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**Miami-Dade
County Public Schools**

**Practical Nursing
Program**

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Practical Nursing Student Handbook

Miami-Dade County Public Schools

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Practical Nursing Student Handbook

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WELCOME MESSAGE TO THE STUDENT

Dear Student,

The nursing faculty of the Miami-Dade County Public Schools welcomes you to the Practical Nursing Program.

It is our hope that this program will provide you with many challenging experiences in learning that will assist you in preparing for a nursing career and offer you great personal satisfaction. On the pages to follow, you will find a description of the program and its operation. Read this booklet carefully so you will have a thorough understanding of the regulations which govern the **Practical Nursing Program**.

The Practical Nursing Staff

INTRODUCTION

Vision Statement

The Miami-Dade County Public Schools Practical Nursing Program is committed to providing nursing educational excellence for all students.

Mission Statement

To provide the highest quality practical nursing education so that all of our students are empowered to lead productive and fulfilling lives as lifelong learners and responsible citizens.

Goals:

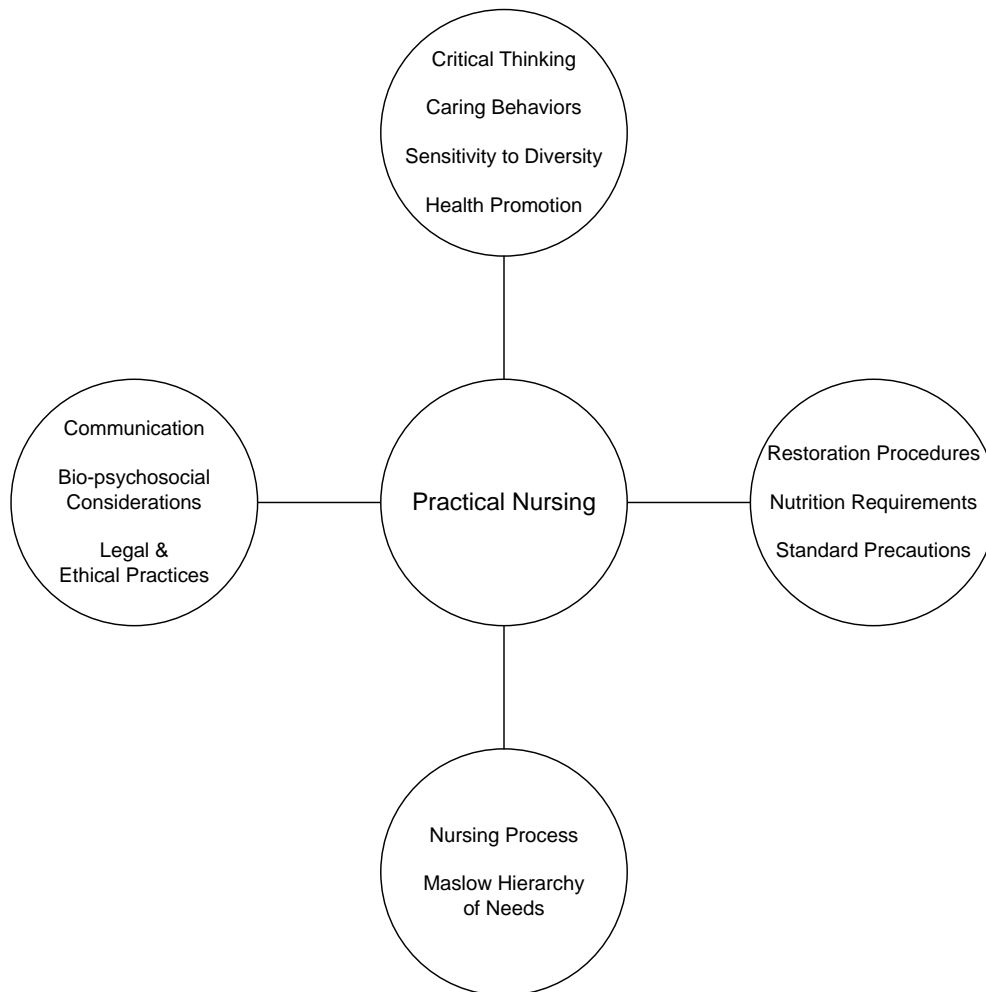
- Goal 1: Ensure achievement of high nursing academic standards by all students
- Goal 2: Develop our nursing education program so that students are able to successfully compete in the global economy
- Goal 3: Actively engage the health care community members to become our partners in raising and maintaining high student achievement
- Goal 4: Reviewing program practices to ensure efficiency, effectiveness and high ethical standards
- Goal 5: Recruit, develop and retain high performing, diverse and motivated faculty and staff
- Goal 6: Monitor nursing practices to ensure efficiency, effectiveness, and high ethical standards

