

Nursing Assistant (HCP 0410C)

**Student Handbook 2025-2026**

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25-5068 (Rev. 7/2025)

#### INDIAN RIVER STATE COLLEGE SCHOOL OF NURSING

**NURSING ASSISTANT HANDBOOK GUIDELINES VERIFICATION FORM**

This is an acknowledgment form confirming each student has read the *Indian River State College Nursing Assistant Student Handbook* in its entirety and agrees to the following statements:

I agree to have my educational, health, and background records released to professional/healthcare agencies requesting such information, and other agencies as designated by Indian River State College who have a legitimate interest in my student records.

I agree to have my social security number released to clinical facilities for clinical placement, and the Florida Board of Nursing (FLBON) for application for licensure.

I understand that I may not participate in the Nursing Assistant program until I have submitted and received approval of all required documentation to the School of Nursing (i.e., health requirements, CPR, annual flu shot, drug screen, background check with fingerprints). This information must be kept up-to- date, or I can be withdrawn from the program.

I understand that orientation to the course and clinical facilities is mandatory. Absence for any reason may result in my being withdrawn from the program. I understand that clinical placement may be anywhere in the four-county area.

I understand changes may be made to the School of Nursing or College guidelines at any time. Should a change occur, students will be notified verbally and in writing as to what the change entails and the date it will take effect. Students will receive an electronic copy of the changed guidelines to keep for their records.

I understand any student found guilty of cheating and/or plagiarism may receive an “F” in the course and/or be dismissed from the program.

I agree to have information regarding my attendance and performance released for financial aid purposes.

I understand that information disclosed to me from clients’ medical records is private and protected by state and federal law (that is, HIPAA confidentiality). State law prohibits me from making any disclosure of medical information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by federal, state, or local law.

I understand that I may be exposed to bloodborne pathogens and/or potentially infectious diseases during my clinical rotations. I understand this can further impact exposure risk if I have any change in health status, such as immunosuppression issues or pregnancy. If I request an accommodation, I must disclose my change in health status to the course coordinator and the School of Nursing.



2

I understand healthcare facilities reserve the right to change health and background requirements at any time, and/or deny a student clinical placement. All required health documentation is required for clinical. Students who are unable to receive the flu vaccination will not be eligible for clinical placement. Inability to attend clinical may result in clinical failure and possible dismissal from the program.

I give the College permission to use my photograph in social media posts by the School of Nursing to promote nursing programs and increase student engagement.

By signing this document, I acknowledge I have read the *Indian River State College Nursing Assistant Student Handbook*. I agree to comply with all terms and conditions. **Students unable to submit this form by the due date may not be eligible for registration and/or clinical.**

**Signature Date**

**Print Name Student ID**

#### INDIAN RIVER STATE COLLEGE OVERVIEW

INDIAN RIVER STATE COLLEGE (IRSC) is a public, comprehensive college with a statewide and national reputation for excellence. Located in Florida’s Treasure Coast region, each of the College’s five campuses provide unparalleled educational environments.

Indian River State College serves approximately 30,000 students annually and offers more than 100 programs leading to bachelor’s degrees, associate degrees, technical certificates and applied technology diplomas. Continuing a 60-year tradition of responsiveness to community needs, Indian River State College is committed to advancing educational, cultural, career training, workforce and economic development in its service area.

Indian River State College was distinguished as the 2019 winner of the prestigious Aspen Prize for Community College Excellence, an honor that recognizes outstanding quality in the areas of completion and transfer, labor market outcomes, learning, equity and more. Indian River State College is one of the few colleges in the nation to earn the Achieving the Dream™ Leader College designation. The College is identified by the United States Department of Education as the most affordable college in Florida and the third-most affordable college in the country.

#### EA / EO STATEMENT

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adriene B. Jefferson, *Dean of Northwest Center Equity Officer/Title IX Coordinator*

Massey Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981 ▪ 772-462-7156

#### NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

**Student Records Department**

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

**Financial Aid Department**

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

**Outreach Programs**

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

**Workforce Programs**

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

**State and Federal Reporting**

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

**Testing**

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBET.

**Miscellaneous**

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, clinical placement, and licensure examination and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at [www.irsc.edu.](http://www.irsc.edu/)

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Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies: Adriene B. Jefferson, Dean of Northwest Center, *Equity Officer & Title IX Coordinator* IRSC Massey Campus ▪ 3209 Virginia Ave. ▪ Fort Pierce, FL 34981 ▪ 772- 462-7156



##### Vision Statement

Indian River State College School of Nursing (SON) aspires to be a model of excellence by transforming students through nursing education.

##### Purpose Statement

The School of Nursing at Indian River State College is committed to meeting the educational needs of current and future professional and vocational nurses within an ever-changing healthcare system. Faculty facilitates student achievement utilizing various teaching modalities. In our effort to serve the global community and its diverse cultures, we commit to:

* Develop excellence in nursing education and practice
* Provide quality, student-centered learning to promote student success
* Create multi-dimensional learning experiences
* Foster partnerships within the community that promote cultural enrichment and opportunities to strengthen involvement in local, national, and global health issues
* Support lifelong learning and ethical practice

**Goals:**

* To foster communication skills to ensure effective collaboration with patients, families, and healthcare teams.
* Provide Nursing Assistant students with the essential skills and knowledge required to provide safe, effective, and compassionate care to patients in the various healthcare settings.
* Encourage ethical behavior, respect for patient dignity and sensitivity in the Nursing Assistant student.

##### Philosophy

We believe:

* Nursing is a humanistic, scientific discipline that encompasses evidence-based practice and critical thinking to improve the quality of the human experience
* The art and science of nursing embodies the core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness
* Nursing education focuses on articulating relationships between the following concepts: context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork
* In a culture of excellence that provides individualized, quality care for patients, families, and communities
* In cultivating an environment of civility, professionalism, equity, and inclusivity

## TABLE OF CONTENTS

Introduction to the Nursing Assistant Program [8](#_bookmark1)

Licensure Requirements [8](#_bookmark0)

Post-Course State Testing [9](#_bookmark2)

Clinical Clearance [10](#_bookmark2)

Classroom and Laboratory Standards [1](#_bookmark1)1

Dress Code Standards [11](#_bookmark1)

Grading, Progression, Completion 1[3](#_bookmark1)

Course Expenses, Program Fees [1](#_bookmark1)3

[Scholarships 14](#_TOC_250000)

Integrity and Professional Conduct [14](#_bookmark1)

Health Requirements 1[5](#_bookmark1)

Complio from American Databank [16](#_bookmark1)

Liability and Accident Insurance [16](#_bookmark1)

Background Check and Substance Abuse [16](#_bookmark1)

Background Check and Requirements [17](#_bookmark1)

Drug Screen [17](#_bookmark1)

Student Accessibility Services [18](#_bookmark1)

Statement of Ethics [19](#_bookmark1)

Email/Contact Information [19](#_bookmark1)

Use of Electronics [19](#_bookmark1)

Confidentiality Statement [20](#_bookmark1)

Computer Requirements [20](#_bookmark1)

Post-Exposure Protoco[l 20](#_bookmark1)

Student Parking Regulation [20](#_bookmark1)

Student Photo ID [20](#_bookmark1)

Severe Weather Alerts [21](#_bookmark1)

Class Cancellation [21](#_bookmark1)

Safety Precautions [21](#_bookmark1)

Social Media [21](#_bookmark1)

Grievance Policy [22](#_bookmark1)

Appendices

Appendix A – Performance Standards for Admission and Progression 23

Appendix B – Code of Academic and Clinical Professional Conduct 25

Appendix C – HIPAA Confidentiality Agreement for Students 27

Appendix D - Statement of Ethics 28

Appendix E – Clinical Evaluation Tool 29

Appendix F – Skills Checkoff 31

Appendix G – Program/Course Objectives/Learning Outcomes 33

Appendix H – Program Fees 35

Appendix I – Intervention Project for Nurses (IPN) 36

Appendix J – Post Blood/Body Fluid Exposure Procedure 35

Appendix K – IRSC Student Rights and Responsibilities 37

Appendix L – IRSC Student Grievance Policy and Procedure 38

#### INTRODUCTION TO THE NURSING ASSISTANT PROGRAM

The Nursing Assistant program functions as a part of the Indian River State College School of Nursing. Nursing Assistant students are subject to the regulations presented in this handbook, as well as the policies in the *Indian River State College Student Handbook/Planner.*

This course prepares students for certification and employment as nursing assistants in home care, long-term care facilities, clinics, and hospitals. Students learn to identify and meet basic patient care needs for safety, comfort, and activities of daily living.

#### LICENSURE REQUIREMENTS

Indian River State College offers a variety of degrees and certificates leading to professional licensure in the State of Florida. Some professions require both a degree and the successful completion of additional criteria, such as licensure exams, field placements, or clinical hours. Student eligibility to apply for and take Prometric’s Florida Nurse Aide (CNA) Exam in the State of Florida is defined in 464.008, F.S., and includes possession of a valid form of identification and a social security number. Visit the Florida Board of Nursing at [floridasnursing.gov](https://floridasnursing.gov/) to ensure your eligibility. Please note that the following may impact your licensure eligibility:

* Having been convicted or found guilty, regardless of adjudication, of a crime that directly relates to the practice of nursing or the ability to practice nursing.
* Being unable to practice nursing with reasonable skill and safety because of illness or use of alcohol, narcotics, or chemicals, or any other type of materials, or as a result of any mental or physical conditions.
* Having been convicted of a felony and civil rights have not been restored. Such an applicant is not eligible for licensure and is not eligible to take the licensing examination. The application is considered to be incomplete. When documentation of restoration of civil rights is received, the Board will consider the application for licensure.

