MIAMI DADE COLLEGE
BENJAMÍN LEÓN SCHOOL OF NURSING
(BLSON)

RN-BSN Student Handbook

2022-2023

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Welcome

Welcome to Miami Dade College Benjamin León School of Nursing Online RN-BSN Program!

The R.N. to BSN program maintains a commitment to quality, evidence-based nursing education and has a reputation for nursing excellence. The program keeps pace with the ever-changing healthcare delivery systems and technological advances while rooted in a multicultural environment that fosters a commitment to professional and personal growth.

We are excited you are here and have chosen MDC to complete your baccalaureate degree. The Online RN-BSN Nursing Handbook is intended to provide students with information regarding programs of study, requirements, policies, and procedures that pertain to students while enrolled in the College of Nursing. Students are responsible for the information in this Handbook; please use it as a reference. The R.N. to BSN program reserves the right to change the Online R.N. to BSN Nursing Handbook. The R.N. to BSN program will communicate changes to Online RN-BSN Handbook via the student's mymdc email. It is, therefore, each student's responsibility to routinely check their MDC email.

Equal Access/Equal Opportunity

Miami Dade College is committed to providing equal education and employment opportunities to all, regardless of sex, race, religion, marital status, age, national origin, or handicap. The administration is committed to implementing Federal and State laws and regulations and District Board of Trustees policies governing equal access/equal opportunity**.**

Miami Dade College is an equal access/equal opportunity affirmative action institution. This information is available in accessible formats. For this or special accommodations, call 305-237- 4141 three days before the event. TDD: 1-800-955-8771.

ACCREDITATION

The baccalaureate degree program in nursing at Miami Dade College, Benjamin Leon School of Nursing, is accredited by the Commission on Collegiate Nursing Education.

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655 K Street, N.W., Suite 750

Washington, DC 20001
P: (202) 887-6791
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The Accreditation Commission for Education in Nursing (ACEN).
Accredits the RN-BSN program at Miami Dade College

The RN to BSN program is accredited by the Accreditation
Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
USA
Phone: 404-975-5000
Email: info@acennursing.org
Web: www.acenursing.org

**PLEASE KEEP THIS COPY OF THE POLICY MANUAL
FOR THE DURATION OF YOUR PROGRAM**

CRITERIA FOR ADMISSION & APPLICATION PROCESS

ADMISSION REQUIREMENTS:

To be admitted to the Online Bachelor of Science in Nursing (BSN) program:
- Applicants must have an active, unencumbered Florida registered nurse license from an accredited nursing program or be license eligible after graduation (six months) from an accredited ASN program.
- Recent ASN graduates within six months must attain an active, unencumbered Florida RN license before the second semester of the BSN program.
- An earned A.S. Nursing degree from a **regionally accredited** college.
- <u>Students must have a minimum of a 2.0 cumulative GPA and 2.0 GPA in nursing coursework from a regionally accredited A.S. Nursing program or equivalent.</u>
- Students must have completed the required prerequisite course and general education requirements, which are available at http://www.mdc.edu/bsn/admission-requirements.aspx.
- Students must provide all required documentation (Level 2 Criminal Background Screening, AHCA, background clearance, Urine Drug Screen, Vaccine, Titers, CPR certification) and be compliant with the School of Nursing guidelines and enter into the online tracking system "Complio" used by Medical Campus.

Checklist for Bachelor of Science in Nursing (BSN) Degree Applicants

To apply for the Bachelor of Science in Nursing degree, you must:

Complete the Miami Dade College application online at http://www.mdc.edu/
Apply online at http://www.mdc.edu/bsn/default.aspx for the BSN program. Designate Medical Campus as the "preferred "campus, and enter: N5100 as your preferred program
Official college transcript(s) from all educational institutions attended must be mailed directly to Miami Dade College

Attention: Transcript Processing Services
11011 S.W. 104th Street, Room R301
Miami, Florida 33176-3393
www.mdc.edu/transcripts/send-transcripts.aspx
You must submit for Admission:

Fees
1. $25.00 one-time non-refundable application fee
2. $200.00 Transfer Validation Credits fee

Courses required before formal Admission into the BSN Program:

Course		Required Credits
BSC2085/L	Human Anatomy and Physiology I (**with Lab**)	4
BSC2086/L	Human Anatomy and Physiology 2 (**with Lab**)	4
CHM1033/L	Chemistry for Health Science (**with Lab**)	4
MCB2010/L	Microbiology (**with Lab**)	4
HUN1201	Essentials of Nutrition	3
STA2023	Statistical Methods	3
PSY2012	Introduction to Psychology	3

SYG2000	Introduction to Sociology	3
DEP2000	Human Growth and Development	3

Please note that foreign transcripts will be evaluated on a course-by-course basis:

- Evaluations of foreign transcripts may take longer than eight weeks.
- All foreign transcripts must be translated by a certified language translator and accompanied by a copy of the original transcript.
- Application is deemed incomplete until transcript evaluation is completed.

Selection Process
The Chair of the RN-BSN Program will review applications for eligibility. Applicants meeting eligibility requirements will be notified of selection via mymdc student email.

Financial Assistance
Financial aid, scholarships, and loans are available to nursing students from various sources. Students should contact the Office of Financial Aid at https://www.mdc.edu/financialaid/.

MIAMI DADE COLLEGE
BENJAMÍN LEÓN SCHOOL OF NURSING MISSON, VISION, AND VALUES

MISSION

Miami Dade College Benjamin León School of Nursing (BLSON) mission is to change lives through accessible, high-quality, evidence-based education. The BLSON embraces its responsibility to serve as a diverse, civic, and healthcare leader for the advancement of our community.

VISION

Miami Dade College Benjamin Leon School of Nursing aspires to be nationally recognized as a nursing education and innovation leader and strives to improve health outcomes in our diverse community.

BLSON Program VALUES

The Vision of Miami Dade College Benjamín León School of Nursing is to be a school of excellence renowned for its Values:

- An environment that enhances students learning and professional development empowers thought innovation, state-of-the-art technologies, teaching excellence, and support programs that equip each learner with knowledge, skills, and values to succeed. The Miami Dade College Benjamín León School of Nursing assists students in developing life-long strategies that promote professional nursing responsibilities and global citizenship.
- A culture of inquiry and evidence that is characterized by the commitment of faculty, staff, and students to accountability for learning excellence through scientific inquiry based on the nursing process, evidence-based practice, technology, interdisciplinary experience, and community partnerships.
- An exceptional work environment that makes MDC's Benjamín León School of Nursing the "employer of choice" for an exemplary, diverse nursing faculty workforce, that benefits from extensive faculty development and educational opportunities, who engage in a true shared governance model, and who utilize state of the art technology while teaching, contributing to an exceptional quality learning environment.
- Quality community partnerships with healthcare agencies in Miami Dade County to meet the community needs by educating culturally competent nurses who can provide high-quality healthcare and education to a multicultural society.
- A commitment to cultural initiatives that allow students to develop an appreciation for the diversity of the individual in our global society, resulting in the delivery of holistic, culturally sensitive nursing care.
- Sustainability practices that distinguish Miami Dade College Benjamín León School of Nursing as leading innovators in educating our students as contributors to a healthy environment and an understanding of the impact of our changing environment on the health of each individual.
- Resource development and operational efficiencies that ensure effective support for the Miami Dade College Benjamín León School of Nursing's long-term efforts to provide an innovative and exemplary learning environment through the use of technology, research, and ongoing process evaluation.
- Global awareness of health care issues that impact the curriculum and provide an international perspective on health

Miami Dade College Learning Outcomes

Purpose: Through the academic disciplines and co-curricular activities, General Education provides multiple, varied, and intentional learning experiences to facilitate the acquisition of fundamental knowledge and skills and the development of attitudes that foster effective citizenship and life-long learning.

