



ROPHEM
School of Nursing

Practical Nursing Student Catalog
2021 | Volume 01

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GENERAL INFORMATION

This handbook provides information regarding the major policies, procedures, and guidelines for Rophem School of Nursing. Please read this handbook in its entirety. This reference provides information for all Rophem School of Nursing, staff, and students.

Purpose

The purpose of this program is to prepare the students for employment as Licensed Practical Nurses.

Mission Statement

To teach and prepare Nurses who give wisdom and love with every patient experience.

To go beyond teaching students to pass the state board exams while also preparing them for success in the Nursing Profession.

To provide a student-centered education experience through a commitment to teaching and continuous improvement.

To maintain and develop a nursing program that responds to the needs of healthcare and nursing within the state of Florida, the nation, and the world.

Philosophy

- To advance the science and practice of nursing in order to improve the health of individuals, families, communities, and populations within the state, the nation, and the world in general
- The faculty members at Rophem School of Nursing believe that Education is a lifelong process beginning with this practical nursing courses and continuing through higher learning, together with continuing education for professional development.
- To provide a strong educational foundation that enables nurses to perform evidence-based practice and translate knowledge in health sciences and health care to improve healthcare delivery to all human beings.
- Providing a diverse and well-rounded perspective needed to raise the professional and social conscience of our students to guide them in becoming health care leaders.

Approval

- Florida Board of Nursing
Rophem School of Nursing is approved by Florida Board of Nursing.
4052 Bald Cypress Way, BIN C-02
Tallahassee, Florida 32399
- Licensed by the Commission for Independent Education.
Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Statement of Legal Control

Rophem School of Nursing is fully owned and managed by Rophem Nursing Education, LLC. Rophem Nursing Education, LLC is owned by Modupe R Opapeju, BSN RN and Timilehin Opapeju, MBA. Any change to this Statement of Legal Control will be made known to all students, faculty, and staffs in writing, either published with new edition of the catalog or as addendum to current edition.

Campus Location

Rophem School of Nursing consists of a main campus located in St. Petersburg, Florida.

Rophem School of Nursing
11300 4th Street N. Suite 130
St Petersburg. FL 33716
(727) 289-6836

Physical facility and Floor Plan Description

Rophem School of Nursing is located in Suite 130 at 11300 4th Street North in St. Petersburg Florida, 33716. The suite is 1,824sqft (plus common areas) and includes an open lobby area with a resource center and break room, two classrooms where lectures and labs will be held, and an administrative office.

The classrooms are 468sqft each. The front portion of each classroom has seating for students, a white board, projector, and the instructor's desk. This is where lectures will take place. The back of each classroom has a bed and other lab equipment where students can practice their skills under supervision and guidance of their instructor. Each classroom also has storage for items and equipment needed during lectures and lab.

The administrative office is a 202.5sqft space where the administrator will work. The office includes a desk for the administrator and another for instructors to use during their break time and office hours. Individual instructors do not have their own desks

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and are expected to share with others as their schedules permit. The office also includes secure storage for office supplies and student files, printers/scanners, and other administrative equipment/tools.

The open front area is 465sqft. The immediate lobby area includes a desk for the administrative assistant, seating, and decoration for the waiting area. To the left, will be the location for the resource center with 2 computers for students and prospective students to use and a bookshelf with books, including a dictionary and thesaurus. The break area has a fridge, counters, microwave, and seating for students and employees to relax and socialize during break time.

Other equipment includes: Computers, Printers, Desks, Tables, Chairs, Disease poster, Shelves, Bed sheet, blankets, pillows, Towels, Intravenous pole, Crutches, Foley Catheter supplies, Chest tubes, CPR manikin (adult & baby), Intravenous chest model for IV therapy, Arm model for IV therapy, wound care supplies, Central Line IV therapy supplies and more.

SCHOOL FACULTY/STAFF

Modupe Opapeju, BSN RN

Owner/Program Director

Instructor Practical Nursing Program (Diploma)

Associate Degree Nursing. St. Petersburg College. St Petersburg, FL.

Bachelor of Science in Nursing. St. Petersburg College. St Petersburg, FL.

Courses/Clinical Training: Human Growth & Development and Nutrition, Body Function & Structure, Practical Nursing Foundations, Pharmacology, Medical-Surgical Nursing, Maternal Child Nursing, Mental Health Nursing, Geriatric Nursing & Community Health Concepts, Vocational Adjustment. Basic Life Support. Clinic training (Internship).

Timilehin Opapeju, MBA

Owner/Administrator

Bachelor of Science (BS) in Biology. St. Petersburg College. St Petersburg, FL.

Master's in Business Administration. Western Governor's University.

David Leader, D.C.

Faculty/Instructor – Practical Nursing Program (Diploma)

Doctor of Chiropractic. Pennsylvania College of Chiropractic Medicine. Pennsylvania.

Courses/Clinical training: Human Growth & Development and Nutrition.

ACADEMIC CALENDAR

The school's administrative office and campus are open Monday through Friday from 8AM to 5PM.

Quarter Start and End Dates:

- Summer 2021 July 6, 2021 – September 15, 2021
- Fall 2021 September 22, 2021 – December 15, 2021
- Winter 2022 January 3, 2022 – March 23, 2022
- Spring 2022 April 4, 2022 – June 23, 2022

Each school year shall have 4 Quarters. Each Quarter shall be approximately 12 Weeks.

Registration/enrollment ends three (3) days before the first day of each quarter.

2021 - 2022 Holidays and Breaks

The school recognizes the following holidays and will be closed:

Independence Day (Observed)	July 5, 2021
Labor Day	September 6, 2021
Thanksgiving Break	November 24 – 26, 2021
Winter Break	December 20, 2021 – January 2, 2021
Martin Luther King, Jr. Day	January 17, 2022
President's Day	February 21, 2022
Spring Break	March 26, 2022 – April 3, 2022
Spring Holiday	April 1 – 3, 2022
Memorial Day	May 30, 2022

ADMISSIONS

Applicants who wish to enroll in Rophem School of Nursing's Practical Nursing Program must meet these mandatory Admission/Enrollment Requirements:

- Applicant must be a high school graduate or possess a General Education Development (GED) diploma
- Applicant must be able to communicate effectively in English
- If the applicant is below the age of 18, a parent/guardian signature is required on the enrollment agreement.
- **Entrance Test:** Applicant must have a qualifying score of at least 60%.

Entrance Test

Our entrance test, the Rophem Admissions Examination, is designed to assess a student's preparedness for entrance into a health science field. The test has 3 sections: math, reading, verbal skills, and science with 40 questions total. Students have 1 hour to complete the test.

The entrance test will be administered on our campus and costs \$30 per attempt.

Entrance test scores are valid for 24 months prior to the start of classes.

Students may retake the entrance test as many times as they need to if they are not able to pass on their first try.

Identification and Certifications

The School requires copies of important identification to store in student records. Students must provide a valid copy of the following:

- Driver's License or other valid form of ID
 - It is highly recommended that students have a driver's license and a form of transportation to attend clinicals at our affiliated facilities.
- Proof of Legal Residency (Social Security Card)

BLS Certification

Basic Life Support (BLS) Certification from the American Heart Association, the American Red Cross, or the National Safety Council must be obtained. A copy of students' BLS CPR certification card, which shows certification through all terms of the school year, must be provided.

Health Insurance

Students are required to carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student, faculty and the staff. A copy of the current health insurance card must be kept updated in the student's file.

If the student doesn't have health insurance, they can sign a waiver instead.

Malpractice Insurance

For the protection of the faculty and staff, malpractice insurance must be obtained. Students will be covered through the School's liability insurance policy. Payment for this insurance is included in students' tuition costs.

5 Panel Drug Test

All students will be required to complete a drug screening at the designated place and at their own expense no more than 30 days before the start of their first quarter. Any student who tests positive for drugs may be excluded from fulfilling clinical requirements. If a valid result is not received, a repeat of the drug screen may be required at the individual's expense. Upon subsequent failure to receive a valid result, disciplinary or otherwise suitable measures may be taken, which may include, but is not limited to, withdrawal from the program.

Refer to the full policy in this handbook for more details.

Alcohol and Controlled Substances

During the program, students may be required to submit random tests for illegal use of controlled substances as a provision by the law or regulations of the affiliating clinical agency, facility, or organization. In addition, the School has a "for cause" testing policy for students; please refer to the "Reasonable Suspicion of Drug and Alcohol Policy and Testing Guidelines for Students" found in this handbook.

Level II Criminal Background Screening

Any student whose name appears on the DH Florida Nurse Aid Registry or the DHHS Office of Inspector General List of Excluded Individuals/Entities, or who has been convicted of a sexual offense involving a minor will be unable to meet the clinical requirements of the nursing program. These lists are consulted annually. A criminal history check revealing certain crimes may preclude students from fulfilling clinical requirements and/or impact the ability to apply for licensure. The Florida State Board of Nursing now requires full disclosure of any criminal issues, even if these were dealt with via a diversion agreement. This initial check is done prior to the start of the school session.

** Please Note: Failure to disclose any changes since the initial background screen and/or previous disclosure may result in dismissal from the School.*

Physical Examination and Vaccination/Immunization

Students, faculty, and staff are required to have a physical examination prior to attending their first clinical course. This examination must be performed by a health

professional (physician or nurse practitioner) and must include documentation that the following immunizations are up-to-date:

1. Diphtheria/tetanus/acellular pertussis (DTaP)
2. Measles/mumps/rubella (MMR)
3. Varicella (chickenpox), titer result acceptable
4. Hepatitis B series, titer result acceptable
5. Influenza vaccine must be updated annually
6. Mantoux TB test, Interferon-gamma release assays test (GFT-GIT/T-SPOT) or chest x-ray.

Additionally, other immunizations or screenings may be added as required by our affiliating clinical agencies, facilities, or organizations. Students, faculty, and staff who do not have records submitted by the designated date will not be permitted to attend clinical until proof of all requirements has been provided to the School.

