



License Practical Nursing (LPN) Student Handbook



Dear Students:

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

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

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

*Dean
Chairpersons
Faculty*

Miami Dade College School of Nursing

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ACCREDITATION & APPROVAL

The Licensed Practical Nursing (LPN) program at the Benjamin León School of Nursing (BLSON), Miami Dade College, is currently in candidacy status with the Accreditation Commission for Education in Nursing (ACEN). Candidacy is the first step toward full accreditation and indicates that the program is progressing through the accreditation process to ensure compliance with nationally recognized standards for nursing education, including curriculum, faculty qualifications, and student outcomes.

In addition, the program is approved by the Florida Board of Nursing (FBN), which authorizes graduates of the LPN program to apply for licensure as Licensed Practical Nurses (LPN) in the State of Florida upon successful completion of the NCLEX-PN examination. These approvals confirm that the BLSON LPN program meets the regulatory and educational standards necessary to prepare graduates for safe, competent, and ethical practice as entry-level practical nurses.

- **Accreditation Commission for Education in Nursing (ACEN)**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org
- **Florida Board of Nursing**
4052 Bald Cypress Way, Bin C-02
Tallahassee, FL 32399-3252
(850) 245-4125
floridasnursing.gov

SECTION ONE: ADMINISTRATIVE GUIDELINES

INTRODUCTION: STATEMENT OF EXPECTATIONS

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

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

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

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

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

MIAMI DADE COLLEGE LEARNING OUTCOMES

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

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

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

LPN PROGRAM LEARNING OUTCOMES (TERMINAL OUTCOMES)

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

1. Utilize clinical judgment to provide nursing care that is client-centered in a variety of settings (MDC Outcome 3, 4, & 9).
2. Communicate and collaborate with the client, family, and members of the interprofessional health care team to promote continuity of care and support therapeutic relationships (MDC Outcome 1, 4, & 7).
3. Integrate best practices based on current evidence for nursing practice and quality improvement (MDC Outcomes 1 through 9)
4. Perform skills and complete responsibilities effectively, providing a safe environment for clients, self, and others in a variety of settings (MDC Outcome 3, 4, & 9).
5. Utilize technology for information gathering, communication, and client care (MDC Outcome 1, 3, & 8).
6. Demonstrate accountability and leadership skills for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice (MDC Outcome 1, 2, 3,4, 5, 6, & 9).

NURSING PROGRAM DESCRIPTION

The **Licensed Practical Nurse** offers a lock step program that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for the student for further education and careers in the Health Sciences. The curriculum provides the student with technical skill proficiency which includes competency-based applied learning that contributes to academic knowledge, higher-order reasoning and problem-solving skills, positive work attitudes, employability, technical, and occupation-specific skills, and overall knowledge of the Health Science specifically nursing career cluster.

The Florida Board of Nursing recognizes the program has achieved ACEN accreditation status thus graduates of the program may apply and sit for the Licensed Practical Nurse NCLEX Examination.

The LPN program content includes theoretical instruction and clinical experiences in medical/surgical, obstetric, pediatric, and geriatric nursing. Clinical experiences are held at local acute and long term care facilities along with experiences in the community setting. The vocational role and function of the LPN is threaded throughout the curriculum. Along with concepts related to personal, family and community health, nutrition; human growth and development, body structure and function, interpersonal relationship and nursing skills, mental health; pharmacology, and legal, ethical and current nursing trends are integrated through out student instructions. Clinical experiences compose at least 50% of the total program hours.

This program focuses on broad, transferable skills and stresses the understanding and demonstration of elements of the health care industry..

The location of the LPN program within the community college setting provides an appropriate academic environment for instruction in the biological, physical, social, and behavioral sciences. The community college setting further provides instruction in the communication skills basic to the successful performance of the LPN graduate in the work environment. This body of knowledge supports concepts specific to the practice of nursing. The purpose of this program is to prepare students for employment as Licensed Practical Nurses (LPN).

Supporting the mission of the College, the nursing faculty believes that nursing education should be accessible, affordable and of high quality by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community. The School of Nursing provides access to programs, which educate students to become health care professionals. Educational offerings include opportunities for entry at various levels of nursing practice including Practical Nursing, License Practical Nursing and RN to Bachelor of Science Degree Nursing

BLSON PHILOSOPHY

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

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

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

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

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

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

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

We believe the professional nurse is a leader who:

must be willing to take risks and serve as a client advocate to create innovative, planned changes that contribute to the improvement of the quality of health care and fiscally responsible outcomes.

functions autonomously and in collaboration with other health care providers.

utilizes current theoretical and scientific knowledge to provide quality health care for unique human beings in a multi-cultural global environment.

PROGRAM CONCEPTUAL FRAMEWORK

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

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

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

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

**LICENSED PRACTICAL NURSING PROGRAM
DEFINITIONS OF GRADUATE COMPETENCIES**

NLN Program Outcomes	NLN Graduate Competencies
1. Human Flourishing	Promote the human dignity, integrity, self determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).
2. Nursing Judgment	Provide a rationale for judgments used in the provisions of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).
3. Professional Identity	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. (NLN, 2010)
4. Spirit of Inquiry	Question the basis for nursing actions, considering research, evidence, traditions, and patient preferences (NLN, 2010).

PROGRAM SEQUENCING

Course Sequence Guide Full-Time Enrollment Licensed Practical Nursing			
SEMESTER	Course ID	Course Name	Hours/Credits
First Semester	PRN 0005C	Fundamentals of Nursing	150 Hours 5 Credits
	PRN 0021C	Anatomy and Physiology and Medical Terminology 1	105 hours 3.5 credits
	PRN 0035C	Pharmacology	90 hours 3 credits
	Total credits		345 Hours 11.50 Credits
Second Semester	PRN 0210C	Adult Health I	300 hours 10 credits
	PRN 0082C	Anatomy and Physiology and Medical Terminology 2	105 hours 3.5 credits
	Total credits		405 Hours 13.5 Credits
Third Semester	PRN 0211C	Adult Health II	300 hours 10 credits
	PRN 0006C	Professional Role Transition	150 hours 5 credits
	PRN 0130C	Special Populations	150 hours 5 credits
	Total credits		600 Hours 20 Credits
Program Total			1350 Hours 45 Credits

COURSE DESCRIPTION AND LEARNING OUTCOMES

Course: PRN000C Fundamentals of Nursing

Theory Course Description: This course introduces nursing and the roles of the practical nurse in health care settings; as well as profession related and client-care concepts. Emphasis is placed on the knowledge and skills needed to provide safe, quality care. The theoretical foundation for basic assessment and nursing skills is presented, and the student is given an opportunity to demonstrate these skills in a laboratory setting. An introduction to the nursing process provides the student with a beginning framework for clinical decision making.