As graduates of Miami Dade College, students will be able to:

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

RN-BSN Program Outcomes

Upon completion of the RN-BSN degree, graduates will be expected to demonstrate the following:

1. Synthesize knowledge, skills and attitudes of the professional Baccalaureate educated nurse to make decisions in a variety of healthcare settings.
2. Evaluate health care delivery models, professional standards, and leadership styles to propose solutions to complex problems.
3. Translate evidence-based knowledge and uses health care information technology in the creation of a culture of continuous quality improvement for best nursing practices.
4. Communicate effectively when collaborating and advocating for all healthcare stakeholders.
5. Provide culturally sensitive, population-specific health care to improve the individual, the community, and global health.

MIAMI DADE COLLEGE
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Bachelor of Science in Nursing Philosophy

In support of the College's mission, the nursing faculty members believe that baccalaureate nursing education should be accessible, affordable, and of the highest quality while keeping the learner at the center of decision-making within a dynamic, global community. This educational process enhances and expands the essential knowledge, values, and professional behaviors expected of the baccalaureate nursing graduate. This program allows the School of Nursing to provide a broader, more complex, and a higher level of education for the professional nurse in the community.

The faculty believes that human beings influence and are influenced by the changing world in which they live. The unique experiences of life impact or assist persons to develop as individuals equipped with the capacity to love, value, care, nurture, learn and creatively respond to changing situations. Human beings exercise choices to adapt to the environment and have the capacity for self-actualization.

Human beings are actual or potential recipients of nursing care and may include individuals, families, and local or global communities. The faculty members believe that human beings are held together by common bonds and recognize the diversity of cultural goals and values within the global community.

Health is a state of optimal functioning on a continuum of wellness to illness. The aims or goals of nursing are to promote health, reduce risk factors, or prevent disease. If the condition occurs, then the purpose of nursing shifts to restoration and maintenance of health, and the facilitation of coping and adaptation for targeted populations.

Nursing is viewed as a practice discipline encompassing both art and science. The faculty values universal access to health care. The profession of nursing is an integral part of the health care systems that make provision for the effective utilization of human, scientific, technological, and economic resources in the delivery of health care.

Nurses intervene and care for human beings through primary, secondary, and tertiary prevention and restoration behaviors. Nurses use the tools of communication, caring, research, evidence-based practice, critical thinking, and professionalism to care for persons in various stages of illness and to promote care of the physical environment. The increasing complexity of the health care system requires that nursing assumes responsibility for assuring that the values of caring and concern for human beings have priority in the decision-making process using all available scientific and technological resources. Nurses use a scientific, goal-directed, interpersonal process in assisting individuals, families, and local and global populations to achieve a valued health state.

The baccalaureate learner is engaged in a continuous process of gathering, exchanging, synthesizing, and managing information. Learning, then, is the collaborative process of changing behavior through developing the cognitive, affective, and psychomotor abilities inherent in each individual. In addition, the collaborative learning process is enhanced and facilitated when learners and faculty members possess and practice self-awareness, acceptance, understanding, and effective communication.

The education of individuals for professional careers depends on the socialization process in which faculty members model professional role behavior and learners acquire the values, knowledge, and behaviors necessary to function as professional nursing practitioners. To support the teaching and learning values of the College, faculty believe that creativity and innovation are the keystones in responding to the changing educational needs of a diverse community, whether it be classroom or hybrid instruction, simulation, or distance learning. The professional nurse, as a leader, must be willing to take risks and serve as a client advocate to create innovative, planned changes that contribute to improving the quality of health care.

The professional nurse functions autonomously and in collaboration with other healthcare providers. Accountability and quality of care are assessed following published standards of care, individual and professional values, and the professional Code of Ethics. Nurses at the baccalaureate level engage in independent and collaborative practice to improve and promote access to health services and achieve high-quality, fiscally responsible outcomes. Critical thinking, self-evaluation, and self-directed learning are regarded as essential components for continual personal and professional development. The faculty believe that opportunities for life-long learning should be provided and are crucial.

The Baccalaureate Degree Graduate will possess the competencies characteristic of a professional nurse, including the knowledge, skills, and prerequisites for eligibility to apply for post-baccalaureate certificates, Master of Science (MSN) programs, and doctoral studies in nursing. Graduates can provide and manage care for individuals, families, and local and global communities. Graduates will be able to use creative thinking, leadership skills, and advanced knowledge to improve the health of populations and promote quality health care in a multicultural global environment.

RN-BSN Conceptual Framework

The Miami Dade College RN-BSN conceptual framework is based on a systems theory approach. This approach is supported by six core components, which guide individual course expectations and program outcomes for the graduate. **The baccalaureate core components are**:

- **Professionalism**
- **Critical Thinking**
- **Health Care Delivery Systems**
- **Communication**
- **Evidence-Based Practice**
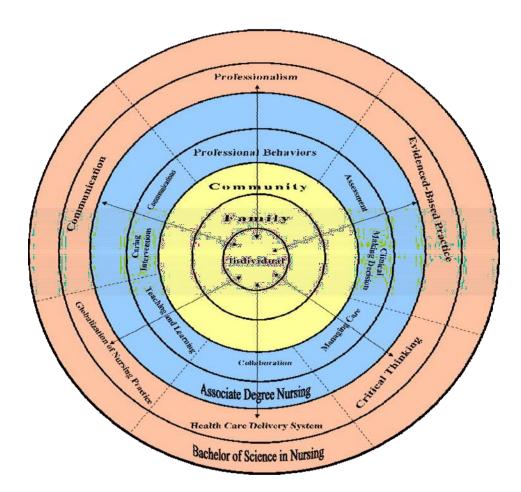- **Globalization of Nursing Practice**

The faculty believes that the baccalaureate nursing student moves into an expanded role and scope of practice reflected by the American Nurses Association Standards of Professional Performance (2004). These standards include applying the nursing process, quality of practice, education, professional practice evaluation, collegiality, collaboration, ethics, research, resource utilization, and leadership. These commonalities are threaded within the baccalaureate core components.

The RN-BSN curriculum framework encompasses the Associate Degree components expected of all diploma and associate degree nursing graduates. These are further enhanced with the baccalaureate core components to expand the knowledge base and expectations of the baccalaureate nurse. The focus of these expanded roles and functions of the baccalaureate nurse is not only the individual but families and local as well as global communities. In this open system, the nurse utilizes expanded knowledge and functions to promote, restore and maintain health in new and innovative ways that impact the individual and the global community.

General education requirements consist of the humanities and sciences courses and serve as a foundation to establish the integrity of the baccalaureate degree by fostering awareness of the concepts of society and culture, improving the integration of knowledge and decision-making, which results from the commitment to lifelong learning, and students in achieving their full potential.

The nursing faculty believes that the world and nursing are ever-changing, and nursing continues to be an ever-growing body of knowledge. Therefore, as nursing professionals, the faculty is open and receptive to identifying those changes, adding to that body of knowledge, and modifying the curriculum accordingly.

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RN-BSN Conceptual Framework

The yellow inner circle represents the individual who resides with family and lives in a community.
The blue circles represent the core competencies of the ADN program.
The apricot (nursing) circle represents the core competencies of the RN-BSN program.

DEFINITIONS OF BSN CORE COMPONENTS

Globalization of nursing practice
Through collaboration, the baccalaureate nurse provides culturally competent and sensitive care to individuals, families, and local and global communities. In addition, the baccalaureate nurse addresses issues affecting nursing practice worldwide, utilizing knowledge of the concepts of culture, cultural competence, and brokerage, community, and international health goals.