The Florida Legislature has also mandated criminal background checks on all applicants for licensure by examination. An arrest history, by itself, does not disqualify a person from licensure. Falsification of a document and an attempt to obtain licensure by known misrepresentation is a violation of Chapter 464 – the Nurse Practice Act. The Florida Board of Nursing requires any nursing licensure applicant who has an arrest record to send arrest and court records of final adjudication, for each offense, to the Board at the time of licensure application. A nursing licensure application will not be considered complete until these records are received. The Florida Board of Nursing may require the candidate to appear before the Board. A graduate of the Indian River State College nursing program is eligible to apply for nursing licensure, but graduation does not guarantee the Florida Board of Nursing will issue the candidate a nursing license. Additional information is available at [floridasnursing.gov](https://floridasnursing.gov/).

If your future plans include achieving certification or licensure, you should know requirements vary by state. For the Nursing Assistant program, completion of program requirements grants eligibility to apply for and take the Nurse Aide State Exam in Florida.

If you are a student who may choose to reside outside of Florida, Indian River State College cannot confirm whether this program meets educational requirements for professional licensure in your state. If you wish to obtain licensure in another state, reach out to the Board of Nursing in that state to transfer your certification.

#### POST-COURSE STATE TESTING

The Florida Nurse Aide (CNA) Exam is given by Prometric:

##### Phone

888-277-3500

##### Email

[FLCNA@prometric.com](mailto:FLCNA@prometric.com)

##### Website

[prometric.com/exams/nurseaide-fl](https://www.prometric.com/exams/nurseaide-fl)

To contact or learn more about the Florida Board of Nursing (FLBON):

##### Phone

850-488-0595

##### Website

[floridasnursing.gov](https://floridasnursing.gov/)

9

#### CLINICAL CLEARANCE

Clinical clearance requires all social security numbers, student backgrounds, drug screens, and medical records to be shared with clinical facilities. This information is collected throughout the admissions process, and for any student out of a nursing program for six months or more. Students who have a convicted offense on their background may be subject to approval by the clinical facility and are not guaranteed clinical placement, resulting in no guarantee of completion of required coursework for program completion and state certification/licensure. The clinical facility does hold the right to request additional information regarding the criminal offense and may decline the student for clinical placement.

All students are expected to review the requirements for licensure on the Florida Board of Nursing website. Applicants with criminal history, or those without a social security number, may not be eligible for clinical placement or to obtain a license. Students will be asked to provide photo ID and an original social security card at General Orientation. Photos/photocopies of a social security card will not be accepted. Any changes in criminal history must be immediately reported to the SON.

The Florida Board of Nursing requires additional criminal checks on all applicants for licensure; any applicant with an arrest history is required to present their records. The FLBON is the state agency authorized to issue nursing licenses. As part of the licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration (AHCA) Florida Board rule 64B9-3.0.

All clinical facilities are drug-free places of employment. Indian River State College has been asked to require negative drug screens for all program applicants who will be placed in a clinical rotation. Applicants must submit a 10-panel drug screen and may be subject to random drug screens throughout the program. Should an applicant receive a positive drug screen, the applicant may reapply to the School of Nursing after a positive reference from a treatment team who has followed the applicant for a minimum of two years throughout the applicant’s chemical dependence.

##### Medical Records

Applicants will be asked to submit a physical and history of immunizations upon admission. Those who do not meet the “Performance Standards for Admission and Progression” detailed in Appendix A (see p. 23) relating to Standards of Good Physical and Mental Health (no restrictions) may not be eligible for clinical placement and progression in the course. As required by clinical facilities for safe patient care, applicants may reapply after the resolution of the health problem; updated medical records must be submitted to the School of Nursing.

Should a change in health status occur while enrolled in the course, students may be required to obtain medical clearance by a physician, nurse practitioner, or mental health practitioner.

#### STUDENT ATTENDANCE AND CLASSROOM/LABORATORY/CLINICAL STANDARDS

Students are required to be prompt and in attendance in the classroom and/or clinical settings on all assigned days, except during posted holidays and vacations.

* An accurate record of attendance is kept for class and clinical.
* Students must notify the instructor prior to absence from class. Students must notify the instructor or the health facility of intended absence prior to clinical. A “no call, no show” may be grounds for clinical failure or dismissal.
* Excessive absence may be grounds for dismissal from the program. Individuals will be evaluated on their grades, clinical performance, attitude, reasons for absence as well as the total number of absent hours. The instructor may require a counseling session for any student absences.
* Absence of more than three (3) successive days due to illness will require a doctor’s approval to return to class.
* Absences due to a) mandated court appearance, b) college-mandated meetings or death in the immediate family will be excused up to a three (3) day limit with prior notification of faculty and with written documentation as a follow up.
* Permission to make up absences must be discussed with the clinical instructor prior to the next clinical day. It is the student’s responsibility to arrange for make-up time for any missed time. Students may incur an additional charge for makeup days in clinical.
* All class absence make-ups must be approved by the classroom instructor. Make-up of absences must be done within each course/unit.
* All school work (information and assignments) missed will be the responsibility of the individual student.
* Tardiness over ten minutes will be considered as absent time. Tardiness of three (3) or more occasions will result in a conference.
* Leaving class early will be classified as absent time in the same manner as tardiness.

###### **Clinical Standards**

Students are mandated to adhere to the policies and procedures of each institution according to the contractual agreement between the College and the health care institution. All health care facilities are tobacco-free and drug-free.

Students must be cleared for clinical before they may attend Clinical Orientation. Students who are unable to meet all of the required health requirements may not be eligible for clinical facility placement (See Health Requirements). The inability to participate in clinical will result in course failure. Students should have transportation to and be willing to attend clinical in any facility within the four-county area (Indian River, Okeechobee, St. Lucie, Martin). There is no guarantee students will be assigned to a clinical facility close to their home.

Health care clinical facilities may change requirements at any time and reserve the right to deny students placement for any reason. Students who do not submit health requirements by the provided due dates will not be eligible for clinical placement. Inability to attend clinical may result in course failure.

1. Orientation to a clinical facility is mandatory, even if it is on a different day than your scheduled weekly clinical rotation. Absence for ANY reason may result in course failure.
2. Students must be well-rested before beginning their assigned clinical day. Students who work in a hospital, or other 24-hour facility, are not to work the night before a morning student clinical rotation, or the day of a night clinical rotation (23:00 – 07:00).
3. Students will meet with their Indian River State College (IRSC) faculty member at the clinical facility at the designated arrival place and time. Students must arrive on time and be prepared to care for their clients. Those who are tardy and/or not prepared to care for their client will be sent home by their IRSC faculty member and required to make up the clinical day later. Make-up days are at the discretion of the IRSC faculty and facility availability. A cost will be incurred by the student.
4. The students assigned to the IRSC faculty must be notified if the student is leaving the assigned unit; students are not permitted to leave the clinical facility during the clinical day. Students may not remain in the clinical facility once the shift has ended and after the clinical IRSC faculty has left the facility. Students should not be in the clinical facility without their assigned IRSC faculty member present.
5. The nursing IRSC faculty member will provide direct supervision of students while in the clinical facility. Students are expected to communicate regularly with their IRSC faculty member.
6. Students are required to adhere to the policies and procedures of each clinical facility according to the contractual agreement between the College and the health care institution. Health care institutions have the right to refuse a student.
7. Clinical dress code standards are mandatory for all students when in a clinical facility as a student. Student ID badge must be visible, or facility ID badge, if applicable. All facility badges must be returned to their assigned IRSC faculty member at the end of the clinical rotation.
8. Absence from clinical must be communicated to their IRSC faculty no less than 30 minutes before clinical via cell phone or email. Students who miss two or more clinical days must meet with their Department Chair.
9. Failure to notify the students assigned IRSC faculty of an absence will result in counseling and probation, and possible failure from the program. Students must speak with their IRSC faculty directly. Make-up days are at the discretion of IRSC faculty and facility availability. Students will incur a fee for each make-up day. Clinical absences must be made up within the same course/rotation. Any assigned written work must be submitted by the designated due date, or an unsatisfactory grade will be earned.
10. Cell phones, recording devices, and smart technology are not permitted in the clinical settings. Students may not receive personal calls at the facility.
11. Students are encouraged to take a few personal items inside the clinical facility. Belongings are to be stored in the designated places provided.
12. Students may only interact with clients to whom they have been assigned by the IRSC faculty.
13. Students must adhere to the concept of confidentiality regarding clients and client records. Information about clients may not be shared with other people, nor with staff who are not assigned to the client’s case. Hospital records may not be photocopied. Students are not to access client records other than those to whom the student is assigned.
14. Students and the assigned IRSC faculty follow the communication protocol of the clinical facility and may not serve as translators.
15. A verbal report must be given to the charge nurse, team leader, or primary nurse before leaving the unit. All necessary client care documentation must be completed by the student before leaving the unit.
16. Throughout the course, IRSC faculty will provide informal and formal feedback to students based on their clinical performance. If the student is not meeting expected competencies, counseling may occur, and the student may be asked to remediate in the nursing lab. The student will return to clinical upon completion of remediation. Should the student not complete remediation, the student may be unsuccessful in clinical and will fail the course.
17. When the course concludes, a formal evaluation will take place with a IRSC faculty member. IRSC faculty may confer with the health care agency staff on student progress. Written objectives for each course are shared with agency staff upon request.
18. The IRSC faculty provides students with courses/IRSC faculty, laboratory, clinical experience, and clinical site evaluations. A student is to bring the completed evaluations to the nursing office.
19. Should a student be involved in an accident or injury to self or to a client at a healthcare facility, a college incident report and agency report must be completed and signed by the student and clinical IRSC faculty within 24 hours of the incident. If the incident involves possible exposure to a bloodborne pathogen, the clinical IRSC faculty must be notified immediately.
20. Students employed at the clinical facility where they are assigned may not use their employee login during their student rotation.
21. Students may not provide medical care for relatives or acquaintances, IRSC faculty or staff, or facility staff. If a student finds that the IRSC faculty member provided a client assignment of such a person, the student is expected to share this immediately with the IRSC faculty and not review the client’s chart, receive a report, or enter the room.
22. The students may not bring children, family, or friends to a clinical site.
23. Students are expected to provide appropriate family members, friends, schools, babysitters, etc. With a detailed accounting of their schedules, including course names, room numbers, assigned facility, etc., in case of an emergency. The School of Nursing cannot, and will not, handle routine calls or messages for students. Direct your family members, etc., not to call the College except for a true emergency.