Course Credits: 150 Hours | 5 Credits

Pre-requisites: Admission to program

Co-requisites:

Course Student Learning Outcomes:

Upon completion of this course students will be able to:

1. Identify the components of the nursing process, their importance, and application throughout nursing practice.
2. Explain principles of homeostasis and its effect on health and illness.
3. Distinguish between cultural and ethnic beliefs and describe their impact on nursing care and the nurse–client relationship.
4. Describe the significance of client teaching throughout nursing practice.
5. Demonstrate understanding of the laws and ethics of nursing and the importance of accurate, concise recording and reporting.
6. Demonstrate mastery of physical assessment and measurement of vital signs.
7. Identify the impact of nutrition and fluid/chemical balance on the well-being of clients.
8. Display mastery of the principles of asepsis and infection control, explaining their significance within nursing.
9. Consistently portray understanding of the principles of correct body mechanics and safety.
10. Explain concepts of effective pain management and their significance within effective nursing care.
11. Define perioperative care, its components, and impact on clients involved.
12. Identify guiding principles of proper medication administration, including appropriate routes.
13. Identify urinary and bowel elimination processes and possible alterations due to illness, disease, and aging.

14. Explain principles of therapeutic exercise and the use of ambulatory aids and/or mechanical immobilization within the restorative process.
15. Describe oxygenation and its effects on airway management, including resuscitation.
16. Explain end-of-life care and its role in nursing.

Course: PRN 0035C Pharmacology

Theory Course Description: Foundational course in safe, effective drug therapy and nursing roles in health promotion, disease prevention, and medication management. Includes drug classifications, pharmacology principles, and application through the nursing process. Co-requisites apply.

Course Credits: 90 hours | 3 credits

Pre-requisites: Admission into nursing program.

Co-requisites:

Course Student Learning Outcomes:

1. Develop medication order analysis
2. Interpret pharmacology abbreviations
3. Calculate medication quantities for different routes
4. Perform conversions of measures and dosage calculations
5. Manage fluid balance in patients
6. Apply pharmacology principles and medication classifications
7. Ensure safety in medication administration
8. Recognize legal and ethical implications

Course: PRN 0021C Anatomy & Physiology and Medical Terminology I Lab

Theory Course Description: Lab-based study of human anatomy and physiology with integrated terminology, applied to health promotion and disease management.

Course Credits: 105 hours | 3.5 credits

Pre-requisites: Admission into LPN Program.

Co-requisites: Anatomy & Physiology I lecture.

Course Student Learning Outcomes:

1. Identify cell structures, tissues, and organs
2. Demonstrate understanding of system functions and diseases
3. Apply anatomical knowledge in clinical practices

Course: PRN 0082C Anatomy & Physiology and Medical Terminology II Lab

Theory Course Description: This lab course delves into the anatomy and physiology relevant to nursing, emphasizing health promotion, disease prevention, and disease management. It forms the foundational knowledge required for clinical application, integrating medical terminology with the nursing process.

Course Credits: 105 hours | 3.5 credits

Pre-requisites: Completion of A&P I and Lab.

Co-requisites: A&P II lecture.

Course Student Learning Outcomes:

- Understand and identify body structures and systems
- Apply anatomy and physiology knowledge in nursing practice

Course: PRN 0210C Adult Health I

Theory Course Description: Adult-focused nursing care for patients requiring medical/surgical intervention. Emphasis on holistic, culturally competent care. Clinicals provide hands-on experience.

Course Credits: 300 hours | 10 credits

Pre-requisites:

Co-requisites: Fundamentals, Anatomy & Physiology I & Lab, Pharmacology.

Course Student Learning Outcomes:

- Identify health alterations in adults
- Develop care plans with appropriate interventions
- Demonstrate clinical judgment and interprofessional collaboration
- Manage adult care with applied pharmacology, pathophysiology, and nutritional knowledge
- Communicate effectively and manage information systems

Course: PRN 0211C Adult Health II

Theory Course Description: Focus on adult/older adult care for medical/surgical conditions, emphasizing client-centered care, informatics, safety, and professionalism.

Course Credits: 300 hours | 10 credits

Pre-requisites:

Co-requisites: Fundamentals, Anatomy & Physiology I & Lab, Pharmacology, Adult Health I Lecture & Clinical.

Course Student Learning Outcomes:

- Identify health deviations
- Develop care plans
- Demonstrate clinical judgment
- Participate in healthcare teams
- Manage patient care using medical knowledge
- Understand ethical and professional standards

Course: PRN 0130C Special Populations Nursing

Theory Course Description: Focused on providing nursing care to special populations, this course emphasizes the wellbeing and life quality of psychosocial disorder patients, childbearing women, newborns, and children.

Course Credits: 150 hours | 5 credits

Pre-requisites:

Co-requisites:

Course Student Learning Outcomes:

- Maternal/newborn and pediatric care using nursing principles
- Understanding of human growth related to special populations
- Development of comprehensive care plans considering cultural and developmental needs
- Application of pharmacology and nutrition in care provision

Course: PRN 006C Professional Role Transition

Theory Course Description:

Course Credits: 150 hours | 5 credits

Pre-requisites:

Co-requisites:

Course Student Learning Outcomes:

SECTION TWO: POLICIES OF THE SCHOOL OF NURSING

Attendance

Policy Statement:

Attendance in the Licensed Practical Nursing (LPN) program is critical for student success, professional development, and compliance with both state and federal regulations. This policy is designed to meet the requirements of Miami Dade College (MDC), the Florida Board of Nursing, and the U.S. Department of Education (DOE). Federal guidelines, including Title IV financial aid provisions and Title IX of the Education Amendments of 1972, apply to student participation, attendance, and accommodations within the program.

