



**NEW PROFESSIONS  
TECHNICAL INSTITUTE**

## **SCHOOL OF NURSING HANDBOOK**

**New Professions Technical Institute**

Address: 4000 West Flagler Street, Miami, FL 33134

Phone: (305) 461-2223 Fax: (305) 461-3029

Web Site: [www.npti.edu](http://www.npti.edu)

**January 2023**

*Dear Nursing student,*

*Our Nursing Department administration, staff, and faculty would like to congratulate and welcome you to the ASN Program at NPTI!*

*The NPTI nursing experience involves so much more than just lectures. Through nursing school, you will learn that you will move from being task-oriented and routine-focused to seeing everything as an interrelated, fluid process and anticipating and managing rapidly changing non-routine events with time and experience.*

*At NPTI Nursing School, you will find a supportive environment with numerous opportunities for achieving your full potential as a nursing student. Everyone here is committed to your success. We advise you to become involved with all aspects of institute life, both inside and outside the classroom. Your opportunities are restricted only by the choices students make.*

*A wide variety of extracurricular activities design helps foster social and cultural growth and develop those leadership skills that you will find important during your nursing career. NPTI provides the staff, faculty, and facilities to enhance your nursing educational and clinical rotation experiences, but only you, the student, remains the vital component. In the end, you will be the one responsible for making the most of the educational experience the institute offers.*

*This Nursing Handbook has been created to provide you with useful programs and guidelines during your institute experience. Also, policies and procedures are associated with student growth in the nursing program.*

*We are delighted that you have chosen the New Professions Technical Institute. Faculty, staff, and Administrator members look forward to having you in our program.*

*Yaimel Garcia, RN, BSN, MSN-FNP  
Nursing Program Coordinator*

## Table of Contents

INTRODUCTION	6
NURSING ADMINISTRATION	7
NPTI PHILOSOPHY	7
NPTI MISSION STATEMENT	7
NPTI NURSING SCHOOL PHILOSOPHY	7
NPTI NURSING SCHOOL MISSION STATEMENT	8
LEARNING OUTCOMES	8
ACCREDITATION, LICENSES, APPROVALS	8
GENERAL ORIENTATION	9
ASN NURSING PROGRAM ORIENTATION	9
CLINICAL FACILITY ORIENTATION	9
LENGTH OF ASN PROGRAM	9
ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM CURRICULUM	
COURSE REQUIREMENTS	12
GENERAL EDUCATION COURSES	12
CORE NURSING COURSES	12
GRADING SYSTEM	12
COMPETENCY STANDARDS AND PROGRESSION POLICY	13
CLASSROOM ATTENDANCE REQUIREMENTS	13
EXAMS AND ASSESSMENTS	14
SKILLS LAB/SIMULATION EVALUATIONS	15
CLINICAL COURSE REQUIREMENTS (FOR COURSES THAT REQUIRE CLINICAL ROTATIONS)	15
CLINICAL ATTENDANCE REQUIREMENTS	15
STUDENT ILLNESS PROTOCOL IN THE CLINICAL SETTING	16
UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS	16
CLINICAL PREPARATION	16

CHARTING BY NURSING STUDENTS	17
GRADING CLINICAL PERFORMANCE	17
STUDENT CLINICAL ASSIGNMENT PACKET	17
STUDENT PROTOCOL FOR WITHDRAWAL	18
CONDITIONS FOR DISMISSAL	18
ACADEMIC DISHONESTY	18
CODE OF BEHAVIOR	19
CLASSROOM DECORUM	20
PROFESSIONAL BEHAVIOR	20
STUDENT PROGRESS EVALUATION	21
CLINICAL EVALUATION TOOL	21
GRADUATION REQUIREMENTS	21
COMMENCEMENT CEREMONY	21
STUDENT IDENTIFICATION	22
PROGRAM UNIFORM/ DRESS CODE POLICY	22
ACADEMIC COMPLAINTS AND APPEALS	22
STUDENT GRIEVANCE PROTOCOL	23
GUIDANCE AND ADVISEMENT	23
TUTORING	23
STUDENT HEALTH MAINTENANCE	23
BLS CARD AND OTHER CERTIFICATIONS	24
CRIMINAL BACKGROUND CHECK	24
DRUG SCREENING	25
HURRICANE PLAN AND PROCEDURES	25
POLICY ON INSTITUTE CLOSINGS	25
PARKING	26

SECURITY OF STUDENTS' PERSONAL EFFECTS	26
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (ADA)	26
PREGNANT STUDENT	27
LIBRARY FACILITIES	27
COURSE CANCELLATION	27
PROTOCOL FOR IMPLEMENTING NEW PROCEDURES	27
LIST OF BOOKS FOR ASN PROGRAM	27
ASSOCIATES DEGREE IN NURSING PROGRAM	30
ETHICAL AGREEMENT	30
EMPLOYABILITY ACKNOWLEDGEMENT	32
STUDENT HANDBOOK ACKNOWLEDGEMENT	33

## INTRODUCTION

The Nursing Student Handbook is designed to facilitate the journey of the nursing student throughout the Associate of Science in Nursing (ASN) Program. It is understood that the new student is given so much to read, observe, and retain that he or she may forget items that were covered. We have attempted to include and delineate the most important aspects that will be necessary for your adjustment to the role of “*Student Registered Nurse*” at NPTI. The handbook contains items that are specific to our nursing students. The handbook will serve as a resource to you regarding specific ASN program policies and procedures.

The last two pages of the nursing Student Handbook include:

1. Ethical Agreement
2. Acknowledgment of Receipt

*THESE DOCUMENTS MUST BE SIGNED AND DATED BY THE STUDENT* and must be returned to the Nursing Department. Copies will be provided to the student upon request.

## **NURSING ADMINISTRATION**

Yaimel Garcia, ARNP, MSN, ASN, Doctor of Medicine (from Cuba), ARNP# 11025079.  
(Expires 07/31/2024) RN #- 9529481(expires 04/30/2025) Nursing Program Coordinator

Luz Marina Torres, MSN (student), ASN, RN #9475866 (Expires 04/30/2025) - Nursing  
Clinicals Coordinator

## **NPTI PHILOSOPHY**

The philosophy of **New Professions Technical Institute (NPTI)** is embodied in the “Triangle of Commitment,” which recognizes the interdependence of the institution, its students, and the community. This approach recognizes that success can only be achieved through the collective commitment of all three parties to each other’s growth and development. NPTI’s philosophy is centered on this principle, which serves as the foundation for the institution’s mission and values

## **NPTI MISSION STATEMENT**

**New Professions Technical Institute (NPTI)** recognizes education as the absolute key to success for an individual’s professional and personal involvement. To reach this goal, we commit to making available educational programs that reflect the current professional trends in different career paths.

## **NPTI NURSING SCHOOL PHILOSOPHY**

The philosophy of NPTI Nursing School flows from the school's mission. It supports the concepts of clinical competence, excellence in education, holistic care, professionalism, evidence-based practice, and enduring learning. The philosophy includes the conceptual framework developed by faculty to provide direction for selecting and organizing learning experiences to achieve program outcomes. The conceptual framework serves to unite these three essential concepts:

## **NURSING PROFESSION**

Nursing is a profession of art and science that identifies, mobilizes, and develops the client's strengths through acquired ability, professionalism, knowledge, and competence supported by evidence-based practice.

