



# Associate Degree in Nursing Clinical

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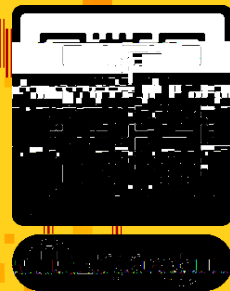
## *Student Handbook* 2024

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REVISED

# HCI COLLEGE CAMPUS



# Table of Contents

HCI College Campus Locations.....	2
West Palm Beach #2077 (Main Campus) .....	2
Fort Lauderdale #5625 (Branch Campus).....	2
Introduction .....	5
Nursing Mission Statement .....	6
Clinical/Simulation Assignments.....	6
Clinical Documents .....	6
Clinical Attendance .....	6
Clinical Simulation.....	7
Clinical Requirements .....	7
Medical Requirements (I-X) .....	8
I. Cleared Background Cheen-US	









# MEDICAL REQUIREMENTS (I-X)

## I. Cleared Background Check

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The Joint Commission of Accreditation (TJC), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field



#### IV. Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students

It is essential that Nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, simulation and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Director of Nursing.

Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe client care. It is the ultimate responsibility of the Director of Nursing to make the final decisio

## V. Immunizations

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Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or HCI College

immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment s/F1 12 Tf5ui6 TH.7 660.dCI

## VI. Serological evidence of immunity (quantitative not qualitative)

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### Hepatitis B Vaccine

- Students must demonstrate serological evidence of immunity to Hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against Hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers he/she must submit documented proof of receiving the first vaccination prior to starting Nursing I. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Evidence of the first administration must be provided to participate in any agency based clinical rotations. For previouson or previouson or previouson inati

## VII. Seasonal Influenza

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Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to HCI College and maintain compliance with the immunization and health clearance policy. Flu season will be considered October through the last day of April for purposes of this policy.

## VIII. Tuberculosis/Tuberculin Skin Test (PPD)

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Students are not permitted to practice in any clinical, laboratory or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening PPD while enrolled in the Nursing program.



## DRESS CODE

Proper professional dress and appearance are required. Approved Nursing attire and College ID badges must be worn for ALL Nursing classroom, skills laboratory, clinical experiences, and any time they are on campus, or at a college sponsored function representing HCI College.

### Uniform

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Navy blue scrubs embroidered with HCI College name, logo, and student name.

### Uniform Standards of Appearance

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Clean, well-maintained and pressed.

Appropriately fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature.

Cannot be altered in appearance other than approved HCI College embroidered logo.

Cannot be worn outside of HCI College Nursing experiences.

An optional white lab coat may be worn over the scrub uniform.

An optional white, long or short-sleeved t-shirt may be worn underneath the scrub top.

Other than a white lab coat, no articles of clothing may be worn over the scrub uniform. No sportswear, jackets, sweaters, or hoodies are allowed.

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Undergarments must be worn and not be readily visible/extending beyond the scrub top with the exception of a small area at the neck of the garment.

If scrub pants are too long, they must be altered so that the hem falls

## Overall Appearance

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Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.

Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.

Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.

Some agencies may require their own identification badges in addition to the one issued by the College. **ID badges must be visible at all times.**

Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.

**Hair:** must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non- ornamental, preferably matching the hair color or white. Due to the professional nature of the Nursing profession, hair color that occurs in nature and a conservative cut and style is required.

**Facial Hair:** Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair).

**Headwear:** No caps, headbands, bows, scarves or bandanas. Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:

- Wear a white or black covering and if long, tuck it into the neck of their top.

**Make-up:** Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**

**Nails:** Short, clean, and well-manicured (not beyond tip of finger); no nail polish, décor/jewelry, artificial or acrylic nails.

**Jewelry:** Solid metal wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible if it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as mental health and pediatrics).

**Body piercing:**

are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.

**No visible tattoos:** tattoos must be covered at all times.

\*\* Must wear HCI College Nursing Program badge and/or facility-specific badge at all times; badge is to be worn over the chest pocket.

**NOTE:** Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.

## **PROFESSIONAL BEHAVIOR**

HCI College has established a set of professional behavior(s) which will help students develop their knowledge and skills for entry-



receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re- entry to the program is contingent upon a) the program not exceeding maximum program capacity; and

## **DISMISSAL FROM CLINICAL POLICY**

The following circumstances are examples of grounds for dismissal from the Nursing Program:

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2. Impairment by substance use while conducting HCI College-related activities or while attending clinical.
3. Refusal to cooperate with requested alcohol and/or drug screening. Refer to Impaired Student Screening Policy.
4. Violations of professional behavior.
5. Violations of client safety standards.
6. Violations of expected clinical performance objectives.
7. Acts of insubordination are deemed to be significantly serious.
8. Dismissal for unexcused absence.
9. Failure to follow the direction of faculty, college administration and/or clinical affiliation partners employee, staff and/or administrators.
10. Failure to follow the policies, written and verbal, of a clinical affiliation partner.
11. Demonstrating unprofessional, aggressive, and/or unsafe behavior at a clinical affiliation partner site or community event.
12. \*\*\*All dismissal appeal decisions are issued by the Director of Nursing.\*\*\*

## **SAFE PRACTICE IN THE CLINICAL SETTING POLICY**

# INDICATORS TO BE USED AS GUIDELINES FOR EVALUATING SAFE PRACTICE ARE (I-V):

## I. Regulatory:

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The student practices within the boundaries of the Florida State Nursm0 V):

#### IV. Accountability:

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The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.