Critical Thinking
The intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and evaluating information gathered from or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action. The baccalaureate nurse will demonstrate professional commitment using appropriate clinical judgment and decision-making skills using scientific and moral thinking.

Evidence-based practice
Nursing activity is supported by research findings and demonstrated as effective by critically examining current and past practices. The baccalaureate nurse utilizes basic knowledge and concepts of nursing research steps and processes in quantitative and qualitative research. The baccalaureate nurse critiques research to determine the usefulness and appropriate application of research findings to improve nursing practice.

Communication
The process allows people to exchange information by one or several methods, and these behaviors include speaking, writing, computer literacy, and health education in a culturally competent manner. As a result, the baccalaureate nurse will communicate effectively and demonstrate competence in information technology.

Professionalism
The skill, competence, or standards expected of a professional member. The baccalaureate nurse will adhere to professional nursing practice and performance standards when caring for individuals, families, and local and global communities. In addition, the baccalaureate nurse will demonstrate knowledge of professional nursing practice and performance standards, including behaviors, legal issues, ethics, values, accountability, and application in practice.

Healthcare delivery systems
The practice arenas in which the baccalaureate nurse provides and promotes access to health care services to individuals, families, local and global communities. The baccalaureate nurse demonstrates knowledge of selected delivery systems, health policies, and finance when negotiating health care for selected populations.

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Online RN to BSN Program

The Bachelor of Science in Nursing program is designed for licensed R.N.s with an A.S. degree in Nursing from a regionally accredited Associate in Science Nursing programs. This program will build upon the lower division Associate in Science Nursing Program. General education and common prerequisites enhance the development of the professional nurse's cultural, intellectual, and social aspects. In addition, the curriculum is designed to ensure that the program incorporates a clear scope and sequence of coursework, thereby allowing for a seamless transition.

The upper division nursing coursework is designed to prepare professional nurses to use the latest technology, knowledge, abilities, and skills to be effective in the current interdisciplinary setting and to prepare creative leaders to promote quality healthcare in the complex, dynamic, global healthcare environment.

Upon completing the Bachelor of Science in Nursing degree, student(s) can provide nursing care in various healthcare settings, develop advanced nursing care as a profession and serve as exemplary role models for excellence in global nursing settings.

Students will be eligible for professional nursing positions in supervisory and middle management positions in local, state, and federal government, such as the Veteran's Administration, Public Health, and Community Health agencies. Graduates will also be eligible to apply for post-baccalaureate certificates and Master of Science in Nursing programs.

South Florida is a global community. The MDC Benjamín León School of Nursing RN-BSN program is designed to incorporate knowledge and skills with global nursing practice, benefiting diverse communities here and abroad. The RN-BSN program focuses on enriching the education of nursing students, using and contributing to global nursing research initiatives, encouraging culturally competent nursing practice projects, and coordinating global service outreach efforts.

The MDC Benjamín León School of Nursing is committed to improving the health of multi-ethnic populations and advancing professional practice. In partnership with others, the School provides nursing education and practical experience to promote the health of the residents of South Florida and to strengthen the global capacity of nurses to improve the health of vulnerable people.

General Education Requirements (Co-requisites) for Completing the bachelor's degree 36 Credits

Course ID	Course Title	Credits	Pre/Co-requisites
English Composition (6 semester hours)			
ENC1101	English Composition I	3	Prerequisite: Student must meet the Developmental Education reading and writing requirements in State Rule 6A-10.0315 (by course, placement score, or eligible exemption)
ENC1102	English Composition 2	3	Pre-Req ENC 1101
Oral Communication (3 semester hours)			
ENC 2300 LIT 2480	Advanced Composition and Communication Issues in Literature & Culture	3	
Humanities/Fine Arts (6 semester hours)			
Humanities ***Group A –*** ***Select 3*** ***Credits from*** ***the*** ***following***:	ARH 2701 ARH 1000 ARH 2050 DAN 2100 IND 1100 MUH 211 MUL 1010 PHI 2604	3	Highly Recommend: PHI 2604
Humanities ***Group B –*** ***Select 3*** ***Credits from*** ***the*** ***following***:	ARC 2702 ARH 2051 ARH 2740 DAN 2130 IND 1130 LIT 2120 MUH 2112 MUL 2380 PHI 2010 THE 2000	3	Highly Recommend: PHI 2010
Behavioral/Social Science (6 semester hours)			
PSY 2012	Introduction to Psychology	3	Per 6A-10.030, Florida Administrative Code
Select 3 ***credits from*** ***the*** ***following.***	**AMH 2020** History of the US Since 1877 or **POS 2041** American Federal Government	3	FCLC*
Natural Science (6 semester hours)			
CHM 1033	Chemistry for Health Sciences	3	Prerequisite: BSC 2010/L or BSC 2085/L, CHM 1033/L or CHM 1045/1045L Corequisite: MCB 2010L

HUN 1201	Essentials of Human Nutrition	3	
Mathematics (6 semester hours)			
Select 3 credits from the following.	MAC* MAD 2104 MAP* MAS* MGF* MTG 2204 QMB 2100	3	Prerequisite MAT 1033 *Students must seek advisement for proper mathematics course from discipline chairperson
STA 2023	Statistical Methods	3	Prerequisite MAT 1033 or MGF 1106
General Education Elective (3 semester hours)			
Select 3 credits	ACG 2021 JPN* AMH 2010 LIT 2000 AMH 2020 LIT 2120 ANT 2000 LIT 2480 ANT 2410 MAC* ARC 2701 MAD 2104 ARC 2702 MAP* ARH 1000 MAS* ARH 2050 MET* ARH 2051 MGF* ARH 2740 MLT* ASL 2160C MUH 2111 ASL 2200C MUH 2112 ASL* AST* MUL 1010 BOT* BSC* MUL 2380 CGS 1060C OCE* CHI* CHM* PCB 2033 CIS 1000 PHI 2010 CLP 1006 PHI 2604 COP 1332 PHY* COP 1334 POR* COP 2270 POS 2041 DAN 2130 POS 2112 ECO 2013 PSC* EDF 1005 QMB 2100 EDF 2085 REL 2300 EEX 2000 RUS* ENC 2300 SPC 1017 ESC 1000 SPN* FRE* FRW* STA 2023 GEO 2420 SYG 2230 GER* THE 2000 GLY* HBR* WOH 2012 HLP 1080 WOH 2022 HLP 1081 ZOO* HSC 2400 HUM 1020	3	Per 6A-10.030, Florida Administrative Code

	IND 1100 IND 1130 INR 2002 ISS 1120 ISS 1161 ISS 2270 ITA*		
Total		36	

Common Prerequisites (19 Credits)

Course ID	Course Title	Credits	Pre/Co-requisites
MCB 2010L	Microbiology Laboratory (2 credit)	1	Prerequisite: BSC 2010/L or BSC 2085/L, CHM 1033/L or CHM 1045/1045L Corequisite: MCB 2010
BSC 2085	Human Anatomy& Physiology 1	3	Corequisite: BSC 2085L
BSC 2085L	Human Anatomy& Physiology 1 Lab	1	Corequisite: BSC 2085
BSC 2086	Human Anatomy& Physiology 2	3	Prerequisite: BSC 2085; Corequisite: BSC 2086L
BSC 2086L	Human Anatomy& Physiology 2 Lab	1	Prerequisite: BSC 2085, BSC 2085L; Corequisite: BSC 2086
CHM1033L	Chemistry for Health Sciences Lab	1	
MCB 2010	Microbiology	3	
SYG 2000	Introduction to Sociology	3	
DEP 2000	Human Growth and Development.	3	
Total		19	

Validated Nursing Credits (30 Credits)

