



# Associate Degree in Nursing Skill/Simulation *Student Handbook* 2024

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## West Palm Beach #2077 (Main Campus)

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West Palm Beach, Florida 33409

(561) 586-0121 Office

### **Registration, Admissions & Financial Aid:**

1760 North Congress Avenue

Suites 101 and 102

West Palm Beach, Florida 33409

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The Nursing Program within HCI College provides our students with an education whereupon graduation they are equipped to confidently enter the work force, and to successfully engage and compete with their peers and colleagues. Our dedicated faculty and staff continually seek to improve our environment, skills, and professionalism to ensure that our mission is accomplished. By proactively pursuing our vision we will be able to accomplish our goal to educate and train nursing professionals to provide safe, quality healthcare.

## Attendance

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Regular and punctual attendance at classes, labs and clinical/simulation learning experiences is expected of all students and is an important aspect of meeting the objectives of the Nursing courses.

Attendance is taken and recorded via CourseKey. Students are accountable for their own attendance in CourseKey. Students have access to view their attendance in each class. Students are required to check in and out for every class, lab, and clinical experience via CourseKey.

Faculty will verify attendance via CourseKey. Students are required to check in and out for every class, lab, and clinical experience via CourseKey.



1. The Nursing Skills Lab is an extension of your clinical and didactic Nursing program. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e., dress and behavior, etc.). See respective Nursing Handbooks.
2. NO FOOD OR DRINK may cause damage to equipment.
3. NO CHILDREN risk of injury from equipment.
4. NO CELL PHONES during testing or in student work areas (turn phones off).
5. Students are required to wear their student ID at all times while in the lab and to follow the HCI College dress code.
6. Respect lab equipment at all times.
7. Students are expected to assist in clean-up of the lab at the end of each session.
8. **Requirement:** Start a Portfolio at the beginning of your nursing program organize all skills lab related information (i.e., procedure sheets, skills check off forms, notes). These materials are utilized each semester. Place a copy of your BLS card, any certifications you may have (CNA, PCT, EMT, LPN, etc.). While these are not a part of the Nursing program, these highlight your previous life experience and should be included in your professional portfolio. This will be checked periodically and is for a grade.
  - a. ATI Skills modules assigned for each mandatory skill are assigned in alignment with the syllabi and are expected to be completed prior to being taught and demonstrated in the skills lab. Proof of completion of each module is to be kept in a binder and will be checked periodically and recorded as a homework grade by the instructor.
9. Students are responsible for reviewing and adhering to all skills lab policies and procedures:
  - a. Scheduling
  - b. No Call/No Show
  - c. Skills Testing (checkoffs)
  - d. Remediation Policy
  - e. Competency Testing: Returning Students
10. Sign in and out of the lab with the attending instructor for both practice and testing.
11. Leave coats, book bags, valuables in your locked vehicle, NOT in practice or testing areas.
12. Students are responsible for reviewing the course syllabus for due dates and late assignment policies. Failure to meet deadlines may result in failure to meet course objectives.
13. Skills lab resource manuals, reference materials, and ATI learning modules/videos are available for reference. Resource manuals are kept in the library. DO NOT remove from library.

14. **Practice/Testing areas:**











## Overall Appearance

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1. Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
2. Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.
3. 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.
4. 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.**
5. Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.
6. **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.
7. **Facial Hair:** Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair).
8. **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:
  - o Wear a white or black covering and if long, tuck it into the neck of their top.
9. **Make-up:** Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**
- 10.



## **NURSING STUDENT – SKILL/SIMULATION ACKNOWLEDGEMENT OF RESPONSIBILITIES**

*By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Student Catalog.*

\_\_\_\_\_ HCI College Admission Documentation, Clinical/Classroom Training, and Attendance Policy.

\_\_\_\_\_ Current HCI College Nursing Student Skill/Simulation Handbook.

\_\_\_\_\_ I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements.

\_\_\_\_\_ I understand that I am to only function under the direct supervision of the Nursing faculty during all clinical experiences.

\_\_\_\_\_ I understand that I will not be used to meet staffing requirements at the clinical agency.

\_\_\_\_\_ I understand the passing grade for any Nursing course is outlined in the appropriate syllabus.

\_\_\_\_\_ I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending clinical sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator.

\_\_\_\_\_ I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

\_\_\_\_\_ I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical facility patients, as well as any other confidential information of the facility. I agree, 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. I further agree not to reveal to any third party any confidential information from the facility.

