

# FLORIDA SOUTHWESTERN STATE COLLEGE

SCHOOL OF HEALTH PROFESSIONS

## **RN-to-BSN BACHELOR of SCIENCE in NURSING PROGRAM**



## **RN-to-BSN Program Policy and Procedure Manual**

2021 - 2022  
(Rev. 9//1021)

Dear RN-to-BSN Program Student:

Welcome to the RN-to-BSN Bachelor in Science in Nursing Program at Florida SouthWestern State College (FSW). We are pleased you have chosen FSW to continue your nursing education!

The RN-to-BSN [Program Policy and Procedure Manual](#) has been designed to provide you with information about our program, FSW policies, and curriculum expectations that will affect your progression, retention, and graduation from the [RN-to-BSN](#) Program. It is important that you read and become familiar with the contents in this manual as it will serve as a guide for both academic and nonacademic policies.

We are committed to assisting you in accomplishing your professional nursing education goals. Keeping in communication with your professor is an essential component that will contribute to your success in an online learning format. We also encourage you to actively participate in your courses and assume responsibility for your own learning.

We wish you all the best!

*FSW RN-to-BSN Program Leadership, Faculty, & Staff*

**Florida SouthWestern State College**

**School of Health Professions, Nursing Programs**

**8099 College Parkway**

**Fort Myers, Florida 33919**

**P 239.489.9300**

[www.fsw.edu](http://www.fsw.edu)

*The policies and procedures in this manual are subject to change as needed. Students will receive notification in writing [on the RN-to-BSN Colloquium](#) if a policy and or procedure is revised. Please read all standards and e-mail communications from nursing and FSW.*

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## FLORIDA SOUTHWESTERN STATE COLLEGE

### RN--TO--BSN BACHELOR OF SCIENCE IN NURSING PROGRAM

#### Introduction

The ~~RN-to-BSN~~ RN-to-BSN Bachelor of Science in Nursing Program (~~RN-to-BSN~~ RN-to-BSN) is a rigorous online BSN degree completion program for Registered Nurses (RNs).

The Bachelor of Science in Nursing (BSN) Program is a RN-to-BSN Program designed for licensed Registered Nurses to continue a career ladder that will result in attainment of a BSN degree.

~~The Program provides a career ladder from the ASN degree to the BSN degree for RNs who have earned a diploma or Associate of Science Degree in Nursing.~~

The ~~RN-to-BSN~~ RN-to-BSN Program prepares RNs for career promotions and advancement in nursing to include positions in academia, community health, management, and leadership. It also provides a foundation for advancement to graduate level education programs. Coursework will continue to build upon the registered nursing curriculum foundation.

Florida SouthWestern State College (FSW) students are guided by the FSW College Catalog and ~~RN-to-BSN~~ RN-to-BSN Policy and Procedure Manual for requirements and policies regarding student conduct, academics, and course information.

The information in this manual is intended to provide an overview of the ~~RN-to-BSN~~ RN-to-BSN Program requirements and program policies which may or may not be consistent with those of the College. This is due to the fact that the FSW Nursing Programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) (\*Do we have to put address, email and telephone number after ACEN?). Changes affecting students after they start the program may be necessary and students will be informed of the changes through postings on the ~~RN-to-BSN~~ RN-to-BSN Program Colloquium.

Content and requirements for program courses will be listed in the syllabus provided by faculty at the beginning of each course. Specific attendance, evaluation, and grading information is stated in the syllabus. Course syllabi will be posted on the RN-to-BSN Colloquium without the calendar of assignment due dates. Students are encouraged to review course syllabi prior to enrolling in future courses. Colloquium- posted Syllabi are not met to be an exact copy of the actual course Syllabi and are subject to change by the course faculty. Course syllabi are available at the start of the course term on the course Canvas shell.

The ~~RN-to-BSN~~ RN-to-BSN Program faculty and staff are committed to helping you succeed in this program and realize your career goals. You are encouraged to communicate with faculty, staff, advisor or the Program Director if you have questions or require clarification on information in this manual.