## **HUMAN BEING**

A human being is a unique, culturally valued, spiritual, psychosocial being and holistic individual or community with value, dignity, and worth possessing the capacity for growth, change, and choices for which they bear responsibility.

## **HEALTH**

Health does not prevent illness; health and disease exist on parallel continuums. Even people with chronic or debilitating diseases may experience optimal health levels through adaptation. From newborns to the elderly, all individuals can adapt to health and illness challenges, whether

they arise from environment or are hereditary. Nursing's role is to assess, support adaptation, or intervene when the appropriate ability does not exist within the individual or community. We believe that high-quality health care is a human being's right.

### **NPTI NURSING SCHOOL MISSION STATEMENT**

The mission of NPTI Nursing School is to educate nurses to practice professional nursing that meets individuals, families, and organizations' effective health care needs. Faculty facilitates students' education in the art and science of nursing to provide decent, holistic, culturally competent, and population-based collaborative care.

### **LEARNING OUTCOMES**

1. Apply the ethical and core values of the nursing profession by providing culturally sensitive nursing care.
2. Demonstrate effective interpersonal communication skills and use of technology.
3. Apply the nursing process to optimize holistic client care throughout the lifespan.
4. Implement proficient and safe nursing practice to meet the clients' psychosocial and physiological needs.
5. Prioritize decisions through effective critical thinking skills guided by evidence-based practice.
6. Implement client-centered education and teaching plans to promote client autonomy and facilitate self-care.

### **ACCREDITATION, LICENSES, APPROVALS**

1. Licensed by Commission for Independent Education Florida Department of Education, License #1556
2. Accredited by the Accrediting Council for Continuing Education and Training (ACCET) #920
3. This School is authorized under Federal Law to Enroll Nonimmigrant Alien Students (I-20 Visa)
4. Licensed by the Florida Board of Pharmacy, License #RTTP344
5. Licensed by the Florida Board of Nursing, License #704179
6. For Veterans Training by the State of Florida, Department of Veterans Affairs
7. Career Source South Florida
8. The American Registry of Medical Assistants (ARMA) for certification for the Medical Administration and the Medical Assistant programs
9. The American Medical Technologist (AMT) for certification of the Medical Assistant and Medical Office programs. School ID: 114335
10. Bureau of Vendor and Contracted Services, Division of Vocational Rehabilitation, Florida Department of Education, Commission for Independent Education – Reference number: F650361224-003

### **GENERAL ORIENTATION**

Prior to the first day of class, Orientation is offered for all new students. NPTI's Special Projects Coordinator and the technical support team greet new students. New students will learn about



policies and procedures from NPTI representatives; receive their program schedules, parking information, NPTI's ID and get acquainted with the use of NPTI resources.

### **ASN NURSING PROGRAM ORIENTATION**

The Nursing Program Orientation is a mandatory orientation which is provided to all new nursing students before classes start. This orientation is provided by the nursing administration. The student orientation is designed to welcome the new student into the academic program: to facilitate the student's adjustment to the program and to introduce the student to the philosophy, mission, organization, guidelines, and procedures of NPTI's ASN Program. In addition, the role of the registered nurse is explored to provide for an effective transition into the nursing field.

At the completion of the ASN program orientation, the student will be able to:

1. Understand the relationship between the program's philosophy, mission, and the nursing profession
2. Understand the curriculum including a brief description of all the nursing courses
3. Identify the members of the Associate of Science Degree in Nursing Program
4. Explain the student's role in the program's Systematic Evaluation Plan
5. Identify graduation requirements
6. Understand the student's legal and ethical responsibilities

### **CLINICAL FACILITY ORIENTATION**

Clinical facility orientations will be scheduled prior to clinical rotations. These orientation sessions are mandatory, and students will be instructed on specific policies and procedures mandated by each clinical site. This means each student must not only follow the policies and procedures of the NPTI Nursing School, but also the policies, procedures, and core values of the clinical sites in which clinical rotations take place. A student who is in violation of a Program or clinical site policy will receive a guidance and advisement report. Any subsequent misconduct may lead to dismissal from the ASN program.

### **LENGTH OF ASN PROGRAM**

The ASN Program curriculum is distributed into seven semesters consisting of 10 weeks each. Students are given time off as the schedule permits. See program curricula on the next page.

Program and clinical hours vary depending on the schedule selected by students during the Enrollment process. Schedule options are as follows:

- Morning: 9:00 A.M. to 2:00 P.M.
- Evening: 6:00 P.M. to 11:00 P.M.

In addition to lectures/skills and clinicals, students may be required to attend other activities such as health fairs, workshops, training, etc.

**The schedule of holidays observed will be as follows (unless otherwise specified due to unforeseen circumstances):**

New Year's Day	President's Day	Independence Day
Martin Luther King Day	Good Friday	Labor Day
	Memorial Day	Veteran's Day

Thanksgiving Day +1  
 Christmas recess

**ASSOCIATE OF SCIENCE DEGREE IN NURSING PROGRAM CURRICULUM**

<b>Course Code</b>	<b>Course Description</b>	<b>Clock Hours</b>	<b>Credit Hours</b>
<i>General Education Courses</i>			
BSC1085	Anatomy & Physiology I	50	4
BSC1086	Anatomy & Physiology II	50	4
CHM1025	Chemistry	50	4
ENG1101	English Composition	30	3
DEP2004	Human Growth & Development	40	3
MAC1105	College Algebra	30	3
MCS2010	Microbiology	40	3
<i>Core Nursing Courses</i>			
HUN1201	Nutrition	30	3
NUR1023	Fundamentals of Nursing + Lab + Clinical	120	6
NUR1450	Geriatric Nursing + Lab + Clinical	120	6
NUR1211	Medical Surgical Nursing I + Lab + Clinical	120	6

NUR1140	Pharmacology + Lab + Clinical	120	6
NUR2420	Maternal/Infant Nursing + Lab + Clinical	120	6
NUR2310	Pediatric Nursing + Lab + Clinical	120	6
NUR2520	Psychiatric Nursing + Lab + Clinical	120	6
NUR2212	Medical Surgical Nursing II + Lab + Clinical	120	6
NUR2810	Leadership Management + Lab + Clinical	120	6
NUR2300	Graduate Integration: Nursing Practicum	120	6
NUR2960	NCLEX Review	70	4

\*The courses shown above may not be offered in the same order in which they are listed.

\*\* Quarter Credit hour conversion: 10 Lecture hours = 1 credit / 20 Lab hours = 1 credit / 30 Clinical hours = 1 credits

### **COURSE REQUIREMENTS**

1. Demonstrate mastery of student learning outcomes and related course objectives.
2. Complete all required assignments.
3. Actively participate in lecture, skills, and clinical rotations.
4. Meet attendance standards of the program as per the attendance requirements.
5. Complete all proctored, standardized examinations.