#### DRESS CODE STANDARDS

The personal appearance and demeanor of Nursing Assistant students at Indian River State College reflect the College and the Nursing Assistant course standards, and are indicative of the student’s interest and pride in the profession. Students are required to be in uniform for all course activities. Students must appear neat and professional at all times. Students are responsible for obtaining the proper size uniform before entering the program. Students will not be permitted on hospital units unless they are in correct uniform.

All students must adhere to the following standards:

* Proper personal hygiene, including mouth care, must be practiced. Decorative dental appliances

must be removed.

* Hair is to be neat, clean, of a natural color, and should not touch the shoulders. Hair below shoulder length must be both back and up. White headbands may be worn; conservative barrettes are acceptable.
* Nails should be no more than 1/4” and natural. No artificial nails or nail products may be worn.
* Conservative makeup may be worn. No artificial eyelashes are permitted.
* No colognes or perfumes may be worn. No smoking odors should be noticeable.
* Shoes must be kept clean and white.
* Uniforms must be kept mended and laundered. Students are expected to comply with clinical facility dress code guidelines.
* Men should be clean-shaven or have neatly trimmed facial hair. If students elect to have facial hair, they must provide suitable infection control barriers at their own expense. When working with sterile materials, and when caring for clients, masks and other appropriate infection control barriers will be determined by the clinical instructor.
* Undergarments must be worn and must provide full coverage of the buttocks. No prints are to be worn.
* No body art or tattoos may be visible. Students may wear white or blue “sleeves” to hide tattoos.
* Uniform tops are to be of a length sufficient to cover buttocks.
* Uniform dresses are to be hemmed below the knee and worn with hose.
* No hats are to be worn when in School of Nursing uniform on or off campus. White scrub hats may be worn in the laboratory and clinical settings. No head coverings are permitted in class unless religiously required.
* Jewelry worn with the uniform must be limited. Should a student have a piercing that cannot be removed, the student must find a reasonable means of covering the piercing.

Students may wear:

* A solid wedding band (if applicable)
* A wristwatch
* One set of stud earrings, no larger than 1/8” diameter; white or yellow metal, or pearls.

Students may **NOT** wear:

* Nose rings and other visible piercings, including tongue piercings
* Necklaces
* Bracelets
* The Indian River State College and School of Nursing logos may not be added or embroidered to clothing purchased at locations other than the RiverShop.

##### Required NA Uniform

* Light blue scrub tops
* 2 white uniform scrub pants
* White calf-length, knee-hi socks, or white hose (no ankle socks)
* White regulation uniform shoes (no clogs, backless shoes, slingbacks, or sandals)

##### Additional Garments / Accessories (Optional)

* Lab jacket with Indian River State College School of Nursing logo on left chest
* White undershirts (matching scrub pants) may be worn under scrub shirt
* Uniform dresses (must be hemmed to a length below the knee)

##### Supply List

* Gait belt
* Watch with second hand
* Dual head stethoscope
* Sphygmomanometer (blood pressure cuff)
* Basic calculator
* Earbuds/headphones
* Laptop

#### GRADING, PROGRESSION, AND COMPLETION

The School of Nursing uses letter grades of A, B, C, D, and F. An Incomplete (I), may be given in exceptional circumstances when at least 75% of the course objectives have been met and the student’s average is at least 76.0%. **Note: Course syllabi will specify calculating final course grades.**

Letter grades range:

|  |  |
| --- | --- |
| A | 90-100 |
| B | 77-89 |
| C | 70-76 |
| D | 60-69 |
| F | <60.0 |

#### COURSE EXPENSES, PROGRAM FEES

A list of approximate costs is located on the Nursing Assistant web page at [irsc.edu/program/nursing/](https://irsc.edu/program/nursing/). In addition to these costs, students should allow for room and board, transportation, and personal living expenses. Please note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly. Microsoft Office 365 is available for all active Indian River State College students.

Students will create an account with Complio from American Databank, Inc. This platform is used to store students’ medical records while they are in the course and for clinical rotations. Costs for Complio

are included in the program expenses listed on the Nursing Assistant web page.

#### SCHOLARSHIPS

Scholarship opportunities are available through MyPioneerPortal. The application deadline for all Indian River State College Nursing Scholarships can be found on the Indian River State College website. Visit [www.irscfoundation.org](http://www.irscfoundation.org/) for the exact deadline of each scholarship.

#### INTEGRITY AND PROFESSIONAL CONDUCT

Integrity and professional conduct are vital in the college environment. Expected conduct and competencies can be located in the “Code of Academic and Clinical Professional Conduct” (see Appendix B, p. 24) and course syllabus. Faculty and staff are responsible for counseling any student they have seen violating integrity or displaying unprofessional conduct. Students may discuss concerns with their instructors or the Department Chair.

Violations of integrity and professional conduct include unprofessional behaviors, such as arriving late to a course-related activity, late or no submission of expected course-related item (such as clinical paperwork), violation of client confidentiality (HIPAA), or activities resulting in a student having an unfair advantage by copying, purchasing, distributing, and/or sharing copyrighted instructor resources of any kind. Additional violations of integrity include unethical behavior, falsifying documents, plagiarism, and cheating. Cheating includes purposefully giving or receiving unapproved aid or notes on examinations, papers, or class assignments. Cheating also includes the unauthorized copying of tests, sharing test information, or sharing answers to assignments. The use of AI to complete written assignments is considered an unfair advantage equating to cheating. Furthermore, faculty do not provide permission to post or share course-related items on social media or educational websites.

Plagiarism is an act of academic dishonesty. Indian River State College Board Policy Number 6Hx11-

7.24 Student Standards of Conduct states: “Any student who accepts the privilege of enrollment at Indian River State College is deemed to have given his or her consent to adhere to the policies of the College and the laws of the State of Florida.” Nursing Assistant students are expected to familiarize themselves with the plagiarism tools provided by Indian River State College Library Services. Social media sites such as Facebook, Instagram, and Twitter are subject to the same professional standards related to HIPAA, FERPA, and clinical affiliation confidentiality.

**First Occurrence:** The violation will be discussed with the student and documented on a counseling form. Remediation may be required.

**Second Occurrence:** The violation will be discussed with the student and documented on a second counseling form. The student will be placed on probation and must meet with the Dean of Nursing.

**Third Occurrence:** The third violation will result in dismissal from the School of Nursing. Client information is not permitted to be shared (by any means or mediums) outside of the appropriate clinical setting. Any student found guilty of cheating or plagiarism will receive an “F” in the course and must meet with the Vice President of Student Affairs for disciplinary action, up to and including expulsion from

the College.

#### HEALTH REQUIREMENTS

Upon provisional admission, Nursing Assistant students must provide proof of a physical examination stating the student meets the “Performance Standards for Admission and Progression” to the School of Nursing (Appendix A, p. 23). The annual physical examination must be completed by an M.D./A.P.R.N./P.A. or D.O. Nursing Assistant students involved in clinical experiences need to be aware that the risk of contracting an infectious disease is greater for health care workers than for the public. Students may not participate in clinical experiences until all health requirements are on file with the School of Nursing.

Upon acceptance, students must submit:

* An annual tuberculin screen (valid for one year from the test date)
* Documentation of two MMR immunizations OR positive rubella, rubeola, and mumps titers
* Documentation of all three immunizations; OR two immunizations for Heplisav B vaccine; OR sign a declination waiver
* Documentation of two varicella immunizations OR a positive varicella titer
* Documentation of tetanus immunization
* Annual flu immunization before flu season

Students who have a change in health status/injury while enrolled in the program will be expected to report the nature of their change in status to their instructor and/or the Department Chair and to the School of Nursing Office. To ensure compliance with the healthcare affiliation agreements, faculty, Department Chairs, and the Dean hold the right to request medical clearance from a health care provider. Failure to notify the School of Nursing of a change in health status may result in dismissal from the program.

After any change in health status that results in absence from class or clinical, the student must submit a statement from their physician stating that they are medically cleared for class and clinical without restrictions before returning to the course. In cases where absences caused by a change in health status interfere with a student’s progress, the student may need to withdraw from the course. After the resolution of a health problem, the student should contact the Department Chair to provide documentation of updated health status and to discuss the student’s options.

Students who have changes in their health status, who are pregnant, and/or immunocompromised must work closely with their physician to assess the risk of participating in client care/clinical experiences. Instruction on standard precautions for the control of infectious diseases is included in the curriculum. Indian River State College cannot guarantee a latex-free environment in classrooms, labs, and clinical settings. Students with a latex allergy should consult their healthcare provider.