Course ID	Course Title	Credits	Pre/Co-requisites
NUR 3997	Nursing Validation Credit	30	Upon completion of NUR 4636L Community Health Nursing Practicum these 30 credits are awarded as validation of knowledge of nursing

Upper Division BSN Core Nursing Courses (30 credits)

Course ID	Course Title	Credits	Pre/Co-requisites
NUR 3805	Foundations and Role Transition of the Professional Nurse	3	

NUR 3069	Health Assessment Across the Life Span	3	
NUR 3125	Pathophysiology in Nursing	3	
NUR 4146	Pharmacology in Nursing	3	
NUR 3165	Evidence-Based Nursing	3	
NUR 4667	Globalization and Culture in Nursing	3	
NUR 4636	Community Health Nursing	3	
NUR 4636L	Community Health Nursing Clinical	3	
NUR 4827	Leadership in Nursing	3	
NUR 4945C	Advanced Concepts Practicing	3	
Total		30	Credits

Required Electives (10 Credits)

Course ID	Course Title	Credits	Pre/Co-requisites

Must Take 7 Credits from the Following Group	BSC1* CHI1*
	BSC2* CHM1*
	CGS1060* CHM2*
	FRE1 GER1
	FRE2 GER2
	FRW2 ITA1
	SPN1 ITA2
	SPN2 JPN1
	HBR1 JPN2
	  PHY1
	  PHY2
		6	

MCB 2010L	Microbiology Laboratory	1	Prerequisite: BSC 2010/L or BSC 2085/L, CHM 1033/L or CHM 1045/1045L Corequisite: MCB 2010
Must Take 3 Credits from Upper Division Elective	NSP 3685 NUR 3178 NUR 3289 NUR 3674 NUR 3826 NUR 3930	3	
Total		10	
	Total Program Hours	125	

COMPUTER COMPETENCY
By the 16th earned college-level unit, students must attempt the computer competency requirement OR by the 31st earned college- level unit, students must satisfy the requirement (CGS1060C, CTS 0050, an equivalent college unit course

or the Computer Skills Placement examination). For more information, see
https://www.mdc.edu/main/testing/criteria/computer_competency.aspx

FOREIGN LANGUAGE COMPETENCY
May be satisfied by Foreign Language Competency (FLC) standardized examinations.
OR

ASL 1150C	CHI 1121	FRE 1121	GER 1121
HAI 1121	HBR 1121	ITA 1121	JPN 1121
POR 1121	RUS 1121	SPN 1121	

FLORIDA CIVIC LITERACY COMPETENCY*
Prior to the award of an associate in arts or baccalaureate degree, first-time-in-college students entering a Florida College System institution in the 2021-2022 school year, and thereafter must demonstrate competency in civic literacy. This requires both a passing grade (A, B, C, D, or S) in AMH 2020 or POS 2041 AND a passing score on the Florida Civic Literacy Examination (FCLE) (or an equivalent AP or CLEP exam). General education courses require grade of C or higher to satisfy requirement. For more information regarding the Florida Civic Literacy Requirement, go to https://www.mdc.edu/ main/testing/criteria/civic-literacy-competence.aspx.

Information is Subject to Change. Check with an academic advisor for updates.

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SAMPLE PROGRAM OF STUDY

Semester One(1)	Semester Two (2)	Semester Three (3)
First 8 Weeks • **NUR 3805** Foundations and RoleTransition of the Professional Nurse, 3 credits • **NUR 3069** Health Assessment Across the Life Span, 3 credits	**First 8 Weeks** • **NUR 3165** Evidence-Based Nursing, 3 credits • **NUR 4667** Globalization and Culture in Nursing, 3 credits	**First 8 Weeks** • **NUR 4827** Leadership in Nursing, 3credits • **NUR 4945C** Advanced Concepts Practicum, 3 credits
Second 8 Weeks • **NUR 3125** Pathophysiology in Nursing,3 credits • **NUR 4146** Pharmacology in Nursing, 3 credits	**Second 8 weeks** • **NUR 4636** Community Health Nursing Theory, 3credits • **NUR 4636 L** Community Health Nursing Practicum, 3credits	**Second 8 weeks** (you need one elective) **Elective Courses Available** • **NUR 3178** Complementary and Alternative Healthcare, 3credits • **NUR 3289** Foundations of Gerontology, 3 credits • **NUR 3674** Faith Based Community Nursing,3 credits • **NUR3826** Ethical Issues in Healthcare and the Environment, 3 credits • **NUR 3685** End of Life NursingCare
*3 elective credits must be from a nursing upper-division elective course: (Complementary and Alternative Health Care, Foundations of Gerontology, Faith-Based Community Nursing, Ethical Issues in Health Care and the Environment, and End-of-Life Nursing Care)		

**Designates that this course has 144 clinical hours that must be completed in the assigned community health practicum sites. Clinical sites are located in Miami-Dade County.

*** Designates that this course has 96 precepted clinical hours. Please note that the clinical faculty and program Chair must approve the preceptors and sites. Clinical sites are located in Miami-Dade County.

STUDENT RESPONSIBILITIES

Online R.N. to BSN Program
The nursing curriculum is delivered in a distance learning/online format with the full support of MDC Online. Therefore, students should expect to spend the same amount of time and or more significant effort in completing course requirements as they would for courses delivered in the traditional format. In addition, the faculty maintains various modalities (Zoom meetings, phone conversations, in-person) of office hours to encourage student interaction.

Email
Students must use their mymdc.net email account to send and receive emails. Only emails sent through the MDC email system will be opened by faculty. Due to the risk of computer viruses, faculty will not open any unauthorized email accounts.

Technical Requirements
It is the student's responsibility to have access to a computer and the internet. Students are required to check electronic course materials to meet course requirements routinely. To complete the online program or take online courses, the student's computer system and smart device must meet minimum technology requirements (https://www.mdc.edu/online/resources/technology-requirements.aspx). Students must have a personal laptop for the online nursing program. The following are the minimum level of technical competency needed to participate in the R.N. to BSN program. To be able to complete the online program successfully, students must be able to:

- Use an internet browser to log onto
- Download and use required internet browsers, such as Firefox, Chrome, or Microsoft Edge.
- Use the Miami Dade College Library databases to retrieve abstracts and articles.
- Develop, file, revise, edit, and print Microsoft Word documents (free download https://www.mdc.edu/online/resources/mdc-microsoft-office.aspx).
- Follow and participate in an online discussion board, chat, or blog.
- Log on and navigate the College's learning management system effectively (Canvas).
- Upload Word documents, PowerPoint presentations, and video files to the online learning environment.
- Participate in a synchronous or asynchronous session using the designated web conferencing software (e.g., Zoom) and have this app downloaded to a laptop computer.
- Record a video and save it as an MP4 file.

CANVAS LMS
This College utilizes the Canvas Learning System https://www.mdc.edu/remote-learning-students/canvas/. To access supplemental materials on Canvas, students must have access to Google Chrome, Microsoft Word, PowerPoint, and Adobe Acrobat Reader. This software is available free of charge at
Students are encouraged to check Canvas every few days during the semester for updates and announcements. Canvas is utilized to:
1. Make periodic announcements
2. Post grades of exams, checkoffs, and assignments
3. Post PowerPoint presentations
4. Post course documents
5. Schedule Zoom meetings

Class Attendance
The R.N. to BSN program is offered in an interactive, asynchronous distance learning format using Canvas. The U.S. Department of Education defined new program integrity rules that track student attendance in online classes. MDC Online requires students to participate in ALL instructional activities as determined by the course instructor. Since these are fully online courses, participation is defined differently than face-to-face classes. Students who do not maintain active participation, as defined by the course instructor, will be dropped from the course and receive an Instructor Withdrawal.