### **GENERAL EDUCATION COURSES**

Complete all courses with a grade of 70% (“C-”) or better.

Complete all exams and evaluations with a minimum grade of 70% (“C-”) or better.

### **CORE NURSING COURSES**

Complete all courses with a grade of 77% (“C+”) or better.

Complete all exams and evaluations with a minimum grade of 77% (“C+”) or better.

### **GRADING SYSTEM**

The Associate Degree in Nursing Program will utilize a 4.0 honor grading system for calculating student grade point averages (G.P.A.):

Letter Grade	Percentage	Grade Point
A	95% - 100%	4.0
A-	90% - 94%	3.7
B+	87% - 89%	3.3
B	83% - 86%	3.0
B-	80% - 82%	2.7
C+	77% - 79%	2.3
C	73% - 76%	2.0
C-	70% - 72%	1.7
D+	67% - 69%	1.3
D	60% - 66%	1.0
F	0 - 59%	0.0

Faculty members will be responsible for computing each student's final numerical grade.

### **COMPETENCY STANDARDS AND PROGRESSION POLICY**

1. All Core Nursing Courses have one or more of the following components: theory, lab and clinical. Each course component is evaluated as per the course syllabus, and the final grade is computed based on the completion of all course components, as further specified in the Methods of Evaluation section of the course syllabus. To complete a course and progress to the next one, the student must earn a cumulative 77% ("C+") or better in said course (inclusive of all course components).
2. All courses have written assignments/activities. Failure to complete assignments/activities by the specified time as specified in the Core Nursing Course syllabus may result in an unsatisfactory grade, potentially hindering course progression.
3. Students will be required to take several standardized tests throughout the nursing program to monitor mastery of student learning outcomes. These standardized test scores will be utilized to compute final course grades. Consequently, poor performance in these exams will negatively affect final course grades and potentially hinder progression throughout the curriculum. Certain standardized exams have no re-take opportunity, as is the case with computerized exams and the program exit exam. Failure to reach the required score will result in a final grade of "F" in the Nursing Core Course, as further specified in the Methods of Evaluation section of the course syllabus.

4. Attendance/promptness is mandatory for program progression.
5. Students with poor academic performance will receive academic advising. Students who do not complete assigned tutoring and/or remediation may be placed on WARNING status. As such, student progression in the nursing program may be denied.
6. A test will be administered at the end of NUR240 as an exit exam. Passing grade for the Exit Exam is 80%. No retakes – failure in this Exit Exam will lead to a repeat of the course.

NOTE: NCLEX predictor Exam will be used as a Midterm Diagnostic Exam. Students must obtain 80% for this exam. Students who fail the midterm will be remediated before he/she can take the Exit Exam.

7. Students who have successfully completed all nursing program and institute requirements are eligible for graduation. Also, such students are eligible to apply to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN exam).
8. All core courses are administered in a sequence. If a student fails a course, he/she must repeat it to proceed with the program. Students that repeat the same course twice, or repeat more than one course, or do not meet the required attendance hours in both clinical and theory/skills will be terminated from the program.

#### **CLASSROOM ATTENDANCE REQUIREMENTS**

1. Students are expected to be on time and attend all classroom, skills lab/simulation.
2. If a student misses 20% or more of the total classroom and skills lab/simulation hours for each Nursing Core Course, they will automatically receive attendance probation. If the student misses' classes after the attendance probation is placed, then the student will automatically fail the course.
3. Tardy is defined as arriving after class starts. Being tardy disrupts teaching and learning, therefore, every effort should be made to arrive on time and prepared. More than 15-minute late arrival will be considered as 1 hour late and will be registered in the attendance record. If the student misses more than 20% of each class period, he/she will be considered absent for the day.
4. Leaving early is defined as leaving the classroom prior to the designated concluding time. If the student leaves early, missing more than 20% of the class period, he/she will be considered absent for the day.
5. If a student fails to comply with these attendance requirements for the Nursing program the faculty will assign a grade of "F" at the end of the semester.
6. PLEASE NOTE: IF THE STUDENT HAS AN **UNEXCUSED** ABSENCE ON THE DAY OF AN EXAM, **NO MAKE-UPS WILL BE GRANTED.**

#### **WRITTEN AND COMPUTERIZED EXAMS**

All written and computerized examinations will be administered and completed on the day scheduled. Any student unable to take an exam at the scheduled date and/or time will receive a zero (0) for the exam, unless there is a dire emergency substantiated with proper documentation. To ensure academic integrity, the professor reserves the right to redesign the exams for those students who miss the scheduled date and time and are granted a make-up (with an excused absence and proper documentation. See "Clinical Attendance Requirements", item 3, for circumstances that would warrant an excused absence). Standardized, proctored exams will be scheduled at the end of each course and will determine progression throughout the curriculum.

## **EXAMS AND ASSESSMENTS**

Students must meet certain minimum standards for satisfactory progress while enrolled in the ASN Program at NPTI. The satisfactory progress is computed based on the quality points earned by the grades received in a semester (grade point average or GPA.) The GPA is calculated as follows: the number of the course credit hours multiplied by the quality point value for each grade earned. The sum of these points divided by the number of credit hours attempted (hours from courses with grades A through C) equals the GPA.

The cumulative grade point average, or CGPA ratio, is obtained by calculating the GPA for all courses attempted at NPTI.

Course grades of CR and W do not count in the overall GPA since they carry no quality points but count as credits attempted.

Faculty members are responsible for evaluating the students' mastery of student learning outcomes and associated course objectives as defined in each course syllabus. Students are tested on assigned material covered in class and during clinical demonstration sessions, as well as any assigned reading material that might have not been covered in class.

The student's attainment of student learning outcomes and course objectives is measured by various tools, such as unit exams, comprehensive exams, assigned projects and other evaluations of student's performance in theory/skills and in clinical rotations.

Faculty perform an item analysis on all exams administered. Course work completion is dependent upon a satisfactory grade of 77%. All written exams are based on a 100% score for a perfect test score.

Didactic faculty members are responsible for presenting the theory portion of the course and for administering all exams. All scantrons/tests will be kept in the student's records (hard copy or digital). To adhere to the standards of academic integrity, there will be no review of tests and/or test questions after an exam has been administered. Faculty may, however, address certain topics/areas he/she feels necessary with the class.

Students must achieve a passing grade in each component of the course in order to be successful in the program.

## **SKILLS LAB/SIMULATION EVALUATIONS**

Nursing skills checkoff forms will evaluate the student's performance of the skills per course and semester. These evaluations will be completed at the end-of semester under the direct supervision of a faculty member in the skills lab simulation setting. The student must earn a "P" passing grade in both evaluations to progress in the nursing program. Please see the course syllabus for additional details.