General Attendance Policy (MDC MOP IV-10):

Consistent with MDC's Manual of Procedures IV-10, students must attend all scheduled instructional activities, including clinical rotations, lectures, and labs. Attendance records will be maintained in compliance with the U.S. Department of Education's Title IV regulations, which require that attendance is tracked for students receiving federal financial aid. Failure to maintain adequate attendance may affect a student's eligibility for federal financial aid programs, such as Pell Grants and student loans.

Procedure:

Notification of Absence:

Students must notify faculty no later than one hour before the clinical or class start time for general absences. In line with Title IX, which prohibits discrimination based on sex, pregnancy, or related conditions (including childbirth and recovery) for students experiencing absences related to hospitalization, pregnancy, childbirth, or other related medical conditions, absences cannot count against a student without offering reasonable accommodations. The possibility of extended leave should be included and presented to the student. Students must provide appropriate medical documentation and clearance before making up a missed clinical day or classwork. For Title IX-related accommodations, students should work with the MDC Title IX office to ensure compliance with federal requirements and that necessary adjustments are made to their academic schedule.

Documentation of Absence:

Faculty must document all student absences using the anecdotal form, following the policies outlined in MOP IV-20 (Student Records). Documentation for absences, including medical or Title IX-related circumstances, must be retained in accordance with MDC and federal record-keeping requirements under Title IV. This ensures proper documentation for financial aid compliance and protects student rights under Title IX for any absences due to pregnancy, childbirth, or other protected conditions.

Make-up Assignments and Course Completion:

In accordance with Title IX and federal guidelines, students who miss clinicals due to pregnancy, childbirth, or other Title IX-protected reasons must be given the opportunity to make up missed work. In compliance with the Florida Nurse Practice Act (§464.019 F.S.), course objectives must be met without compromising academic standards, but reasonable accommodations should be made to ensure no discriminatory impact on the student's academic progress.

In accordance with best practices and federal guidelines, students who miss clinicals or classes due to the death of an immediate family member must be given the opportunity to make up missed work. Faculty should work with students to develop a reasonable timeline for completing assignments and meeting course objectives, including using simulation environments where appropriate. Per the Florida Nurse Practice Act (§464.019 F.S.) and MDC policies, all course objectives must be met by the end of the

following major semester.

The student cannot continue the nursing program until the assignments/alternative assignments are completed on time and the student has successfully passed the course.

Limits on Absences:

MDC's School of Nursing policy stipulates that no absences are allowed during clinical rotations. Any absence, regardless of the duration of the rotation, will result in an unsatisfactory grade and course failure, unless it is covered under Title IX protections. Title IX allows for absences related to pregnancy, childbirth, or other related medical conditions, which will not count against the student. In such cases, reasonable accommodations, including extended leave, will be provided. Additionally, in the event of an immediate family members death, absences beyond the allowed limit may be considered for make-up if appropriate documentation is submitted. All other absences, regardless of reason, will result in an unsatisfactory grade and course failure.

Tardiness and Clinical Participation:

A student is considered tardy if they arrive after the designated start time. Per MDC's Manual of Procedures, excessive tardiness can result in an unexcused absence and disciplinary action. However, per Title IX, tardiness or absences due to pregnancy-related medical appointments or other related conditions must be reasonably accommodated, and such instances will not negatively affect the student's academic standing.

Medical, Psychiatric, and Title IX-Protected Conditions:

Students are required to disclose any medical or psychiatric conditions that may impact attendance or performance, including conditions protected under Title IX. In cases of pregnancy or other related conditions, students are entitled to reasonable accommodation without discrimination, including medical leave, alternative assignments, or adjusted timelines for clinical and coursework completion. Students must provide written medical clearance before resuming clinicals, in compliance with MDC and federal guidelines (Title IV and Title IX)

Bereavement (Death of a Family Member):

In the event of the death of an immediate family member, Miami Dade College follows best practices for bereavement by allowing students to take a reasonable amount of time to process their loss and complete missed coursework.

Eligibility for Bereavement Leave:

Students who experience the loss of an immediate family member (i.e., spouse, parent, sibling, child, grandparent) are eligible for excused absences, with the amount of leave determined by the faculty in consultation with the student, based on the student's circumstances and academic progress.

Documentation Requirements:

Students must provide appropriate documentation to support their request for bereavement leave, such as an obituary, death certificate, or other forms of evidence. Faculty members must file this documentation in accordance with MOP IV-20 (Student Records) to ensure accurate record-keeping and compliance with federal Title IV requirements.

Make-up Work and Extensions:

Faculty should work with students to establish a timeline for completing missed coursework or clinical assignments. In line with federal guidelines, students cannot be penalized for missed work during bereavement if they provide documentation and complete alternative assignments in a timely manner. Extensions for coursework should be provided based on individual needs and academic requirements.

Legal Compliance (Title IX):

While Title IX primarily addresses sex-based discrimination, it also mandates that institutions provide accommodations for students facing life-altering events, such as the death of a family member, to ensure equal access to educational programs. Bereavement leave and flexible academic policies are part of a broader effort to support student well-being.

References:

Miami Dade College Manual of Procedures, IV-10 (Student Attendance)

Miami Dade College Manual of Procedures, IV-20 (Student Records)

Miami Dade College ASN Student Handbook

Florida Nurse Practice Act, §464.019

Title IX of the Education Amendments of 1972

Title IV, U.S. Department of Education (Student Financial Assistance)

ASSIGNMENTS AND TESTS IN NURSING

Students will take all tests and/or exams when they are scheduled.

Faculty should be notified beforehand if there is a problem. If a student has an absent on the day of the exam, the weight of the final exam will be increased by the weight of the missed test. If more than one test is missed, the student may be asked to withdraw.