## Mission, Vision, and Purpose Statements

### Mission

The Florida SouthWestern State College Nursing Programs' mission is to prepare qualified entry-level professional nurses to work in diverse healthcare settings at the Associate Degree Nursing level, and to provide advanced education through the ~~RN-to-BSN~~ RN-to-BSN Program for Registered Nurses. Partnerships with members of the Southwest Florida healthcare community are integral to the mission's success. The programs accomplish their mission by providing a challenging education that prepares students to think logically, critically, and analytically in order to problem solve effectively and make sound clinical decisions, communicate effectively, and to integrate knowledge, skills, values, and professionalism in the delivery of high-quality health care.

### Vision

The Florida SouthWestern State College Nursing Programs shall provide a positive and supportive learning environment that promotes student success through evidence-based and innovative instruction. The programs will prepare a safe, competent nurse generalist with affective, cognitive, and psychomotor skills that meets the diverse health care needs of our community.

### Purpose

The Bachelor of Science in Nursing (BSN) Program is a ~~RN-to-BSN~~ RN-to-BSN Program designed for Florida licensed Registered Nurses to continue a career ladder that will result in attainment of a BSN degree.

## Statement of Philosophy

In accordance with the mission of Florida SouthWestern State College, the philosophy of the nursing faculty of the Nursing Department includes the following:

### Health

The nursing faculty believes that health is a dynamic state that reflects the physical, psychological and social elements of the individual. An individual's state of health varies along the health-illness continuum as one grows and develops from conception until the time of death. Optimum health is a state achieved by using available resources that assist the individual to reach his/her maximum level of functioning. Health care needs and changes in health status cause health alterations that affect the individual's ability to maintain optimum health, hence the need for nursing care. The faculty believes the individual should be a partner with the health care provider in order to maintain or regain optimum health.

### People

The nursing faculty believes that each person has basic human needs that are shared by all people and are necessary for survival. A person is a complex, unique individual made up of physical, emotional, intellectual, social, developmental, and spiritual needs. The

extent to which basic and unique human needs are met can determine a person's level of health. Faculty believes that a person's beliefs and behaviors can influence his/her health and predict behavior and adherence to health care interventions.

### **The Profession of Nursing**

The nursing faculty believes that nursing is a caring and service-oriented profession. Nursing as a profession is focused on assisting individuals, families and communities in promoting, maintaining and restoring optimal health and functioning. The profession of nursing is achieved through nursing education which is based on a body of knowledge derived from nursing theories, nursing research, nursing skills and the biological, social and behavioral sciences. Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing, professional associations and lifelong learning.

### **The Practice of the Florida SouthWestern State College Nursing Programs Graduate**

The nursing faculty believes that the practice of the graduate is based on three interrelated roles: (1) provider of care, (2) manager of care, and (3) professional within the discipline of nursing. The graduate of the Associate Degree nursing program adheres to standards of professional practice, is accountable for their actions, and practices within the legal, ethical, and regulatory framework of nursing.

The ~~RN-to-BSN~~ RN-to-BSN Program graduate provides therapeutic, caring nursing interventions to individuals, families, groups of people and communities in a variety of settings for clients across the lifespan who are experiencing wellness and/or health care needs. Using the nursing process, the BSN graduate collaborates with other health care providers to meet basic human needs in the maintenance and restoration of health for the client and family. Graduates are prepared to practice in a variety of settings in a rapidly changing health care environment with the ability to assume personal accountability for continuing educational and professional development.

### **Nursing Care**

The nursing faculty believes that nursing care is accountable to the client, the community and the profession. The nurse responds to actual or potential problems that interfere with the client's ability to meet human needs. Therapeutic, caring nursing interventions are provided through the use of the nursing process: a logical, systematic decision-making process, which enables the nurse to assist in meeting the health needs of individuals, families and communities. Caring behaviors are client-centered, protective and compassionate. The nurse participates in a team approach to provide client-centered care across healthcare settings. This occurs through a collaborative approach involving other health care providers, the client and the client's family. Collaboration requires consideration of client's needs, priorities, available resources, and shared accountability. Ongoing assessment and reassessment are required to meet the client's changing needs. Therapeutic communication is necessary to establish trusting relationships and promotes positive outcomes.