Personal Digital Assistants Requirement

Computers and Personal Digital Assistants (PDAs) are required for nursing students from the start of the Program. Students may use any type of computer or mobile device (e.g. iPhone/iPod Touch, Palm OS, or Windows Mobile/Pocket PC/Smartphone) they wish as long as it can load the required course materials.

For more information on personal digital assistants, review the full Cell Phones and Social Media Policies in the “Student Conduct” section of this Catalog.

PRACTICAL NURSING PROGRAM

The Practical Nursing program will include 1,370 hours consisting of didactic, simulation, and clinical education. This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to become a practical nurse.

The knowledge and skills taught throughout the program are consistent with the role and scope of practice as defined by the Florida Board of Nursing and is to be performed under the direction and guidance of a licensed Registered Nurse.

This program includes education in the areas of Medical-Surgical Nursing, Maternal Child Nursing, Geriatric Nursing, Community Health Concepts and Mental Health Nursing. Skills taught include general nursing care, skills, and applications needed for a variety of settings such as acute, long-term, community-based, and home care. The program will incorporate topics of the vocational role and function of the Practical Nurse, and fundamentals of nursing care, infection control, human body structure and function, and nutrition, human growth and development, pharmacology and medication administration, ethical and legal aspects of nursing practice, interpersonal relationships, and interviewing/communication skills, among others.

Program Objectives

The practical Nursing Program is designed to prepare students for employment as licensed practical nurses. Upon successful completion of the program the graduate must take the NCLEX-PN exam, in order to practice as Licensed Practical Nurse.

The program provides the student with theoretical knowledge and clinical skills needed to work in hospitals, long-term care facilities, clinics, and other acute care settings. Upon completion of the Practical Nursing program, graduates will be eligible to sit for the national examination to become Licensed as Practical Nurses

Program Goals

- To provide nursing education that will help the students develop competitive and marketable skills.
- To utilize models, and theories of nursing as the foundation for professional practice.
- To develop groups of students that will become critical thinkers, innovators and lifelong learners.
- To train groups of students that will provide safe, healthy, and caring environment that enhance self-esteem and promotes success.
- To demonstrate responsibility for lifelong learning and professional growth by participation in continuing education and in professional nursing organizations.

Program Fees

Fees are subject to change. Registration fee is non-refundable

Registration Fee:	\$150.00
Program Tuition:	\$9,900.00
Skills Lab Equipment, Supplies, and Liability Insurance:	\$900.00
Other Fees (including Graduation Fees):	\$350.00
Total Program Cost:	\$11,050.00

Tuition must be paid per one of the payment methods (stated below) agreed upon before starting classes, unless other formal arrangements have been made. All prices for the program are as stated above. There are no carrying, interest, or service charges related with the total program cost.

Methods of Payment

- Full payment at time of signing enrollment agreement
- Registration fee paid at time of signing enrollment agreement with balance paid prior to program start date
- Registration fee paid at time of signing enrollment agreement with balance paid prior to student's graduation from program.

Students may pay their tuition and fees by means of cash, check, credit or debit card, and/or money order.

Financing Options

Financing options will be made available for students who qualify through third party financing firms such as independent banks, government or workforce agencies, Vocational Rehab centers, Veteran's Administration centers, churches, hospitals, Credit Unions, or various employers. Students are encouraged to visit the administrative office for a full list of up to date information on financing options. Some of the aforementioned providers will require third party interviews in the application/qualification processes, which will not be handled by Rophem School of Nursing. All providers mentioned above will have specific requirements for repayment obligations. If applicable, students are advised to properly review the related financing option agreement closely before taking any action. Rophem School of Nursing will be happy to provide any assistance within our means.

Books, Uniforms, and other Fees

- Students are free to decide whether and where to buy any recommended books and learning materials.
- Students are required to purchase uniforms to wear during selected learning experiences.
- Books and Uniforms purchased from an outside vendor must adhere to that vendor's refund policy.

- Uniform, personal supplies, and textbooks are not included in the tuition.
- If required, students are responsible for public parking fees and tolls while attending classes at Rophem and/or when at participating facilities during clinicals.

Cancellation and Refund Policy

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

1. Notice of withdrawal or termination from the program can be made in person, by electronic mail, or by Certified Mail.
2. If the school does not accept the applicant or the student cancels no less than 3 business days before the program's first day of classes, after signing the enrollment agreement and making an initial payment, all monies paid in advance, except the nonrefundable registration fee (not to exceed \$150), will be refunded.
3. Students exiting the PN Program after attendance has begun, through 60% completion of the current payment period, will receive an adjusted tuition charge, prorated based on the number of hours completed to the total program hours. If the student has made any payments in advance, a refund will be calculated based on how many hours the student has completed and how much was paid in advance.
4. Students exiting after completing more than 60% of the program will result in no tuition adjustment or refund.
5. Refunds, when due, will be made within thirty (30) days of the effective date of withdrawal or termination.

CURRICULUM PLAN

Course # & Title	Theory Clock Hours	Clinical Clock Hours	Lab Sim Clock Hours
QUARTER 1 - 300 hrs.			
NUR106: Body Structure and Function & Nutrition	48		
NUR107: Practical Nursing Foundations 1	96		
NUR107C: Practical Nursing Foundations 1 (Clinical)		132	
NUR107L: Practical Nursing Foundations 1 (Lab)			24
QUARTER 2 - 300 hrs.			
NUR109: Practical Nursing Foundations 2	72		
NUR109C: Practical Nursing Foundations 2 (Clinical)		150	
NUR109L: Practical Nursing Foundations 2 (Lab)			30
NUR160: Pharmacology	48		
QUARTER 3 - 450 hrs.			
NUR110: Medical-Surgical Nursing 1	72		
NUR110C: Medical-Surgical Nursing 1 (Clinical)		204	
NUR110L: Medical-Surgical Nursing 1 (Lab)			24
NUR121: Maternal Child Nursing	60		
NUR121C: Maternal Child Nursing (Clinical)		66	
NUR121L: Maternal Child Nursing (Lab)			24
QUARTER 4 - 320 hrs.			
NUR120: Mental Health Concepts	36		
NUR124: Medical-Surgical Nursing 2	80		
NUR124C: Medical-Surgical Nursing 2		156	
NUR124L: Medical-Surgical Nursing 2			24
NUR161: Vocational Adjustment	24		
Column Total	536	708	126
Program Total Hours	1370		

Course Identification/Numbering

The course prefix is a three-letter designator for the division of academic discipline, subject matter area, or subcategory of knowledge. This is not intended to identify the department in which a course is offered. It is rather the content of a course that determines the assigned prefix in order to identify the course. The 3 digits are added for tracking purposes of Rophem School of Nursing. The “C” or “L” after the course number is the clinical or lab indicator. The “C” represents a clinical course that meets in the same place at the same time. The “L” represents the laboratory part of a course, The C and L have the same prefix and course number.

General Rule for Course Equivalencies

Equivalent courses at other institutions are identified by the name and content of the course and may be transferable with thorough assessment by the program director.

Practical Nurse Course Descriptions

QUARTER 1

Body Structure and Function and Nutrition

Number: NUR106

Theory: 48 Hours

Prerequisites: None

Course Description

Body Structure and Function is designed to provide the student with the thorough knowledge of how the human body and the systems function. The course will provide a working knowledge of body structure and function from the cell to all body systems.

Course Outcomes

Upon completion of this course, students will be able to:

- Identify the various structures of human anatomy beginning with the simple and advancing to the complex.
- Identify the function of the organ systems of the human body beginning with the simple and advancing to the complex.
- Identify various concepts and principles needed to achieve a broad understanding of the functions of the human body.
- Define digestion and absorption of nutrients
- Describe the nutritional needs throughout the life span with emphasis on nutritional principles related to health promotion and protection
- Define special diets, restrictions, or modifications for therapeutic purposes

Practical Nursing Foundations 1

	THEORY	CLINICAL	LAB
NUMBER	NUR107	NUR107C	NUR107L
HOURS	96	132	24

Prerequisites: None

Course Description

Practical Nursing Foundations assists the student in developing fundamental knowledge and skills for nursing care. Instruction covers basic health care for the patient and safety procedures, computer literacy, communications, legal and ethical responsibilities,

infection control, geriatric nursing, and patient rehabilitative activities. The course also includes basic patient care skills, physical examination, health assessment, vital sign assessment, documentation, body mechanics, assistance with activities of daily living, infection control, and basic medical terminology. Includes simulation, laboratory and clinical settings.

Course Outcomes

Upon completion of this course, students will be able to:

- Provide competent, safe, quality, patient-centered nursing care to patients with predictable healthcare needs through a supervised, directed practice using professional standards, best practices, and available evidence.
- Demonstrate knowledge of the health care delivery system and health occupations
- Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment
- Demonstrate an understanding of wellness and disease concepts
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance
- Demonstrate leadership and teamwork skills necessary to accomplish team goals and objectives
- Recognize and respond to emergency situations
- Recognize and practice infection control procedures
- Provide personal patient care and perform nursing procedures
- Perform aseptic techniques
- Demonstrate computer literacy as related to nursing functions
- Identify nutritional needs of the geriatric clients.
- Care for the geriatric client with dementia.
- Care for the geriatric patient with musculoskeletal disorder.
- Care for the geriatric patient with nervous, skin, and sensory disorder.
- Care for the geriatric patient with reproductive disease/disorder & urinary disease/disorder.

QUARTER 2**Practical Nursing Foundations 2**

	THEORY	CLINICAL	LAB
NUMBER	NUR109	NUR109C	NUR109L
HOURS	72	150	30

Prerequisites:

- Body Structure & Functions
- Practical Nursing Foundations 1

Course Description

Instruction includes human growth and development, biological-psychological-social support, responsibilities for healthy lifestyle/maintenance, family wellness and community health awareness. Includes simulation, laboratory and clinical settings.