## **ICAL COURSE REQUIREMENTS (FOR COURSES THAT REQUIRE CLINICAL ROTATIONS)**

Successfully meet all course objectives

Complete the clinical portion of the course

Complete all required clinical assignments (Submit **1 Care Plan** per Clinical Course)

Meet attendance requirements of program for clinical rotations

### **CLINICAL ATTENDANCE REQUIREMENTS**

1. Students are required to be present and punctual each clinical day. Clinical times are designated by the Nursing Clinicals Coordinator for each course depending on facility availability.
2. Students will be responsible to call the faculty to report all absences for Faculty to notify Nursing Clinicals Coordinator. Clinical absences are unacceptable.
3. Situations which may warrant the granting of “make-up” clinical time include, but are not limited to the following (2 maximum per semester):
  - a. Student is sent home ill by a faculty member or emergency department physician.
  - b. Student presents a signed and stamped note from a private physician indicating his/her recommendation that the student remain at home to recuperate from illness or hospitalization if necessary (prescriptions will not be accepted).
4. Death in immediate family (i.e., father, mother, siblings, grandparents). Must bring a copy of the death certificate and/ or funeral service notice.
5. Government business (i.e., jury duty, INS, court dates).

### **STUDENT ILLNESS PROTOCOL IN THE CLINICAL SETTING**

Students who become ill while on duty are required to report the illness to their faculty member immediately. The faculty member will determine if the student may remain in the clinical area. If a student needs medical attention, he/she will be considered absent from that clinical date and must schedule a makeup date with appropriate documentation.

Students who require immediate treatment will be sent to the Emergency Department to be evaluated by an emergency physician. Costs incurred by the visit to the Emergency Department will be the responsibility of the individual student. The student is responsible for reporting back to his/her faculty member following evaluation and/or treatment in the Emergency Department.

### **UNEXCUSED ABSENCE POLICY FOR CLINICAL ROTATIONS**

According to the ASN Program’s procedures, students are given the opportunity to make-up hours only if the absence is excused.

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

## **CLINICAL PREPARATION**

In the event a student fails to arrive prepared for the clinical setting, they **WILL NOT BE ALLOWED IN THE CLINICAL SITE** and will be marked absent for the day. This absence is deemed unexcused. To be considered prepared, a nursing student must have his/her uniform (refer to 'Program Uniform / Dress Code Policy' in this handbook) **and the following items:**

1. Stethoscope
2. Bandage Scissors
3. Penlight
4. Tape measure
5. Black Ink Pen
6. Black Sharpie Marker
7. Watch with a second hand
8. Current Nurse's Drug Book, as per course syllabus
9. Current NANDA list (Nursing Diagnosis), as per course syllabus
10. Student Clinical Assignment Packet(s)
11. Student Skills Checklist (in plastic cover to keep it neat and clean)

## **CHARTING BY NURSING STUDENTS**

Students, as well as supervising faculty, are responsible for abiding by established policies/procedures relating to documentation at each clinical setting. Students are responsible for documenting observations, patient's progress, and nursing care administered to assigned patients in the Student Clinical Assignment Packet. Students are required to sign entries by recording their first initial, last name, followed by initials "SRN" (Student Registered Nurse).

Although most healthcare facilities have transitioned to electronic health records (EHR), some facilities still maintain physical health records/patient charts. If a student is to chart a document on a patient's chart, such notations entered in the record will be reviewed and counter-signed by their supervising faculty member or supervising staff nurse. The supervising staff RN is responsible for receiving a verbal report from the student, as well as reviewing the student's notation in the medical record prior to the student leaving the nursing unit.)

## **GRADING CLINICAL PERFORMANCE**

The student's clinical performance will be measured by attainment and mastery of student learning outcomes for the Nursing Core Course. Technical performance, professional attributes, and related skills have been defined for each Nursing Core Course with a clinical component. The faculty will systematically evaluate the student's performance at mid semester and at the end of the course. The student must achieve a "P" passing grade in order to receive an overall pass grade for the clinical component of the nursing course for each semester. Faculty will be using a rubric to evaluate the student's clinical performance.

## **STUDENT CLINICAL ASSIGNMENT PACKET**

Students are required to BRING ADEQUATE NUMBER OF COPIES OF STUDENT CLINICAL ASSIGNMENT REPORT PACKETS EACH CLINICAL DAY. The students will be



required to complete clinical packets and/or other assignments as mandated by the clinical instructor. In general, students will complete a minimum of:

1. One (1) Student Clinical Assignment Report for one (1) patient per clinical day.
2. One (1) Care Plan per Clinical Courses

The clinical faculty may, however, assign additional learning activities as needed. Students are required to complete all assigned work as indicated by the clinical faculty member.

### **STUDENT PROTOCOL FOR WITHDRAWAL**

If the student is contemplating withdrawal from the Program, he/she will be required to undergo a counseling session with the Nursing Program Coordinator who will identify the reason for the withdrawal.

Guidance and advisement report will be completed by the Nursing Program Coordinator and will indicate that the student withdrew during a particular course along with the actual date of separation. The student's academic standing at the time of withdrawal will be documented on the student's official Program transcript by the School Registrar. If the student desires to return to the Program, **he/she** will be required to apply and reapply to enter the Nursing Program.

### **CONDITIONS FOR DISMISSAL**

Any student whose conduct, academic standing, or clinical performance is unsatisfactory may be dismissed from the Program. The following constitute grounds for dismissal in a clinical setting:

1. Disciplinary action involving misconduct charges.
2. Academic dishonesty or dishonest behavior
3. Continued unsatisfactory ratings for personal appearance (not adhering to stipulated dress code).
4. Exhibition of disruptive behavior will lead to suspension or possible expulsion.
5. Failure to successfully complete a theory course or clinical rotation within the program regulation.
6. Time missed (i.e., absences, tardiness, leaving early, sent home by an instructor etc.) more than three days per semester. (At the third absence, written warning will be given and at fourth absence dismissal from the program will be enforced).

All students are required to abide by established operating policies of the hospital or agency with whom they are affiliating. Negligence or willful violation of established hospital / clinical facility policy will also constitute grounds for dismissal. Prior to actual dismissal, the DON/ADON will inform the student of the unacceptable behavior/unsatisfactory performance. A written guidance and advisement report will be completed and placed in the student's file.

### **ACADEMIC DISHONESTY**

NPTI Nursing School promotes student professionalism of the highest integrity which is required for the safe practice of nursing. Student ethical behaviors are indicators of the level

of professionalism which can be expected in a graduate Registered Nurse. Foundations of ethical behavior are established during the educational process.

The faculty will be responsible for informing students of course expectations and school policies regarding academic dishonesty during orientation, on the first day of class and on an ongoing basis, as needed. Academic dishonesty involves a variety of unethical student behaviors, such as lying, cheating, fabrication, and plagiarism.

Cheating includes, but is not limited to; looking at another student's paper, passing answers to or receiving answers from a fellow student, giving signals, procuring unauthorized copies of an exam and using unauthorized written material or notations during an exam.

Fabrication is considered falsification or invention of any information, citation, data or document. It is also considered signing documents with names other than your own name.

Plagiarism is defined as stealing and using the ideas of others as one's own. Plagiarism can range from improper citation of a reference to blatant copying of sections or entire works of another. Faculty will be responsible for documenting unusual or suspicious behaviors which are indicative of academic dishonesty. The faculty will communicate with the Program Assistant Director regarding the alleged student's wrongdoing. Together they will clarify the problem, validate that faculty member's expectations as appropriate and review policies and options for the student.