Pre-Clinical / Practicum Requirements
RN-BSN students have clinical experiences with a preceptor in Leadership (NUR 4945C). Students may obtain clinical hours in a different location than their work location or unit. Preceptors may be utilized within the same agency but in a different location than where the student works. No paid time may be used for clinical hours. Preceptors for these clinical courses must be nurses with a baccalaureate degree in nursing. In addition, all clinical sites must have a current contract with the BLSON. Preceptor approval will be made by the faculty member and not demonstrate any conflict of interest. Time scheduling for precepted courses is arranged between the student and the preceptor with the faculty member's approval. The student is always responsible for following the regulations of each agency/site and exhibiting professional conduct. For Community Health Nursing

The following is a list of pre-clinical requirements. Additional requirements may apply according to a student's selected practicum site.
The following criteria are applied in the selection of practicum sites:
- In addition, the site must offer the student a community/public health nursing opportunity for NUR 4636L or a nursing leadership opportunity for NUR 4945C Nursing Leadership.
- The site may be at the agency where the student is employed but must be outside of the student's regular work area (e.g., the student may be a hospital staff nurse in the cardiac unit and may select a preceptor who is the director of the home health department). Students can start clinical hours once there is a signed agreement between the College and the institution.
- Students participating in clinical experiences with a qualified preceptor must submit the preceptor-signed agreement to the clinical coordinator for evaluation. In addition, students may engage in patient teaching, observation of patient care, and participation in conferences and committees as they explore the roles of the professional nurse.
- Students must have an active and unencumbered R.N. license in the state where they wish to complete the practicum. For students completing practicum in a different state from where they reside, proof of active and unencumbered nurse licensure in the state they are completing practicum will be required before practicum registration.
- A legal agreement approved by the College's legal affairs department must exist between Miami Dade College and the student's practicum agency before the student can attend practicum. Early planning helps to ensure this process and prevents delays in the practicum experience.
- Clinical Hours Requirement Students are responsible for scheduling and completing a minimum of 60 hours of direct clinical experience in an approved and supervised setting for community health nursing and 48 hours in a location for nursing leadership.
- The scheduled hours will be arranged with the preceptor at the practicum site and must be reasonable to satisfy the practice experience requirement.
- All completed hours must be documented according to course protocol and signed off by the preceptor. The hours cannot include travel time to and from the practicum site.

Program Advisement
The R.N. to BSN program assigns students a faculty advisor. The faculty advisor's role is primarily for academic purposes; however, students may reach out to the advisor to assist with individual challenges, issues, or events that may directly impact academic performance. In addition, faculty advisors may be aware of services or resources available at the College or within the surrounding community that may help address student needs.

Distance Learning Complaint Process

Concerns in Online Classes
As a first step, students are encouraged to discuss their concerns directly with the online faculty, if that is not satisfactory, the student must follow the MDC online supervisory chain of command as listed below.

Distance Learning Complaint Process for Out-of-State Students
Suppose you are an out-of-state student taking online courses via MDC Online, and you believe that your complaint still needs to be addressed satisfactorily by the College. You have fully exhausted the complaint or grievance procedure at the College. In that case, you must complete the applicable state grievance procedure by contacting the Florida Department of Education Florida College System. For additional information, visit http://fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml. Suppose you feel your complaint has not been addressed satisfactorily by the Florida Department of Education Florida College System. In that case, you may appeal the complaint to the FL-SARA Council via the SARA Portal Entity in F.L. within two years of the incident. For additional information, visit https://www.fldoe.org/sara/complaint-process.stml.
For more information, please see MDC Procedure 4032 Student Complaints at https://www.mdc.edu/procedures/Chapter4/4032.pdf.

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GRADUATION CHECKLIST

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The baccalaureate degree in Nursing will be awarded to R.N. students who meet the following requirements:
- Completing a minimum of 125 semester hours in acceptable coursework is required for the BSN degree.
- Satisfactory completion of all required practicum hours
- Successful completion of the final 30 credits at MDC Campus.
- Successful completion of 30 credit hours of upper-division nursing coursework and 1 upper-level elective
- Completion of all Nursing courses with a "C" or better.
- Computer competency.
- Completion of the Common Prerequisite requirements with a "C" or better.
- A minimum of a 2.0 but highly recommended cumulative grade point average of 3.0 and higher in MDC BSN coursework.
- Properly apply for graduation as required by MDC regulations.
- The Medical Campus has its graduation Spring semester. The College will provide each student with the caps and gowns free, which will be worn during the graduation ceremony.
- BSN Students are given a beautiful stole to wear at graduation
- BSN Honor Society students are asked to wear their cords indicating membership
- It is the student's responsibility to apply for graduation around March.

MDC Benjamín León School of Nursing Pinning Ceremony

Each year in April and December, the MDC Benjamín León School of Nursing holds a traditional pinning ceremony signifying that students enrolled in the various nursing programs have completed all necessary course work towards graduation. The R.N. to BSN Program graduates are asked to attend and give students enrolled in the various other nursing programs encouragement to continue their educational goals towards the baccalaureate program. BSN Program graduates wear dark suits with white blouses/shirts, signifying their readiness to take on their new leadership roles. The Official MDC School of Nursing BSN Pin may be purchased from the Medical Campus Book Store.

Students Nurses Association

National Student Nurses Association's mission is to mentor students preparing for initial licensure as registered nurses and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. As a student in the BSN program, you are welcome to participate with the campus SNA serving as mentor

MIAMI DADE COLLEGE
BENJAMÍN LEÓN SCHOOL OF NURSING

School Of Nursing General Information

Code of Academic and Clinical Conduct
(Adopted by the NSNA Board of Directors, October 27, 2009)

PREAMBLE

Students of nursing are responsible to society for learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in various healthcare environments. The Code of Academic and Clinical Conduct is based on the understanding that practicing nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code guide the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment by can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in clinical and academic environments, ethical principles are necessary for professional development. Therefore, within these environments we:

1. Advocate for patients by maintaining the highest standard of personal and professional conduct.
2. Maintain patient confidentiality of privileged information entrusted or known to me.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
10. Use every opportunity to improve faculty and clinical staff's understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorization is obtained from patients regarding any form of treatment or research.
15. Abstain from the use of substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per School grievance policy.

PROFESSIONAL BEHAVIOR

You will soon become familiar with the ANA Code of Ethics (2015), which guides the behavior of the professional nurse. You are a representative of the School of Nursing, the Medical Campus and Miami Dade College. We hope that you will take this responsibility seriously; represent the School and the College in a professional manner at all times; and be proud of your association with Miami Dade College.

PATIENT SAFETY

The faculty recognizes that as a nursing student you are a "learner". However, the physical and emotional safety of a patient cannot be placed in jeopardy. The inability of a student to provide consistent, safe care, or to follow the policies/procedures of the affiliating agency or the School, will require that the student be asked to leave the clinical laboratory and may result in the student's being required to withdraw from the program.

DRESS CODE FOR BSN STUDENTS

Benjamín León School of Nursing students are asked to follow the dress code. The RN-BSN program students will dress professionally and wear a clean white lab coat with the MDC Benjamín León School of Nursing logo to campus each day and for any school affairs on and off campus. The bookstore at Medical Campus carries all the nursing uniforms and lab coats. Students must be dressed in the required uniform at all school functions, clinical and practicum activities. Focus is on being professional leaders and dressing for the role.

TEXTBOOKS AND SUPPLIES

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Medical Campus Bookstore. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most current required editions.

We recommend that you buy your books early and by the first week of classes. After the first few weeks of the semester, the bookstore returns all books that have not been purchased to the publishers. Books are expensive, but financial aid is available.