Course Outcomes

Upon completion of this course, students will be able to:

- Discuss the stages of human growth and development.
- Describe characteristics of growth and development from conception to birth, through preschool, from school-age through adolescence, and through an adult life span
- Discuss family roles and their significance to health
- Discuss the concepts of health
- Identify components of the grief process
- Describe the concept of community advocacy and community health education.
- Explain how to prevent abuse and neglect in a community setting.
- Perform data collection.
- Apply hot and cold applications. Assist patient with sitz bath.
- Describe and demonstrate how to monitor patient's pre and post special procedures (e.g. I.V.P., myelogram, MRI, CAT scan).
- Apply bandage as appropriate.
- Perform clean and sterile dressing changing procedures.
- Insert straight/indwelling catheter, remove indwelling catheter.
- Obtain specimen from patient with indwelling catheter.
- Demonstrate how to assist with physical examination.
- Assist patient with diagnostic procedures.
- Irrigate wound.

Pharmacology

Number: NUR160

Theory: 48 Hours

Prerequisites:

- Body Structure & Function and Nutrition
- Practical Nursing Foundations 1

Course Description

Pharmacology will provide the student with the basic knowledge and skills to safely calculate, manage, and administer medications. Emphasis is on the use of principles of mathematics and algebra to determine correct dosages, as well as on the guidelines for safe administration of medications. Drug classifications, non-injectable medications, injectable medications will be reviewed. Resources for medication information will be explored.

Course Outcomes

Upon completion of this course, students will be able to:

- Add, subtract, divide and multiply decimals
- Solve common fraction equations
- Demonstrate an understanding of and ability to use the metric, International (SI) System, units, percentages, milliequivalents, ratios apothecary, and household measurements
- Read medication labels and syringe calibrations and measure amounts properly
- Demonstrate an understanding of medication administration systems
- Perform dosage calculations, from body weight, & weight-based calculations
- Demonstrate an understanding of the legal considerations relating to pharmacology
- Make appropriate nursing decisions related to monitoring therapeutic drug levels and adverse effects of drugs.
- Identify generic and brand names of drugs.
- Identify classes of drugs along with common individual drugs in each class.
- Identify drugs affecting the Cardiovascular System, Respiratory System, GI System, Endocrine System, Reproductive System, and all other body systems
- Utilize the nursing process before/during/after medication administration including:
 - Assessment
 - Nursing diagnosis
 - Planning
 - Implementation
 - Evaluation

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- Identification of all major drug classes, therapeutic outcomes, side effects to expect and report, drug interactions, client education and health promotion
- Demonstrate an understanding of how medication effects differ across the lifespan
- Discuss nursing responsibility and delegation.
- Identify the six rights of drug administration - Right Drug, Right Dose, Right Route, Right Time, Right Patient, Right Documentation

QUARTER 3**Medical-Surgical Nursing 1**

	THEORY	CLINICAL	LAB
NUMBER	NUR110	NUR110C	NUR110L
HOURS	72	204	24

Prerequisites:

- Practical Nursing Foundations 2
- Pharmacology

Course Description

This course introduces the student to the concepts of medical-surgical nursing in the sub-acute environment. The course involves the study of simple to moderately complex deviations from normal health in adult patients, with emphasis on application of adult developmental theory, cultural diversity, therapeutic communication and legal/ethical approaches to helping adults return to health after experiencing common alterations in health relating to nutrition, metabolism, sexuality, sensory perception and sensation health problems. Basic classifications of disease states, their manifestations, and nursing interventions will be discussed and explored in the course. This course is designed to help the student apply the knowledge acquired from previous courses to adult nursing and upgrade basic skills with those necessary to meet the needs of the moderately and chronically ill patient.

Course Outcomes

Upon completion of Medical Surgical Nursing 1, students will be able to:

- Identify signs and symptoms of diseases & disorders of all body systems
- Identify diagnostic tests used in the treatment of diseases & disorders of all body systems
- Identify medications used in the treatment of diseases & disorders of all body systems
- Identify nutritional needs of patients with diseases & disorders of all body systems
- Provide care to patients with:
 - Cardiovascular/circulatory disease/disorder
 - Respiratory disease/disorder
 - Lymphatic/Immune disease/disorder
 - Musculoskeletal disease/disorder
 - Endocrine disease/disorder
 - Integumentary/sensory disease/disorder

Maternal Child Nursing

	THEORY	CLINICAL	LAB
NUMBER	NUR121	NUR121C	NUR121L
HOURS	60	66	24

Prerequisites:

- Pharmacology
- Practical Nursing Foundations 2

Course Description

This course explores individualized health promotion and maintenance during the neonatal and women's reproductive life stages of growth and development. The course content expands concepts necessary to provide a safe, effective care environment, promoting individual development for both mother and child, psychosocial coping, adaptation and physiological integrity for women, neonates, and their significant others, in diverse settings. Maternal Child Nursing focuses on concepts and principles applied to nursing care of the woman during pregnancy, labor, delivery and postpartum period. This course includes normal and complicated pregnancy and the nursing care of the newborn and children.

Course Outcomes

Upon completion of this course, students will be able to:

- Define pregnancy as a normal process.
- Describe preconception and prenatal care.
- Describe the signs of pregnancy as well possible problems in pregnancy.
- Discuss the importance of health promotion during pregnancy.
- Define labor and delivery as a normal process.
- Discuss and perform nursing care during labor and delivery.
- Describe and perform postpartum care including patient education and discharge.
- Describe and perform care of the normal newborn.
- Discuss high risk pregnancy and delivery and related nursing care.
- Discuss the high-risk newborn and related nursing care.
- Discuss sexual orientation, sexual dysfunction and infertility, and related nursing care.
- Describe contraception methods and related nursing care.
- Demonstrate understanding of sexually transmitted diseases and nursing implications.
- Identify the stages of growth and development from infancy through adolescence, and study factors which influence growth and development.

- Identify safety principles related to childcare and identify common childhood illnesses from infancy through adolescence
- Utilize the nursing process to assist in planning care for the well or ill child

QUARTER 4**Medical-Surgical Nursing 2**

	THEORY	CLINICAL	LAB
NUMBER	NUR124	NUR124C	NUR124L
HOURS	80	156	24

Prerequisites:

- Medical Surgical 1
- Maternal Child Nursing

Course Description

This course is a continuation of the concepts of medical-surgical nursing in the sub-acute environment. The course involves the study of simple to moderately complex deviations from normal health in adult patients, with emphasis on application of adult developmental theory, cultural diversity, therapeutic communication and legal/ethical approaches to helping adults return to health after experiencing common alterations in health relating to nutrition, metabolism, sexuality, sensory perception and sensation health problems. Detailed classifications of disease states, their manifestations, and nursing interventions will be discussed and explored. This course is designed to help the student apply the knowledge acquired from previous courses to adult nursing and upgrade basic skills with those necessary to meet the needs of the moderately and chronically ill patient

Course Learning Objectives

Upon completion of Medical Surgical Nursing 2, students will be able to:

- Identify signs and symptoms of disease/disorders of the body systems.
- Identify diagnostic tests used to determine diseases/disorders of the body systems.
- Identify medications used in the treatment of diseases/disorders of the body systems.
- Identify nutritional needs of patients with diseases/disorders of the body systems.
- Identify the symptoms of acute/chronic psychological distress.
- Care for the patient with a:
 - Gastrointestinal disease/disorder
 - Neurological disease/disorder
 - Urinary disease/disorder
 - Reproductive disease/disorder
 - Oncologic disease/disorder

Mental Health Nursing

Number: NUR120

Theory: 36 hours

Prerequisites:

- Medical Surgical I
- Maternal Child Nursing

Course Description

The Mental Health nursing course is designed to familiarize students with mental health terminology and cultural concepts as they relate to nursing practice. The course will focus on the use of the nursing process and critical thinking strategies together with organizing and problem-solving tools when caring for the client with mental health issues and their families. The scope of practice of the practical nurse in mental health and other health care settings will be defined and explored. This course focuses on current concepts of psychiatric nursing.

Course Outcomes

At the completion of this course, students will be able to:

- Demonstrate caring attributes with patients experiencing impaired biological, psychological, and social functioning.
- Demonstrate acceptance of differences toward the patient with varying cultural backgrounds, lifestyles, and values systems
- Plan for a continuum of care that promotes a therapeutic and safe environment, structure, and support for clients with mental illness and their families
- Apply ethical principles in development of therapeutic nursing interventions for clients experiencing mental illness
- Discuss legal, ethical, and political issues that arise in protecting patient rights in mental health situations.

Vocational Adjustment

Number: NUR161

Theory: 24 hours

Prerequisites:

- Medical Surgical I
- Maternal Child Nursing.

Course Description

The Vocational Adjustment is designed to prepare the student for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). This course includes the

study of the importance of professional growth and will prepare students to develop and transition into their new roles as practical nurses. Topics include the role of the licensed practical nurse in the multi-disciplinary health care team, professional organizations, and continuing education. The course will also include content related to beginning leadership and management skills and legal and ethical concerns affecting the practice of practical nursing preparation for licensure.

Course Outcomes

Upon completion of this course, students will be able to:

- Define the role of the practical nurse and their scope of practice
- Demonstrate an understanding of the process for registering for the National Council Licensure Examination for Practical Nurses
- Develop a professional resume for their new role as a graduate practical nurse
- Display an understanding of interview skills
- Describe the various types of health care settings and the role of the practical nurse within those settings
- Identify legal and ethical issues in the healthcare profession
- Understand professional values
- Exhibit critical thinking to solve NCLEX and job-related nursing problems
- Identify personal health issues and the importance of a healthy lifestyle

ACADEMIC POLICIES

Formative Assessments

Faculty provides in-class worksheets and quizzes that students can complete using their books and notes as well as through collaboration with assigned peers. The purpose of this formative assessment is to evaluate the students' knowledge base along the way and assist them to be successful in their summative assessments and test-taking abilities. Additionally, when students independently seek knowledge, this enables them to learn and retain the information at a higher level.