## Nursing Education

Nursing education is a process which fosters the development of critical thinking and clinical decision-making. The nursing faculty believes learning is a continuous and lifelong process, progressing in a manner from basic to complex. The nursing educator's role is to provide the necessary environment, objectives, guidance, and educational resources to facilitate learning for the individual who desires to become a member of the nursing profession or advance their education within the nursing profession.

The nursing faculty supports a student-focused philosophy in which faculty serve as facilitator, mentor and role model to students. The nursing faculty believes that the ability to think critically is one of the most valued skills to be developed in nursing students and is an essential element in the overall education of nursing students.

Critical thinking is an attitude of inquiry that recognizes the existence of a problem, knows that evidence is both empirical and non-empirical, and provides the foundation for appropriate clinical decision-making. The nursing faculty believes that the nursing process is a framework for critical thinking. Clinical decision-making includes integrating and analyzing this knowledge and formulating clinical judgments. Effective clinical decision-making results in appropriate nursing care and moves the client toward positive outcomes. Teaching/learning activities build a foundation, which is necessary to develop critical thinking and appropriate clinical decision-making skills.

The nursing faculty recognizes that communication plays a vital role in the development of skills and knowledge. Further, the faculty seeks to prepare graduates who integrate effective communication in all aspects of professional practice.

The goal of nursing education is to develop competent beginning ASN level and BSN level graduates who are committed to professional development. The nursing curriculum addresses the cognitive, psychomotor, and affective abilities that are needed to implement the nursing process and perform therapeutic, caring nursing interventions. As a result of this educational process, students attain the knowledge and skills needed to make sound decisions and practice competently.

Reviewed ~~11/2020~~ 9/2021

### ~~RN-to-BSN~~ RN-to-BSN Program Student Learning Outcomes

At the completion of the ~~RN-to-BSN~~ RN-to-BSN Bachelor of Science in Nursing Program, the graduate will be able to:

1. Synthesize knowledge from nursing and the physical, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Integrate global health and health care, its relevant issues and policies as they relate to professional nursing practice.
3. Evaluate research in the exploration of the spectrum of health within the framework of evidence-based practice.
4. Synthesize standards of professional practice and care.

5. Articulate the role of the professional nurse within inter-professional teams.
6. Analyze current and changing health care information technologies and systems.
7. Summarize the components of leadership and followership in professional nursing practice.
8. Interpret the social responsibility of the nursing profession in the development and implementation of health care policy.

(Reviewed ~~11/2020~~ 09/2021)

**SCHOOL OF HEALTH PROFESSIONS**

**~~RN-TO-BSN RN-TO-BSN~~ BACHELOR OF SCIENCE IN NURSING PROGRAM**

**Administration**

Vice Provost Workforce Programs Interim Dean, School of Health Professions	Dr. Thomas Norman, EdD
Associate Dean, Nursing Programs	Dr. Patricia Voelpel, EdD, RN, ANP, CCRN
Department Chair, Nursing Programs	June Davis, MS, RN, CNE
Program Director, <del>RN-to-BSN RN-to-BSN</del> <u>CPFT</u>	—————Bobby Holbrook, MSN, APRN, <u>RRT,</u>

**Staff**

Assistant to the Associate Dean	Jennifer Washburn
Administrative Assistant, <del>RN-to-BSN RN-to-BSN</del>	<del>Beth Bess</del> <u>Mary L. Mondello</u>
Student Success Advisor II	Dr. Terrence Hays, EdD

**SCHOOL OF HEALTH PROFESSIONS**

**~~RN-TO-BSN~~ RN-TO-BSN BACHELOR OF SCIENCE IN NURSING PROGRAM**

**RN-to-BSN RN-to-BSN Program Faculty**

Kathy Blades, DNP, MSN, RN

BSN Western Governors University

MSN Western Governors University

DNP Chamberlain University

Gayle Deane, MSN, RN, CMSRN

BSN Edison State College

MSN Walden University

Hope Goodwin, RN, MSN, CEN

BSN Florida SouthWestern State College (formerly Edison State College)