STUDENT COMPLAINT/GRIEVANCE
The College has various policies and procedures in place which govern the handling of student complaints. The MDC IV-8 Student Complaint Policy delineates the process on student complains. Prospective or enrolled students may voice a complaint about a College rule/regulation, procedure or experience. The complaint may also be raised by a group of students or student government (http://www.mdc.edu/procedures/Chapter4/4032.pdf).

The process for resolving student conflict at the BLSON is as follows: The student must first be approached the course instructor for resolution. If the student feels the problem is not satisfactorily resolved, the student then should make an appointment to with appropriate program MDC Benjamín León School of Nursing Department Chairperson. If the matter is not resolved, the student should then make an appointment with the Dean of Nursing. If unresolved, the student will be referred to the Dean of Students for a resolution to include an appeals process.

Additionally, MDC has a student ombudsman on the medical campus who is the initial point of contact for student concerns and arranges meetings with involved parties. The ombudsman listens to student concerns; directs students to the appropriate MDC office, policies, and procedures; and, if requested, assists students in completing the forms required to obtain a resolution. The student ombudsman has the authority to investigate issues and arrange meetings among the involved parties to reach a resolution. MDC has designated the student ombudsman as the Assistant Dean of Student Services or designee at each campus.

Students are expected to follow this chain of command within the complaint process and not elevate their complaint to the senior executive level of the College. Students who are unable to resolve their concerns/issues with the front-line staff and/or their supervisors may file a complaint in writing to the appropriate division head. If the complaint is against a first or second level individual in the chain of command, the student should present the concern to the next level.

WITHDRAWAL AND READMISSION
You may withdraw from any course before the official drop date listed in the college calendar (see the College Catalog https://www.mdc.edu/academics/documents/2018-2020MDCCollegeCatalog.pdf). The BLSON RN-BSN program procedure for readmission to the RN-BSN program is available on the BLSON website

Students who may be absent for one semester, must first notify via email the RN-BSN program student advisor and the program department Chair. If the absence is over twelve months, the student must re-apply for reinstatement to the College and the program. Once the application process has been completed, the RN-BSN student advisor will notify the department Chair that the student qualifies for reinstatement to the program. In addition, the student must contact the office of the Register directly to take care of any financial obligations related to withdrawing.

Any student who has a "D", "F", "U," or "W" in any three nursing courses, or who has taken the same nursing course twice (those with NUR prefix) without earning a C or above, may not continue in the nursing program. You will automatically be taken out of the enrolled status and your major will be changed. The official letter will follow, and you have the right to appeal the grade(s) if you have documentation that an error has been made.
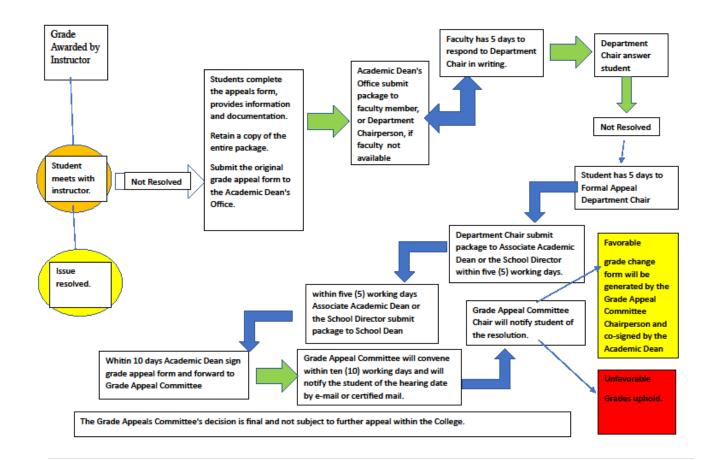
RN TO BSN GRADE APPEAL INSTRUCTIONS

The purpose of the grade appeal process is to afford an opportunity for the RN to BSN student to appeal an assigned course grade in cases where a student challenges the equity of the grade. Any student who believes that they have not been evaluated as prescribed in the course syllabus must be provided the opportunity to appeal.
Steps:
INFORMAL PROCESS
1. If you believe that your grade does not accurately reflect your coursework in a course, you must first contact your course instructor for possible resolution.
2. If unresolved, you will contact the Department Chairperson.
3. The Department Chair will contact the faculty before making a recommendation.
4. If after discussing the student's informal appeal, the Department Chair believes that the grade should be changed, the recommendation will be made to the faculty member.
5. If the faculty member still believes the grade should stand, then the student will be informed by the Department Chair. The student then has the option to file a formal grade appeal.

FORMAL PROCESS

6. A formal grade appeal must be filed by the end of the next major term following the assignment of the grade.
7. To formally appeal an assigned course grade, the student must: obtain a Grade Appeal Form from the Dean of Faculty's Office.
8. The student must fill the all the documentation and provided attachments to the Dean of Faculty's Office.
9. The grade appeals form will be submitted to faculty to respond, respond and appeal will be submitted to the Dean of faculty for signature and request a hearing to the Grade Appeals committee Chair.
10. Each campus will have a Grade Appeal Committee, which makes final decisions concerning grade appeals on behalf of the College.
11. A list of witnesses, if any, must be submitted by the student and faculty member to the Hearing Officer at least 3 business days prior to the hearing date.
12. The decision of the Grade Appeal Committee members is communicated to all parties one business day prior to the hearing.
13. The student and faculty member will receive from the Dean of Faculty's Office or equivalent copies of all documentation considered at the hearing, including the Grade Appeal Form, attachments and a list of witnesses.
14. The decision of the Grade Appeal Committee members is communicated in writing within 5 business days after the hearing is concluded.
15. The Committee's decision is final and not subject to further appeal within the College.

RN to BSN Program Grade Appeal Process

EXCEPTION COMMITTEE & EXCEPTION APPLICATION

    I.   Purpose

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

    II.   The Exceptions Procedure

1. Using the provided checklist, students apply for an exception to policy (failure in three or more courses or failure of the same course twice). The checklist and documentation materials are submitted to the Assistant to the Dean of Nursing. The package is then forwarded to the Exceptions Committee.
   a. Students must have completed all informal processes following the chain of command.
   b. Students must have exhausted grade appeal or petition processes (if qualified)
   c. The courses in question must be in the current semester (short courses) or immediately preceding semester (semester-long courses).
   d. The student must provide evidence of exceptional circumstances and/or compelling reasons out of the student's control for an exception request. Documentation is required.
   e. A copy of the unofficial transcript must be attached.

2. Students must show a correction in the circumstances to re-enter.

3. The Exceptions Committee review is strictly a paper process. No hearing is conducted.

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

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

6. The outcome of the Exceptions Committee action will be filed in the Office of the Dean of the School of Nursing.

Name: _____

Date: _____

MDC Student ID: _____

Program: _____

Reason for   Exceptions Committee Application

Documentation attached? List: Yes   ☐   No ☐
Was the grade appeal process
used? If yes, what was the
outcome?   Yes   ☐   No ☐
Was the petition process used? If
yes, what was the outcome?
Submitted to: Assistant to the   Yes   ☐   No ☐
Dean Exceptions Committee

Date:_____

Exceptions Committee Meeting   Date:
Exceptions Committee Recommendation: Readmit? Yes ☐   No ☐
Conditions for readmission

LIABILITY (MALPRACTICE) AND MEDICAL ACCIDENT INSURANCE

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance and medical accident insurance. These will limit your costs in the event of an unexpected incident while you are engaged in clinical learning. The medical accident insurance will cover the cost of, but is not limited to, treatment for exposure to blood and body fluids. All claims for Medical Accident Insurance must be filed within 90 days of the injury. Complete an Incident Report in the campus' security office independently after the accident.