#### V. Human Rights:

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The student's conduct shows respect for the individual, client, health team member, faculty, and self-including but not limited to the innate, legal, ethical, and cultural realms.

**Examples of unsafe practice include but are not limited to the following:**

Failure to maintain confidentiality of interactions.

strictly prohibited unless allowed by clinical affiliate with all identifying information removed.

Dishonesty in relationships.

Utilization of stereotypical assessments which are detrimental to client care.

Failure to recognize and promote every client's rights.

### **UNSAFE PRACTICE PROCEDURE:**

## **RECORDING, VIDEOTAPING OR PHOTOGRAPHS**

Audio or video recording of any lecture, meeting or other HCI College related function without written permission from the Director of Nursing shall be considered a violation of policy. Students with documented disabilities requesting special accommodations should review the HCI College Policy Manual, Section 00000912.0612.792 re: W\* nBT/F6 9e3 mg0.uDreW\* nBT/F1 12 Tf



## EXPOSURES OR INJURIES ON EXTERNSHIP:

### Our Affiliation Agreement states the following:

That in the event of an accident or injury to any assigned student(s) or faculty member(s), the Facility will provide emergency medical and/or dental treatment to the participating student(s) or faculty member(s) while at the Facility and, on the conclusion of said emergency treatment, said individual will be referred to the care of his/her own physician. The cost of any and all emergency treatment is to be paid for by the injured student(s) or faculty member(s).

As soon as any member of the campus staff is notified of the incident, the Program Head and manager on duty must complete an Occupational Exposure Incident Report together detailing the incident and steps taken after the incident. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible.

The Program Head and/or manager on duty should also request an incident report completed by the site supervisor.

VP of Academic Affairs, and Business Office Manager.

### Insurance Coverage:

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The determination of whether HCI College circumstances. HCI College staff should never suggest to a student that the incident will be covered by HCI College information is needed.

The student is responsible for all payments or insurance unless otherwise notified by the insurance company.

### Post-Exposure Evaluation and Follow-Up:

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Should an exposure incident occur, the student should immediately notify the clinical faculty member who is responsible for the learning experience in which the student is engaged. Again, prompt reporting of all exposures is crucial to ensure that proper medical evaluation and treatment, if applicable, is initiated in a timely manner. Unless extraordinary circumstances are present, the clinical faculty member shall assist the student in shedding contaminated clothing, wiping/washing off visible blood and/or body fluids and disinfecting the area exposed in an acceptable manner (i.e., a skin-approved bactericidal soap, a waterless cleaner, etc.). Care should be taken not to use abrasives or cleaners that will damage the skin. If blood and/or other body fluids are splashed in the eye or mucous membrane, flush the affected area vigorously with running water. An immediately available confidential medical evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. In the event of a life-threatening emergency, call 911. Student should be taken to the nearest Emergency Room.

### Additional Post-Exposure Resources:

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There is a 24-hour nationwide Post Exposure Prophylaxis hotline at 1-888-HIV-4911 (1- 888- 448-4911) if there are any questions or concerns about the exposure incident, evaluation, or treatment.









\_\_\_\_\_ I understand that I cannot be subject to call/duty in any way during didactic, skills, or clinical portions of the program.

\_\_\_\_\_ I understand that I may be required to submit to a drug and/or background check prior to going out on the clinical experience portion of the program. The results of the drug and/or background check may have an impact on my placement at a clinical site and completion of the program. I understand that I am responsible for the cost of these tests.

\_\_\_\_\_ I understand that I am required to complete a physical exam and provide proof of said exam check prior to going out on the clinical experience portion of the program., and that results of the exam may have an impact on my placement at a clinical site and completion of the program.

\_\_\_\_\_ I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Nursing student.

\_\_\_\_\_ I understand that it is my responsibility to review the Nursing Student Clinical Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

\_\_\_\_\_ I understand that the Nursing Student Clinical Handbook may be amended and/or changed during my enrollment.

\_\_\_\_\_ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

\_\_\_\_\_ I understand that it is my responsibility to follow all policies and procedures as outlined.

\_\_\_\_\_ I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

***I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS DOCUMENT. FURTHERMORE, I UNDERSTAND THAT FAILURE TO MEET AND COMPLY WITH THE REQUIREMENTS OF THIS PROGRAM MAY RESULT IN MY TERMINATION FROM THE PROGRAM.***