MSN Walden University

Marti Jenner, MSN, RN

BSN University of Pittsburgh

MSN George Mason University

Post-Masters George Mason University

~~Margaret Kruger, MSN, RN~~

~~BSN ——— University of Tennessee Center for Health Science in Memphis~~

~~MSN ——— University of Tennessee Center for Health Science in Memphis~~

Julianne Settanni, DNP, APRN

BSN Florida SouthWestern State College

DNP Florida Gulfcoast University

Shawn Steiner, MSN, APRN

BSN Nova Southeastern University

MSN University of South Florida

~~Susan Torres, MSN, RN~~

~~BSN ——— Seton Hall University~~

~~MSN ——— Monmouth University~~

Marsha Weiner, DNP, MSN, RN

BSN University of Rochester

MSN University of Pennsylvania

Post-Masters University of Pennsylvania

DNP Florida State University (FSU)

**RN-TO-BSN RN-TO-BSN PROGRAM ACCREDITING ORGANIZATIONS**

Florida SouthWestern State College is accredited by the:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees.

For questions about the accreditation of Florida SouthWestern State College contact:

Commission on Colleges

1866 Southern Lane

Revised ~~4/2020~~ 09/2021 RN-to-BSN Program Faculty



Decatur, Georgia 30033-4097

Phone: (404) 679-4500

Fax: (404)679-4558

[www.sacscoc.org](http://www.sacscoc.org)

~~Florida SouthWestern State College Nursing Programs are accredited by the:  
Accreditation Commission for Education in Nursing, Inc. (ACEN)~~

~~For questions about the accreditation of Florida SouthWestern State College contact:~~

~~Accreditation Commission for Education in Nursing, Inc.~~

~~3343 Peachtree Road NE, Suite 850~~

~~Atlanta, GA 30326~~

~~Phone: 404-975-5000~~

~~Fax 404-975-5020~~

~~[www.acenursing.org](http://www.acenursing.org)~~

~~The Baccalaureate Nursing Program at Florida SouthWestern State College at the 8099  
College Parkway, located in Fort Myers, FL 33919, is accredited by the:  
Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000~~

~~ACEN accreditation reviews are available in the Thomas Edison – Lee Campus Nursing  
office. FSW Nursing Programs were last accredited in Spring 2017 for eight years.~~

~~The most recent accreditation decision made by the ACEN Board of Commissioners for  
the baccalaureate nursing program is Continuing Accreditation.~~

~~View the public information disclosed by the ACEN regarding this program  
at <http://www.acenursing.us/accreditedprograms/programSearch.htm>~~

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## ~~RN-to-BSN~~RN-to-BSN PROGRAM FRAMEWORK

### Admission Policy

For admission information, see [Admissions](#) in the FSW College Catalog and the Admission Requirements on the [Nursing, BSN](#) catalog webpage.

### Licensure Requirements for ~~RN-to-BSN~~ RN-to-BSN Program

All students must have a valid, active, unrestricted and unencumbered Registered Nurse (RN) license, permitted to work in ~~the United States~~ Florida. Note that the license must remain current throughout enrollment in the ~~RN-to-BSN~~ RN-to-BSN program.

### Length of Program

The ~~RN-to-BSN~~ RN-to-BSN Program offers a four (4) semester student progression path. If a student needs a full-time fall and spring term load to meet the required hours for financial aid, please notify the RN-to-BSN Student Success Advisor II or ~~the RN-to-BSN~~ Program Director so an individualized course plan can be created. ~~A full-time course load can be accomplished by an individualized plan of 3 semesters.~~

For more details on the ~~RN-to-BSN~~RN-to-BSN Program, see the [BS, Nursing](#) webpage.

### Attendance Policy

Students are expected to attend all classes for which they are duly registered. Regular attendance and class participation are significant factors which promote success in college. *In online learning, this expectation means participation in all assigned discussions and assignments.* It is expected that students will participate in all online activities and class assignments a minimum of two (2) days per week. Students are strongly encouraged to check for announcements and messages. The student is responsible for contacting the professor regarding issues related to non-participation and missed or late class assignments.