Any student who exhibits symptoms/behaviors deeming him/her unfit for class will be removed from the classroom or clinical setting. The School of Nursing reserves the right to request clearance from a medical professional, and a drug screen, if appropriate. A student’s inability to participate in clinicals may

result in not passing the nursing course. Indian River State College regulations will be followed as outlined in the “Impaired Practitioners Program of Florida IPN Referral Process” in Appendix G of the *Nursing Assistant Student Handbook*.

#### COMPLIO FROM AMERICAN DATABANK

Applicants who are provisionally accepted, or are provisional alternates, will create an account with Complio upon admission. Costs incurred are included in the Program Expenses documents on each program’s web page.

#### LIABILITY AND ACCIDENT INSURANCE

Students attending a clinical rotation must purchase accident and liability insurance as a component of their clinical course registration. The liability policy provides coverage while the student is participating in the program’s activities. The accident policy provides coverage while the student participates in college-sponsored activities while on the premises designated by and under the direct supervision of the College. Accident and liability insurance is paid in student fees and is incorporated into the course fees.

All students are expected to register and pay for their course registration by the first day of class. Should an accident or incident occur involving a student or a client under the care of a student, the student must complete an Indian River State College Accident/Incident Report form within 24 hours of the incident (faculty always carry copies of the form). Students are responsible for any expenses related to their own treatment for accidents or injuries.

Additionally, each agency usually requires the completion of its own accident/incident form. A copy of the liability and accident policy coverage is available to students online at [www.irsc.edu.](http://www.irsc.edu/) Visit the Nursing Assistant program webpage and scroll down to “Liability/Accident Insurance Coverage.”

#### BACKGROUND CHECK AND SUBSTANCE ABUSE

Students’ background checks, drug screens, and health information are shared with clinical facilities before approval for clinical rotations. This information is collected upon admission, and of students who are out of the program for six months or more. Students who have a convicted offense may be subject to approval by the clinical facility and are not guaranteed clinical placement and/or completion of required coursework for course completion and state certification/licensure. The clinical facility holds the right to request additional information regarding the criminal offense and may decline the student’s admission for clinical placement. All students are expected to visit the Florida Board of Nursing website at [floridasnursing.gov](https://floridasnursing.gov/) to review the requirements for licensure.

The Florida Board of Nursing requires additional criminal checks on all applicants for licensure and any nursing licensure applicant who has an arrest history to present those records. The Florida Board of Nursing is the state agency authorized to issue nursing licenses [(floridasnursing.gov/licensing](https://floridasnursing.gov/licensing/)). As part of the licensure application process, graduates will be required to submit a signed statement verifying compliance with the Agency for Health Care Administration Florida Board rule 64B9-3.0.

#### BACKGROUND CHECK AND REQUIREMENTS

Standards for background checks were developed in conjunction with the Indian River State College School of Nursing Advisory Committee, where our clinical partners assist in determining clinical agency requirements, compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards of human resource management, and Florida statutes on licensure requirements. Competency extends beyond technical skills to an individual’s criminal history.

Level II background checks for all newly admitted nursing students are required. Students will receive directions on how to complete their background checks. Should a student be out of any nursing program for 6 months or more, will require a new background check.

If the background check results in denied admission to a clinical agency and/or access to patients, the academic requirements for the nursing program cannot be met, and the student will be denied admission to (or will be withdrawn from) the program.

##### Disqualifying Background Check Results

The following histories will disqualify an individual from consideration for a clinical rotation, and thus, for admission to an Indian River State College School of Nursing program:

* Offenses outlines in Florida Statutes 435.04, 456.039 and 464.018
* Registered sex offenders or sex predators
* Health and Human Services – Office of the Inspector General
* Felony offenses regardless of adjudication
* Probation pending for any offense
* Any offense not acceptable to an affiliating agency

Please visit the Florida Board of Nursing at [floridasnursing.gov](https://floridasnursing.gov/) for a complete list of requirements, as listed in FS464.018.

Admission to a nursing program does not ensure eligibility for licensure or future employment. Clinical agencies reserve the right to deny any student placement. Clinical agencies may conduct additional background checks at their discretion. If an enrolled student is found either through self- disclosure, or public record, to be ineligible for clinical placement due to being arrested or charged with a crime, the student is not able to meet clinical learning objectives and will be withdrawn from the program, pending resolution of the situation. **Any student who is arrested while enrolled in a School of Nursing program must notify the Dean of Nursing immediately, regardless of what is stated in the disposition.**

#### DRUG SCREEN

Healthcare agencies are drug-free places of employment. All healthcare agencies require a negative drug screen before hiring a new employee. The Indian River State College School of Nursing has been asked by our healthcare partners to require a negative drug screen for program applicants who will be

placed for clinical rotations. Applicants are required to obtain a substance abuse drug screen and may be subject to random drug screens throughout the program.

Should an applicant receive a positive drug screen, the applicant may reapply and be considered for application to a nursing program after a positive reference from a treatment team; the team should follow the applicant **for two years**, and have dealt specifically with the applicant’s problem of chemical dependence.

##### Disqualifying Drug Screen Results

* Tampered submissions; only the applicant’s urine may be used
* Positive drug screen, including medical marijuana
* Medications for which the applicant cannot provide a prescription from a health care practitioner

#### STUDENT ACCESSIBILITY SERVICES

Indian River State College provides reasonable accommodations to students with documented disabilities through the Student Accessibility Services (SAS) Office. The rights of students with disabilities that pertain to post-secondary education are provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who wish to request an accommodation for a documented disability may contact Student Accessibility Services at [irsc.edu/student-accessibility-service](https://irsc.edu/student-life/student-accessibility-services/).

Clinical placement for students with service animals requires approval from the clinical facilities. Clinical partners have the right to refuse a student for any reason; clinical placement is not guaranteed. Accommodations for clinical rotations will be reviewed individually.

#### STATEMENT OF ETHICS

A code of ethics indicates a profession’s acceptance of the responsibility and trust that it has been vested by society. Upon entering a health care profession, each health care professional adopts a measure of both the responsibility and trust that has shaped healthcare over the years. Health care professionals assume the obligation to honor the code of professional conduct and relationships for ethical practice.

Upon entering an Indian River State College School of Nursing program, each student inherently agrees to accept the responsibility and trust granted to the healthcare profession. When a particular behavior is questioned, the student must be able to justify all behavior as ethical. Failure to do so may result in disciplinary action, which may include dismissal from the program.

#### EMAIL / CONTACT INFORMATION

All students are required to utilize the provided Indian River State College RiverMail email account and check their email frequently for all communication. Emails are to be professionally written using appropriate grammar, punctuation, correct spelling, and signature. The student must notify the School of Nursing office staff and Student Records of any contact information change.

#### USE OF ELECTRONIC DEVICES

Use of electronic devices (cell phones) or wearable technology (such as smartwatches and smart rings) is only allowed during lectures if on silent mode and kept out of sight.

Cellular phones are not to be used during class. Please keep phones on silent inside backpacks or pockets during lectures. Phones are to be kept off and stored in backpacks during exams. Personal calls may only be taken while on break. Faculty reserve the right to ask a student to step out of class and/or be dismissed for the day if found to be utilizing their cell phones/electronic devices in a disruptive manner and/or not engaging in the class lecture/clinical demonstration. Students using cell phones or taking pictures in the classroom or laboratory should ask faculty permission. Students should not have their cell phones in the clinical unit and may face disciplinary action up to and including permanent dismissal. Personal electronic devices and wearable technology are not permitted in the clinical setting. Under no circumstances are audio/visual recording devices to be used in the healthcare setting.

Violations of this guideline include, but are not limited to, any act or failure to act which results in the following:

* Breach of confidentiality and/or HIPAA violation, harm, danger, or threat to a client, student, faculty member, staff member (College or professional practice experience), or any other person.
* Damage to or theft of College, clinical, or personal property. This includes the removal of documentation containing client-identifying data elements.
* Any act of academic dishonesty, including cheating, plagiarism, or falsification of clinical or hospital records which the student either commits, solicits, or assists another to commit.
* Any act that will endanger the integrity of the program or harm the relationship between the College and any of its professional practice experience sites.
* Any behavior or activity that can be reasonably considered unprofessional and/or illegal.

#### CONFIDENTIALITY STATEMENT

PROTECTED HEALTH INFORMATION (PHI) is information you create or receive in the course of providing treatment or while engaged in nursing program activities, including information related to the past, present, or future physical and/or mental condition of an individual, and information in ANY medium—whether spoken, written, or electronically stored—including videos, photographs and X-rays. Students are expected to maintain all client information confidentiality, whether spoken, written, or electronically stored. PHI is protected by federal legislation and provides strong privacy rights and preserves quality health care. A violation of these federal regulations or any violation of the HIPAA agreement (Appendix C, p. 25) can result in disciplinary action, such as loss of nursing student status (i.e., dismissal), fines, or imprisonment. If a disclosure of PHI is made, student may fail the clinical and course, be dismissed from the program, and be ineligible to return. Students may also face legal action with a penalty as high as a $250,000 fine and 10-year imprisonment.

Students will not, under any circumstances, discuss any client, hospital, or staff information outside the confines of the classroom, clinical or post-conference area, and/or without the direction and

guidance of the respective instructor or other Indian River State College faculty or department supervisor. It is illegal for students to photocopy, photograph, record, print or electronically transmit any part of the client’s chart and/or computerized record. If at any time a student has a concern regarding an occurrence in the healthcare setting, the student is to discuss the concerns with Indian River State College faculty. Healthcare agencies may require students to sign an agency confidentiality agreement before any experience in that facility.