The Practical Nursing Curriculum

The practical nursing curriculum of study provides the practitioner with the necessary theory and clinical practice to share in the care of individuals along the many steps of the health/illness continuum. It is designed to prepare individuals for successful employment, with provision for upward mobility in a health career. Proceeding from the simple to the complex, the teaching-learning process allows students to participate in activities whereby knowledge, skills, and attitudes are acquired. Planned learning experiences will prepare the graduate to function safely and effectively as an entry-level practitioner of practical nursing.

Conceptual Framework

The curriculum of the Practical Nursing Program is woven into the philosophy and terminal objectives of the program. This conceptual model reflects the faculty's belief about the individual, health, society, practical nursing, and the teaching-learning processes. These beliefs are reflected in the threads of the following model:



The curriculum of the Practical Nursing Program is represented by the horizontal threads of communication, legal & ethical practices, bio-psychosocial considerations, nutrition requirements, restorative procedures, and standard precautions. The vertical threads represent the faculty's belief about individuals, health, society, practical nursing, and health promotion as reflected in Maslow's Hierarchy of Needs.

Program Accreditation

Approved by the Florida Board of Nursing.

TERMINAL OBJECTIVES (ENTRY LEVEL COMPETENCIES)

Assessment

- Assists with the assessment of the basic **Bio-psychosocial** needs of the healthcare client.
- Demonstrates effective **Communication** techniques when collecting data.
- Assists with the assessment of the **Health Promotion** needs of the client.
- Communicates findings to appropriate health-care personnel.
- Documents data collected utilizing **Legal/Ethical** guidelines.

Planning

- Utilizes principles of **Restorative** care to modify outcomes in the health/illness continuum.
- Contributes to the development and modification of the nursing-care plan, utilizing the **Nursing Process**.
- Prioritizes nursing actions based on data collection of clients' needs, utilizing **Marlow's Hierarchy of Needs**.

Implementation

- Performs basic therapeutic and preventive nursing procedures using **Standard Precautions**.
- Demonstrates respect for the dignity of clients through the use of **Caring** behaviors.
- Delivers nursing care within the scope of practice outlined in the Nurse Practice Act.
- Instructs clients in the promotion of optimal health and illness prevention.
- Delivers nursing care to clients with **Sensitivity to Cultural Diversity**.

Evaluation

- Assists in the revision of the nursing-care plan based on collaboration with other team members.
- Modifies nursing actions based on evaluation of nursing care.

Professional Development

- Utilizes education as a continuing process necessary to maintain competencies in nursing.
- Promotes health in society through active participation in community organizations.

OPERATING PROCEDURES

The Practical Nursing Program is designed to provide those enrolled with the knowledge and skills which will enable them to pass the licensing examination administered by the Florida Board of Nursing and to function effectively as a practical nurse.

TO RECEIVE A CERTIFICATE AND QUALIFY FOR THE STATE BOARD EXAMINATION, THE STUDENT MUST COMPLETE THE PRESCRIBED INSTRUCTION AND CLINICAL EXPERIENCE IN ACCORDANCE WITH THE STANDARDS SET FORTH IN THIS HANDBOOK.

Admission

Students applying for entrance must meet the following admission requirements:

- Pass the entrance exam: TEAS Exam with:
 - 59.5 points in Reading; 50 points in Math & 60 points in Language
- Submit all required forms by designated deadlines
- Attend orientation sessions as scheduled
- Pass district approved background check.