In the event the student is late or absent on the day of the Final Exam, the student may send supporting documentation to the Course Faculty identifying the extenuating circumstance which prevented them from attending the Final Exam before the class end date. The Course Faculty member will give an incomplete grade only if the student has a passing grade of 77% or higher prior to the Final Exam and has completed 75% of the course assignments.

Missed Exam with Extenuating Circumstances

Makeup exams and quizzes require documentation if circumstances are extenuating. Students must provide documentary evidence to support the absence. The missed exam will cover the same content as the original.

The student must submit written proof to the Instructor and the Chairperson concerning the extenuating circumstance. The student will be allowed to make-up with appropriate documentation the examination at a date and time scheduled at the discretion of the Program.

The following are extenuating circumstances

- Student hospitalization
- Immediate family member's hospitalization
- Death of an immediate family member

STANDARDIZED TESTING

Students will take the practice standardized testing at designated times during the semester, which will provide comprehensive remediation, that the student is responsible for completing. The End-of-Course proctored standardized test is mandatory, and it is given towards the end of the course.

CLASSROOM TESTING PROCEDURES

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of the course content.

The test taking guidelines below are to be followed by all nursing students for the following testing situation: laboratory (performance) testing, classroom (paper and pencil) testing, or computerized testing are given below: For all testing situations:

Students must report to the testing room 30 minutes prior to exam. For example, if the exam is scheduled for 8 AM, the student must be in front of the room at 7:30 AM.

Place all personal items, including phones, in a locker outside the testing room. If there are no lockers available, all items including phones and water bottles must be placed in front of the room or designated area.

Phones must be turned off (not vibrate).

Students must have MDC ID cards so the student can be scanned into the exam room.

Students are to wait in front of the testing room to be seated by the proctor.

Once seated, students are to log into the computer and wait for further instructions from the proctor.

Tardiness will not be tolerated.

Once all students are scanned into the exam room, the doors to the testing room will be shut.

Students arriving 15 or more minutes late will forfeit their attempt at the exam and the weight of the missed exam will be added to the final exam.

Students must have a physical MDC ID card in order to test. If the student does not have an MDC ID, the student will forfeit their attempt at the exam and the weight of the final will increase by the weight of the exam that was forfeited.

The following items are not allowed during testing: highlighters, ink pens, felt-tip markers, colored pens or pencils, gum, earplugs, earmuffs, headphones of any kind unless provided by the testing center, hats and other nonreligious head coverings (headgear).

Keep personal items to a minimum.

No talking, walking, or wandering in the testing room will be allowed during the test. Do not talk to or look at other students while they are anywhere in the testing area.

Personal needs should be attended to prior to testing. If assistance from the proctor is needed, the student is to remain seated and raise their hand. Do not move or stand up during the testing session unless requested by the proctor.

Leaving and re-entering the testing room during the testing session is not permitted. However, if there are two proctors in the testing area and a student has a bathroom emergency the student may be accompanied by one of the proctors to the restroom.

No cell phones or recording devices of any type are permitted on the student's person or in the testing area. **Non-essential materials will NOT be allowed in the testing area.**

After completing and submitting an exam, the student is to exit the testing room quietly. Students are not permitted to re-enter the testing room while the exam is in progress.

Do not behave in any way commonly associated with academic dishonesty.

If a fire drill or other emergency arises; the test may be rescheduled If the drill or emergency

interrupts a final exam, the final exam will be rescheduled.

For performance testing: If testing is interrupted by the fire alarm in the skills lab, if time permits, testing will commence again after the drill for those who were interrupted or had yet to test. If there is insufficient time, then the faculty will reschedule testing.

All tests are to be administered within a specific time frame. You will be informed of the time allocated by the proctor or on the computerized clock within the testing platform. Faculty will determine if the students can leave when they finish testing or stay until the end of the scheduled test time.

When you have finished your exam, do not submit, but raise your hand and allow the proctor to verify submission before leaving the room. Students will sign out of the testing area and the time the student left the testing room will be documented by instructor. Your identification will be returned at this time. The student is to leave the room following the above and is not permitted to loiter outside the testing room.

Access Students (exams are longer than usual). If student is an Access student, their time will be adjusted according to the IEP. Student must arrive at specified start time.

Access Students that sit for exams in Testing and Assessment must be scheduled during the hours of operation which are Monday – Thursday: 8 a.m.–7 p.m. (testing stops at 6:30 p.m.) Friday: 8 a.m.–4:30 p.m. (2 p.m. is the deadline to start an exam). Based on the approved accommodation, please schedule accordingly.

If a student is testing using paper and pencil the above rules will be applied along with the following:

Write your name and student number on the test and the answer sheet.

Keep the test and answer sheet flat on the desk.

Follow the instructions of the proctor before leaving your seat.

Do not write on the answer sheet or test booklet after leaving your desk to turn in the tests

Turn in the test and answer sheet and scrap paper before leaving the room.

LABORATORY (PERFORMANCE) TESTING SITUATIONS

Students must be on time for the appointments.

Do not enter the testing area until instructed to do so.

Leave the testing area and the waiting area when the testing session is completed.

Do not discuss any part of the testing procedure with other students until testing has been completed for all students.

The student is responsible for bringing the nurse pack with the necessary supplies to complete the performance testing process during performance testing. See College Guidelines for further information: <https://www.mdc.edu/testing/testingrequirements>

Academic Integrity of Testing

Sharing information related to test items is a violation of the Student Code of Conduct, College Procedure 4035. It is considered Academic Dishonesty as described in Student's Rights and responsibilities in the section Code of Conduct. Please refer to College Procedure 4035 in

Student's Rights and Responsibilities, Academic Dishonesty for detailed information about academic dishonesty.

Zero Tolerance for Cheating: Cheating is a serious violation of academic integrity and will not be tolerated under any circumstances. If a student is caught cheating, they will receive a failing grade for the exam and may face additional academic penalties, including suspension or expulsion from the program. The incident will be reported to the Dean of Nursing and the Dean of Students and will be documented on the student's permanent record.

Strict Anti-Cheating Policy

Definition of Cheating: Cheating includes, but is not limited to, the following:

Copying from another student during the exam (whether visually or through electronic means).