The faculty will determine the extent of disciplinary action required and will be consistent in its application. Such action may include a retake of the exam, redo the course work/assignment, a failing grade, or dismissal from the program.

## **CODE OF BEHAVIOR**

Students will come to class on time, wearing their student ID card, following NPTI's dress code and must remain in their classroom for the entire class session. All students will bring textbooks (eBooks) and other materials to class every day. The student should follow all safety rules. All female and male students with long hair must wear a hair-off collar in the lab/clinical site. Students are expected to wear NPTI ASN Program black or red uniform during all program activities unless otherwise specified.

Guests and visitors, generally, will not be accepted in the classrooms and under no circumstances will children be allowed in the classrooms. Eating and drinking are permitted only in the lounge. Smoking is permitted outdoors only. No alcohol or drugs are permitted on school grounds. Failure to comply will result in expulsion. Exhibition of disruptive behavior. Serious disturbances of order on campus will lead to suspension or possible expulsion.

Respect for personal and School property, and a sense of responsibility about their own security and the security of others, is always expected of all students. Serious violations will be presented to the School Administration for adjudication. We expect all students to be of good moral character and to abide by all laws of our City, County, State, and Nation.

## **CLASSROOM DECORUM**

NPTI Nursing School promotes student study behavior of the highest quality, which is required to maximize the learning experience. Behavior including sleeping, talking, passing notes, text messaging, studying for other sources in the classroom, reading newspapers and leaving the classroom during theory are disruptive to the faculty, but also, most importantly, to peers.

Cell phones or any electronic devices disrupt the class and are considered inappropriate. Such devices, if carried, must be on silent or always vibrate mode. No headphones are allowed during theory, lab, clinical hours, or exams. No visitors are allowed during classroom hours.

The faculty will ask any student whose behavior is disruptive to the class or to the faculty to leave the class. This may constitute an absent day.

## **PROFESSIONAL BEHAVIOR**

In addition to meeting the academic standards of the Program, students must demonstrate professionalism in classroom, skills labs/simulation, and clinicals. Professionalism is defined as behaviors and attitudes congruent with the American Nurses Association Code of Ethics, guidelines and standards of practice, the Florida Nurse Practice Act, and policies and expectations of the Institute.

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

Nursing Program's Administration and faculty reserve the right to interpret, maintain, and enforce the standards of professional conduct and performance for nursing. Nursing Program's Administration and faculty also reserve the right to recommend dismissal of any student who has violated the standards of professional conduct or demonstrated lack of professional development.

## **STUDENT PROGRESS EVALUATION**

1. Each student will receive written and verbal evaluative feedback on their academic and clinical progress from a faculty member.
2. Periodic written advising report will be completed by a faculty at designated time intervals, spaced equally throughout the duration of the course. Each course will decide the number of evaluations.
3. Grade averages for theory and clinical performance ability will be recorded on the progress report form along with specific comments added by the faculty member.
4. Knowledge of theory will be evaluated based on written tests, take home assignments, participation in class, computerized Midterm and Final Exam, and Exit Exam.
5. Clinical competence will be evaluated by direct observation and the degree to which the students meet the critical performance criteria outlined on the clinical evaluation tool.
6. The supervising faculty member will maintain the student's progress report throughout the semester.

## **CLINICAL EVALUATION TOOL**

Each core nursing course has its own evaluation tools for the theory, skills lab/simulation, and clinical component. Please refer to the specific course syllabus for further details.

## **GRADUATION REQUIREMENTS**

1. To graduate from the ASN program the student must complete the following:
2. Meet the graduation policies as stated in the school catalog.
3. Have a cumulative program GPA of 2.0 (“C”).
4. Students must attend all NCLEX review courses.
5. Student must take the NCLEX predictor Exam as a Midterm Diagnostic Exam in NUR240 and obtain an 80% passing grade.
6. Upon completion of all nursing core courses, students must successfully complete the Exit Exam at the end of NUR240 with a passing grade of 80%. If a student does not pass the Exit Exam, they will not be able to graduate and will need to repeat the course. **NOTE: There will be no repeat of the Exit Exam.**

The graduates of the nursing program will be eligible to apply to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN) administered by the Florida Board of Nursing.

**NCLEX examination must be taken within 90 days after graduation date. Students that fail to take NCLEX examination within 180 days of graduation must attend a Florida Board of Nursing approved licensure preparation review course prior to attempting the NCLEX-RN, pursuant to 464.019 (5) (a)1.**

## **COMMENCEMENT CEREMONY**

ASN Program Administration coordinates the graduation ceremony which consists of the commencement act and the reception. All students are encouraged to participate. All student data (address, phone numbers, and e- mail address) must be current in order to receive the ceremony itinerary in the mail or by email.

## **STUDENT IDENTIFICATION**

Students are issued a picture identification card. This identification card must be always worn during school activities (unless otherwise specified). If you are not wearing an identification card, you will not be allowed on the premises. If a student is expelled or suspended from NPTI, the student must immediately surrender his/her NPTI identification card to the Campus Dean. The first identification card is FREE of charge. Each replacement I.D. card will be charged \$5.00.

## **PROGRAM UNIFORM/ DRESS CODE POLICY**

1. All students enrolled in NPTI ASN Program are required to wear the mandated program uniform including school and hospital ID’s, stethoscope, penlight, and second-hand watch always during both theory/skills lab simulation/school activities and clinical rotations (unless otherwise specified). The Program uniform will have the official school insignia on the left side.
2. Students will be required to abide by the ASN Program dress code, or they will be dismissed from theory/skills lab/Simulation or clinical.

3. The student will wear nursing type shoes which must be all white or black. No clogs or “cros” are permissible.
4. T-shirts worn under the uniform must be clear of writings or pictures and appropriate for the learning environment.
5. Males must be clean shaven, unless they have a beard/mustache which must be neatly groomed.
6. Hair must be always off the collar during clinical rotations. Conservative hair color and style is to be maintained. Female students can wear makeup at a minimum.
7. Body piercings are not permitted.
8. No jewelry is to be worn except for a wristwatch and wedding band. No rings with stones are to be worn to clinical areas. Only female students are permitted to wear *ONE* stud earrings. Nails must be maintained and closely clipped.
9. No artificial nails may be worn i.e., gel or acrylic polish or nails. No gel nails. Only clear nail polish will be permitted i.e., no French nail polish permitted.
10. All tattoos must remain covered to maintain the professionalism expected from New Professions Technical Institute.

### **ACADEMIC COMPLAINTS AND APPEALS**

Students who have academic complaints are to follow the procedures as established by New Professions Technical Institute, which are:

1. The student should address his complaint to the faculty member.
2. If the issue is not resolved, he/she will address the Nursing Program Coordinator.
3. If the student follows through the chain of command and the issue remains unresolved, he/she can file a written complaint with the Director of Education. The written complaint will be investigated and pursued its conclusion.
4. If the complaint has not been resolved to the student’s satisfaction, he/she will address the Executive Director.