Students must be actively engaged in the learning process. Students should be prepared to take the formative assessment which includes reading the corresponding chapter in the textbook and bringing any notes they may have taken in class or completed at home. This is an assessment with test the student's knowledge of coursework and provide the instructor with valuable information about student learning.

Guidelines for Formative Assessments:

- Students are given a time frame in which to complete the formative assessment. Time limits serve to keep the students on task and motivated.
- Students are to provide their answer sheets to the instructor prior to the assessment being reviewed in class.
 - This will allow the instructor to accurately assess students' current level of knowledge, and prompt teaching clarification
 - Allowing students to change their answers devalues the assessment and does not provide students with motivation to perform to their maximum potential.
- Once the answer sheets are received, the instructor will review each question and answer with the students, clarifying key points.
 - Review of the questions is conducted interactively, allowing for both student and instructor input.
 - This is a great time for students to learn how to take tests and answer the question that is asked.
 - Upon completion of the review, students may receive their worksheet/quiz to further review the questions/answers in class as a group with teacher feedback. However, worksheets/quizzes **MUST** be collected and accounted for **before** the students leave the classroom. Assessment security is extremely important.
- Instructors should vary the methods in which they administer the formative assessments. Suggested formats include:
 - Having students complete the assessment independent of collaboration with colleagues.
 - Placing students in randomly assigned groups to complete the assessment.
 - Placing students in assigned learning groups where the group ability is planned (the group should be diverse in terms of ability).

- Allowing students to assign their own groups to complete the assessment. Please note that with these varied assessment formats, you are teaching more than just knowledge; you are teaching teamwork, and how to follow directions.

Testing Protocol Policy

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of course content. Sharing of information related to test items is a violation of the Student Code of Conduct, and is considered Academic Dishonesty

The following guidelines for test taking are to be observed by all nursing students. Special guidelines, referring only to laboratory (performance) testing classroom (paper and pencil) testing or computerized testing are given below.

Procedure for All Testing Situations

1. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for Students who arrive late.
2. Place all books and personal belongings in the room or out of the testing areas. Keep personal items to a minimum. Place school bags and books in the front of the classroom.
3. Do not talk to or look at other students while they are anywhere in the testing areas
4. If assistance from the proctor is needed remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
5. Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
6. Recorders, cell phones, are not to be brought into the testing areas.
7. After completing the test and leaving the room do not re-enter while testing is in progress.
8. Do not behave in any way commonly associated with academic dishonesty.

Grading Policies

Students will be evaluated and receive final course grades at the end of each course. Grades will be based on assignments, testing, and evaluation throughout the term, course or phase. Some courses include a clinical component, which allows students the opportunity to gain experience practicing in a healthcare setting. The grades earned for these courses will be based on the student performance in theory, lab, and clinical.

Students must meet all course and clinical objectives and achieve a “pass” for clinical in order to successfully pass the course. Failing, not passing, or unsatisfactory grades may be given for the following conditions:

- Failure to meet course objectives
- Academic dishonesty (refer to Academic Dishonesty Policy)
- Unsafe clinical behavior.

Grade Point Average Calculation

- *The Grade Point Average (GPA) is the average of all quality points received in all courses taken.*
- *The Quarter GPA is the average of all quality points received in each quarter.*

Courses with non-weighted grades solely based on pass/fail and satisfactory/unsatisfactory do not factor into the GPA calculation. Also excluded from the GPA are grades in courses taken at another institution.

Grading Scale:

Grade	Explanation		Quality Points
A	92% - 100%	Excellent	4
B	83% - 91.99%	Good	3
C	75% - 82.99%	Average	2
F	Below 75%	Failed	0
S	Satisfactory		
U	Unsatisfactory		
I	Incomplete		
W	Withdrawn		
WF	Withdrawn Failing	Failed	0
T	Transfer		
D	Dismissed		
DF	Dismissed Failing	Failed	0

Rounding of Grades: Grades will not be rounded. All grades will be reported as earned.

Incomplete Courses

A grade of Incomplete "I" may be given to a student at the faculty's discretion, in consultation with the Program Director, if a student has not completed or met all course requirements due to extenuating circumstances (documentation may be required to support the request for an incomplete). A grade of "I" will only be considered if the student has completed more than 60% the coursework (including lab and clinical coursework) and there is a reasonable possibility that a passing grade will result from completing the coursework. Faculty may allow up to two weeks after the last day of the course for the student to complete the remaining course work. If the faculty member determines more than two weeks are warranted for the student to satisfy the requirements of an "I", then the Faculty may grant up to the end of the following term for the student to successfully complete the outstanding work and meet the course requirements, upon Program Director approval. If the work is not satisfactorily completed and/or the course requirements are not met by the established deadline, the grade will automatically convert to "F".

Once the grade of "I" is converted to a final grade and the student successfully passes the course, the student will be permitted to register for and attend subsequent courses for which the course serves as a prerequisite.

Grade Appeals Policy

The grade appeals system affords recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned as a result of prejudice, caprices, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned to other students. Additionally, a student may challenge the reduction of a grade for alleged scholastic dishonesty. Information about the appeal process may be obtained in the Office of the Program Director. This will include:

The evaluation of the quality of a student's performance is the prerogative of the instructor. Nothing stated below is intended to place a limitation on this prerogative and the instructor will be involved in the review at each stage in the appeal process. All grade appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators.

If a student does not understand the reason for a grade, it is the student's responsibility to consult the instructor of the course about the grade. If after such consultation the student does not agree with the basis on which the grade was assigned, the student may initiate an appeal according to the procedures given below. The burden of proof will rest with the student. There are four stages of appeal available to a student and they must be followed sequentially. Stages Two through Three must be completed during the quarter immediately following the quarter in which the grade was assigned unless an

extension is authorized by the Program Director. At the completion of each stage of the appeal, the student is to be notified of the decision in writing.

Procedure for Appealing Grade

Stage One: An appeal must be initiated within fourteen working days after the first day of class of the quarter immediately following the quarter when the grade is awarded. The student should petition the instructor in writing, giving salient reasons for the grade appeal. The student should retain a copy of the written appeal for personal records.

Stage Two: If the student is not satisfied after the review by the instructor, the student should consult the Program Director and submit a copy of the written appeal. The Program Director will attempt to resolve the grade appeal. The Program Director will meet with the instructor and may consult with other persons who have relevant information.

Stage Three: If all efforts to resolve the grade appeal by the Program Director are unsuccessful, the student may submit the written appeal to the Administrator of Rophem Nursing Education, LLC, The Administrator will examine the appeal and other pertinent materials submitted by the student. The Administrator will meet with the instructor and the Program Director and may also request from the instructor materials deemed relevant. In an attempt to resolve the grade appeal, the Administrator may interview the student, instructor, Program Director and others who may have pertinent information. If the Administrator determines the need for a review committee to examine the issue, the committee shall consist of:

- One faculty member from another class
- One faculty member from another college or technical center.
- The Program Director
- Optional: A staff member such as an administrative assistant or other staff appointed by Administrator.

The committee, if appointed, will advise the Administrator regarding the grade under appeal. Whether the Administrator chooses to appoint a committee or not, the Administrator will render a final decision on the grade appeal.

Standards of Satisfactory Academic Progress

Satisfactory standing:

- A grade of “C” or better in all courses.
- Cumulative GPA of at least 2.0

Probationary standing:

- A grade below “C” in any course.
- Cumulative GPA less than 2.0

Scholastic Deficiencies

Academic probation – The student who earns below a **C** in a required course (F or WF) will be placed on academic probation.

Academic dismissal – A student shall be dismissed from the school of nursing under the following conditions:

- Satisfactory standing is not achieved by the end of the following term,
- Receipt of the second F or WF grade in a repeated course, or
- Receipt of an F or WF in a second course

Readmission to the School will be considered on an individual basis. Applicants for readmissions compete with all candidates applying for admission to the School for the admission cycle.

Repeating a Course

Students who fail one course will be allowed to repeat the course, space permitting. If a course is repeated, the repeated course grade replaces the original grade in the GPA calculation. Students who fail two courses may be subject to dismissal. A student who fails two courses may petition the Administrator, who shall then make a recommendation to the Program Director.

Transferability of Credits

In order to transfer credits to Rophem School of Nursing, an official transcript from another Practical Nursing Program must be submitted by the student and reviewed by the Program Director to determine if the courses and hours align with the curriculum of the Practical Nursing Program at Rophem School of Nursing and were taught within the State of Florida Framework and Performance Standards for Practical Nurses. After the review of the courses, the student may be asked to take an exam based on the courses they wish to transfer before acceptance decision can be made. A score of 75% will be required on such exams to accept the student. Students may be allowed to retake the exam(s) up to one additional time, to equal 2 total attempts. The final score shall be the average of both attempts. A student must complete at least 25% of the PN program at Rophem School of Nursing; therefore, a student may transfer a maximum of 75% of program hours.

If a student wishes to transfer credits from Rophem School of Nursing to another institution, transferability of credit is at the discretion of the accepting institution. It is the student's responsibility to confirm whether credits will be accepted by the student's chosen institution.

Graduation

Upon successful completion of the Practical Nursing Program, the student will receive an Official Transcript and a Diploma. The School requires that all candidates for the diploma must meet the following requirements:

- All course requirements are met. Course requirements include:
 - Achieving a grade of **75%** or better in all PN Program courses.
 - Obtaining satisfactory clinical grades
 - Achieving a passing score on a standardized exit exam in the final course, such as ATI
- At least 25% of clock hours required for graduation must be earned at Rophem School of Nursing.
- All financial obligations must be met

Upon graduation, students are eligible to apply for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Students will also have to follow the Florida and other state requirements prior to taking the NCLEX-PN®.