#### COMPUTER REQUIREMENTS

Students are required to have a laptop computer (not iPads or tablets) for completion of course- related assignments and examinations. The laptop should be less than three years old and have the ability to connect to Wi-Fi. It must have a built-in microphone and speakers with a port for earbuds/headphones. The laptop should have a minimum of one USB port. Microsoft Office 365 software can be downloaded for free through MyPioneerPortal.

Using an Indian River State College computer to access materials of a sexual or derogatory nature violates the College policy on non-harassment, which assures a positive learning environment. Violation will result in disciplinary action.

#### POST-EXPOSURE PROTOCOL

Should a student be involved in an accident or injury to self or to a client at a healthcare facility, a college incident report and agency report must be completed and signed by the student and clinical instructor within 24 hours of the incident. Students exposed to infectious bodily fluids in the clinical area during a medical procedure or classroom practice must immediately report to the instructor. The source person and exposed individual may be requested to submit baseline testing for HBV, HIV, PPD, and RPR

as appropriate. If at a clinical site, the healthcare agency will be notified and the agency protocol for such exposure followed. Additionally, a report must also be submitted to the Indian River State College Student Wellness Center via the instructor and the College Post-Exposure Protocol will be discussed with the student. Refer to the College website at [www.irsc.edu](http://www.irsc.edu/). Visit any School of Nursing program web page and scroll down to “Additional Program Information.” Click on the blue link, “Post Exposure Protocol.”

#### STUDENT PARKING REGULATION

Indian River State College parking and traffic regulations apply to everyone operating a motor vehicle on property owned by the College. Parking regulations are enforced by Campus Safety. All students parking their vehicles on campus must display an Indian River State College parking decal. Decals are available at no charge in the Campus Security Office at the Massey Campus, or from the Student Success Center on other campuses. Parking spaces marked “Reserved” or “Faculty Only” parking lots are not for student use. Students parking in a “Reserved” space may be ticketed and/or towed by a private towing service.

#### STUDENT PHOTO ID

Students must wear their Indian River State College Nursing Assistant Student photo ID, visible in class

and clinical. All ID badges provided by a clinical facility must be returned at the end of the semester. Failure to return clinical ID badges may result in an incomplete grade for the course, and a hold preventing future registration and/or program completion. Students who are dismissed from the School of Nursing are expected to submit their Indian River State College Nursing Assistant Student photo ID.

#### SEVERE WEATHER ALERTS

As hurricanes are a possibility in our area, students are advised to monitor the College website at [www.irsc.edu](http://www.irsc.edu/), Facebook, Twitter, and WQCS 88.9 FM for information regarding Indian River State College classes and activities in the case of a hurricane or other emergency. If the College is closed, some classes and/or clinical rotations may have to be rescheduled, and/or additional days may be added. Students should keep their emergency contact information current by logging in to your Student Portal and updating your phone number.

#### CLASS CANCELLATION

Classes may be canceled in severe weather or an emergency. Students are advised to monitor the College website [www.irsc.edu](http://www.irsc.edu/), and to listen to local radio stations for official information on any college-wide closings/class cancellations.

#### SAFETY PRECAUTIONS

Students are expected to be cognizant of these basic security precautions while on an Indian River State College Campus, or at a clinical site:

* Always be safety conscious. Be aware of your surroundings.
* Stay in well-lit areas. Make it a point to walk in the main walkways with other students and use the “buddy system” whenever possible.
* Do not enter elevators with someone who looks out of place or behaves suspiciously.
* Do not go into stairwells alone.
* Keep your keys in your hand while you walk to your car. Always make sure your car is locked and check the back seat before entering the vehicle.
* Keep the door locked if you are in a room alone. If someone knocks, ask who it is before opening the door.
* Make sure a friend or relative knows where you are going and when you are expected back.
* If you feel like you are being followed or threatened, go immediately to a place where there are other people.

All suspicious persons and activities should be immediately reported. Students should immediately speak with their instructor and report to Campus Security. Students may also use the Code Blue Telephones located at the Pruitt Campus in Port Saint Lucie, the Massey Campus in Fort Pierce, and the Chastain Campus in Stuart.

#### SOCIAL MEDIA

Social Media sites such as Facebook, Instagram, and Twitter are subject to the same professional

standards related to HIPAA, FERPA, and clinical affiliation confidentiality. Violations like this will be subject to the same disciplinary action as a violation of the “Statement of Ethics” (see p. 18).

#### GRIEVANCE POLICY

A suggested process for resolving complaints within the School of Nursing is as follows: **A student should always discuss the issue with the parties involved, including the Instructor/Department Chair and Dean of Nursing**. Academic and disciplinary decisions may be appealed. Program dismissal may not be contested. All Indian River State College students can request a formal review of their complaint following the “Student Grievance Procedure” outlined in the *Indian River State College Student Handbook/Planner.* To submit a complaint to the Florida Board of Nursing, 4052 Bald Cypress Way, Tallahasee, FL 32399. (850) 245-4125.

#### APPENDIX A

##### Performance Standards for Admission and Progression

Nursing involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, to be considered for admission or be retained in the program after admission, all students must be able to demonstrate the following abilities without accommodations. Successful completion of nursing courses requires students to attend a didactic lecture, laboratory, and inpatient clinical. Adapted from the Board of Directors of the Southern Council on Collegiate Education for Nursing (SCCEN) Guidelines for Nursing Education Programs. **Note: Latex is in all clinical facilities, as well as classrooms and labs.**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Standard** | **Examples of Necessary Activities (not all-inclusive)** |
| Critical Thinking | Critical thinking ability sufficient for clinical judgment. | Identify cause-effect relationships in clinical situations; develop nursing care plans. |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds. Ability to cope with stress. High degree of flexibility. | Establish rapport with patients/clients and colleagues. |
| Communication | Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm manner. | Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. |
| Mobility | Physical abilities sufficient to move from room to room and to maneuver in small spaces. High degree of flexibility. | Move around in patient rooms, work spaces, and treatment areas; administer cardiopulmonary procedures. |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective nursing care. | Calibrate and use equipment; position patients/clients. |
| Hearing | Auditory ability sufficient to monitor and assess health needs. | Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help. |
| Visual | Visual ability sufficient for observation and assessment necessary in nursing care. | Observe patient/client responses. Accurately prepare and administer medication. |
| Tactile | Tactile ability sufficient for physical assessment. | Perform palpation, functions of physical examination and/or those related to therapeutic intervention (e.g., sense temperature change), assess peripheral pulses, and insert a catheter. |
| Strength/Stamina | Sufficient stamina to provide patient care in the clinical setting and related responsibilities for extended periods of time (about 8-12 hrs.). Ability to lift/manipulate/move at least 50 lbs. Transfer clients to chairs/stretchers/tables. move and manipulate equipment. | Adapt to shift work. Lift without restrictions, from standing position. Students with weight restrictions cannot be accepted into clinical courses. |
| Occupational Exposure | Ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids, toxic substances. | May be required to perform procedures and/or come in contact with patients/clients with communicable diseases. Provide total care using standard precautions. |
| Personal Behavior | Emotional health sufficient for full utilization of intellectual abilities, effective functioning during stressful situations, ability to adhere to professional boundaries, Code of Ethics for Nursing-American Nurses Association. | Demonstrate honesty, integrity and accountability, perform multiple responsibilities concurrently; handle strong emotion. Adapt to changing patient/client care situations, respect patient/client rights and avoid criminal behaviors  such as chemical dependency and abuse. Maintain professional boundaries. |

#### APPENDIX B

##### Code of Academic and Clinical Professional Conduct

As an Indian River State College Nursing Assistant student, I pledge to:

* Actively promote and encourage the highest level of legal and ethical principles in academic and clinical situations.
* Strive for excellence in all aspects of academic and clinical performance.
* Promote life-long learning and constantly strive to improve the quality of nursing care.
* Maintain and promote integrity, truthfulness and honor in the performance of all academic and clinical responsibilities.
* Treat others with respect in all areas of the clinical and academic setting.
* Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to facilitate the education of nursing students.
* Cooperate in every reasonable manner with the academic and clinical faculty and clinical staff to ensure the highest quality of patient/client care (and use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students).
* Encourage mentorship and cooperation with other Indian River State College nursing and allied health students, as one means to meet the academic and clinical needs of students.
* Advocate for the rights of all patients/clients.
* Provide care to clients in a reasonable, compassionate, considerate, knowledgeable and professional manner.
* Refrain from performing any technique or procedure, including medication administration, for which I am unprepared by education or experience and/or without faculty or preceptor approval.
* Accept the moral and legal responsibility for my actions.
* Refrain from misrepresenting my position as a nursing student.
* Refrain from any action or omission of care on campus or in the clinical setting that creates unnecessary risk of injury to self or others.
* Maintain confidentiality in all aspects of patient care including the avoidance of unauthorized duplication of the patient/client’s medical record.
* Serve all patients/clients impartially and accept no personal compensation from those entrusted to my care as a nursing student.

**APPENDIX C**

**Indian River State College**

**HIPAA Confidentiality Agreement for Students**

The discussions used and disclosures addressed by this agreement mean any verbal, written, or electronic communications, including email and social media sites such as Facebook, Instagram, and Twitter.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site and includes the participation of a faculty member. This includes verbal and electronic discussions.

I understand that I cannot access any chart other than that of an assigned patient. I am not allowed to access my own personal chart or that of family, friends, or acquaintances.

I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned.