For further attendance policy requirements, see FSW College Catalog [Class Attendance](#) policy.

### Grading Policy

The ~~RN-to-BSN~~ RN-to-BSN Program uses the following grading system:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

Below 60 = F

### Incomplete Grade

A grade of "I" is given only when the student has successfully completed most of the course in question, provides documentation of extenuating circumstances and is able to make up any

deficit within the assigned time frame. Note that in cases of pregnancy and childbirth, the student will have the opportunity to be granted an "I" grade independent of the amount of the course that has been completed prior to a related extended absence.

See FSW Catalog [Incomplete Grade](#) for more information.

### **Rounding of Grades**

A student's final grade for the course may be rounded up to the next higher whole number if the grade is 0.5 or higher. For example, if a student's final grade is 89.5 the grade will be rounded to 90. A grade that is 0.4 or lower will not be rounded up. For example, if a grade is 89.4, it will not be rounded up to the next highest full number.

### **Online Assessment and Technology Requirements**

All courses in the ~~RN-to-BSN~~ [RN-to-BSN](#) Program have online assessment components. This component may consist of course examinations, learning activities, course discussions, and study guides. Nursing courses use the Canvas environment for online examinations that are timed. If a student fails to complete an examination in the allotted time, only answers submitted prior to the expiration of the time will be accepted for grading.

Technology Required:

- Full-time faculty have cameras and microphones available for conferencing with students. We suggest our students have this type of equipment for use also.
- Some courses require products or software from a variety of sources. These are explained in individual courses. They may require an additional purchase.
- Use of some tablets is not recommended due to limited functionality.
- There is an expectation that students have continuous access to a computer capable of performing tasks that are needed to complete assignments and access websites assigned.
- View the Canvas orientation from FSW Online. Browser information is provided.
- Professors will not accept the excuse of not having a computer available for why assignments have not been completed by due dates. Plan ahead in case your computer is out of commission.
- It is strongly recommended that all work be saved to an external source or storage device in addition to the computer hard drive.

### **Scholarly Papers**

Scholarly papers and formal written assignments in the ~~RN-to-BSN~~ [RN-to-BSN](#) Program must be typed and submitted electronically using APA Style. The format can be found in the *Publication Manual of the American Psychological Association* (7th ed.) or the website [www.APAStyle.org](http://www.APAStyle.org). This style is used in professional papers and in nursing and other professional journals. Other sources can be found at [FSW's Libraries](#)

## Turnitin

All papers submitted to Turnitin.com should have a Similarity Score of 20% or less. If the Similarity Score is greater than 20%, the student is expected to review the report, make appropriate revisions in their paper, and resubmit the paper prior to the due date. At the discretion of the professor, the student may be required to rewrite and resubmit the paper.

## Graduation Requirements

~~RN-to-BSN~~ RN-to-BSN Program students who plan to graduate the semester following the one in which they are taking courses should contact the ~~RN-to-BSN~~ RN-to-BSN Advisor for a graduation check. Students may run a degree audit / evaluation for themselves and are encouraged to do so. Refer any questions about audit findings to RN-to-BSN Advisor.

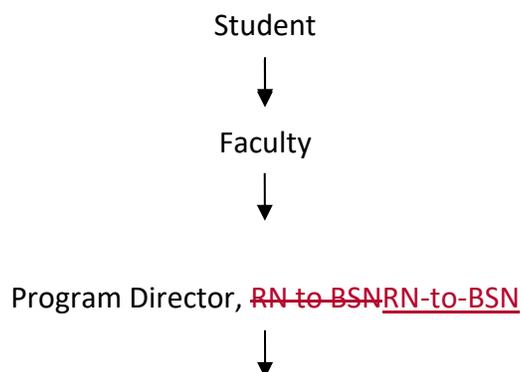
## ACADEMIC STANDARDS AND GRIEVANCE PROCEDURE