### **STUDENT GRIEVANCE PROTOCOL**

Any student with a concern or complaint must present the issue to his/her supervising faculty within three days of the occurrence. The supervising faculty will be responsible for reviewing the issue utilizing the problem-solving approach and for responding to the student within three working days after the report. Prompt, fair action will keep grievances to a minimum. The faculty will also submit a written report to the Nursing Program Coordinator. If the student is not satisfied with the initial action taken by the supervising faculty, he/she may request the initiation of the formal grievance protocol within three working days. The request must be submitted in writing to the Director of Education and should define the complaint with the specific terms that the student believes should be taken to correct it.

The Director of Education will then investigate the problem which may include a request for additional information and interviews with individuals involved in the incident. The Director of Education will reply to the student in writing within three working days of receipt of the grievance and will report such resolution to the Nursing Program Coordinator.

If after receiving the Director of Education's response, the student feels the problem is still not resolved or he/she is still dissatisfied, the student has the right to contact the Executive Director.

## **GUIDANCE AND ADVISEMENT**

Academic guidance and advice sessions are designed to provide an avenue of communication through which students may express their feelings, needs, and concerns regarding their academic/clinical progress. The advising session may be requested by either the student or the supervising faculty member. Scholastic and vocational will be provided to students on an individual basis as needed.

A student guidance and advisement report will be completed by the faculty for the individual student regarding poor academic or clinical performance. Students earning an average below 77% after each exam on each course will be scheduled for an advice session with the faculty member to identify strategies for success. The student guidance and advisement report will indicate progress or attainment of goals mutually set by the student and faculty advisor. A faculty member will be appointed as needed to serve as the student's academic advisor for the entire school year. The report will be maintained in the student's file. All advice sessions should be witnessed by an administrative staff.

## **TUTORING**

Tutoring is provided on the various subjects offered at NPTI Nursing School. Tutoring information is provided by the ASN program Lead faculty/faculty each semester.

## **STUDENT HEALTH MAINTENANCE**

New Professions Technical Institute's ASN Program recognizes that health maintenance is the primary responsibility of each individual student. Students are therefore required to carry their own health insurance.

If the student is involved in an incident or accident while in the clinical area, the student will be required to follow the established hospital / clinical facility protocol, complete the incident report form and to report to the Emergency Department for treatment. All students must obtain specific immunizations and health screening tests before entering the clinical areas.

A proof of immunization for MMR, Varicella, Hepatitis B, flu vaccines (*Flu season is from October- March*), and Tdap (valid for 5 years) vaccine must be provided to the school. If the student had the diseases, a blood titer for each disease must be submitted. The result of the annual Tuberculin skin test (PPD) must also be submitted every twelve months.

Students have the right to decline to receive the Hepatitis B immunization series and must complete a refusal form which is available at the nursing department.

Immunization records will be submitted to the affiliating hospitals prior to the student's arrival at the health care facility for clinical practicum. **Failure to comply with this will result in the student not being allowed to participate in clinical rotations.**

*Hospital requirements are subject to change, depending upon current knowledge and practices relating to health care.*

### **BLS CARD AND OTHER CERTIFICATIONS**

All students must have a current BLS certification **from a live class** (issued by American Heart Association only!) before entering the clinical areas. Program personnel may be able to schedule a BLS certification class for students. However, if a certification class cannot be scheduled (or a student cannot attend the class), the student is responsible for obtaining BLS certification in the community. BLS certification renewals are the responsibility of the student. Certification must be renewed a month prior to the date of expiration. **BLS cards MUST be signed on the back. Hospitals will not accept any unsigned document.** OSHA, HIV/AIDS, Domestic Violence, and Preventing Medical Errors certifications must be obtained at the students' discretion.

### **CRIMINAL BACKGROUND CHECK**

In compliance with **New Professions Technical Institute** administrative policy, all students accepted to the ASN Program will be required to undergo a criminal background check. This background check will be conducted by a third-party company at the student's expense. In the event the above protocol is not observed, or if the individual refuses to undergo the above identified procedure, the individual will no longer be considered a student enrolled in the program. In the event a student commits any criminal offense while enrolled and during the attendance of the program he/she must inform the Nursing Program Coordinator about the incident and provide necessary documents related to the incident. The student may be subject to dismissal from the program depending on the criminal offense in question.

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

**You will not be allowed in class without a completed background check.**

### **DRUG SCREENING**

Students may be subject to random drug screening test throughout the duration of the program pursuant to clinical facilities' requirements. Failure to pass said random drug screening test may result in dismissal from the nursing program. This drug screening will be conducted by a third-party company at the student's expense. The test results should be presented in a sealed envelope in attention to NPTI Nursing School.

### **HAZING**

Hazing, an initiation process into an organization or club which often involves humiliating or otherwise harmful tasks, performances, or behaviors is not permitted.

### **HURRICANE PLAN AND PROCEDURES**

All decisions concerning hurricanes will be made by the Director of Education at NPTI. These decisions will be based upon the official notifications originating from the *National Hurricane Center*.

## **Procedures: Before the Hurricane**

In the case of an impending hurricane, the following actions will be taken:

1. **Hurricane Watch:** At the announcement of the “Hurricane Watch”, by the National Hurricane Center, NPTI will instruct all personnel to begin the immediate securing of their respective areas in preparation for the possibility of the “Watch” becoming a “Warning”. NPTI will place on a 24-hour watch concerning conditions and its effect on personnel and property.
2. **Hurricane Warning:** At the announcement of a Hurricane “Warning”, the First Level Administrators will immediately announce to the student body, the faculty, and the media of the closing of Institute facilities until further notice. Students can contact their professors or NPTI for information regarding class cancellations and resumptions.

## **POLICY ON INSTITUTE CLOSINGS**

At the time of a disaster, such as a hurricane, the ASN Program will follow the guidelines set by the Institute. (NPTI student handbook)

## **PARKING**

For the safety and security of students, all motorized vehicles are required to have an NPTI parking decal affixed to the vehicle’s lower right/left back window. Students who have been issued a parking decal - but due to an emergency are unable to use the vehicle with the permit - must obtain a temporary parking pass from the Registrar's Office. Use of these passes is limited to a range of several days up to one week and documentation may be required. Failure to have a visible parking decal may result in cars being towed away at the owner’s expenses.

## **SECURITY OF STUDENTS’ PERSONAL EFFECTS**

**The student will be responsible for the security of their personal effects.**

The student is requested to always keep his/her personal belongings and valuables with him/her whenever present in class or in the clinical areas. Under no circumstances will students be permitted to place personal belongings and valuables in the nursing unit during clinical rotations.

Neither New Professions Technical Institute nor the ASN Program will assume liability for items left unattended. The student alone is responsible for the safe keeping of his/her personal belongings.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES (ADA)**

All classrooms and the building is accessible to students with disabilities in accordance with the Americans with Disability Act of 1990 (ADA). Title III of the Americans with Disability Act of 1990 (ADA) prohibits discrimination based on disability in access to institute, private colleges, and universities. New Professions Technical Institute provides reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to qualified students with disabilities, allowing them to participate fully in the programs and activities of the Institute.



Students who believe they need such accommodations should contact the Administration. New Professions Technical Institute maintains strict confidentiality with regards to medical information related to students' disabilities.