HEALTH INSURANCE

You are strongly encouraged to carry health insurance to cover your health care. Information about low-cost plans for students is available in Student Affairs.

FINANCIAL AID

The Medical Campus Financial Aid Office is located on the second floor of Building I. Scholarships, and loans may be provided according to student's needs.
Please use this service if you have the need and are prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need. Financial aid is only available for those courses which appear on your schedule before the 100% refund date.

SCHOOL OF NURSING POLICIES & PROCEDURES

ADMISSION FOR TRANSFER STUDENTS

POLICY:	Students seeking to transfer into any Miami Dade College Benjamín León School of Nursing Program must meet the general requirements for Admission to the College and to the School of Nursing. In addition, the applicant must meet the specific program requirements both for Admission and for students already in the program. Upon review for equivalent content, nursing courses that have been completed at a regionally accredited college and a CCNE/ACEN accredited nursing programs or state college program approved by the Florida Board of Nursing will be evaluated for the possibility of being transferred. Student must be in good standing with the School from which they wish to transfer from. Note: Students have to take the last 30 credits at MDC.

PROCEDURE:

1. Student will bring a letter from the Dean or Director of the previous institution of which the student has attended. This letter must state the student is in good standing with that institution and has the right to continue the program at this time.

1. Only courses that have been completed with a grade of "C" or its equivalent, or above, will be considered for acceptance.

2. The program chairperson, and/or a faculty committee, will evaluate the student's academic record.

3. Must be in good academic standing with the previous School of nursing.

4. Transfer students are accepted on a space available basis once cleared by the department chair of the R.N. to BSN program.

5. Student must follow the MDC rule that the last 30 hours be taken at MDC.

PROGRESSION THROUGH NURSING PROGRAMS

POLICY: A student must demonstrate required theoretical and practicum nursing competencies at each level before progressing to more advanced nursing courses.

PROCEDURE: 1. All students must successfully complete nursing course with a grade of "C" or above.

2. Students must earn a grade of "C" in every nursing course taught in a given semester before progressing to the next semester.

3. A student can enroll in the same course only two (2) times.

4. A student who earns a "D," "F," or "W" in three (3) nursing courses is ineligible to continue in the Bachelor of Science in Nursing program at Miami Dade College.

5. A cumulative grade point average of 2.0 or above must be maintained during your enrollment in the nursing program.
Note: that a cumulative GPA of at least 3.0 is required to enter most graduate programs.

ADVISEMENT, COUNSELING AND TUTORING

POLICY: Nursing students will be advised by faculty or staff within the School of Nursing.

PROCEDURE:

1. Each student enrolled in the MDC Benjamín León School of Nursing will be advised by the R.N. to BSN Program academic student advisor. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. The Department Chair of the BSN program, faculty and the academic student advisor can assist you with advisement issues.

2. The full-time School of Nursing Faculty each has posted office hours to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment as necessary.

3. Tutorial assistance is provided for students enrolled in the School of Nursing and is available through the Center for Learning Resources at the Medical Campus.

4. Faculty may require that you attend tutorial sessions for improvement of academic performance at the Center for Learning Resources (305) 237-4034. A Writing Tutor is also available to help students with APA style writing.

5. Students are permitted and encouraged to utilize the Nursing Laboratory and Clinical Simulation Lab area to facilitate the practice and mastery of required competencies. Students must be dressed in appropriate dress code to enter the lab areas including the BSN Lab coat.

6. Bring your MDC ID Card at all times while on campus or while taking care of any MDC Benjamín León School of Nursing business.

ATTENDANCE

POLICY: Attendance in all classes is expected. Students are responsible for all course content discussed and/or assigned.

PROCEDURE: 1.   Attendance is essential for completion of course objectives.

2.   Notice must be given for practicum absences according to individual course policies.

3.   Faculty will maintain records and report attendance records for all courses. Many of the BSN courses have a participation grade which requires your attendance in order to earn the percentage assigned to this area.

4.   Excessive lateness or absence can be reflected in a course grade and may result in failure.

CHEMICALLY IMPAIRED NURSING STUDENT

POLICY: Miami Dade College endorses the federal government's effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

See *MDC Student's Rights & Responsibilities (revised - July 9, 2018)*
https://www.mdc.edu/procedures/Chapter4/4009.pdf
Students are subject to disciplinary procedures in accordance with the **MDC's Student Code of Conduct** *(revised - March 22, 2018)*
http://www.mdc.edu/procedures/Chapter4/4025.pdf

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

Each individual is responsible for identifying students who appear to be chemically impaired and reporting this to the respective faculty, Chairperson or Dean of the School of Nursing.

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

PROCEDURE:

1. If the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the chairperson or designee immediately.

2. The chairperson or designee will meet with the student and the faculty member at the site. The faculty members will document the incident in writing.

3. Upon verification of the behavior, the chairperson or designee will:

   A. Take the student to a private setting and confront the student with the behavior which was observed.
   B. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
   C. Contact agency security to escort a student who becomes loud/abusive to the Employee Health Office or Emergency Room. (Student will be responsible for the cost of the drug test).
   D. Excuse the student from class/clinical assignment until the results of the tests are available and/or appropriate action is determined.
   E. A student who has been dismissed may petition for reinstatement to the Nursing Program through the Dean of School of Nursing.

GRADING SCALE FOR PRACTICUM AND THEORY COURSES

POLICY: The following grading scale will be used to assign a letter grade:

A	=	93 – 100%
B	=	85 – 92%
C	=	77 – 84%
D	=	69 – 76%
F	=	68 or Below

PRACTICUM

POLICY: Students will complete all practicum and clinical courses under the direction of a nursing faculty and an advanced degree nursing professional in a pre-approved health care agency with which MDC has the appropriate contractual agreement signed and approved.

PROCEDURE:

1. Students will select an appropriate site based on course objectives and area of interest.

2. Students will select an appropriate credential preceptor in the area of interest, or a preceptor will be assigned.

3. Site and preceptor must be approved by the MDC Benjamín León School of Nursing faculty and appropriate contractual agreement signed and approved prior to beginning the practicum.

4. Student must participate in the facility orientation as required.

5. Student must follow the policies and procedures of the agency.

6. Students must dress in the professional MDC Benjamín León School of Nursing dress code, which is a clean short lab coat over business casual attire with MDC Identification Badge on at all times.

AGREEMENT FOR INCOMPLETE GRADE

POLICY: When a student is unable to complete the requirements of a course, the student may be given an *Incomplete* or *"I"* grade. Refer to Academic Regulation-MDC College Catalog. (2018-2020) https://www.mdc.edu/academics/documents/2018-2020MDCCollegeCatalog.pdf

PROCEDURE:

1. An Incomplete grade is submitted when the student's work in a course is incomplete and the student has obtained the faculty's permission to finish the course.

2. An Incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term, and the student is likely to pass the course.

3. Students may request a grade of Incomplete only after the drop/withdraw date has passed. The course faculty and chair must agree to grant an "I" grade.

4. To receive an Incomplete Grade, the student and faculty must sign an agreement that contains the following points:

   A. The time period in which the course requirements must be completed. As a standard rule, this work should be completed by the last day of the next major term (Fall or Spring). An extension of this time limit may be granted by the appropriate Department Chair after consultation with the instructor if the reasons are determined to be beyond the control of the student – severe illness, accident, etc.

   B. The specific requirements that must be completed and the manner in which they are to be completed are listed on an official MDC Agreement for Grade of Incomplete form. This should include a reference to grading criteria.

   C. A provision that if the requirements have not been met by the end of the next major term, a grade of F will be recorded as the grade for the course.