Sequence of Courses

Nursing courses must be taken in the sequence indicated in the *Program Plan*. A student must complete all courses. Should a student fail to meet the nursing level index requirement, the following will occur:

1. The student will be mandated to repeat the course or courses in the science core or nursing level within one quarter to achieve the required GPA.
2. The student will lose placement in clinical rotation and preference for placement will be given another student.
3. When the GPA is achieved, the student will progress as space is available. Reentering the clinical rotation may require two quarters to achieve.

Failure to complete the nursing courses sequence jeopardizes student progression. The student will progress only as space is available.

Academic Honors

The School offers awards each quarter for recognition of student achievements. These awards include:

- **Dean's List:** An acknowledgement of outstanding academic achievement of 3.5 - 3.74 grade point average in a quarter.
- **President's List:** An acknowledgement of superior academic achievement of 3.75 or greater grade point average in a term

Courses taken as a second attempt are not eligible for consideration.

Graduation Honors

The School recognizes the academic achievement of its graduates by designating academic honors and cords for students with the following cumulative grade point average:

- Honors: 3.5 – 3.74, 1 honor cord
- High Honors: 3.75 – 3.89, 2 honor cords
- Highest Honors: 3.9 or greater, 2 honor cords and a medal

Students with any course failures are not eligible for consideration for graduation honors.

Pinning Ceremony

Nursing School graduates are honored in a Pinning Ceremony on commencement day. Nursing faculty and staff, as well as family members and friends, are invited to celebrate with graduate students at this special event. A highlight of the ceremony is the presentation of the Rophem School of Nursing's pin to each graduating student. The graduates are encouraged to wear their nursing pin with pride, as it is an indication and symbol of accomplishment. Several other awards of recognition are also presented at the ceremony.

Commencement

Commencement ceremonies will be held twice a year for each graduating class. Candidates for graduation will receive a ticket and commencement information from the School during their final quarter at Rophem School of Nursing.

Students who wish to participate in commencement must purchase a cap and gown; they must also ensure all deficiencies/fees are paid in full. The dress code for this event is business professional.

Failure to meet the following graduation requirements will result in a student being deemed ineligible to attend the commencement and pinning ceremonies, as well as having his/her program completion and academic transcripts withheld from release. The candidate for graduation must:

1. Meet all program completion requirements.
2. Pay applicable graduation fee(s).
 - Purchase cap, gown, and other graduation regalia from the School.
3. Be free of debt or unpaid balance to the school.

NCLEX Examination

Following successful completion of the Program and Exit Exam, the graduate practical nurse may apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). There are specific requirements for eligibility to take the examination. Any person who applies to the Florida Board of Nursing for a license to practice as a practical nurse must not have done the following:

Rophem School of Nursing

- Been convicted of a crime that has a direct bearing on the person's ability to competently practice
- Committed an act that would constitute a ground for disciplinary sanction under Florida statutes.

Additionally, upon applying for licensure, the individual must report information about whether they have:

1. Been arrested,
2. Entered into a diversion agreement, and/or
3. Been convicted of, pled guilty to, or pled no contender to any offense, misdemeanor or felony in any state.

Eligibility requirements in other states may vary. You may request a copy of eligibility requirements by contacting the Board of Nursing in the state in which you are seeking licensure.

Florida Code requires that an individual who applies for a license or who holds a license issued by the Florida State Board of Nursing shall provide their Social Security Number to the agency (Florida State Board of Nursing). This means that to be licensed in Florida one must have a valid social security number. *Any individual who does not have a valid social security number is not eligible to be licensed in the state.*

Career Placement (Employment)

Workshops held during the year help students prepare resumes, develop interviewing techniques, and polish job-seeking skills. The School maintains current information regarding job opportunities and posts it on the bulletin board for interested candidates. The School will also be available to offer placement information and services. The school does not promise or guarantee any form of employment after graduation.

CLINICAL TRAINING POLICIES

The School provides direct and indirect supervision by nursing faculty and facility clinical preceptors for students in clinical training as indicated in the Florida Statute, Section 464.019(1)(e). *A Preceptor is required, and preceptor must be licensed practical nurse.* These policies include:

- The number of clinical faculty members equals at least **one (1)** clinical faculty member directly supervising every **six (6)** students unless the written agreement between the School and the agency, facility, or organization providing clinical training sites allows more students, not to exceed **eight (8)** students, to be directly supervised by **one (1)** clinical faculty member.
- For a hospital setting, ***indirect supervision*** may occur only if there is direct supervision by an assigned clinical preceptor, a supervising faculty member of the School is available by telephone, and such arrangement is approved by the clinical agency, facility, or organization.
- For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be ***directly supervised*** by a clinical faculty member of the School or clinical preceptor and such arrangement must be approved by the community-based clinical facility.
- For community-based clinical experiences not subject to student participation in invasive or complex nursing activities, ***indirect supervision*** may occur only when a supervising clinical faculty member of the School is available to the student by telephone.

Clinical Disclosure

Enrolled students must be able to have independent means to travel to and from clinical assignments, which may be located throughout the St. Petersburg/Tampa Bay area. Students traveling in private vehicles to and from clinical assignments assume all related risk and liability. Rophem is not responsible for injuries or damages that may result.

Rophem holds affiliation agreements with sites within the St. Petersburg/Tampa Bay area. Some sites may be more than 50 miles from the campus.

Students are responsible for any of their own meals and necessary lodging.

Drug Testing Policy Prior to Participation in Clinical Activities

This policy applies to students admitted to the PN Program and is effective immediately. All students admitted to the Program are required to complete clinical coursework at an affiliating clinical agency, facility, or organization in order to complete their degree requirements. The purpose of this policy is to notify students and faculty of the School's

requirement that all students in the Program submit to a drug screen as outlined in this policy and test negative before engaging in clinical activity associated with the Program.

The School prohibits the unauthorized use, possession, sale, conveyance, distribution, and manufacture of controlled substances, as well as being under the influence of legally prescribed drugs that prevent an individual from performing the essential functions of his or her job or where the individual poses a direct threat while using those drugs. Clinical agencies, facilities, and organizations affiliated with the School also have drug and alcohol policies and are requiring that nursing students comply with their drug testing policies in a similar manner to their employees (5 or 10 drug panel testing). Safety in the delivery of care to patient/client populations is the basis for drug testing. Clinical sites have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe practice.

It is the policy of the School to comply with federal and state laws and regulations dealing with the usage and detection of drugs. This policy is subject to change at the sole discretion of the School and is meant to supplement other relevant School policies. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while students are engaging in clinical activities at our affiliating clinical agencies, facilities, or organizations on behalf of the Program, the drug and alcohol testing policies and procedures of the clinical agency, facility, or organization will govern.

Definitions

- ***Drugs 5-panel testing:*** means testing for marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).
- ***Medical Review Officer (MRO):*** is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under this policy who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.
- ***Test positive for Drugs:*** is the level identified by the MRO in accordance with guidelines established for healthcare workers.

Procedures

All Students prior to participation in a clinical course in the Program will be required to complete an Acknowledgment and Consent to Testing form, submit to a Drug screen at the designated time and place and at the expense of the student, and test negative for Drugs before engaging in any Clinical Activity.

The testing policies and procedures of the testing facility are to be followed for split-specimen urine specimens.

1. The laboratory will test the primary specimen for Drugs, and if it tests positive based on cut-off levels established by the lab, the lab will perform a confirmation test of the primary specimen.
2. If the confirmation test is positive, the lab will report the positive test result to the MRO describing which Drugs were detected.
3. The MRO will contact the Student who tested positive, and the Student may provide an explanation for the positive test result.
4. The MRO may request verification for any prescription medications.
5. The Student may elect by verbal or written request to have the remaining portion of his or her split specimen sample tested, at his or her own expense.
6. The Student must request this testing from the MRO within 72 hours of being notified of his or her confirmed positive test result, unless the MRO concludes that the Student had a legitimate explanation for failing to do so.
7. If the Student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within three days of notification, the MRO may report the Drug test as positive to the School and the clinical site.
8. If the MRO is not able to contact the Student within ten (10) calendar days of the date on which the MRO received the confirmed positive test result from the laboratory, the MRO may report the Drug test as positive to the School and the clinical site.
9. If a student provides an explanation for a positive Drug test result, the MRO will determine whether a valid medical explanation exists.
10. If a determination is made in the MRO's discretion that there is a legitimate medical explanation, the Drug test results will be recorded as negative and reported to the School and the clinical site.
11. If the MRO determines that there is not a legitimate medical explanation, the Drug test results will be recorded as positive and reported to the School and the clinical site.

By participating in the Drug screening process, the Student is authorizing release of the Drug test results in accordance with this policy.

Consequences

- **Refusal to Test:** If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result was positive.
- **Negative Test Result:** If the Drug test is negative, the Student will be allowed to participate in Clinical Activities.
- **Positive Test Result:** Any student who engages in conduct prohibited by this policy, tests positive for Drugs, or who does not comply with any notice, request,

or procedure provided for hereunder, shall be withdrawn from all clinical courses, and may be subject to discipline pursuant to the Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals, up to and including dismissal from the Program. If the Student is not dismissed from the Program, the Student will not be permitted to participate in Clinical Activities until the Student undergoes the rehabilitation process set forth below. In addition, future participation in Clinical Activities is dependent on the length of time needed for the rehabilitation process and space availability as described below.

- **Rehabilitation:** If the Student is not dismissed from the Program, the Student will be required to sign a Student Agreement to undergo a professional evaluation by Counseling and Psychological Services or by a mutually agreed upon independent, certified drug and alcohol counselor for evaluation and treatment at the student's expense. The Student must complete the treatment prescribed by the approved counselor at the student's expense. Upon completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the School's Program Director. If the counselor reports that the student successfully completed the treatment plan and is ready to engage in Clinical Activities, the student will be tested for Drugs at the student's expense. If the Drug test is positive, the student will be dismissed from the Program. If the Drug test result is negative, the student can submit a written request to engage in Clinical Activities and will be eligible to enroll in clinical coursework depending on space availability and acceptance by clinical sites. Because of the time that is required to complete treatment and testing, it is possible that the student will be delayed and need to re-work his/her plan of study with the Program Director.
 - After a Student has completed the required treatment plan prescribed by the certified drug and alcohol counselor, has a negative Drug screen and is participating in Clinical Activities, unannounced Drug testing will occur periodically until the student graduates from the Program.
 - The Program Director will notify the student of the designated time and place for the Drug screening which will be completed, at the student's expense, on the day of notification. If a positive Drug screen occurs, or if the student fails to complete a Drug test as requested or otherwise comply with this policy, the student will be dismissed from the Program.