Any complaints or concerns regarding disability accommodations should be presented to the Administration. Complaints will be handled in accordance with the Institute's complaint procedures.

NPTI is committed to offering accessible courses to all students, in full compliance with the Americans with Disabilities Act (ADA) Amendments Act of 2008 (ADAAA), Titles I and II of the ADA of 1990, and Sections 503 & 504 of the Rehabilitation Act of 1973. If you require special accommodations, you have the right to receive services including but not limited to: customized assessments, individualized tutorial services, and other accommodations provided to you by faculty and staff.

Please do not hesitate to contact our Director of Education if you require any special accommodations.

### **PREGNANT STUDENT**

A pregnant student may continue in the program with the written approval of the student's attending obstetrician. The attending obstetrician will be asked to submit a statement to the Institute indicating the student's expected date of confinement, the student's limitations (if any), and the length of time the student may continue in the program (i.e., attending scheduled classes and clinical rotation). The limitations must not exceed the expectations of any student's ability to carry out their nursing duties. If so, the student must withdraw from the program or request a Leave of Absence (LOA). In the event problems arise concerning the student's ability to carry out her responsibilities in the classroom and in the clinical setting, the ASN program, in consultation with the student's obstetrician, will determine whether the student may remain in the program.

### **LIBRARY FACILITIES**

Registered nursing students are encouraged to utilize the Institute's virtual library to obtain additional resources that will provide them with additional and/or current medical knowledge.

The library website is available at <https://www.npti.edu/library.php>.

### **COURSE CANCELLATION**

NPTI Nursing School reserves the right to limit the number of students registered in any course, to cancel any courses for which there is insufficient enrollment and to make changes in the schedule as circumstances require. Course cancellations will be announced before the first day of class.

### **PROTOCOL FOR IMPLEMENTING NEW PROCEDURES**

The Nursing Program Coordinator will review all new school policies and procedures and will provide the students with a copy of the new and/or revised policies and procedure via email. If needed, verbal notification will be provided.

## **LIST OF BOOKS FOR ASN PROGRAM**

### **NUR1023: FUNDAMENTALS OF NURSING**

#### **MANDATORY PURCHASE:**

1. *Potter, P. A., Hall, A., Perry, A. G., Potter, P. A., Potter, P. A., & Stockert, P. A. (2020). Fundamentals of nursing (11 th Ed.). St. Louis, MO: Elsevier ISBN-9780323810340*
2. *Potter, P. A., Hall, A., Perry, A. G., Potter, P. A., Potter, P. A., & Stockert, P. A. (2020). Study guide for fundamentals of nursing (10 th Ed.). St. Louis, MO: Elsevier ISBN- 9780323711340*

#### **SUGGESTED PURCHASE:**

*Lynn, P. (2018). Taylor & #39; clinical nursing skills: A nursing process approach (5 th Ed.). Philadelphia: Wolters Kluwer. ISBN-9781496384881*

### **NUR1140: PHARMACOLOGY**

#### **MANDATORY PURCHASE:**

*Lilley, L. L., Collins, S. R., & Snyder, J. S. (2019). Pharmacology and the Nursing Process. (9 th Ed.). Mosby. ISBN-9780323529495*

#### **SUGGESTED PURCHASE:**

1. *Harvey, M. (2015) (5 th Ed.) Dosage calculations made incredibly easy. Philadelphia, PA: Lippincott Williams & Wilkins. ISBN 9781496308375*
2. *Karch, A.M. (2020). 2021 Lippincott's nursing drug guide. Philadelphia, PA: Lippincott Williams & Wilkins. ISBN-9781975138394*

### **NUR1211: MEDICAL SURGICAL NURSING I**

#### **MANDATORY PURCHASE:**

1. *Ignatavicius, D.; Workman, M. L. (2020). Medical-surgical nursing: Patient –centered collaborative care (10 th Ed.). Missouri: Mosby/Elsevier. ISBN-9780323612425*
2. *Ignatavicius, D.; Workman, M. L. (2020). Medical-surgical nursing: Patient –centered collaborative care Study Guide (10 th Ed.). Missouri: Mosby/Elsevier. ISBN-9780323681476*

#### **SUGGESTED PURCHASE:**

1. *Como, D., & Myers, T. (Eds.). (2016). Mosby's dictionary of medicine, nursing & health professions (10 th Ed.) Missouri: Mosby/Elsevier.*
2. *Deglin, J. H. & Vallerand, A. H. (2014). Nurse's clinical pocket guide (3 rd Ed.). Philadelphia: F. A. Davis Company. ISBN-10:0803621396*

3. Pagana, K. D., & Pagana, T. J. (2018). *Mosby's diagnostic and laboratory test reference (14 th Ed.)* Missouri: Mosby/Elsevier.
4. Skidmore-Roth, L. (2020). *Mosby's 2021 nursing drug reference (34 th Ed.)*. Missouri: Mosby/Elsevier.

### **NUR2212: MEDICAL SURGICAL NURSING II**

#### **MANDATORY PURCHASE:**

1. Ignatavicius, D.; Workman, M. L. (2020). *Medical-surgical nursing: Patient –centered collaborative care (10 th Ed.)*. Missouri: Mosby/Elsevier. ISBN-9780323612425
2. Ignatavicius, D.; Workman, M. L. (2020). *Medical-surgical nursing: Patient –centered collaborative care Study Guide (10 th Ed.)*. Missouri: Mosby/Elsevier. ISBN-97803323681476

### **NUR2810: LEADERSHIP MANAGEMENT**

#### **MANDATORY PURCHASE:**

*Leadership and Nursing Care Management - Elsevier eBook on VitalSource, 7th Edition. 2022*

*Diane L. Huber & M. Lindell Joseph*

*Print ISBN: 9780323697118, 0323697119*

*eText ISBN: 9780323697125, 0323697127*

#### **SUGGESTED PURCHASE:**

*Healthy People 2020 (n. d.). [www.healthypeople.gov /2020/](http://www.healthypeople.gov/2020/)*

### **NUR2310: PEDIATRIC NURSING**

#### **MANDATORY PURCHASE:**

*Maternal Child Nursing Care, 7th Edition*

*by Shannon E. Perry, RN, PhD, FAAN, Marilyn J. Hockenberry, PhD, RN, PPCNP-BC,FAAN, Mary Catherine Cashion, RN, BC, MSN, Kathryn Rhodes Alden, EdD, MSN, RN, IBCLC, Ellen Olshansky, PhD, RN, WHNP-E, FAAN and Deitra Leonard Lowdermilk, RNC, PhD, FAAN*

*Mosby/Elsevier eBook on VitalSource. Copyright: 2023*

*ISBN: 9780323825856*

### **NUR2420: MATERNAL/INFANT NURSING**

#### **MANDATORY PURCHASE:**

*Maternal Child Nursing Care, 7th Edition*

*by Shannon E. Perry, RN, PhD, FAAN, Marilyn J. Hockenberry, PhD, RN, PPCNP-BC,FAAN, Mary Catherine Cashion, RN, BC, MSN, Kathryn Rhodes Alden, EdD, MSN, RN, IBCLC, Ellen Olshansky, PhD, RN, WHNP-E, FAAN and Deitra Leonard Lowdermilk, RNC, PhD, FAAN*

