and to require remediation assignments when needed for identified student learning needs.
- Refer to each course syllabi for specific ATI course requirements.
- Students are required to take the Comprehensive Predictor ATI examination given sometime during the final four weeks of the program.
- The required minimum score on the ATI PN Predictor exam is 90%.
- If a student scores less than the required 90%, a follow-up Comprehensive Predictor exam must be taken and passed at a 90% after completing the required remediation.
- If 90% is not acquired on the 2<sup>nd</sup> attempt, the student must again complete the required remediation and take the exam again. The third exam will be at the student's own expense
- Upon passing with a 90% or higher, the graduate will be awarded a Certificate and transcript.

**HOSA – Health Occupation Students of America**

HOSA is a career student organization for Health Science Education students at all levels of education and practice. It is a non-profit educational association of student members preparing for health care careers. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all Health Science Education students, thereby, helping the students to meet the needs of the health care community. HOSA is a part of the Practical Nursing curriculum and all students are encouraged to participate.

## CLINICAL PRACTICUM PROGRESS

Clinical experiences are an integral part of the curriculum and are designed to provide the student with learning experiences that enhance the classroom instruction.

- Progress in the clinical areas will be evaluated daily, to include frequent coaching in areas which need strengthening.
- The clinical competency checklist in the Student Training Record identifies the duties and competencies of each clinical assignment.
- On a daily basis, each student will be evaluated regarding their clinical points (grade). The clinical points (grade) awarded by the instructor are determined by the clinical evaluation form.

### Clinical Supplies

All students will be required to purchase supplies for lab and clinical and **must carry** the following:

- Black pen
- Bandage scissors
- Pen light
- Goggles
- Stethoscope
- Clinical Training Record
- Watch with a second hand
- Small Notebook

## LEARNING CONTRACT

When a student demonstrates deviation from expected clinical performance or unsatisfactory academic progress, a "Learning Contract" will be required at the discretion of the instructor.

**Deviation from expected clinical performance is defined as:** "clinical behavior which by its omission or commission has the potential of placing the patient in physical or psychological harm". The "Learning Contract" will be required at the discretion of the instructor. This should be completed by the student and recognized as an opportunity for learning, based on self and instructor evaluation of actual performance vs. expected performance. When the area of weakness has been identified, the instructor will attempt to assign appropriate clinical experiences related to that deficit. The student and faculty member will meet to discuss possible solutions.

## EMPLOYABILITY SKILLS PROGRESS

Compliance with all school, program and clinical facility rules regarding behavior and attendance is a hallmark of employability. Demonstration of good employability skills, and especially compliance with program rules and regulations, is essential for successful advancement in the program.

### EMPLOYABILITY PERFORMANCE EXPECTATIONS: Point allocation per semester

The Employability Points will include both clinical and classroom sessions.

- |   |                             |
|---|-----------------------------|
| 1. No call, no show   | 10 points deducted          |
| 2. 1st -4th Tardy   | 5 points deducted           |
| 3. 5th Tardy  | 10 Points deducted          |
| 4. Excessive tardy of 5 or more                               | Zero for the day & Referral |
| 5. Failure to call 30 Minutes prior to scheduled time (tardy) | 5 points deducted           |

- |   |                    |
|---|--------------------|
| 6. Unprofessional conduct as defined in the PN Handbook           | 10 points deducted |
| 7. Missing supplies, missing name tag, dress code violation, etc. | 1 point deducted   |
| 8. Employability  | 10% of grade       |

### **ACADEMIC PROBATION**

All students are expected to remain in good academic standing with an institutional average of at least 80%. A student will be placed on Academic Probation if his/her program grade point average drops below 80%. Instructors will issue a grade deficiency report and the student will be scheduled to meet with the Assistant Director to review the recommendations for academic remediation. Students will have one calendar month to remediate the action. If the student successfully increases his/her grade, the academic probation will expire. The Learning Center is available as a resource to help students that need to remediate academic skills. A student that does not improve his/her grade to above 80% may be withdrawn for failure to make academic progress. A student that is withdrawn for academic reasons may apply for re-admission after the second semester of his/her withdrawal.

### **WITHDRAWAL**

Withdrawal from the program will be recommended if academic, employability, or clinical performance objectives are not satisfactorily met. Withdrawal may also be the choice of the student for personal reasons. The school reserves the right to ask a student to withdraw from the program for any of the following reasons:

- Unsatisfactory academic or clinical performance
- Unsatisfactory demonstration of student conduct
- Violation of the attendance policy
- Violation of school policies and/or clinical facility policies
- Violation of the No Smoking policy
- Failure to satisfy identified probationary requirements within the stated period of time
- Unethical or illegal conduct including, but not limited to, the use of drugs, cheating, plagiarism, or mistreating a person or patient
- Request from a clinical facility to remove a student from a clinical experience

Students who are withdrawn for any reason other than academic performance may not be eligible for readmission.

### **GRADUATION**

When the student has successfully mastered all course requirements both academic and clinical, he/she will be eligible to receive a Certificate of Practical Nursing and participation in the graduation ceremony.

### **Transcripts**

A transcript will be provided to graduates after graduation. Additional, official, transcripts will be provided upon written request to the Health Science Education Department at a charge of \$5.00 each.

No student information, including transcripts or job references will be given without written permission from the student/graduate.