Using unauthorized notes, books, or online materials during the exam.

Collaborating with another student when not authorized by the instructor.

Using any technology or devices to search for answers during the exam.

Allowing an outside vendor or person to sign on to an MDC issued computer or the students own computer to answer test questions

Plagiarizing content or copying someone else's work (in any form) during take-home or written assignments.

Cheating and Plagiarism: Any form of cheating, including copying from other students, using unauthorized materials, or plagiarizing content, will result in disciplinary action. Students caught cheating will be subject to penalties as outlined in Miami Dade College academic integrity policy.

Testing Platforms

Testing Platforms used by the BLSON have integrated new technology capable of detecting the presence and use of unauthorized third-party software during examinations. Third-party software includes any software that aids in completion of assignments, assessments, or exams by leveraging algorithms, artificial intelligence (AI), and data analytics. The use of any third-party software during administered assessments is strictly prohibited.

Implications:

If third-party software is detected on a student's device during an exam, the testing company will impose a **permanent ban** on the student's account.

The **permanent ban** bars students from using the platform at Miami Dade College and other institutions who also use the product. Therefore, students will be dismissed from MDC due to inability to complete assessments utilizing the platform.

This sanction is final and not subject to appeal

Testing Environment and Behavior.

Behavior Expectations: Students must conduct themselves professionally and respectfully during exams. Students should remain quiet and focused during exams. Talking, passing notes, distracting others, or attempting to exchange answers in any way during the exam is strictly prohibited.

Consequences for Disruptions: Disruptive behavior, including talking, looking around, attempting to use unauthorized materials, or attempting to disturb the testing environment in any

way, will result in immediate removal from the exam room. The student will receive a failing grade for that exam and be referred to the dean's office.

Technical Issues: In case of technical issues, students should contact the instructor immediately. If the issue is verifiable, the student may be allowed additional time or a make-up exam.

Electronic devices: The use of electronic devices, including but not limited to smartphones, smartwatches, tablets, smartglasses (META glasses), and other testing enhancement paraphenilia, is strictly prohibited during all exams unless specifically authorized by the instructor for the purpose of the exam. Devices must be turned off and stored in the students bookbag, before the exam begins. Any student caught using an electronic device during an exam, whether for communication, accessing unauthorized information, or other purposes, will be immediately removed from the exam. This action will be considered a violation of academic integrity, and the student will receive a zero for the exam and be reported to the dean's office.

Prohibited Items During Exams

Prohibited Items: All personal items, including bags, notebooks, hats, sunglasses, headphones, watches and any electronic devices are prohibited in the exam room unless explicitly authorized by the instructor. These items must be stored outside the exam room.

Unauthorized Materials: If a student is caught bringing unauthorized materials into the exam room (including notes or textbooks unless specified by the instructor), they will immediately be removed from the exam, and the material will be confiscated. The student will receive a zero for the exam.

Technological Enforcement:

Monitoring and Proctoring: Exams will be closely monitored by instructors and/or proctors. This may include the use of proctoring software for online exams or physical surveillance for in-person exams. Any suspicious behavior during exams will be investigated, and consequences will be enforced. For online exams, students will be required to use webcams and screen monitoring tools to ensure exam integrity.

Proctoring Technology: For online exams, instructors may use proctoring software that records the student's screen, webcam, and environment. Any signs of cheating or academic dishonesty detected by the software will be immediately flagged, and the student may be asked to provide further verification.

Browser Lockdown: For online assessments, a secure browser will be implemented to restrict students from accessing external resources, websites, or communication platforms during the exam.

Restroom Breaks: Use the restroom before coming to class if necessary. Restroom breaks will be allowed during the exam only in cases of **extreme necessity**. You may not leave the room during an examination without the instructor's permission. Students who leave the room must be monitored to ensure there is no unauthorized access to materials. Any student found to be leaving the exam room for purposes other than a restroom break (e.g., to consult materials, communicate with others) will face penalties.

TEST REVIEW, RE-TEST, and Incomplete Grade POLICY

Review of a test during a classroom meeting is at the course instructor's discretion. For all test reviews, the students must: Place all books, papers, etc., at the front or back of the room.

Absolutely no recording of test reviews is permitted. Students who attempt to record any test reviews, either on paper or on tape, will be charged with Academic Dishonesty Procedure

Faculty will review exams with students who scored below 77%.

Students will request a test review via email.

The faculty will document the students' progress in Navigate

The faculty will refer the student to the Student Success Coach and tutoring

Advisement, Counseling and Tutorials

Each student enrolled in the School of Nursing will be assigned a nursing faculty advisor.

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

The full-time School of Nursing Faculty each has posted office hours for counseling and to provide academic assistance to students. Please email your faculty advisor to request an appointment.

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

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

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

GRADING AND COURSE COMPLETION

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

GRADES FROM TO

A 93% 100%

B 85% 92%

C 77% 84%

D 69% 76%

F 0% 68%

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

If a final grade below "C" or a "U" grade is obtained in any course, you will not be permitted to continue in the option, and the course must be repeated successfully.

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

PROGRAM PROGRESSION, & COURSE REPETITION

A student must demonstrate the required theoretical and clinical nursing competencies in each nursing course before progressing to the next more advanced nursing course.

- In the event a student is unsuccessful in a course/s, a personalized Nursing SMART Action Plan must be developed by the course faculty and completed by the student before re-enrollment in the courses.
- Students must earn a grade of "C" or "S" in every nursing course taught in a given term before progressing to the next semester.
- Students must progress through the curriculum following pre-requisite and co-requisite requirements. Students who participate in courses for which they are not eligible will be administratively withdrawn from those courses in the School of Nursing.
- **If a student fails the same course twice or fails three different nursing courses by earning a "D," "F," "U," or "W," the student is dismissed from the nursing program.**
 - Students who demonstrate an academic need to transfer to a different option within the Benjamín León School of Nursing will be considered on an individual condition and space-available basis.
 - If a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an Incomplete or "I" grade. . An Incomplete grade can only be issued if the student has a passing grade of 77% and has completed 75% of the course work.
- Students must provide all required documentation (Level 2 Criminal Background Screening, AHCA background clearance, Urine Drug Screen, Vaccines, Titters, CPR certification) and be compliant according to the School of Nursing guidelines and entered into the online tracking system used by Medical Campus.
- The student must be cleared through COMPLIO. Clinical placement will be made on a space-available basis. Any student who is enrolled in clinical courses (semester 1, 2, 3, or 4) and is non-compliant in Complio, will be dropped from all courses related to the clinical course including co-requisite lecture, lab, & skills courses. There will be no exceptions.
 - Students who are not currently enrolled in the nursing program cannot be out for more than 18 consecutive months.
 - Students out of the nursing program longer than 18 months need to re-apply to both the College and the nursing program through the New Student Center, or the student will be dismissed from the ASN program.
- A returning student must update and comply with all clinical requirements related to health, immunizations, background screening, and BLS certification before re-entry into the program.