*Mosby/Elsevier eBook on VitalSource. Copyright: 2023*

*ISBN: 9780323825856*

## **NUR1450: GERIATRIC NURSING**

### **MANDATORY PURCHASE:**

*ISBN9780323597913 Ebersole & Hess' Toward Healthy Aging, 10th Edition, by Theris Touhy. Elsevier, 2019*

## **NUR2520: PSYCHIATRIC NURSING**

### **MANDATORY PURCHASE:**

*ISBN: 978-0-323-69707-1 Varcarolis' Foundations of Psychiatric-Mental Health Nursing - 9th Edition. Elsevier. 2022. Margaret Jordan Halter.*

## **NUR2300: GRADUATE INTEGRATION: NURSING PRACTICUM**

### **MANDATORY PURCHASE:**

1. *HESI (2020). HESI comprehensive review for the NCLEX-RN examination (6th Ed.) Elsevier ISBN- 9780323582452*

## **NUR2960: NCLEX REVIEW**

### **MANDATORY PURCHASE:**

1. *Silvestri, L. A, (2020) Saunders comprehensive review for the NCLEX-RN® Examination (8th Ed.). Elsevier. ISBN:978-0-323-35841-5*

### **SUGGESTED PURCHASE:**

#### **Additional Textbooks (Used throughout entire curriculum)**

### **MANDATORY PURCHASE:**

*Vallerand, A. H., & Sanoski, C. A. (2020). Davis's Drug Guide for Nurses (17 th Ed.). F.A. Davis Company. ISBN-97861719640053*

## **ASSOCIATES DEGREE IN NURSING PROGRAM**

### ***ETHICAL AGREEMENT***

This agreement is both a contract and a code of conduct for the registered nursing student while in the clinical setting, theory, skills lab, and any other time the registered nursing student is under the auspices of. New Professions Technical Institute These rules are designed to benefit New Professions Technical Institute Associate Degree in Nursing Program and its students and faculty, as well as patients, hospitals staff, and other individuals who are exposed to students during their enrollment.

Because the ASN Program is unlike any other program at New Professions Technical Institute expectations for behavior and attitude are higher and more stringent. Acceptance into this program does not automatically guarantee that each student will be able to perform in a manner benefiting the nursing profession, because the nursing program involves the education and an evaluation of a student's behavior and attitude under a variety of circumstances.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the auspices of NPTI Nursing School, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered, or upset by the student's behavior.

The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the ASN Program, then the Student Grievance Procedure, as stated in the NPTI Associate of Science Degree in Nursing Student Handbook, will be initiated. In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will always go to the instructor.

This Ethical Agreement is made in accordance with the section entitled, "Student's Rights and Responsibilities" as set forth in the NPTI Associate of Science Degree in Nursing Student Handbook. All such provisions of the NPTI Associate of Science Degree in Nursing Student Handbook are hereby incorporated herein by reference and made a part of this agreement.

1. **Sexual Harassment.** No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendo, or inappropriate comments shall occur while in the laboratory or clinical setting or during theory.
2. **Inappropriate Language.** No student shall use foul or vulgar language while in the lab or clinical setting or during class.
3. **Illicit Substances.** No student shall have in their possession or be under the influences of any controlled substance or alcohol while in the lab or clinical setting or during theory, except for those substances prescribed by a physician. Students shall not consume intoxicants while enrolled in the ASN program. If a member of NPTI (student, faculty, or administration) or a clinical site staff member has suspicious and/or reasonable doubt that the student could be under the influence of illicit drugs/intoxicants, the student will be sent immediately for drug testing. And may not return to class until a negative drug test is obtained.
4. **Weapons.** No student shall have in their possession any knives, guns, or other lethal weapon while in the lab or clinical setting, or during theory. Personal protective devices, such as MACE, must be stored according to facility policy and restricted from clinical units.
5. **Leaving the Clinical Area.** No student will leave his or her assigned area unless authorized by the instructor.

6. **Patient Assessments.** Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor.

7. **Inappropriate Behavior.** Students will not direct disrespectful or abusive behavior toward any Institute guest, faculty, employee, or employee of any hospital or other health care facility. Instructors and health care facility employees will be treated with the respect their positions deserve and the student will abide by any rules governing a facility's staff. "Inappropriate Behavior" includes both written and oral false representation with respect to student behavior.

8. **Disputes.** In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who is the first link in the chain of command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.

9. **Practicing Nursing.** Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved schools of nursing. Nursing students may not practice nursing outside the clinical setting and without an instructor available. Observational experiences do not constitute nursing practice.

10. **Confidentiality.** The undersigned hereby acknowledges his or her responsibilities under Florida Law to keep confidential the identities and identifying information regarding all clients encountered in the clinical area.

No student shall divulge the names of any patient or client, orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient or client.

11. **Medical Records.** NPTI Nursing School Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audiotaping, and removing medical records from any hospital department are strictly prohibited.

12. **Violations of this Agreement.** Any violation of the foregoing Ethical Agreement will result in the student's dismissal from the clinical, theory, or laboratory setting and referral to the appropriate person in accordance with the chain of command as set forth in the NPTI Associate of Science Degree in Nursing Student Handbook. In addition, the student may receive a failing grade on the clinical evaluation and a failure to meet course requirements. If a student violates the "Ethics Agreement" of the ASN Program the situation in question will come before the New Professions Technical Institute Associate Degree in Nursing Program Academic Standard Committee. (Exception: A severe infraction that requires immediate attention). The Academic Standards Committee will make recommendations for disciplinary action to the appropriate Institute administrator.

13. **Disciplinary Action by the Instituted.** If a student is suspended or otherwise formally disciplined by the ASN Administration, he/she will be subject to permanent dismissal from the NPTI ASN Program. At the termination of the disciplinary period, however, the student may petition the NPTI Nursing School for re-admission.

Student Name (Print)

Student Signature

Date

### **EMPLOYABILITY ACKNOWLEDGEMENT**

NPTI is committed to providing an accessible learning environment for all students, regardless of disability. However, some clinical health fields require licensure and the ability to perform to physical standards that may not be attainable by those with certain disabilities. NPTI has no control whatsoever over professional licensing requirements or any industry performance standards. As a result, under these circumstances, NPTI cannot guarantee that successful completion of any course of study will result in the ability to attain professional licensure or job placement in any specific field of work. By signing below, I acknowledge that I am enrolling in this program with knowledge of the foregoing, and I waive all claims against NPTI in connection with any inability I may later have to attain such professional licensure or job placement.

Student Name (Print)

Student Signature

Date

### **STUDENT HANDBOOK ACKNOWLEDGEMENT**

This is to certify that I have received my personal copy of the NPTI Associate of Science Degree in Nursing Student Handbook. I understand that it is my responsibility to read and to become familiar with the policies, practices, rules and regulations contained therein. I hereby also agree to abide by all established policies and procedures, while a student of the NPTI ASN Program.

Student Name (Print)

Student Signature

Date