### Academic Standards for ~~RN-to-BSN~~ RN-to-BSN Program Students

1. A student must earn a grade of “C” or above in all ~~RN-to-BSN~~ RN-to-BSN Program upper division courses to successfully complete the course.
2. Students who fail or withdraw twice (any combination of F or W) from ~~RN-to-BSN~~ RN-to-BSN Program courses will need to petition for approval to return to the program. Petition should be addressed to the ~~RN-to-BSN~~ RN-to-BSN Program Director.
3. A student must maintain a cumulative GPA of 2.0 or higher. Failure to do so will result in the student being placed on academic probation (see Academic Probation under [Standards of Academic Progress](#) in the FSW College Catalog).
4. A student who feels there are extenuating circumstances which warrant an exception to these academic standards may appeal to the ~~RN-to-BSN~~ RN-to-BSN Academic Review Committee through the ~~RN-to-BSN~~ RN-to-BSN Program Director. This request must be in writing and must explain the circumstances. If re-enrollment is approved, it is on a “space available” basis.

### Lines of Communication

~~In t~~The ~~RN-to-BSN~~ RN-to-BSN Program, ~~there is~~ has a line of communication students are expected to utilize when attempting to solve problems, offer suggestions, get questions answered, etc. This line of communication begins with the student’s course professor and proceeds as follows until the situation is resolved or the question is answered.





The ~~RN-to-BSN~~ RN-to-BSN Program places high regard on respectful behavior and professional demeanor. It is expected that students who experience difficulty with the nursing department operation, any of its faculty/staff or grading issues, to first attempt a resolution at the level where the difficulty/misunderstanding exists. If after addressing an issue with the person(s) involved and the problem persists, the student must follow the proper chain of command to seek resolution.

Concerns unresolved at the faculty/staff level may be brought to the attention of the ~~RN-to-BSN~~ RN-to-BSN Program Director. Students must first submit a request to see the Program Director through the College email system. After reviewing the request, the Program Director will contact the student(s) with a response or appointment date. If concerns are not resolved at the Program Director level the student must follow the Lines of Communication noted above.

### **Academic Integrity**

**Cheating** is the giving or taking of information or material with the intention of wrongfully using it to aid oneself or another student in academic endeavors. The nursing faculty expects honesty from nursing students in relation to performing client care, written/electronic examinations, papers, care plans, and any other written/electronic assignments.

Examples of **cheating** include, but are not limited to:

- Copying test questions and/or answers by electronic or manual means before, during, or after the test.
- Copying another person's written work and turning it in as your own without giving credit to the original author (plagiarism).
- Turning in the same work for two assignments (self-plagiarism).
- Utilizing outside sources during a closed-book test (i.e. hidden notes, cell phone, etc.).
- Two students turning in identical, or nearly identical assignments.

See the [Academic Integrity Policy](#) in the current Florida SouthWestern State College Catalog for more details.

Every nursing student and faculty member has the responsibility to promote the highest standards of academic honesty, which should include whatever kind of personal intervention necessary to eliminate dishonest conduct like the multifaceted forms of cheating. Evidence of cheating in any nursing course will result in a grade of “F” and referral to the Dean of Student Affairs with the recommendation for dismissal from the nursing program and the College.

### **Academic Warning**

It may become necessary to advise a student that his/her performance is not satisfactory and not meeting the standards required in the program. An academic warning in the form of an Academic Success Plan will be issued to the student who does not meet the standards. Failure to comply with the recommendations stated in the plan could result in a course failure or dismissal from the nursing program.

A student could be given an academic warning for failure to meet course requirements, failure to meet practicum objectives, or failure to comply with nursing program policies as outlined in the [RN-to-BSN RN-to-BSN](#) Program Policy and Procedure Manual and/or the [Standards of Academic Progress](#) in the FSW College Catalog.

The student’s responsibilities related to an academic warning and/or counseling, are to:

- Follow the Lines of Communication to discuss the reason for the warning and behaviors that are needed to correct the problem.
- Provide evidence of the corrected behaviors to the appropriate person.

Students who wish to dispute a grade on an exam, assignment, or course must begin the process with the appropriate nursing faculty no later than seven (7) working days after receipt of the grade.

### **Academic Grievance**

If a satisfactory resolution is not obtained after following the lines of communication included in this manual, students must follow the formal appeals process.