I acknowledge that medical records, accounting information, patient information, and conversations between or among health care professionals about patients are confidential under the law and this agreement. I further understand that it is a violation of HIPAA to access any patient information other than for those to whom I am assigned.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the following information as possible:

|  |  |
| --- | --- |
| Names | Account numbers |
| Dates of birth, admission, discharge, or death | Certificate/license numbers |
| Geographical subdivisions smaller than a state | Vehicle/device identifiers |
| Telephone/fax numbers | Web locators (URLs) |
| Email addresses | Internet protocol (IP) addresses |
| Social security numbers | Biometric identifiers |
| Medical record numbers | Pictures featuring full faces |
| Health plan beneficiary numbers | Any other unique identifying numbers, codes, or characteristics |

#### APPENDIX D

##### Statement of Ethics

The American Nurses Association’s (ANA) *Code of Ethics for Nurses with Interpretive Statements* states: “The need for health care is universal, transcending all individual differences. The nurse establishes relationships and delivers nursing services with respect for human needs and values without prejudice” (ANA, 2001). For additional information, refer to the *Nursing Division Student Handbook*.

The American Nurses Association’s *Code of Ethics*:

* The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, work and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
* The nurse’s primary commitment is to the patient, whether an individual, family, group or community.
* The nurse promotes, advocates for, and strives to protect the health, safety and rights of the patient.
* The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
* The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
* The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
* The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
* The nurse collaborates with other health professionals and the public in promotion community, national and international efforts to meet health needs.
* The profession of nursing, as represented by associations and their members, is responsible of articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

Source: Reprinted with permission from the American Nurses Association.

American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements*. <http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code>

-of-Ethics.pdf

## APPENDIX E

**INDIAN RIVER STATE COLLEGE**

### Nursing Assistant Clinical Evaluation Record

**Rating scale**

1. – Outstanding
2. – Above average
3. – Average
4. – Below average
5. - Unsatisfactory

Name Nursing Assistant Clinical

Date – From to Theory Grade

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Nursing Assistant  Clinical | | |
| Maintains effective interpersonal relationships | |  | | |
| Maintains nursing communication | |  | | |
| Effectively organizes and plans care | |  | | |
| Provides individualized patient care | |  | | |
| Practices safety | |  | | |
| Uses time efficiently | |  | | |
| Efficiently uses space and equipment | |  | | |
| Demonstrates reliability | |  | | |
| Displays professional appearance | |  | | |
| # Times Tardy | | FINAL GRADE | | |
| # Hour Absences | Make Up Completed: | S | U | I |

### Nursing Assistant – Nursing Home:

Faculty Signature Date Student Signature Date

Student Name Campus Semester Instructor

|  |  |  |  |
| --- | --- | --- | --- |
| Skill | Attempt  S/U | Date | Instructor |
| Isolation Procedure – Chapter  12 |  |  |  |
| Care of Resident Unit &  Personal Items |  |  |  |
| Temperature – Tympanic, oral digital probe, Glass  thermometer |  |  |  |
| Blood Pressure – Manual &  Electric |  |  |  |
| Charting Vital Signs |  |  |  |
| Apical Pulse |  |  |  |
| Pulse Sites |  |  |  |
| Collecting Specimens |  |  |  |
| Ostomy Care |  |  |  |
| Enemas (SSE, Oil Fleet, Tap,  H20) |  |  |  |
| O2 Delivery Systems |  |  |  |
| Mechanical Lift (Hoyer) |  |  |  |
| Elastic Stockings (Teds) |  |  |  |
| Height & Weight |  |  |  |
| Use of Canes, Walkers, and  Wheel Chair |  |  |  |
| Use of Restraints |  |  |  |
| Post Mortem Care (lecture) |  |  |  |
| Ace wraps |  |  |  |
| Charting ADL’s (Clinical) |  |  |  |



**APPENDIX F**

### Student Skills Check-off

Student Name Campus

Semester Instructor

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILL** | **ATTEMPT S/U** | **DATE** | **INSTRUCTOR** |
| Isolation Procedure |  |  |  |
| Care of Resident Unit and  Personal Items |  |  |  |
| Temperature – tympanic, oral  digital probe, glass thermometer |  |  |  |
| Blood Pressure – manual and  electronic |  |  |  |
| Charting Vital Signs |  |  |  |
| Apical Pulse |  |  |  |
| Pulse Sites |  |  |  |
| Collecting Specimens |  |  |  |
| Ostomy Care |  |  |  |
| Enemas (SSE, Oil Fleet, Tap,  H20) |  |  |  |
| O2 Delivery Systems |  |  |  |
| Mechanical Lift (Hoyer) |  |  |  |
| Elastic Stockings (Teds) |  |  |  |
| Height & Weight |  |  |  |
| Use of Canes, Walkers, and  Wheel Chairs |  |  |  |
| Use of Restraints |  |  |  |
| Post Mortem Care (lecture) |  |  |  |
| Ace Wraps |  |  |  |
| Charting ADL’s (clinical) |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROMETRIC STATE SKILL** | **ATTEMPT S/U** | **DATE** | **INSTRUCTOR** |
| Handwashing |  |  |  |
| Amb with gait (transfer) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Bedpan (fixed and standard) |  |  |  |
| Making an occupied bed |  |  |  |
| Re-position to side lying |  |  |  |
| Dress resident (with a weak  arm) |  |  |  |
| Empty Urine (foley) bag and  measure |  |  |  |
| Feed a snack and record |  |  |  |
| Take a pulse and record |  |  |  |
| Take respirations and record |  |  |  |
| Cath Cre to a female |  |  |  |
| Foot care |  |  |  |
| Mouth care |  |  |  |
| Denture care |  |  |  |
| Peri care to incontinent female |  |  |  |
| Hand and nail care |  |  |  |
| Partial bed bath |  |  |  |
| ROM elbow and wrist |  |  |  |
| ROM Shoulder |  |  |  |
| ROM hip, knee, ankle |  |  |  |
| Transfer from bed to wheel  chair |  |  |  |
| Communication Skills |  |  |  |

Notes:

**APPENDIX G**

**Nursing Assistant**

**Program Objectives/Learning Outcomes**

1. **Demonstrate** safe and competent interventions, data collection, and modifications to plan of care in the role of a Certified Nursing Assistant.
2. **Demonstrate** professional attitudes and values and an understanding of the ethical/legal principles in all interactions as a Certified Nursing Assistant.
3. Effectively **communicate** healthcare-related data, projects, and case studies through oral presentations and written reports.

**Course Objectives/Learning Outcomes**

The Florida Department of Education (FDOE) Rule 6A-6.0571, Curriculum Framework for Health Science Core Standards and Benchmarks: Health Science Core & Nursing Assistant Articulated Frameworks provided guidance and support for adoption of Course Objectives/Learning Outcomes.

1. **Demonstrate** knowledge of the health care delivery system and health occupations.
2. **Demonstrate** the ability to communicate and use interpersonal skills effectively.
3. **Demonstrate** legal and ethical responsibilities for this scope of practice.
4. **Demonstrate** an understanding of and apply wellness and disease concepts.
5. **Recognize** and **practice** safety and security procedures.
6. **Recognize** and **respond** to emergencies.
7. **Recognize** and **practice** infection control procedures according to standard precautions.

31

1. **Demonstrate** and understanding of information technology applications in healthcare.
2. **Demonstrate** employability skills.
3. **Demonstrate** knowledge of blood borne diseases, including HIV, Hepatitis, and TB (Florida Department of Education).
4. **Apply** basic math and science skills and personal financial skills.
5. **Use** verbal and written communications specific to the nursing assistant.
6. **Recognize** and have awareness of global health care issues.
7. **Perform** physical comfort and safety functions specific to the nursing assistant.
8. **Provide** personal patient care that includes bathing, hygiene, grooming, and dressing.
9. **Perform** patient care procedures including activities of daily living, feeding, intake and output.
10. **Apply** principles of nutrition.
11. **Provide** care for geriatric patients.
12. **Apply** the principles of infection control specific to the nursing assistant.
13. **Provide** biological, psychological, and social support.
14. **Perform** supervised organizational functions, following the patient plan of care.
15. **Assist** the restorative (rehabilitative) activities.



**APPENDIX H**

**Nursing Assistant**

#### PROGRAM EXPENSES

The following is a list of approximate costs and is subject to change. In addition to these costs, the candidate should allow for room, board, transportation, and personal living expenses. Note that non-Florida resident tuition is a higher rate per credit hour, which will increase total fees accordingly.

|  |  |
| --- | --- |
| Health Science Application Fee | $30.00 |
| CPR (course, mask and book) | $71.00 |
| Drug Screen and Criminal Background Check (fingerprinting) | $95.00 |
| Physical Exam and Immunizations, Clinical Onboarding | $250.00 |
| Tuition (including lab fees and malpractice/accident insurance) | $470.00 |
| Books | $150.00 |
| Equipment and Supplies including: Uniform, Lab Coat, Shoes Stethoscope, Watch | $300.00 |
| Nursing Assistant Certification including: Practice Exam and State Exam | $180.00 |
| **TOTAL (approximate)** | **$1,600.00** |

## APPENDIX I

**IRSC Nursing Programs Intervention Project for Nurses (IPN) Internal Administrative Guideline**

IRSC Health Science "Substance Use/Abuse Guideline" will be followed. The following pertains specifically to IPN involvement:

Students may be referred to the IPN program by the Dean of Nursing. This referral will be the decision of the Dean, Department Chair and Faculty involved with the referral. The following guidelines will be followed.

If a student enters or enrolls in the IPN program through avenues other than the School of Nursing referral, the student is responsible to notify the Dean and Department Chair immediately. This is congruent with current IPN guidelines. The faculty guidelines will be followed.