Students are selected based on full compliance with requirements.

Board of Nursing will review applications for licensure and address criminal offenses on a case-by-case basis. However, according to the Florida Board of Nursing, any applicant who has been convicted of a felony, and civil rights have not been restored, are not eligible for licensure and are not eligible to take the licensing examination. The application will be denied.

Fees**Types of Fees**

1. In the postsecondary career technical centers, fees, which cover registration, laboratory, materials, etc., are charged every trimester. The Miami-Dade County School Board approves all fee schedules. The first payment is due prior to the opening of class. This is the responsibility of each student and no one may attend class unless the fees are paid. Each student must show a current payment receipt on the first day of each trimester or registration for a new class.
2. In the secondary program, no fees are charged for the courses attended.
3. A fee for professional liability insurance, accident insurance, ATI materials, PN-NCLEX examination and State Licensure is required of all secondary and postsecondary students in the Practical Nursing Program. Each student must show a current payment receipt on the first day of each trimester or registration for a new class.
4. Other fees incurred during the course may include those for (HOSA) activities, duplicate CPR cards, etc.
5. A nursing school pin is available for a fee prior to graduation.
6. Students will be informed of current fees at each center's orientation meeting.

Financial Aid

Financial-aid information is detailed in School Board Rule 6Gx13- 6C-1.08. Students enrolled for the purpose of obtaining a career technical certification are eligible for financial aid. All students are referred to the Financial Aid counselors as part of the orientation process.

Refund Policy

Students are referred to the school location Student Services Registration Department for all refund situations.

Required Textbooks

The Practical Nursing Program has a standardized textbook list. It is the responsibility of each student to obtain required textbooks on schedule. Textbooks needed for the secondary program will be issued on a timely basis by the instructors. At postsecondary centers, the total cost may vary according to the selection of books. Each center is responsible for ensuring that books are readily available for purchase when needed.

The Library

The nursing department library and media center contain current reference books, periodicals, magazines, and pamphlets available to student nurses and instructors. It is the student's responsibility to pay for any book checked out and not returned.

Personal Appearance

A. Uniforms:

The health 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 the class, and in the clinical setting. Good personal grooming should be maintained at all times.

THE INSTRUCTOR MAY DISMISS THE STUDENT FROM THE CLASSROOM OR CLINICAL AREA FOR FAILURE TO COMPLY WITH THESE REGULATIONS. THE STUDENT MAY BE REFERRED FOR COUNSELING BEFORE REENTRY.

The dress code consists of:

- Pressed nursing uniform, that is, knee-length dress or two-piece pant suit as specified by the assigned school/center.
- White uniform pants and uniform top for males.
- Conservative underwear, neutral in color with no discernible pattern. A full slip must be worn with uniform dress.
- White shoes; plain white hose (shoes must have noiseless rubber heels). **No sneakers, no clogs, no sports or open-back shoes.**
- Identification badges: A school name pin and/or a school picture ID should be worn over the left anterior chest at all times in the clinical area and on school property.
- The designated school patch must be sewn on the left shoulder, four inches below the left shoulder seam.
- Plain white sweaters or white scrub jacket as assigned by the school/center are acceptable. School patch must be sewn on left shoulder 4" below shoulder seam.

B. Image:

- Fingernails must be clean and short. Colorless or pale polish may be worn. No artificial tips or artificial nails are allowed.
- Makeup worn should be natural looking.
- Facial hair must be clean shaved. Beards must be neatly trimmed.
- Heavy perfume and colognes are not permitted.
- Hair must not touch the collar of the uniform, and styling must be professional and appropriate. 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, unnatural hair colors.
- Jewelry is limited to the following: wedding band, watch, one pair of small stud earrings in the lower lobe of ear, and medic alert.
- Chewing gum is strictly prohibited.
- Piercings (body, tongue) should be removed in the class/clinical area. Tattoos should be covered during class/clinical area.