FSW maintains a process for students to formally appeal decisions and issues which they believe require reconsideration. Information on the [Academic Grievance Procedure](#) is included in the FSW College Catalog.

### **Progression in the Program**

All courses required in the nursing curriculum must be successfully completed prior to or have the [RN-to-BSN RN-to-BSN](#) Program Director’s permission to take courses concurrently with enrollment in the final nursing semester course, NUR 4827C Leadership in Nursing Practice.

Registration for the last semester may be given an “Administrative Hold” by the [RN-to-BSN RN-to-BSN](#) Student Success Advisor II if there are any incomplete pre-requisite courses, co-requisite courses, or missing forms in the student file.

Students should notify the Student Success Advisor or the ~~RN-to-BSN~~RN-to-BSN Program Director if they anticipate a problem with their progression in the program.

## **CRIMINAL BACKGROUND CHECK AND HEALTH REQUIREMENTS**

### **CastleBranch Requirements**

Background Check, Drug Test, Fingerprinting, and Medical Document Manager

Prior to registering for NUR 4827C Leadership in Nursing Practice, all ~~RN-to-BSN~~RN-to-BSN Program students are required to pay for and complete a Level 2 background check (Florida and National search by fingerprint scan), a ten-panel urine drug screen, and medical document requirements (including physical exam and documentation of immunizations) through CastleBranch ([www.castlebranch.com](http://www.castlebranch.com)).

The background screening ensures consistency with the requirements of Chapter 435, Florida Statutes, by health care agencies with which Florida SouthWestern State College has clinical affiliation agreements.

The background check, drug test, and medical document manager requirements must be completed before registering for the last course NUR 4827C Leadership in Nursing Practice or by the deadline specified in the ~~RN-to-BSN~~RN-to-BSN Program Colloquium. Failure to do so will prevent the student from being able to attend practicum and result in unsuccessful course completion.

Students are also required to comply with any additional clinical agency requirements and/or requests.

Student drug screens and criminal background reports, when submitted, will become the property of Florida SouthWestern State College, and will not be available for copying or for use to meet the requirements of outside employers or other agencies/persons.

Medical records submitted through CastleBranch.com are owned by the student for the period of time the student has leased CastleBranch services.

### **Criminal History and Drug Test Findings**

Each student will be provided with a detailed procedure for completing the Level 2 background check and drug test. The results are reviewed by the ~~RN-to-BSN~~RN-to-BSN Program Director and/or Associate Dean, Nursing Programs. The results of the screen or non-compliance with program requirements may be sent to the Dean, School of Health Professions, for review.

### **Arrests During the ~~RN-to-BSN~~RN-to-BSN Program**

If a health profession's student is arrested at any time while enrolled in the program, the arrest must be reported to the ~~RN-to-BSN~~RN-to-BSN Program Director or Associate Dean, Nursing Program within two (2) business days after the arrest. Failure to do so may result in dismissal from the program. A student arrested for a disqualifying offense during the program will be placed on academic probation until the case disposition can be obtained. Practice experience privileges will be at the discretion of the program.

## **Impaired Provider**

Client safety requires that all providers of care be mentally alert and able to think critically sufficient to make sound clinical judgments. Many factors (i.e., drugs, alcohol, lack of sleep, etc.) can interfere with the ability to think critically. Consistent with Florida SouthWestern State College's [Drug-free Campus and Workplace](#) policy, the nursing program prohibits any student from reporting to practicum to perform his/her duties while under the influence of drugs or alcohol. Violation of this policy will result in disciplinary action up to and including immediate suspension, expulsion, and/or a requirement of satisfactory participation in a college approved drug or alcohol rehabilitation program in accordance with the Florida Board of Nursing. A student who is suspected of violating this policy will not be allowed to provide patient care in the clinical setting.

Procedure:

If a faculty member or professor suspects a student of being impaired, the faculty member or professor will take the following steps.