Grade Petition Policy in the event of program dismissal.

When a student is programmatically dismissed (e.g., failure to meet academic progression or integrity standards) and subsequently submits a Student Petition through the Dean of Students office, the initial dismissal remains in effect, even if the petition yields a favorable outcome for the student.

Exception Committee & Exception Application

Purpose

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

The Exceptions Procedure

Students apply for an exception to policy (failure in three or more courses or failure of the same course twice) using the provided checklist. The checklist and documentation materials are submitted to the Assistant to the Dean of Nursing. The package is then forwarded to the Exceptions Committee.

Students must have completed all informal processes following the chain of command.
Students must have exhausted grade appeal or petition processes (if qualified)
The courses in question must be in the current semester (short courses) or immediately preceding semester (semester-long courses).
The student must provide evidence of exceptional circumstances and/or compelling reasons out of the student's control for exception request. Documentation is required.
A copy of unofficial transcript must be attached.

Students must show a correction in circumstances in order to re-enter.
The Exceptions Committee review is strictly a paper process. No hearing is conducted.

Students will be notified of Exceptions Committee decisions within ten working days of submission.

If the Exceptions Committee grants readmission to a student, the student signs an agreement acknowledging that he/she waives the right to grade appeal or petition in any further coursework. A grade of D, W, F or U in any future course results in immediate and final dismissal from the nursing program. No further grade appeals, petitions, or exceptions may be filed.

The outcome of the Exceptions Committee action will be filed in the student's School of Nursing record.

Name _____

Date _____

MDC Student ID _____

Program _____

Reason for Exceptions Committee Application:

Documentation attached?
Yes No List:

Was the grade appeal process used?
Yes No If yes, what was the outcome?

Was the petition process used?
Yes No If yes, what was the outcome?

Submitted to: Assistant to the Dean D

ate: _____
Exceptions Committee D

ate: _____
Exceptions Committee Meeting D

ate: _____

Exceptions Committee Recommendation: Readmit? Yes No Conditions for readmission:

External Transfer

Transfer students are accepted on a space available basis.

Only courses that have been completed with a grade of “C” or its equivalent, or above, will be accepted.

The chairperson will evaluate the student’s academic record and award up to 9 credit hours for courses that are equivalent to BLSON program courses.

A letter from the transferring Dean of the School of Nursing indicating the student’s ability to return to a nursing program option without restrictions is required.

If nursing courses for transfer have been completed more than 18 months before the student begins at Miami Dade College nursing course, the student may be asked to successfully pass a test measuring knowledge and skills performance to assist in determining placement.

Internal Transfer: Transferring from MDC ASN Program to MDC LPN Program

Those MDC ASN students who transfer into the LPN program who have successfully completed NUR 1025 Fundamentals of Nursing and/or NUR 1141 Pharmacology in the ASN program may challenge the ATI LPN fundamentals exam and the ATI LPN Pharmacology exam. If the internal transferring student receives a level 2 on the respective subject exams, the student will receive credit for PRN 0005 C Fundamentals of Nursing and or PRN 0035 C Pharmacology courses. A student who has successfully taken BSC 2085 and BSC 2085 L and or BSC 1026 and BSC 1026 L must take and pass the medical terminology exam with an 85% in order to receive credit for those courses.

Former ASN Students Who Challenge the LPN Licensure Exam

If a former ASN student challenges the LPN exam and is successfully awarded Licensed Practical Nursing (LPN) licensure the student must be gainfully employed as an LPN for at least 6 months before the student can apply to the MDC ASN Transition Program.

Dress Code Policy

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

During lecture, clinical, and laboratory classes, the student will wear MDC Benjamin School of Nursing uniforms purchased in the MDC Medical or Homestead Campus Bookstore only. MDC-LPN uniform Green top, green MDC uniform slacks/skirt white socks and all white leather shoes.

A white long sleeve T-shirt can be worn under the uniform without logos.

If the student is not properly attired, he/she will be sent home.

The day will be counted as an absent.

Students must be in uniform at all times when on campus and when conducting business related to the Benjamin Leon School of Nursing.

The green jacket without hoodies sold at the bookstore is optional.

Uniforms must be clean and non-wrinkled. All uniforms should fit in a professional manner.

Skin tone conservative undergarments, neutral in color with no discernible patterns.

Plain white undershirt (no pictures, prints, lettering, patterns on the front or back)

All white, clean leather medical professional shoes or white leather sneakers (no clogs, heels, shower shoes, crocs, no mesh sneaker or color sneakers etc.). Only closed toe shoes.

Plain, non-patterned white hose with below the knee skirts or white socks with slacks.

The MDC ID must be worn at all times on campus and clinical settings.

Student Name Tag (available at MDC Bookstore) must be worn during clinical.

Psychiatric Nursing (NUR 2520L) dress code will follow the facility requirements as per Clinical Professor Guidelines regarding the specific agency dress code policy. This will include MDC ID's as well as agency required ID if applicable.

10.No cell phone nor ear buds/pods can be worn while in the clinical settings.

11. No wrist watches allowed in the clinical settings. Only lapel watches are allowed.

.12. Hair must not touch the collar of the uniform, and styling must be professional. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual or unnatural hair colors. No caps, head bands or head covering are allowed, except for religious purposes. Eyelashes must be natural in thickness and length (NO ARTIFICIAL EYELASHES).