C. Personal Items:

Additional personal items may be required such as the following:

- Watch with a sweep second hand
- Penlight
- Stethoscope/Blood pressure cuff

Additional supplies may be mandated by individual instructors to meet the needs in clinical settings.

Use of Electronic Equipment

Tape Recorders—Permission for using a tape recorder in class should be obtained from individual instructors.

Other—Possession of electronic equipment such as pagers, cellular phones, radios (including Walkman) or iPods disrupts the educational process and, therefore, these articles are not permitted in the class or in the clinical setting.

Lunch / Dinner

Food may be purchased at a nominal fee from the school cafeteria. Some health care facilities offer lunch/dinner to students at a reduced price. Students are usually informed of procedures during their orientation to the facility prior to rotations. Students should return promptly to class or clinical areas at the end of scheduled times.

Inappropriate Behavioral Patterns

Obscene language, profanity, threats, and/or inflammatory statements will result in disciplinary actions as per the Miami-Dade County Public Schools *Code of Student Conduct*.

Criminal acts shall be reported in accordance with directives contained in the Miami-Dade County Public Schools document *Procedures for Promoting and Maintaining a Safe Learning Environment*.

Students are not allowed to smoke on campus. Food and drinks are permitted only in designated areas.

Attendance Requirements**A. Hours of Operation:**

Scheduled theory & clinical days and hours vary by school site and will be discussed during orientation.

B. Absences and Tardiness:

Since the primary purpose of this program is to prepare students for employment, attendance and punctuality are of **utmost** importance.

1. If for any reason a student is unable to attend class or clinical practice, a call must be made to the school 30 minutes before class or clinical time to inform the instructor of the nature of and/or reason for the absence.
2. All students are made aware of their attendance records in a timely manner. Excessive absenteeism is not permitted, as the Florida Board of Nursing requires 1350 hours for the Miami-Dade County Practical Nursing Program.

After 15 hours, a written referral will be transmitted to the guidance department and a warning will be issued to the student. In the high school program, parental contact must be made at this time.

After 30 hours, the student will be placed on probation. A written contract will be prepared (form #5643) stating the terms of the probation before the student may return to class. In the high school program, parental contact must be made at this time.

When a student has 35-50 hours of absences, the department head has the discretion to provide supporting documentation to administration, recommending that the student be withdrawn from the program. In the high school program, parental contact must be made at this time.

Violation of the probation will result in withdrawal from the program. Due process procedures are available to students who are withdrawn from the program as outlined in School Board Rule 6Gx13- 5D1.10.

Excessive absenteeism consists of more than 50 hours of absences during the entire program. Once the student exceeds 50 hours, he/she must be withdrawn and/or redirected to another program. The student may reapply for admission at a later date when space is available and he/she has met the criteria for reentry.

3. Tardiness is defined as being late to the assigned class/clinical area. Time for tardiness will be deducted by increments of one half-hour or one hour. Leaving early will result in a deduction of the remaining class/clinical time from the daily attendance. Tardiness and partial days of absence will be included in the total hours of absenteeism.

C. Making Up Hours:

1. Postsecondary:

Theory make-up time may be done any time during the program. Students should consult with individual instructor for methodology. If the student does not want to make up theory time during the program for whatever reason, then this time must be made up at the end of the program. The student will be charged a fee for this service.

Clinical make-up time will take place after finishing the program when clinical space becomes available. The student will be charged a fee for this service.

2. Secondary:

Theory make-up time must be done as recorded in the Teacher Parent-Student Conference. A written contract will be implemented at this time indicating the make-up dates as well as a deadline for completion.

D. Leave of Absence:

A leave of absence from class is granted for serious reasons only. The student must submit a written request for a leave of absence to the Health Science department chairperson.

E. Re-entry:

Before reentering the nursing program, the student must be evaluated to determine the appropriate level of competency. Students who have been out of the nursing program for a period of two trimesters must reenter at the beginning level of the program.

Students will be allowed three opportunities within 1350 hours of the nursing program to obtain a satisfactory grade for academic or clinical progression. An individual course may only be repeated once.