- The student will be removed from the patient care area.
- The ~~RN to BSN~~ [RN-to-BSN](#) Program Director or designee will be notified.
- The student's behaviors may be validated by second FSW nursing personnel.
- Arrangements for student transportation to home will be made.
- The student will make a follow-up appointment with faculty and the ~~RN to BSN~~ [RN-to-BSN](#) Program Director within 48 hours.

## **Appeal Process**

If a review of a criminal background check or a medical health report deems an applicant or student ineligible for continuation in the ~~RN to BSN~~ [RN-to-BSN](#) Program, an appeal can be filed through Florida SouthWestern State College's [Academic Grievance Procedure](#) outlined in the College Catalog.

## **~~RN-TO-BSN RN-TO-BSN~~ PROGRAM: GENERAL INFORMATION**

### **Ethics**

Nurses are faced with many ethical dilemmas and are confronted daily with the difficult problem of distinguishing ethical from unethical behavior. The nursing program provides the student with a foundation for ethical behavior and decision-making. A nurse must maintain awareness that all decisions have an ethical dimension.

Nurses are constantly working with and making judgments about what should be done for other human beings. This level of professionalism must be established in the course and online. Ethics is not an adjunct to nursing practice, but an integral part of the day to day interaction with clients and peers. See [NCSBN: A Nurse's Guide to Professional Boundaries](#).

The commitment to professional competence in nursing practice is the responsibility of each individual student. Each student will demonstrate responsibility and accountability for individual and professional actions. Each student has the responsibility for maintaining a level of competence which will ensure safety in the delivery of health care.

A student who is unable to perform practicum activities as assigned, with reasonable skill and safety to clients, by reason of illness or use of alcohol, drugs, narcotics, chemicals, or any other type of material, or as a result of any mental or physical condition, shall be required to submit to a mental, physical and/or drug screen examination. The drug screen examination may be done at a designated test site determined by the college.

In the role of patient advocate, the nurse acts to safeguard the patient and the public. When health care and safety are or may be affected by the incompetent, unethical, or illegal practice of any person, responsible action may include, but is not limited to:

- Reporting to appropriate persons, students or faculty behavior that could adversely affect the patient (including, but not limited to alcohol, drug use or theft);
- Questioning a potentially harmful medical or nursing order;
- Confronting or reporting individuals observed stealing clinical or academic materials.

The faculty and students in the nursing program shall avoid any conduct that would bring disrepute and disgrace to the students, faculty, nursing program, College, and/or profession of nursing or that would adversely affect the teaching-learning environment. Such conduct may include, but is not limited to:

- Acts which violate the accepted social norms regarding conduct of one person towards another,
- Commission of a misdemeanor or felony,
- Fraud or deceit in filing an application,
- Violating client confidentiality,
- Falsification of the client's medical record, including virtual client medical records

Failure to meet these standards may result in the student being suspended or dismissed from the nursing program.

### **Civility**

The learning environment (classroom, practice sites, hallways, online, chat rooms, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the nursing program will conform to and express themselves in acceptable patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others.

It is expected that students express appropriate behavior to all faculty, students, clients, and others. Inappropriate social/professional behavior will not be tolerated at any time and can result in student suspension from the program. If the student is prohibited from finishing the

semester, the student must petition to return. Incivility is a serious issue that is growing in the workplace, classrooms, public forums, etc.

The right to privacy of students, faculty, staff, patient, families and other health professionals should be judiciously protected by those associated with the Nursing Program. Cognizance of, and respect for, rights and privileges of others is an expectation of all within the helping professions.

Students are expected to honor, respect, and maintain confidences and privacy of clients. All student/client encounters – written, oral, or other – obligate confidentiality under all circumstances. For written or online assignments, initials of a client's first and last name only are used as identifiers.

Confidentiality of other student or team member names, surrounding particular areas of client care, and or care agencies must also be maintained. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery. No reproduction of the client's hospital record is allowed.

All information learned by the student about a client in the course of research and study is considered confidential. The confidentiality with which the information is to be treated should be established with the client.

Client information should not be discussed in public places or online with those people not involved with the student's study or client's care. Failure to take this into account can be considered an invasion of the client's right to privacy and may lead to the student's dismissal from the nursing program.