* 1. The School of Nursing decision regarding the ability for the student to continue in the Nursing program supersedes any IPN recommendation. The School of Nursing will evaluate the IPN recommendations and render a decision based on the resources of the School of Nursing, the probability of the student's ability to meet the educational objectives of the program and plan recommended by the IPN.
  2. Direct communication and correspondence (written and oral) between IPN and the School of Nursing will occur either with the Dean or Department Chair of the Nursing program.

Faculty will receive input concerning IPN involvement with the student on a conflict, need to know basis. All communication and knowledge of the student's IPN involvement is confidential; all parties involved are responsible to insure this confidentiality.

* 1. The student enrolled in a specific plan with IPN must adhere and complete all aspects of the plan in order to continue in the Nursing program. If the IPN plan is not followed, the student will face immediate dismissal from the Nursing program with return guideline voided. This decision is made by the Dean, Department Chair and involved Faculty. The decision is final and not appealable.
  2. It is the student's responsibility to notify the Dean and Department Chair of all aspects of the IPN plan and any changes or revisions as they occur. The Department Chair will immediately notify the appropriate faculty of plan and changes, as needed.

**Impaired Practitioners Program of Florida IPN Referral Process**

**Step 1**-Referrals Primary Sources: Employers/EAP, BON, AHCA, Treatment Providers, Self

**Step 2**-IPN Office

**Step 3**-Inappropriate **OR** Appropriate Referral?

**Inappropriate Referral**-No further action

**Appropriate Referral**

**Step 4**-Agency Investigation

**Step 5**-Analysis Data Collection (review of documentation)

**Step 6**-Final Review

**Step 7**-Intervention-Telephone or Onsite

**Step 8**-Evaluation with IPN Approved Provider-No Further Action or Treatment?

**Treatment:**

**Step 9**-Post Treatment Evaluation (Fitness to Practice Evaluation) IPN Advocacy Contract Executed

**Step 10**-Monitoring minimum 3-5 years includes:

* Monthly and bimonthly progress evaluations
* Structured nurse support groups

**Step 11**-Employer Reports

**Step 12**-Meeting Verification Forms

**Step 13**-Random Drug Screens

**Step 14**-Successful Completion **OR** Extended Monitoring

**\*NOTE**: Should an IPN participant fail to satisfactorily continue treatment, the IPN provides this information to the AHCA immediately to ensure the health safety, and welfare of the citizens of Florida.

## APPENDIX J

### IRSC Student Post Blood/Body Fluid Exposure Procedure Checklist/Counseling Form

1. The student is exposed to needle sticks, sharp injuries, blood or body fluid:
   * **IMMEDIATE FIRST AID SHOULD BE ADMINISTERED!!!**
2. The student should immediately notify their preceptor AND their clinical faculty:
   * Date/time/names
   * Date/time/ location of incident
3. The preceptor should assume patient responsibility, and the faculty are to contact the unit charge Nurse and follow unit guidelines for employee exposure.
4. Students must be sent to the emergency department or employee health during daytime working hours or the closest medical facility for evaluation and/or treatment.
5. After the initial treatment is completed, obtain the following forms from IRSC website.
   * Florida College System Risk Management Accident/illness Report - 2 pages
   * AG administrator Student Accident Claim Form - 1 page
   * Make sure you include the names of those who were notified, the date, time, and instructions you were given. Obtain the Occupational Health Nurse's name and contact information.
6. The above forms MUST be submitted to the nursing office on the main campus the following day. or the next business day (Monday) morning - do not destroy originals - see below.
7. The originals should be submitted to Risk Management.
8. Student Financial Responsibility:
   * The student’s health insurance will be billed as the primary payment of the care received.
   * The student is responsible for expenses.
   * Risk Management Accident/Illness insurance will provide secondary payment - all bills should be submitted to the Risk Management office.
   * The hospital or clinic where the incident occurred is not responsible for the cost of the care or follow-up.

**APPENDIX K**

# Student Rights and Responsibilities

**Student Rights**

The rights of IRSC students include:

* Right to privacy of educational records and access to educational records, as protected by FERPA
* Right to freedom of speech, specifically the

right to post and distribute printed materials in designated areas and the right to peaceful demonstration

* Right to seek redress of grievances; right

to request a hearing in a charge of misconduct

* In an investigative

proceeding for student conduct/ discipline, the student has the right to:

* Receive timely notice
* A presumption that no violation occurred
* An impartial hearing officer
* Avoid self-incrimination, remain silent. Present relevant information, question witnesses
* Include an advisor or advocate who is not serving in any other role, have an advisor,

advocate, or legal representative present

* Appeal the final decision
* Receive complete and accurate records of the proceeding
* Right to participate in College programs and activities in an environment free of

discrimination and harassment, including sexual harassment, sexual misconduct, or sexual assault

* In an investigative process for a complaint related to discrimination or harassment, the

student has the right to:

* Present evidence
* Insist on a formal investigation without fear of retaliation

**Student Responsibilities**

IRSC students are responsible to:

* + Become familiar with and adhere to Student Standards of Conduct, including
    - Respect each students' right to learn
    - Make responsible use of facilities and equipment, including electronic communications
    - Demonstrate respect towards faculty, staff, and administrators
    - Adhere to standards of academic honesty
    - Refrain from activities or conduct that might discredit or disrupt the College
  + Comply with non-discrimination/non­

harassment policy

* + Comply with anti-hazing policy
  + Comply with intellectual property policy
  + Comply with alcohol/drug-free campus

policy

* + Comply with tobacco/smoke free campus policy
  + Comply with firearms/weapons policy



37

**APPENDIX L**

# Student Grievance Policy and Procedure

Students at Indian River State College have the right to seek redress of grievances through the proper channels. Any member of the College community may file a grievance with the Office of Student Life. Any allegation should be submitted as soon as possible after the alleged violation takes place, preferably within seven business days. Reports must be filed with the Office of Student Life within ninety (90) calendar days of the incident or knowledge about the incident. IRSC reserves the right to exercise professional discretion to extend this filing time in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or well-being of another person or the IRSC community or where the delay is related to victimization issues. However, filing this report does not mean the College will formally charge the accused with a violation. Whenever possible the College will attempt to resolve the matter through an informal resolution.

The President has established the following formal review committees to handle all forms of student grievances:

* + Academic Review/Admissions Committee
  + Appeals Committee
  + Student Affairs Committee

Students in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice students must follow the Process for Disciplinary Review as described in the Criminal Justice Policy Manual. (Rev. 2022)

*The procedure for submitting a grievance:*

Students seeking review of a grievance should make a written request for review to the

Student Ombudsman/Student Advocate by email at [studentaffairs@irsc.edu.](mailto:studentaffairs@irsc.edu) The Student Ombudsman is located at the Office of Student Life and can be reached by phone at (772) 462-4706.

As a respondent to allegations, in this process a student or member of a student organization has the following rights:

* To timely notice;
* Of a presumption that no violation occurred;
* To an impartial hearing officer;
* Against self-incrimination and to remain

silent;

•

To present relevant information and question witnesses;

* To have an advisor or advocate who is

not serving in any other role; to have an advisor;

•

To appeal the final decision;

•

To receive copies of accurate and complete records of the relevant disciplinary proceedings; and

* To be notified through the code of

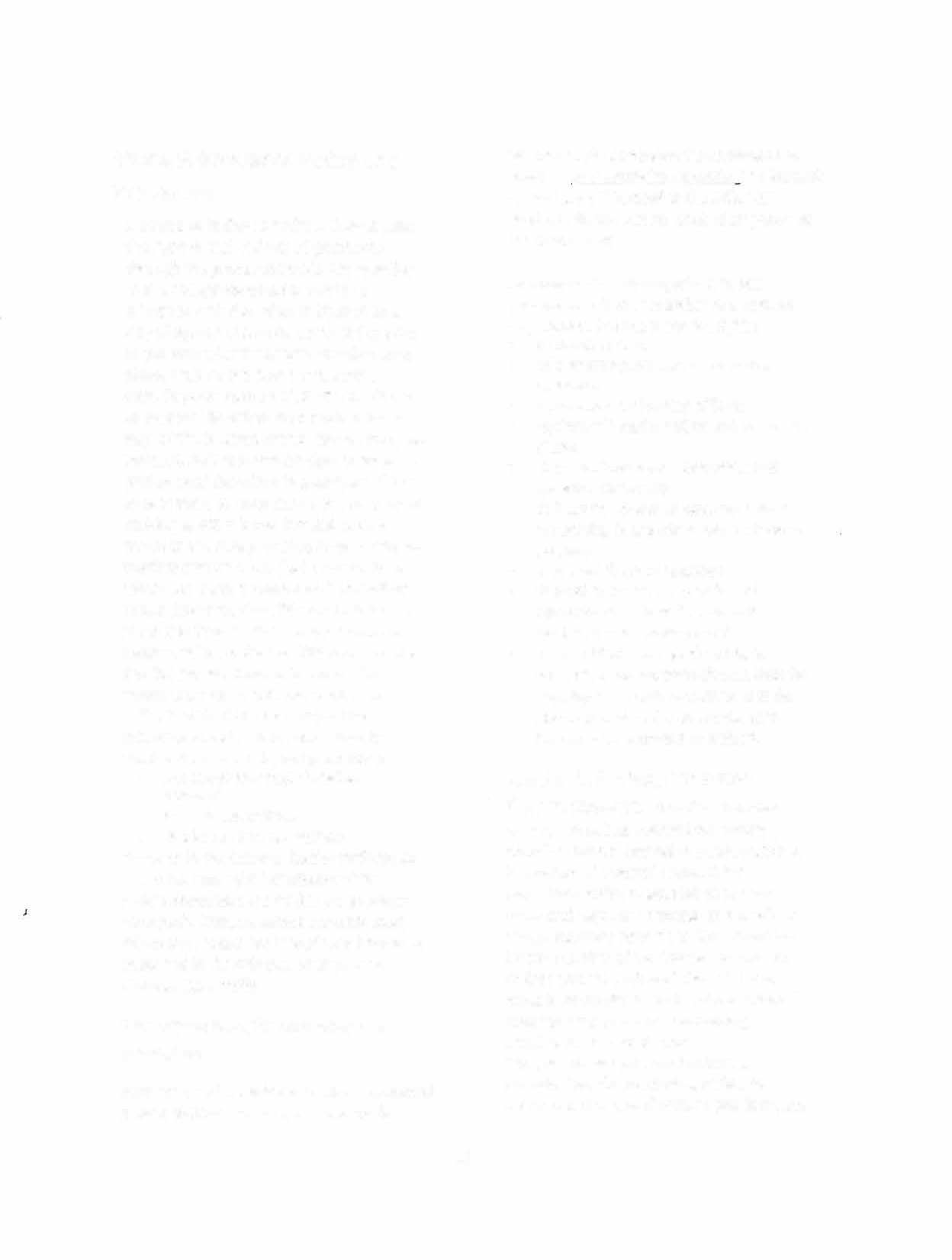
conduct of the institution's time limit for charging them with violations, and the circumstances under which the time limit may be extended or waived.