## **DRESS AND APPEARANCE**

Students enrolled in practical nursing when on campus and when at a clinical assignment, must be

appropriately dressed. The instructor will require that the student correct inappropriate uniform/appearance prior to allowing entry into class, clinical, or make-up.

**If a student is in doubt as to whether clothing item is permissible, ask the instructor before buying or wearing the item of clothing.**

## **Clothing**

**Student Uniforms** have been specifically chosen to identify the student as a practical nursing student from CCTC or FMTC.

- It is always required attire when at a clinical assignment and when on campus as assigned by the instructor.
- The uniform must be of appropriate size to allow for reaching, bending and storage of supplies within pockets.
- Uniforms should be in good condition and not show signs of wear.
- They must be freshly laundered and pressed.
- Uniforms are for clinical sites and classroom only. They should not be worn in public places (restaurants, stores, etc.)
- **Pant length** should not be a length in which the pant legs drag on the floor. Dragging pant legs are considered a health and safety issue.
- **Shoes** must be all leather with closed toes and heels, clean and polished. Shoe soles must be skid resistant. Shoe color must be consistent with each campus' dress code policy.
- **Lab Jacket** A lab jacket may be purchased for wearing over the official student uniform if additional coverage is needed. The lab jacket should be cleaned and pressed daily. During cooler weather a white or black T-shirt or turtle neck may be worn under the uniform. Sweaters and other forms of cover ups are not allowed in the clinical sites.
- **Socks** When in uniform socks or hose must be worn. Sock color must be consistent with each campus' dress code policy. Socks should be long enough to cover the legs completely when sitting.

## **Identification**

School issued identification badges must be visible on the upper part of the chest for easy viewing and must be worn at all times while on campus or at a clinical site. If a student comes to class without the proper identification, a temporary ID must be obtained and worn. A student may be denied admission to the clinical site without the appropriate ID.

## **Hair**

- Must be contained off the face, in either a bun or braid, or if of a short length, secured so that it does not fall forward and is kept out of the eyes at all times when in clinical student uniform.
- Hair styles and color must be conservative (no rainbow colors).
- All hair apparel should be a color that blends with the hair color.
- Hair apparel should be plain without embellishments of any kind.
- Hats are not allowed on campus or in a clinical site.

## **Nails**

Nails must be clean, short, and not extending beyond the fingertips. Clear colored polish is allowed. Artificial nails, gels or overlays of any kind are not allowed.

## **Tattoos**

Tattoos must be covered and not visible.

## **Body Piercing**

The Health Science Policy for piercing is as follows: “Adornments which are attached (pierced) to exposed body parts other than the ears are prohibited. This includes tongue piercing”.

**Jewelry**

- No visible chains or necklaces.
- No bracelets.
- One small post earring in each ear is allowed. Large and/or dangling earrings are unsafe and therefore not allowed.
- Medic alert bracelets, wedding or engagement rings are allowed.
- The OB area may require that a student be ring-free while there.

**Perfume**

Perfume, cologne or fragrant lotions must not be worn in clinical areas.

**Gum**

Gum is not permitted in the clinical areas and is at the discretion of the classroom instructor.



*WE WISH YOU SUCCESS IN BECOMING A NURSE  
AND MAKING A DIFFERENCE*

## DRUG TESTING – CHEMICAL IMPAIRMENT

I have read the information on the drug screening policies provided to me in the Practical Nursing Handbook. I understand the policies and procedures and agree to abide by the requirements. I consent to random and reasonable cause drug testing and reasonable cause alcohol testing as a condition of my participation in the Practical Nursing Program.

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Print Name

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Signature

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Date

## CONFIDENTIALITY STATEMENT

The undersigned hereby acknowledges his/her responsibility under applicable Federal law and the Agreement between The School Board of Lee County, Florida and any health care facility at which I may do training to keep confidential any information regarding the health care facility patients, as well as all confidential information of the health care facility. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient, and further agrees not to reveal to any third party any confidential information of the health care facility except as required by law.

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Print Name

---

Signature

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Date

## **STATEMENT OF UNDERSTANDING AND ACKNOWLEDGMENT**

I have reviewed the Cape Coral Technical College/Fort Myers Technical College Student Handbook, Adult Code of Conduct and the Practical Nursing Program Student Handbook. I have read and understand the policies of the Technical Centers and the Practical Nursing program including policies for Student Conduct, Student Progress, Drug Screening, Clinical Performance and all other rules and standards presented.

I acknowledge my responsibilities as a student to follow all standards and rules of the Technical Centers and the Practical Nursing Program. I understand that my failure to fulfill these responsibilities may result in my being asked to leave class or a clinical facility and/or may result in probation or withdrawal from my program.

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

\_\_\_\_\_  
Signature

DATE \_\_\_\_\_

WITNESS \_\_\_\_\_

**Release of Information**

I willingly consent to have my personal identifying information records released to the Department of Veteran's Affairs and Lee Health for clearance to participate in clinical assignments.

Such records may contain demographic information inclusive of social security number, date of birth, sex, and race, place of birth, citizenship, email address, military service, address, telephone number, height, weight, hair color and eye color. At any point in time, the student may revoke authorization by way of signing official revocation form.

Signature of this form authorizes Cape Coral Technical College/Fort Myers Technical College to release my personal information to the Department of Veteran's Affairs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

I willingly consent to have my social security number released to the Florida Board of Nursing for authorization to test for NCLEX. I additionally release the last four digits of my social security number to clinical affiliates as needed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date