13. Students will be permitted to wear a plain band ring only; rings with stones will not be permitted.

14One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoops or dangling earrings will be permitted. No other body piercings are permitted. Visible Piercings (body, tongue, lip, eye, nose, etc.) must be removed or covered if unable to remove when in the school or clinical setting. Spacers/gauges must be covered with a neutral color.

15. Bracelets and or necklaces will not be permitted.

16. No hats, sunglasses, decorative barrettes ,scarves, headbands, surgical caps or buffoant caps are to be worn in class or in the clinical area.

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

18. Fingernails will not extend beyond the fingertips. A neutral color unchipped nail polish can be

worn. A neutral color is considered as any color resembling the natural nailbed. No artificial, gel or acrylic nails/tips are allowed. No patterns or rhinestones can be applied to the fingernails.

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

20. No fragrant colognes and perfumes to be worn.

21. Makeup should be natural looking. No excessive make-up should be worn.

22. Facial hair for men should not longer than 1 inch or interfere with mask or medical equipment. Mustaches and beards are permitted for men but must be nearly trimmed and should not present in an unkempt manner.

23. Chewing gum is strictly prohibited in the lecture, lab or /clinical setting.

Student must dress in the manner described above. If the student is not properly attired, he/she will be sent home. The student will be counted as absent for the day as a result of inappropriate uniform and a grade of "U" assigned for the day. When on campus a warning would be given and documented on the student record, any subsequent infraction the student will be sent home.

13. Students are expected to show basic courtesy to all hospital staff, patients, their families, visitors, peers, instructors, and others they meet while in uniform.

Required Clinical Equipment

Stethoscope

Penlight

Watch with sweep second hand

Bandage scissors

Black Pen

Protective eyewear

Chain of Command Chain of Command

To ensure effective communication and resolution of concerns within the Benjamín León School of Nursing at Miami Dade College, students experiencing course-related issues must adhere to the following procedure in accordance with institutional policies:

Initial Communication with Instructor: Any student encountering challenges in a course is required to first address the issue directly with the instructor involved. This initial discussion provides an opportunity for clarification and resolution at the source of the concern.

Escalation to the Department Chairperson: If the issue remains unresolved after consulting with the instructor, the student should schedule an appointment with the appropriate Department Chairperson within the Benjamín León School of Nursing. The Chairperson will review the situation and work collaboratively with the student to seek an appropriate resolution.

Final Appeal to the Dean of Nursing: Should the matter still not be resolved after meeting with the Department Chairperson, the student may escalate the concern by scheduling a meeting with the Dean of Nursing. The Dean will evaluate the circumstances and provide a final decision regarding the matter.

Adherence to this "chain of command" is mandatory for all students. Students who fail to follow this procedure will be directed back to the appropriate level in the chain until the outlined steps have been properly followed. Repeated failure to comply with this protocol may result in disciplinary action, as stated in Miami Dade College's institutional policies.

This structured approach aligns with the College's commitment to fostering professionalism, accountability, and respectful communication.

Students are encouraged to consult the relevant sections of the Miami Dade College Student Handbook, which states: "Students are expected to communicate concerns promptly and appropriately through the designated channels, as outlined by their respective program policies."

Additionally, the Miami Dade College Manual of Procedures outlines grievance resolution procedures in Section 1.05: "When addressing academic or non-academic issues, students must follow the established administrative process to ensure fairness and clarity for all parties involved." Section 1.11 further emphasizes: "Failure to adhere to institutional procedures may result in corrective actions in alignment with College standards."

Conduct

Acceptable quality of work and mature behavior are expected.

Students are required to follow the MDC Student Handbook, as outlined in the ***MDC Students' Rights and Responsibilities Handbook***, School of Nursing Program Handbook, as well as those of the clinical facilities during clinical rotations.

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

Students are expected to deal in a positive manner with all individuals while in uniform. You are representing MDC and appropriate professional behavior is expected. Any student who acts inappropriately or uncivil will be referred to the Dean of Nursing and the Dean of Students.

Classroom/Clinical Behavior

Student will be seated prior to the start of class.

If a student wishes to make a statement or ask a question, students are expected to raise their hand and wait until recognized by the Course Instructor.

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

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

Cellular phones and/or personal communication devices, lap top computers are **NOT** permitted during any testing. Students are asked not to bring above devices during testing.

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

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

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

The following conditions constitute grounds for disciplinary action up to and including dismissal

from the program:

Academic dishonesty

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

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

Any injury or exposure that occurs during a scheduled lecture, laboratory and/or clinical class must be reported to the instructor **IMMEDIATELY**

Students may only park in designated student parking areas.

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

Disciplinary Process

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

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

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

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

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

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

Required Program Documentation

Students are expected to attend nursing program orientation prior to being accepted into any nursing program.

Students are expected to participate in the intake academic survey of (Critical Thinking and Self-Assessment Inventory) prior to being accepted into the program.

You are required to submit a completed MDC Health Form and confirmation of background check **prior** to entering any option in the School of Nursing, according to Policy and Procedure guidelines for student health records. This information must remain current for the duration of enrollment in the program.

Students must provide documentation of a current Basic Life Support (BLS) CPR card where instruction was provided under the sponsorship of the American Heart Association. This card must remain current for the duration of your enrollment in the program.

Student must sign a Health Insurance Portability and Accountability Act (HIPAA) release form which is kept in the student file.

Falsification of Documents

Students who submit altered or falsified medical documentation in an attempt to modify lab results, despite not having attended a medical consultation have committed a serious violation of the **Miami Dade College Benjamín León School of Nursing's Code of Conduct and Academic Integrity Policy**.

Violation Noted: Falsification of Documents – Submitting altered, forged, or fraudulent materials, including medical documentation, for personal or academic advantage will **result in suspension from the Nursing Program for 1 year**.

Why this is Important:

Academic integrity and honesty are core values of our institution and the nursing profession. Falsifying documents compromises the trust between students and faculty and undermines the fairness and credibility of our academic processes.

Exposure Procedure

In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical facility's Handbook.