Example:

		High School Course #	Postsecondary Course #	Repeat
1.	Initial entry into program			
2.	Failure of course	PN 3A	PRN0091 Unit 1	# 1
3.	Failure of course	PN 4B	PRN0092 Unit 4	# 2
4.	Failure of course	PN 5B	PRN0092 Unit 5	# 3

No further repetitions will be allowed at that nursing site or any other, and the student will be withdrawn.

F. Outside Employment:

It is recommended that students be employed no more than 20 hours a week while enrolled in this program.

Personal Health Care and Illness

- A.** The development of good personal health habits is emphasized throughout the program. The instructors will give guidance by means of personal conferences. If there is evidence that satisfactory health is not maintained by the student, the school has the right to ask the student for evidence that corrective measures have been followed. A written statement from the attending physician must be submitted.
- B.** A **current** history and physical examination (Form 5899) stating that the student is in good health and free of communicable disease is required by affiliating agencies. This exam is to be completed prior to entering the program.
- C.** The health care facilities and providers may not be approached for free medical advice or care.
- D.** Illness of any form is to be reported to the instructor. Information concerning who is to be notified in case of emergencies is recorded in each student's file.
- E.** A student with a change in health status is required to provide a statement from a physician in order to continue to participate in lab, classroom, and clinical facility.

Redirection

Students are under the close supervision of their instructors throughout the program. This is for the purpose of determining if the student can adapt to nursing or if he/she should be advised to enter some other type of career technical training. Some of the reasons for being considered for redirection, for repeating a level because the minimum required standards have not been met, or for suspension/withdrawal are:

- Failure to maintain satisfactory progress academically or clinically
- Health reasons
- Ethical and social misdemeanors
- Inappropriate behavioral patterns
- Excessive absences
- Inability to follow oral or written directions
- Cheating (constitutes immediate withdrawal)

Remediation

If a postsecondary student has not passed the required basic skills test (TABE), then the student will be referred for remediation to the Applied Academics for Adult Education, formerly TRC lab, and/or enrolled in the Adult Basic Education (ABE) Program.

Transfer

A student may request a transfer to one of the three technical centers for "hardship reasons" **only** upon consultation with the instructor and completion of the appropriate transfer form. This is followed by a conference, which includes the department head. The transfer must be approved by the school's administration and the district supervisor. Student records are made available to the affiliating school upon request of the department head.

Advanced Placement Credit

A student from a college or university may request advanced placement by requesting review of an official transcript for determination of appropriate entrance within the program. The department head may opt to validate proficiency through a comprehensive examination if there is a question of competency. A student is required to pass all examinations with a minimum grade of 77 percent.

A student who has completed the Miami-Dade County Public Schools Nursing Assisting Program or the Introduction to Practical Nursing in a high school or the Nursing Assistant Occupational Point of the Patient Care Technician Program will be given placement and admission priority once the admission criteria (if applicable) have been met.

The practical nursing program supports and adheres to a policy of non-duplication of learning experiences for its students.

Evaluations**A. Theory Evaluation:**

1. Every four to six weeks, the instructor will schedule a conference with the student for the purpose of providing guidance and assistance in meeting the educational standards of the program. Any student having difficulty maintaining satisfactory progress will be referred for counseling. The grading system used is as follows:

A	=	Excellent	90—100
B	=	Good	80—89
C	=	Satisfactory	70—79*
D	=	Unsatisfactory	60—69

*Passing grade for Practical Nursing is 77% or higher.

2. A student failing to take an examination at the scheduled time due to absence is required to take the test before or after class immediately upon return. Failure to comply with this regulation will result in a zero (0) for the unit or examination.

3. Retake Policies – We do not have a “drop lowest grade policy”. A student with an unsatisfactory grade average below 77 percent at the completion of a course may be eligible for a retake test/examination other than ATI with the following stipulations:
- The highest grade on a retake is a 77 percent. A retake is not automatic for every student.
 - If the grade of 77 percent does not bring the cumulative average to 77 percent or higher, then no retake can be given.
 - A retake must be passed before advancing to the next course.
 - The format of a retake may differ from the original test.
 - Only one retake will be permitted per course.
 - When a student fails a course, he/she will be redirected.