HEALTH RECORDS

POLICY: A physical examination within three months of admission date, drug screen, T.B. Screening, and Background Check Level II are due upon Admission. All items are to be submitted as requested in the letter of Admission. Regarding immunizations, please see this link: https://www.mdc.edu/nursing/docs/Student-Health-Record-Rev-May-2015-for-SON-Admission-Web-Page.pdf

The physician/nurse practitioner/physician assistant's signature must be on the form in the appropriate spaces. Students will not be permitted in the practicum setting until the completed medical records are on file.

Students will keep copies of the medical forms, and background check results. Many health care agencies will keep a copy of your health records for their files. Students are responsible for assuring that all records/documentation will be valid throughout the program of study.

Failure to provide these copies will prevent you from participating in the clinical or practicum course and may result in your being dropped from the course and/or program.

A student who experiences a health problem that may interfere with the ability to provide patient care (e.g., surgery, fracture) must provide a release from the physician indicating the ability to participate fully in patient care situations.

Procedure: Upload information into Complio per instructions on the admission letter

CPR
POLICY: A copy of your CPR American Heart card front and back must be submitted and kept on file and must be active for the duration of your program.

PROCEDURE:

1.   Students must provide a current copy (front and back) of their CPR card, designating that they have completed the CPR for Health Professionals course (American Heart) prior to Admission.

2.   Students are responsible for maintaining the currency of the CPR status and presenting validation to the instructor at the beginning of each practicum course.

3.   If the renewal date occurs during the term, students must renew the CPR card PRIOR to the beginning of the term. We require that the card is for the two years of your program.

EXPOSURE

POLICY:

PROCEDURE

:

1. In the event of an exposure during practicum rotations, the student will seek immediate care. Aftercare is provided, the student will notify the MDC School of Nursing Assistant to the Dean's office and the Department Chair's office must notify immediately with details.

2. The student must also complete an incident report on medical campus as soon as possible after the exposure occurs and meet with the Chief of Security (no longer than 24hrs after the incident Monday - Friday).

3. Any financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student. Students enrolled in the program are automatically enrolled in a maximum coverage of $25,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy the premiums are automatically deducted as part of fees.

4. The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the School of Nursing related to the use and disposal of sharps.

5. A nursing student who is specifically exposed, by contact with blood or body fluids, in a manner known to be able to transmit infectious organisms will immediately report the exposure to the nursing faculty and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist.

UNIFORM DRESS CODE

POLICY: Students will wear business casual professional wear with short white lab-coat with MDC log during class-lectures, lab, clinical, and practicum settings.

 PROCEDURE: 1. Students will wear business casual professional attire with a white short laboratory coat, and/or adhere to the agency's dress code.

           2. Students will wear closed-in shoes in the lab and practicum settings or adhere to the agency's dress code.

           3. The wearing of a Miami Dade College identification badge is required at all times. A specific agency may also require students to wear agency identification.

STUDENT CODE OF CONDUCT, ACADEMIC DISHONESTY AND STUDENT DISCIPLINARY PROCEDURES

POLICY:

Faculty in the School of Nursing support to the Miami Dade College Code of Student Conduct (College Procedure 4071), Academic Dishonesty (College Procedure 4074) and Student Disciplinary Procedures (College Procedure 4070) located in the handbook **Student's Rights and Responsibilities**(Revised July 9, 2018). http://www.mdc.edu/procedures/Chapter4/4009.pdf

Because of the potential harmful effects on patients if a health care worker is dishonest about the care provided, nursing faculty require students to adhere to practices that maintain academic honesty. Faculty will recommend that students who are guilty of academic dishonesty be withdrawn from the School of Nursing. In addition, students may be subject to College Sanctions.

ACADEMIC HONESTY

According to the student's rights and responsibilities (2018), students are expected to conduct their academic affairs in a forthright and honest manner. If students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to procedural due process. Refer to the Range of Sanctions for Validation of Academic Dishonesty found in the **Students' Rights and Responsibilities Handbook**. (Revised July 9, 2018)
http://www.mdc.edu/procedures/Chapter4/4009.pdf

TESTING PROTOCOLS

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, College Procedure 4025, and is considered Academic Dishonesty as described in **Student's Rights and Responsibilities** in section A of the Code of Conduct. https://www.mdc.edu/procedures/Chapter4/4025.pdf

PROCEDURE:

1. **For All Testing Situations**

    A. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late. Notify the instructor <u>before</u> the time if you are going to be absent.

    B. Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.

    C. Do not talk to or look at other students while they are anywhere in the testing area.

    D. 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.

    E. Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.

    F. Recorders are not to be brought into the testing area.

    G. After completing the test and leaving the room do not re-enter while testing is in progress.

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

2. **Laboratory (Performance)Testing Situations**

A. Be on time for the appointment. Notify the instructor before the appointment time if you are going to be absent.

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

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

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

3. **Classroom (Paper and Pencil) Testing Situations**

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

B. Keep the test and answer sheet **flat** on the desk.

C. Follow the instructions of the proctor before leaving your seat.

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

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

4. **Computerized Testing Situations**

A. Student will be provided with instructions regarding computerized testing before testing begins.

B. Report to the assigned room 15 minutes before the test is scheduled to begin, unless otherwise instructed.

C. Have your MDC photo I.D. badge ready to sign in to begin the testing session.

D.   All tests are to be administered within a specific time. You will be informed of the amount of time allocated on the computer screen. A clock is accessible on the computer screen to assist you with time management.

E.   After all the test questions have been answered, you may review but think before making any change to your first response.

F.   Bring a pen or pencil as directed by the instructor. Paper will be provided and collected by the test administrator when you complete the test.

G.   When you complete the test, raise your hand and the test administrator will help you with exiting the test**.** Leave the room immediately.

5.   **Test Reviews**

A test review is at the discretion of the course instructor.

A.   Place all books, papers, etc. at the front or back of the room

B.   Absolutely no recording or taking screen shots of the test during the review are permitted.

C.   Students who attempt to record or take pictures are subject to the Academic Dishonesty Procedures.

R.N. to BSN Program, Benjamin Leon School of Nursing at Medical Campus

ORIENTATION AND POLICY MANUAL SIGNATURE PAGE

Please be certain that your information packet contains all the required material before you sign this page.

I have received a copy of the <u>Orientation and Policy Manual</u> and know that I am responsible for the information it contains. I have read and signed the policy regarding the confidentiality of information. I am aware that I may be required to provide personal health information to agencies where I am assigned for clinical education.

Print name: _____

Signature: _____ **Date:** _____

Student Number: _____

A copy of the original handbook yearly changes will be kept on file by the chairperson.

Medical Campus

STUDENT CONFIDENTIALITY STATEMENT

As a student enrolled in a Miami Dade College health care program, I am aware of my responsibility for maintaining confidentiality of patient information that may become available to me in the course of my studies. Such information is protected and confidential under applicable federal and state laws and affiliation agreements between the College and affiliating health care agencies.

I will not reveal any patient information to any third party, except as authorized by law or as authorized by the affiliating agency. I will not use any patient identifying information, such as name or initials, on paperwork or electronic transmissions submitted to the College in the course of my studies. I will only discuss patient information or a patient's medical condition at the affiliating agency in settings away from the general public and only with authorized personnel at the affiliating agency. I further understand that in a classroom setting I will only discuss patients and their medical conditions in a manner that does not in any way identify the patient.

I agree to comply with all patient information privacy policies and procedures of Miami Dade College and the affiliating agency. I understand that violating this Confidentiality Statement may result in criminal and civil penalties against me for violating federal and state patient information privacy laws.

Dated this_____ day of_____ 20_____.

_____   _____
Student (Print Name)   **(Signature)**

_____
Student Number

_____
Witness (Staff or Faculty of MDC)

Place copy in student's files records