After care is provided, the student must notify the Department Chairperson. The student must also complete an incident report on campus as soon as possible after the exposure occurs and meet with the Chairperson to complete all required documentation.

Students enrolled in program are automatically enrolled in a maximum coverage of \$15,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy the premiums are automatically deducted as part of Fees. Any additional financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student.

Clinical Rotations

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

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

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

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

If a student is dismissed from a clinical facility as a result of inappropriate action and/or behaviors, the student may be required to withdraw from the clinical course with a punitive W.

The School of Nursing, in cooperation with the clinical facilities will provide opportunity for the program participant to observe and train in a clinical setting. Students may **only** be at a clinical site at scheduled times.

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

Clinical placement is assigned by our clinical partners. Our clinical partners can at any time before, during or after the start of a clinical course change the assignment or the parameters of the assignment. In these cases, the BLSON will reassign the student to another clinical rotation that may not be the same as the previous assignment.

Chemically Impaired Nursing Student

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

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

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

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

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

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

Upon verification of the behavior, the chairperson will:

Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.

Contact security to escort a student who becomes loud or abusive to the Health Office or Emergency Room.

Refer the student to Intervention Project for Nursing (IPN) for counseling if blood or urine **test** is positive.

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

Student Affective Behaviors

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

Student Interactions

Student/Patient Interactions

It is expected that Students will consistently display a professional and positive attitude in all clinical rotations.

Students will always identify themselves and explain their role to the patient.

Students will display courteous behavior towards the patient.

Students will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis, or sexual orientation.

Students will follow the above objectives regardless of the patient's condition.

It is expected that the student will maintain confidentiality of all patient records and information.

Students will record all information accurately in the patient's chart and correct any errors properly.

Students will discuss patient information only with other medical personnel involved in the care of the patient when out of the audible range of the patient and the patient's family and in non-public areas.

Students will preserve patient anonymity when removing information from the chart for program related projects. Copying of the patient's record is strictly forbidden and considered a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Students will discuss with the patient only information already known to the patient.

It is expected that Students will display respect for the patient's right to privacy. (All students will be familiar with the American Hospital Association's Patient's Bill of Rights.)

Students will arrange clothing and bedding to maintain patient modesty (when practical).

Students will knock on the patient's door before entering room.

Students will address the patient using their Surname (Last name) with appropriate title (Mr., Mrs. Ms.).

Students will perform a physical examination of the patient only when indicated, and with the assistance of a medical professional of the same sex as the patient, when indicated. It is expected that Students will demonstrate concern for the protection of the patient from injury

during all procedures.

Students will perform only those procedures approved by the instructor.

Students will adhere to accepted guidelines when performing any procedure.

Students will assess the patient's condition and response to therapy.

Students will ensure the safety and comfort of the patient during and after procedures.

Student/Student Interaction

It is expected that Students will consistently display a professional and positive attitude in interactions with fellow students.

Students will complete all assignments expected, alone, without the aid of another student.

Students will perform cooperatively when working in assigned areas with other students.

Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

Student/Instructor Interaction

It is expected that Students will consistently display a professional and positive attitude when interacting with instructors.

Students will work to the best of their ability to complete all assignments.

Students will use established procedures in mediating any differences between themselves and the instructor.

Students will always demonstrate respect for the instructor regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

Students will always demonstrate appropriate behavior and adapt to instructional input.

Student/Clinical Personnel Interactions

It is expected that Students will consistently display a professional and positive attitude when interacting with the clinical personnel.

Students will identify themselves by wearing the proper uniform and MDC picture ID.

Students will display respect for all clinical personnel regardless of ethnicity, socioeconomic background, religion, sex, or sexual orientation.

Students will read and practice all rules, regulations, and procedures that are established for the department to which they are assigned.

It is expected that Students will first discuss, with the MDC instructor, any established clinical

procedure or any technique observed in the facility, with which you do not agree.

Students will not discuss or debate any clinical procedure in the presence of a patient and/or family member.

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

Code of Academic and Clinical Conduct

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

Advocate for the rights of all clients.

Maintain client confidentiality. (HIPAA)

Take appropriate action to ensure the safety of clients, self, and others.

Provide care for the client in a timely, compassionate, and professional manner.

Communicate client care in a truthful, timely and accurate manner.

Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.

Promote excellence in nursing by encouraging lifelong learning and professional development.

Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.

Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

Refrain from performing any technique or procedure for which the student has not been approved.

Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.

Abstain from the use of substances in the academic and clinical setting that impair judgment.

Strive to achieve and maintain an optimal level of personal health.

Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Professional Behaviors

The actions expected of all nurses and nursing students, reflect the values, rules, and practices of the nursing profession. These behaviors and actions must be demonstrated throughout each course and throughout the program. Deviations will result in a failing grade, and/or withdrawal from the program.

All students are expected to:

Follow the policies and guidelines of the College, Program, and the affiliating agency.

Treat others with respect.

Provide patient care **only** when the instructor is on the premises.

Maintain personal appearance according to program policies.

Maintain confidentiality.

Report promptly to classes, clinical rotation area and clinical conferences.

Notify the instructor and unit personnel prior to lateness or absence.

Attend all clinical sessions.

Report to instructor and assigned staff member when coming on and leaving the clinical area.

Prepare for clinical experiences by collecting patient data and researching and developing a preliminary plan of care.

Cooperate with administrators, faculty ,staff and other partners working with MDC

Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.

Participate in pre- and post- conference and share learning experiences with others.

Accept personal responsibility for all actions and interactions.

Seek instructor's guidance before performing new or invasive procedures, administering a medication, or when changes occur in the patient's status.

Apply knowledge from previous courses.

Adhere consistently to all over riders.

Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.

School of Nursing Student Agreement

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

The student shall be responsible to receive and become thoroughly familiar with and adhere to any expectations and policies as outlined in the most recent printing of:

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

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

NUR-PLCY.HBK REV. 11/11

MDC Licensed Practical Nursing Student Handbook

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

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

Student Name (Print): _____

(Last) (First) (Middle)

MDC ID #: _____

Student Signature: _____

Date: _____