B. ATI Secured Content Mastery Tests:

TEST	High School Course #	PostSecondary Course #	% OF COURSE GRADE
Fundamentals of Nursing Practice	End of PN 4A	End of PRN 0092 Unit 4	20%
Mental Health Care	End of PN 5B	End of PRN0096 Unit 7	20%
Adult Health	End of PN 5B	End of PRN0096 Unit 6	20%
Maternal Newborn	End of PN 6	End of PRN0096 Unit 8	10%
Pharmacology	End of PN 6	End of PRN0096 Unit 8	10%
Nursing Care of Children	End of PN 7	End of PRN0096 Unit 9	20%
Nursing Management	End of PN 8	End of PRN0096 Unit 10	5%
Comprehensive Predictor	End of PN 8	End of PRN0096 Unit 10	15%

- Note: Introduction to PN/ATI differ.*

C. Clinical/Laboratory Evaluation:

All practical nursing students must have current CPR certification in Basic Life Support for Healthcare Providers prior to the clinical facility rotation.

Instructors will supervise the clinical experiences in the affiliating agencies. It is the instructor's responsibility to plan, organize, and guide the nursing experiences required. All questions or problems should be referred to the instructor or those delegated to direct the students. Students are not allowed to report to the nursing units without an instructor.

Students are informed prior to the performance of nursing procedures that an evaluation will be done. Evaluations are done on a 1:1 basis (teacher-student). These records are assessed as either a pass or fail. Clinical evaluations must reflect a passing grade before proceeding to the next course. Evaluation forms must be filled out, signed, and dated by the student and instructor.

D. Summary Evaluation:

In evaluating the total progress of the student in the program, these factors will be considered:

- Satisfactory final course grades.
- Compliance with dress code.
- Behavior patterns: Satisfactory interpersonal relationships with patients, teachers, fellow students, and other personnel.
- Interest in and acceptance of the responsibilities of a student nurse.
- The ability to follow written and verbal instructions correctly.
- If a student fails to show satisfactory progress, fails to follow instructions, or lacks the ability to profit from the instruction, he or she will be referred to the Guidance Department for possible redirection.

Student / Guidance Services

Counselors are available to assist students with problems. Students who are having personal problems or difficulties meeting the requirements of the program may access the guidance counselors during office hours.

Grievance Procedure

- Step 1: Discuss the grievance with the instructor. Document the problem in writing and try to resolve the issue using a problem-solving approach. If resolution is not reached, forward the documented grievance to the appropriate administrator in writing.
- Step 2: If unable to resolve the grievance with the instructor, a conference will be scheduled with the appropriate administrator in charge.
- Step 3: If unable to resolve the grievance at the school level, students have the following rights:
 - a. A school-level conference.
 - b. Appeal to the next administrative level.
 - c. A formal complaint procedure if permitted by School Board Rule 6Gx1 3- 5D-1.10.

Insurances

The schools do not carry insurance on students. A student enrolled in the practical nursing program must purchase the medical liability and accident insurance. This is included in the program fees. Each student must show a current payment receipt on the first day of each trimester or registration for a new class.

Any accident occurring to a student while in the school or clinical area must be reported to the instructor immediately. The necessary forms for reporting an accident will be filled out by the instructor and forwarded to the designated staff within 24 hours.

Health Occupations Students of America (HOSA)

All Health Science Education students are encouraged to join and participate in the activities associated with the student organization. All members pay a club fee yearly.

Graduation

Post-secondary students will be eligible for graduation only if their academic/laboratory and clinical progress in the program are satisfactory. Secondary students must meet all state and M-DCPS requirements for graduation.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in educational programs, activities, employment, and strives affirmatively to provide equal opportunity for all.

NCLEX Examination

As of July 1, 2014 this is a special note from the Florida Board of Nursing. "Graduates of approved programs who do not take the NCLEX licensure within six months of graduation are required to complete a board approved preparatory course". Please provide the school site with a valid phone number; email address and mailing address upon graduation.

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03