An unlicensed Student will need to report violations of this policy in accordance with applicable laws in the state in which seeking licensure. Any professional licensed student who violates this policy may be reported to the Florida Board of Nursing or the Attorney General's Office as indicated by ethical and legal parameters specified in the Nurse Practice Act.

Uniform Code

Students are expected to present themselves in a professional manner. In order to establish and maintain consistency, the following guidelines have been developed. All students are required to meet the policies and procedures of the clinical sites and adhere to whatever code is stricter. Uniforms must be of washable, permanent-press fabric, and always clean and in good repair. A stethoscope will be required.

Uniforms (except gray polo) may be purchased and embroidered from the following vendor(s):

Scrubs and Duds

9300 4th St N, St. Petersburg, FL 33702

Phone: (727) 894-6569

Embroidery Cost: \$8 each, \$10 if garment is not purchased from them.

Students get 10% discount on purchases.

Comprehensive School Uniform:

	CLINICAL	CLASS
TOP	Wine Scrub with Logo	Gray Polo with Logo
BOTTOM	Wine Scrub	Wine Scrub
SHOES	White or Black Sneakers	Close-Toe Shoes
HAIR/ACCESSORIES	No dangly accessories or necklaces; tie up long hair	-

Other necessary supplies include:

- Pair of Scissors & Pen light
- Blood pressure cuff & Stethoscope
- Wristwatch with second hand or digital watch with second hands

Personal Appearance

A student's hair must be effectively restrained so that it does not fall into or contaminate the workspace. Beards/mustaches must be neatly groomed.

Make-up/cosmetics must be natural-looking. No fragrances such as lotions, colognes, or perfumes are permitted.

Nails must be kept short (nails should not be visible when looking at palm of hand), clean, well-rounded. No colored nail polish (clear is permitted) or artificial nails are permitted.

School Photo Identification

Student photo identification must be worn to every clinical experience. The photo identification will be made and assigned at the School prior to the start of the school year.

Clinical Agency, Facility, and Organization Uniform Variations

Depending on the student's assigned clinical experience, they may be required to conform to the following variations of uniform attire. Some clinical agencies, facilities, and organizations require the use of a white lab coat. If this is requested, the School-issued uniform patch must be attached to the left sleeve. This and the following uniform descriptions may also be purchased from the School vendor.

Hospitals

- School scrub top and scrub pants/skirt (joggers are not allowed)
- Short skirts, jeans, or tight pants are **not** appropriate
- If a skirt is worn it must be no shorter than just below the knee and worn with white socks or hosiery.
- White leather athletic shoes without colored designs.

Public Health & Psychosocial Nursing

- Gray polo shirt with school logo
- Wine scrub pants/skirt (No shorter than knee-length)
- Black socks or hosiery
- Black closed-toe street shoes

Professional Attire

- Dress shirt/blouse/sweater (must be tucked in or longer than waist-length)
- Dress pants or skirt (if a skirt is worn it must be no shorter than just below the knee)
- Close-toe dress shoes

Jewelry/Adornments

- Wristwatch with second hand or digital watch marking seconds
- Engagement rings and wedding bands are the only permitted types of rings
- Earrings must be small gold, silver or white studs with no more than two earrings per ear
- No other jewelry may be worn. No other piercing may be worn (e.g. nose, tongue, lip, cheek, chin, cleft, eyebrow, or industrial piercings).
- Tattoos must be covered and not visible through clothing.

STUDENT CONDUCT

The nursing profession insists that its members be responsible, accountable, self-directed and professional in behavior. Nursing has earned the public's trust by holding firm to these behaviors. Students, faculty, and staff demonstrate professionalism by attending and being punctual for classes and clinical experiences, by exhibiting courteous behavior, and by punctually submitting class/clinical assignments.

This policy establishes expected behavior for all students. ***It is each student's responsibility to live by this policy, not out of fear of the consequences of its violation, but out of personal self-respect.*** Likewise, the School believes that integrity, trustworthiness, and honesty are very serious concerns that are linked to positive patient outcomes and patient safety.

The School identifies unprofessional student behavior as cause for a reduction in course grade and/or an academic dismissal from a course or the nursing program.

In situation where students are not adhering to this policy during class or clinical experiences, the student may be removed from that situation. The types of behaviors in reference include:

- Tardiness
- Disruptive or disrespectful behavior
- Inattentiveness to classroom/clinical work

Professional behavior with the School's clinical affiliation is extremely important. Clinical affiliations are obtained with local healthcare agencies, facilities, and organizations. Remember you are on the stage with these facilities, so you want to show them that you are a true professional in all that you do and say.

Our Affiliation Agreement clearly denotes:

"...the Facility reserves the right to immediately remove any student(s) from the Facility in cases of rule violation leading to unsafe practice or detrimental effect to the Facility, its patients, its employees, Rophem School of Nursing faculty, or other student(s)..."

Attendance Policy

Students are expected to be present for every class in which they are enrolled. All matters relating to attendance, including the make-up of missed work, are to be arranged by the student and their instructor. Only the instructor and program director can excuse a student from classes or course responsibilities. In the event of an illness, accident, or emergency, the student should make direct contact with the instructor before a class or examination takes place. If the instructor cannot be reached in person or by telephone, the student should leave a message with the School Administrative Assistant or on the School voice mail. At the beginning of the quarter, the instructor will

indicate the policy for handling class absences and the effect of absences on course grades. In the case of the need for an extended absence, the student should also contact the Office of the Nursing Program Director.

Any student with **five (5)** absences within a 2-week grading period may be withdrawn based on the instructor's recommendation. **Three (3)** partial attendance days (where the student is late or leaves early) will count as **one (1)** absence. Student withdrawn due to poor attendance may apply for readmission for the scheduled training program. If readmitted, the student will be required to sign an attendance contract.

If a second withdrawal for poor attendance occurs, the student will be expelled from the school for a full year. The student may apply for readmission after one year, and will be accepted only if space is available. Again, the student will be required to sign an attendance contract prior to re-entering the Program.

Leave of Absences:

A leave is defined as a temporary interruption in a student's program of study. The purpose of a leave is to allow students to interrupt continuous enrollment without having to apply for re-enrollment and without changing conditions of their academic program. Students taking an approved leave will retain in-school status.

If a student needs an extended absence, pre-approval must be obtained from the school's Administration. In order to qualify for a leave of absence, the following conditions must be met:

- A Leave of Absence must not exceed 90 days in any 12-month period.
- The student must not have had any Leave of Absence days during the prior 12-months or the duration of their program.
- The student must have a reasonable expectation of return within the maximum allowable time period.

Any student who does not return from the approved leave of absence will be considered withdrawn. A leave of absence request form may be obtained from the student's Academic Advisor/Counselor.

The Program Director may excuse absences for jury duty, military reasons, or circumstances covered under Family Medical Leave Act upon submission of appropriate documentation such as an official copy of military orders. During such absences, the student is responsible for making up any missed coursework. Should the excused absence(s) result in the student missing more than a reasonable amount of class time, the student may withdraw from all courses.

Academic Dishonesty Policy

Rophem School of Nursing has a zero-tolerance policy on cheating, whether it's on a test or in the preparation of reports. The use of electronic or other devices for the purpose of obtaining answers to a test or exam constitutes academic dishonesty and will not be

tolerated. Exact duplication of material from a journal, text, or online resource without the use of an appropriate reference/citation to the author constitutes plagiarism and is academically dishonest. After careful investigation of any case of academic dishonesty, including a hearing with the offender, a penalty will be imposed as deemed appropriate. Generally, a first offense will result in penalties ranging from failure on an examination, in which cheating was detected, to failure in a course in which cheating, or plagiarism was detected. A second offense will, in most cases, result in dismissal from the Nursing School.

Anti-Hazing Policy

Hazing is absolutely prohibited at the School. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages or endangers the mental or physical health or safety of a student for the purposes, including, but not limited to, initiation or admission into or affiliation with the School. Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating School rules or local, state or federal law.
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student.
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced/encouraged exclusion from social contact, forced/encouraged conduct that could result in extreme embarrassment, or forced/encouraged activity that could adversely affect the mental health or dignity of the student.
- Any other activity which is inconsistent with the regulations and policies of the School. It is not a defense to a charge of hazing that:
 - The consent of the victim had been obtained
 - The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
 - The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Cell Phone Policy

All electronic devices and cell phones should be on vibrate or silent, and out of sight during classroom time, unless otherwise directed by the instructor. Texting while in class is not allowed. Students may use cell phones before and after school, while on break and during lunch. If an evacuation is ever announced, cell phones are not to be used as they could inadvertently trigger an explosive device with remote control.

Social Media Policy

The School supports the use of social media to reach audiences important to the School such as students, prospective students, faculty, and staff. The School's presence or participation on social media sites is guided by School policy. This policy applies to School student, faculty, and staff who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA [Family Educational Rights and Privacy Act] whether discussed through traditional communication channels or through social media.

Considerations Regarding Social Media:

There is no such thing as a "private" social media site.

- Search engines can retrieve posts years after the publication date.
- Comments can be forwarded or copied. Archival systems save information, including deleted postings.

Respect your audience.

If you feel angry or passionate about a subject, it is recommended to delay posting until you are calm and clear headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

Employers are increasingly conducting Web searches on job candidates before extending offers and will hold you to a high standard of behavior. Be sure that what you post today will not create bad karma for you.