Academic Review/Admission Committee-This committee handles investigations into instructional matters, including but not limited to consideration of

the waiver of academic rules. It is a

committee which is established to hear cases and requests involving, among other things, petitions referred to the committee by any member of the College community and/or student body and also acts on all cases in which students do not meet stated requirements in matters concerning admissions or readmissions.

The committee's primary function is investigative; the committee makes no decision in the case of student petitions, but



38

serves the sole purpose of recommending to the President various actions and conclusions including a candidate's appeal for readmission. The procedures and actions of this committee are established at the pleasure of the committee membership and generally follow the principles of Roberts Rules of Order.

The committee may entertain information from any resource it deems appropriate. This committee comprises one element in an established procedure for the purpose of due process at IRSC. In the course of its investigations the committee may bring to light other individuals or issues which it may decide are relevant and should be brought to bear on the case at hand.

A student, faculty member, or other member of the College community initiates an investigation by this committee by presenting a petition to the Associate Vice President for Student Life for academic review, admissions or appeals, for permission to present a case to the committee. The petition must state clearly in writing the petitioner's reasons for requesting an investigation. The Associate Vice President for Student Life is responsible for identifying the Committee Chair and membership.

The quorum shall be three-quarters of the membership. The committee's recommendation is sent to the President or designated representative. The individual who initiated the investigation may appeal the committee's recommendation by petitioning the Associate Vice President for Student Life. {See following Appeals Committee description for conditions under which an appeal may be instituted.)

Appeals Committee-This committee considers appeals from individuals who have

been subject to actions that are a result of recommendations from the Student Affairs Committee, the Academic Review Committee, and other committees. This committee will hear appeals on only two conditions:

1. If the subsidiary committee has violated its own due process procedures.
2. If there is substantive new evidence to be presented which was not available to the subsidiary committee.

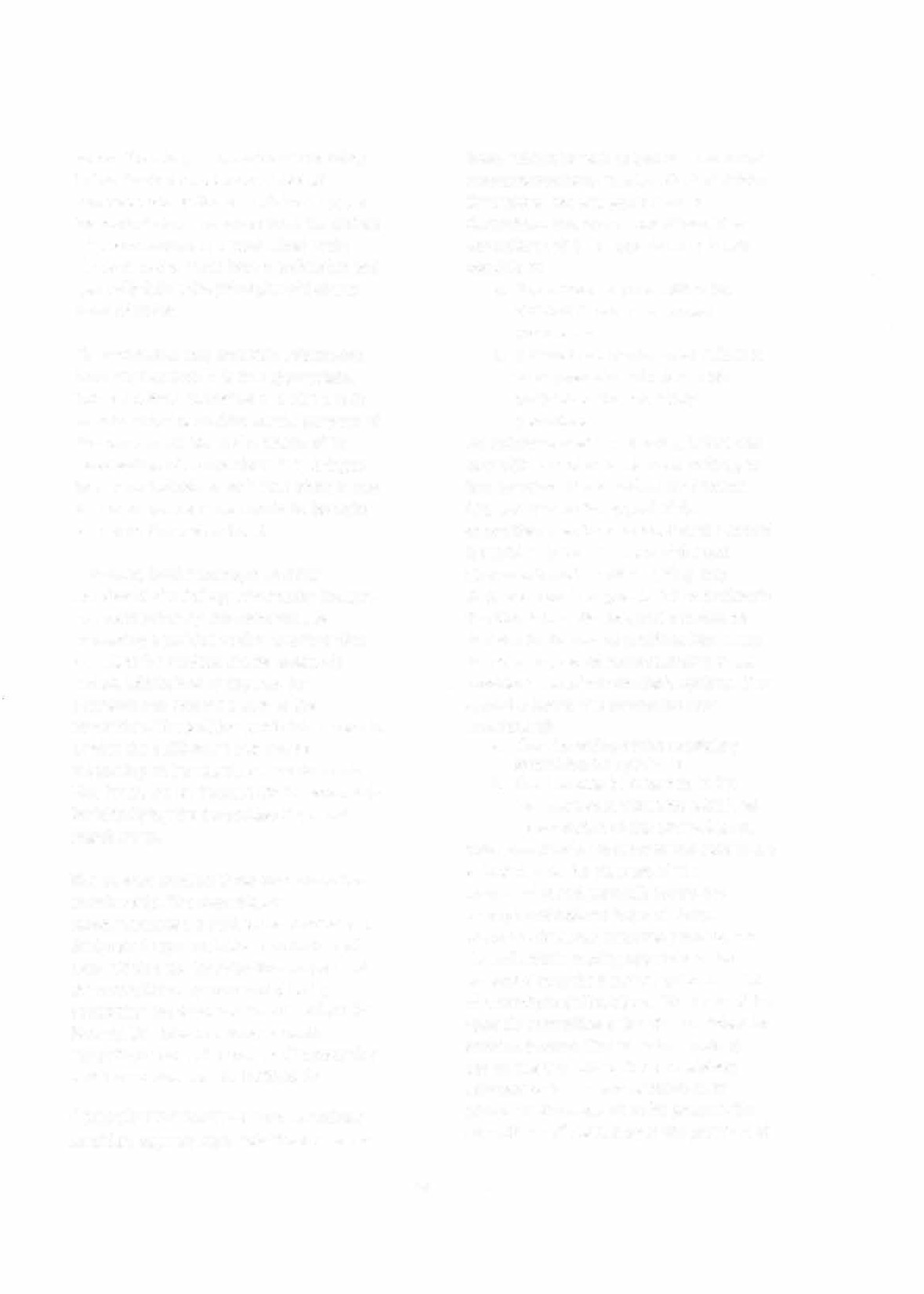
An individual seeking a hearing before this committee must state clearly in writing, to the Associate Vice President for Student Life, the reasons for appeal. If the committee members decide that the appeal is sufficiently based on one of the two aforementioned conditions, they may decide to hear the appeal. This committee's function is investigative, and it makes no decision in the case of petitions but serves the sole purpose of recommending to the President one of two available options. If an appeal is heard, the committee may recommend:

1. That the action of the subsidiary committee be upheld, or
2. That the case be returned to the

subsidiary committee for additional consideration of the new evidence.

This committee's procedures and actions are established at the pleasure of the membership and generally follow the principles of Roberts Rules of Order.

Material witnesses, resource persons, and the individuals making appeals may be present during the hearing, up to the point of committee deliberations. The Chair of the Appeals Committee is the Vice President for Student Success. The individual seeking appeal has the right to have an advisor, advocate or legal representative as an advisor. If attorneys are to be present, the committee will meet ol')ly in the presence of



16 39

the Board of Trustee's legal counsel.

Recommendations of the committee will be sent in private directly to the President of the College, and all activities and information within the committee hearing are completely confidential. This committee's activities are not subject to the Florida Sunshine Law as determined by a ruling of the Attorney General of the State of Florida. The membership of this committee is appointed by the President or his/ her designated representative. The membership is anonymous and remains anonymous.

Student Affairs Committee- The Student Affairs Committee is an administrative hearing committee

composed of impartial participants without

conflict of interests which investigates alleged violations of student affairs, including, but not limited to, disciplinary issues. Issues may be referred to this committee by any member of the College community. Three faculty members and three student members and their alternates are chosen by the Associate Vice President for Student Life. A quorum shall be the entire membership. The Associate Vice President for Student Life prepares the agenda for and is present at each meeting to serve as a resource person for the committee. The committee is a recommending body that reports directly to the President.

As a result of the committee's recommendations or other information at their disposal, the President may act to exonerate, to warn, to censure, to reprimand, to place on probation, to suspend, to recommend expulsion or other actions they deem appropriate to the issues and findings. The Student Affairs Committee is an investigative and recommending group;

it is not a judiciary body or court. Procedures and actions appropriate to a court are not necessarily appropriate to this body. Procedures are set by the committee. This committee is one element in an established procedure for due process at Indian River State College. In the course of investigation, the committee may bring to light other issues or identify individuals which may become a matter of investigation. If the student whose case was reviewed by the Student Affairs Committee wishes to pursue the issue further, the student may petition the Appeals Committee. (See the description of the Appeals Committee for the restrictions and limitations which apply).



40