- By identifying yourself as a student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients.
- Ensure that content associated with you is consistent with your professional goals.
- Adhere to all applicable School privacy and confidentiality policies.

You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts).

Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond to comment in a timely way. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

Each student is responsible for regularly reviewing the terms of this policy.

Students are **prohibited** from posting on social media on behalf of the School.

- Any posts made to social media should not attempt to show the School's stance on an issue or topic.

STUDENT SERVICES

Campus Resource Center

The School provides literary resources for students to aid to help them succeed in the Practical Nursing Program. The resource center contains books, including a dictionary and thesaurus, journals, computers, and materials to support students' educational needs throughout the courses. Students are expected to ask for help if assistance is needed with anything book related. In case of space constraints, additional study space, including group study areas, are available in nearby local libraries.

- **Book Loans**

Required practical nursing program textbooks and other resource materials will be available for loan in the resource center. Students may borrow books and resource materials during campus operating hours only. Borrowed books and resource materials are not to leave campus premises without explicit permission from the program director and plans to return the resource promptly.

A valid Rophem School of Nursing student photo identification card is required to check out items.

- **Overdue items**

Books must be returned to the resource center by the end of campus operating hours each day.

Users who fail to return materials will be billed for replacement costs with nonrefundable overdue and processing fees. Borrowing privileges will be suspended until fees are paid and the resource center account is cleared. Grades may also be held until such impediments are cleared and fees are paid.

Academic Advising and Counseling

Academic Advisors assist students in planning their schedules. They have information about schedules and course requirements. Student Counselors/Support Coordinators provide support and guidance throughout the students' course. Printed materials are available on a wide variety of subjects including nursing career options, taking the NCLEX, post-graduate opportunities, and student services available within the School. The staff in the office of the Nursing Program Director are also available to offer assistance with personal, academic, or other issues.

Academic Probation and Request for Withdrawal Policy

Faculty may counsel and place a student on probation for any of the following reasons:

1. Academic level below that required by the School
2. Accumulative absences or tardiness of **5 hours**

3. Health problems
4. Inability to function adequately with other students, faculty, and staff
5. Unprofessional conduct
6. Unsafe clinical practice

Student Organizations

Nursing student organizations will be a vital part of the School, providing opportunities in personal, fellowship, and professional growth, leadership, and service.

Students may establish student organizations as they wish as long as there are at least 3 members and a faculty advisor. To establish a student organization, students must submit a Student Organization Registration form to the Administrator. The form asks information about the Organization's name, purpose, founding members, faculty advisor, and proposed activities.

- **Nursing Student Council**

Rophem School of Nursing's Student Council will serve as a liaison for communications between students and faculty, coordinate activities between classes and organizations within the School, and represent the School in campus-wide activities. The council will include at least 3 board members with voting rights and 2 non-voting faculty members. There may be more general members with or without voting rights. Student Council Board members include a President, Vice-President, and Secretary.

Conflict Resolution

Faculty strives to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue can usually be resolved by direct communication between the student and the faculty. In order to facilitate the problem-solving process, it is suggested that students speak with the faculty member as a problem or concern arises, and vice versa. Do not ignore the situation, wait until the last minute, or expect someone else to take care of the problem.

Procedure for Resolving Faculty/Student Conflict

Conflict should be resolved where they originate if possible, and a Conflict Resolution Form, available in the Office of the Program Director, reflects that philosophy. At any step during this procedure, students may be asked to meet any and all of the faculty they have spoken with already.

Students are encouraged to resolve conflicts in the following manner:

- **Step 1:** *Schedule an appointment to talk with the faculty member of the course*
 - Meet with the faculty member and obtain signature on the Conflict Resolution Form.
 - If the differences are resolved, the process is concluded.

- If conflict cannot be resolved at this level, proceed to Step 2.
- **Step 2: Schedule an appointment with the Program Director**
 - Meet with the Program Director and obtain signature on the Conflict Resolution Form.
 - The completed form will be kept in the faculty member's and student's file.

Grievance Procedures

Faculty members at Rophem School of Nursing strive to create an atmosphere conducive to learning. There should be mutual respect between faculty and students. If a problem should arise, the issue may be resolved by direct communication between the student and the faculty. In order to facilitate the problem-solving process, it is suggested that students speak with the faculty member as a problem or concern arises, and vice versa. We encourage all students to not ignore the situation, not wait until the last minute, or expect someone else to take care of the problem. If the problem cannot be resolved sufficiently through direct communication between the student and faculty, then the following procedures and policies should be adhered.

Grievance and Appeal Procedures

Any student can seek redress for any complaints related to the application or enforcement of this Policy through applicable School grievance policies and procedures, including Program appeal procedures.

Student Grievance/Appeal Policy

The right of each student to appeal decisions of the Academic Faculty is affirmed and specific appeal procedures are hereby established to ensure timely and appropriate consideration of each appeal to the School Appeals Committee.

Specifically, the School Appeals Committee reviews decisions on the following issues: admission decisions, revocation of admission, comprehensive exams, dismissal from the Program, and any other issues the Program Director deems appropriate. This committee **does not** review grade appeals or disciplinary actions taken by the Program Director. The Appeals/Grievance Process has four steps:

- **Step 1: Faculty Level.** The faculty member receives a written signed letter from the student within ten (10) working days that states what action the student is appealing, reviews the pertinent materials, meets with the student if appropriate, and resolution of the appeal is sought at the faculty level.
- **Step 2: Program Director Level I.** An appeal of the Faculty Level decision must be made in writing within ten (10) working days to the Program Director. The Program director will review the appeal and render a decision on the appeal in writing.
- **Step 3: Program Director Level II.** Should the student desire to make further appeal, the written appeal should be sent within five (5) working days to the Program Director. The Program Director will confer with the student and refer the matter to the School Appeals Committee which will hold an official hearing on the appeal. The hearing will be held within ten (10) working days of receipt of the

written appeal letter as long as the School is in session or within ten (10) working days of the School beginning a session. The student may attend the hearing and a representative of the School may also attend the hearing or respond to the appeal in writing. The Program Director will send the student a letter indicating the Committee's decision.

- **Step 4: Administrator Level.** Should the student desire to make further appeal, the written appeal should be sent within ten (10) working days to the Administrator. The Administrator will review all appeal materials and render a final decision in the appeal normally within ten (10) working days of receipt of the appeal.

If the appeal concerns the Program Director, the student should appeal to the Administrator.

STUDENT HEALTH AND SAFETY

Safety and Standards Policy

The purpose of this policy is to validate the academically accepted student, faculty, and staff's ability to meet cognitive, affective, and psychomotor requirements of the curriculum with or without academic adjustments and/or auxiliary aids and services, consistent with Title II of the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act of 1973.

The School will make appropriate adjustments to facilitate enrollment, employment, and participation of qualified individuals with temporary or permanent disabilities. The School has established technical standards in an effort to provide a framework to balance several competing interests:

- The rights of applicants and students
- The safety of students, faculty, staff, their co-workers, and patients
- The significant clinical component of the School curricula
- The requirements imposed on the School by the Commission for Independent Education, the Florida BON, the accreditation body, and by clinical agency/facility/organizational agreements allowing the School to place students in various health care settings for clinical education.
- The conditions for licensure of School graduate

These competing interests and the nature of nursing educational activities may prevent some prospective and current students, faculty, or staff with disabilities from qualifying for enrollment, continued enrollment, or employment and may limit access to the academic program of the School.

This policy applies to all prospective and current students, faculty, and staff in School.

Full acceptance into the School is based academic acceptance of established criteria and review of application.

Current students, faculty, and staff must continue to meet these safety and technical standards throughout the Program. Students, faculty, and staff who are no longer able to meet the standards **MUST** notify the Program Director immediately or face dismissal from the Program. If a student's inability to satisfy a technical standard is of a temporary nature, every reasonable effort will be made to rearrange the student's schedule in such a way as to provide the opportunity for satisfactory completion of the curriculum. In some cases, this may require students to extend their plans of study.

School Emergency Policy

In the event of a major school emergency; or safety issue (such as hurricanes, severe thunderstorms, high wind advisories, and tornadoes), course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised calendar for the quarter or other circumstances. Students, faculty, and staff will be notified via text messaging, email, and phone calls. Any such changes can also be obtained by contacting the School or faculty via email or phone. Students, faculty, and staff will be notified when an “**all clear**” notification has been issued by local officials.

OSHA [Occupational Health and Safety Administration] Policy

Students may be exposed to blood and other body fluids of patients/clients during clinical experiences. In an effort to avoid transmission of infectious diseases, the School requires that all students receive instruction and training in the use of universal precautions before the first clinical experience requiring direct patient/client contact and annually thereafter. Universal precautions must be followed at all times and failure to adhere to this policy may result in failure of the course and dismissal from the School.

Reporting Abuse of Children or Vulnerable Adults Policy

The School provides education to all students regarding the reporting of suspected or actual victims of abuse. The procedure for how this education will be implemented is as follows:

1. Students will identify signs and symptoms of abuse or exploitation
 - Their legal responsibility of reporting
 - Ways students can report the abuse:
 - Notification of school instructor on site
 - Via the abuse hotline, fax notification, or website:
 - o **Phone: 1-800-96-ABUSE (22873) • TDD 800-453-5145**
 - o **Fax 800-914-0004**
 - o **URL <http://reportabuse.dcf.state.fl.us>**
 - Following procedure outlined in Florida Statute 39.201-39.206 – *Reporting Child Abuse*. Following procedure outlined in Florida Statute 415.1034 – *Mandatory reporting of abuse, neglect, or exploitation of vulnerable adults; mandatory reports of death*
2. The name of any person reporting abuse may not be released to any person other than personnel of the Department of Children and Families responsible for children or vulnerable adults, without the written consent of the person reporting.

3. A member from the local Protective Investigations Unit will present information to all School faculty, staff, and students.

Definitions of Abuse:

Abuse means any willful or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the victim physical, mental, or emotional harm.

Caregiver abuse is when the abuser is a parent, legal custodian, permanent guardian, adult household member, or other person responsible for a child's or vulnerable adult's welfare.

Neglect occurs when a child or vulnerable adult is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment, or an environment causes the child's or vulnerable adult's physical, mental, or emotional health.

Exploitation means a person who stands in a position of trust and confidence with a vulnerable adult. Exploitation may include, but is not limited to:

- Breaches of fiduciary relationships, such as the misuse of a power of attorney or the abuse of guardianship duties resulting in the unauthorized appropriation, sale, or transfer of property
- Unauthorized taking of personal assets
- Misappropriation, misuse, or transfer of moneys belonging to a vulnerable adult from a personal or joint account
- Intentional or negligent failure to effectively use a vulnerable adult's income or assets for the necessities required for that person's support and maintenance

GENERAL SCHOOL POLICIES

Program Review Policy

The School will perform semi-annual reviews of the Program. This will include curriculum changes and other suggested Program modifications determined by Faculty and Staff during the monthly Faculty/Staff meetings. All information discussed during the Review will be documented and applied as agreed upon by the Review Committee.

Admissions Training Program Policy

Rophem School of Nursing will provide a training program for new employees involved with the recruiting and prospective student admissions advisement as per compliance with Rule 6E-1.032(12) F.A.C. This procedure involves:

1. The primary recruitment of staff will be completed by the Nursing Program Director. As the school grows, additional staff will be trained as to the recruitment and application procedure for the school.
2. Prospective recruitment staff will be evaluated as to the years of student recruitment experience from prior learning institutions when interviewed.
3. Once a prospective recruitment staff member is hired, the school will conduct a training program. This will be done during the initial orientation session and annually while employed.
4. The training process will include an overview of the following:
 - School program
 - Costs & Services
 - Terms of payment
 - Refund policy
 - Reasonable employment projections and accurate placement data – No guarantee of placement shall be made or implied.
 - Status of the institution regarding licensure and accreditation
 - Facts regarding the eligibility of graduates to sit for licensure examinations or fulfill other requirements to practice in the state of Florida
 - Other relevant facts
 - Standards and Procedures for Licensure as noted in Rule 6E-2.004 F.A.C.Rophem Nursing School will maintain a file on each student which will include a minimum of the following:
 - o Academic transcript
 - o All documents evidencing a student's eligibility for enrolled programs
 - o Any certificates or diplomas earned
 - o Copies of applications or contractual agreements
 - o Financial records
 - o Student counseling or advising records

- Records of progress
- Transfer Credits: A student must complete at least 25% of the PN program at Rophem School of Nursing; therefore, a student may transfer a maximum of 75% of program hours.

Student Rights and Responsibilities

All students, as members of Rophem School of Nursing, shall have the following rights. This should not be construed to deny any other rights which students enjoy in their capacity as members of the student body or as citizens of the community at large:

1. Freedom of expression and assembly subject to the limitations of Rophem School of Nursing regulations and policies.
2. Freedom to pursue educational goals.
3. The right to notification by the instructor, during the first week of class and in the form of a written syllabus, of all course requirements. Such notification should include, but not be limited to, course subject matter for each class meeting, all assignments and due dates, types of examinations and examination dates, instructor's office hours, required texts and procedures for determination of final grades (including the use of plus/minus grades). All students have the right to adequate notice of substantive changes in course content.
4. Freedom from unreasonable search and seizure by Rophem School of Nursing officials subject to School regulations and policies.
5. The right to privacy and confidentiality of student records.
6. The right to be evaluated fairly in all academic endeavors and to challenge an academic evaluation

Students, as members of Rophem School of Nursing, shall have the following responsibilities. This should not be construed to exclude other responsibilities which students inherit as members of the student body or as citizens of the community at large:

1. The responsibility for maintaining academic integrity and other standards of academic performance as established by Rophem School of Nursing policies and regulations.
2. The responsibility for acting in such a manner as to ensure that other students may enjoy their student rights
3. The responsibility for respecting and complying with the Mission Statement of Rophem School of Nursing as well as Rophem School of Nursing rules, regulations, and procedures.
4. The responsibility for respecting and complying with provisions of local, state and federal laws.

5. The responsibility for acting in a manner which promotes an atmosphere of learning, free expression and respect for the rights, dignity and worth of every individual in Rophem School of Nursing.

Confidentiality

The School will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all Drug test results confidential to the extent possible. Drug test results will be released in accordance with this policy and applicable federal and state laws and regulations.

Access to Records

The School will maintain records relating to this policy as required by law. Upon written request to the Program Director, a student will be provided copies of records pertaining to his or her Drug tests. The school may charge the student a reasonable fee for copying these records.

Questions regarding this policy should be directed to the Program Director.

Professional Performance Standards

In order to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following abilities to ensure that all students enrolled in the program will be able to provide direct care for individuals and that they will be successful in performance of nursing skills and functions:

Issues	Standards
Critical Thinking	Ability to apply critical thinking and critical judgment in order to sufficiently identify cause and effect relationships during clinical practice.
	Ability to establish rapport with patients. Sufficiently interact with individuals, families and groups from a variety of social, emotions, cultural, and intellectual backgrounds. Ability to cope with stress with a high degree of flexibility.
	Ability to sufficiently interact with others in verbal and written forms. Ability to cope with anger, fear, and hostility of others in a calm manner.
	Ability to sufficiently move from room to room and maneuver in small spaces, as well as in patient rooms.
	Ability to utilize gross and fine motor skills in order to sufficiently provide safe and effective nursing care.

Sensory Skills	Hearing - Adequate auditory ability to sufficiently monitor and assess the health care needs of patients.
	Tactile - Adequate tactile ability for sufficient physical assessment of patients.
	Smell - Ability to sufficiently detect odors from patients (<i>e.g., foul smelling draining, alcohol on breath, etc.</i>), including odors exhibited by body fluids which may be indicative of infection or disease processes. Ability to sufficiently detect smoke, gasses, or other noxious odors.
	Visual - Adequate visual ability for sufficient observation and assessment of patients.
	Strength - Ability to utilize strength and maintain stamina to provide patient care and other related responsibilities over extended periods of time (<i>e.g., 8-12 hours</i>).

Discrimination Policy

Rophem School of Nursing does not discriminate against any student on the basis of race, color, national origin, ethnicity, sex, age, disability, sexual orientation, marital status, religion, or any other basis prohibited by law. Students will not be excluded from participation, denied the benefits of discrimination, or be subjected to discrimination or harassed on the bases of veteran status or genetic information. Any student who believes he/she has been discriminated against or has been harassed by an employee, student, or other third party, who is subject to control of Rophem School of Nursing, is encouraged to use the appropriate grievance procedures set forth in this handbook.

Sexual Harassment Policy

The 1984 Policy Statement on Sexual Harassment, according to the Equal Employment Opportunity Commission Guidelines, is defined as:

- Submission to such conduct [which] is made either explicitly or implicitly as a term or condition of an individual’s employment or academic advancement.
- Submission to, or rejection of, such conduct by an individual [which] is used as the basis for employment decisions or academic decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. It can be as blatant as rape or as subtle as a look.

Faculty, staff, and students must be able to work in an atmosphere of mutual respect and trust. As a place of professionalism and learning, the School should be free of sexual harassment and all forms of sexual intimidation and exploitation. All faculty, staff, and students must be assured that the School will take necessary action to prevent such misconduct. Anyone who engages in such behavior may be subject to disciplinary procedures.

Any faculty, staff, or student who believes that they have been sexually harassed or have been the victim of a sexual assault may properly turn for assistance to the School by submitting a written complaint to the Program Director.

Smoking on Campus Policy

Smoking is prohibited inside the School building. There are designated outdoor smoking areas.

Our affiliating agencies, facilities, and organizations also have “No Smoking” policies which outline their designated smoking areas.

It is the student’s responsibility to locate designated smoking areas, or ask knowledgeable individuals, should they need to smoke during approved/scheduled break times.

PRACTICAL NURSE'S PLEDGE

I solemnly pledge myself before God and in the presence of this assembly to
practice my profession faithfully, and to fulfil my duties.

I will abstain from whatever is mischievous, and will not give or knowingly
administer any harmful drug.

I will do all in my power to maintain and elevate the standard of my profession
and will hold in confidence all personal matters committed to my keeping and all
family affairs coming to my knowledge in the practice of my calling.

With loyalty I will aid the physician in his/her work, and I will dedicate myself to
a devoted service for human welfare.

STUDENT ATTESTATION

_____Initial | I understand and certify that I have earned and received a high school diploma or GED and I am able to communicate effectively in English.

_____Initial | I acknowledge that I have received my personal copy of the Student Catalog. I have read and understand that content thereof. I hereby agree to abide by the policy and regulations of Rophem School of Nursing. I agree to have my education, health and background records released to professional/health care agencies requesting them, and other affiliating agencies as designated by Rophem School of Nursing who have a legitimate interest in my student record.

_____Initial | I understand that I may not participate in the any Program until Rophem School of Nursing has all of my required records on file. I understand that these records must kept up-to-date. I also understand that I must have a Level II Background Check, including fingerprinting and a negative urine drug screen on file at the School. I understand that if I do not have all the required documents on file by end of first week of classes, I may be dismissed from the Program.

_____Initial | I will not discuss any students' or staff's information outside the confines of the classroom, clinical or post-conference area and/or without the direction and guidance of the respective instructor or other nursing facility/department supervision. If at any time I have concern regarding an occurrence in the clinical setting, I will discuss my concern with my Clinical Instructor or the Program Director. I understand that failure to comply with maintaining such confidentiality will result in dismissal from the Program and possible legal proceedings.

Student Name: _____

Student Signature: _____ Date: _____ (mm/dd/yyyy)

DO NOT WRITE BELOW THIS LINE. FOR SCHOOL OFFICIAL USE ONLY

Program Director: _____

Signature: _____ Date: _____