



**Nursing Assistant
HCP 0410C**

**Application Booklet
2025-2026**

Visit www.irsc.edu for more information.

Indian River State College Communication Center
1-866-792-4772
www.irsc.edu

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

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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 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 to the Nursing 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



STEPS FOR SUBMITTING A QUALIFIED APPLICATION

1.	Read the entire <i>Nursing Assistant (HCP 0410C) Application Booklet</i> .
2.	Attend a virtual information session (see program webpage for dates and times).
3.	Ensure age requirement is met for clinical rotations. All applicants must be 18 years of age prior to the first day of clinical. Email IRSCSONprograminfo@irsc.edu for more information.
4.	Ensure eligibility criteria are met for licensure testing in Florida, as identified by the Florida Board of Nursing. Social security numbers, background checks, and drug screens are required for clinical placement by the healthcare facilities.
5.	Final high school and/or college transcripts(s) must be received by Student Records at records@irsc.edu (preferred but not required).
6.	Meet with an Indian River State College Nursing Admissions Counselor (visit irsc.edu/gless to set up an appointment) to ensure your transcripts have been received by Student Records, you are aware of the courses that were transferred to Indian River State College, and you meet the application criteria.
7.	Start the application process by visiting the Nursing Assistant webpage and selecting the "APPLY HERE" button. Pay the application fee and then return to the application page. Click "SUBMIT" to ensure your application is received.

INFORMATION SESSIONS

Monthly virtual information sessions provide applicants with the opportunity to ask about the School of Nursing's programs and understand how to become a qualified applicant. Registration and attendance of one virtual info session is expected (see webpage for dates and times).

SELECTIVE ADMISSIONS PROCESS

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.

Meeting admission criteria does not guarantee acceptance into the Nursing Assistant program. All admission requirements must be successfully completed and approved in order to be admitted into the Nursing Assistant program and registered for class. The SON will use the email address listed on your application for all communication. It is the applicant's responsibility to ensure their contact information is accurate and the application process is complete.

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 several different 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 to sit for the NCLEX-RN 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. Please visit the Florida Board of Nursing <https://floridasnursing.gov/> to ensure your eligibility.

Students admitted to the PN or ADN program are expected to take licensure examinations after graduation to become licensed nurses. If your plans include achieving licensure or certification, you should know requirements vary by state. For the Practical Nursing and Associate Degree Nursing program, completion of program requirements grants eligibility to apply to take the National Council Licensure Examination (NCLEX) in Florida or one of the current other nursing compact states, if you apply for a multi-state license under the enhanced Nurse Licensure Compact (NLC). A list of current compact states can be located on the National Council of State Boards of Nursing website <https://www.ncsbn.org/nurse-licensure-compact.htm>

If you are a student who may choose to reside outside of Florida, or one of the compact states after graduation, Indian River State College cannot confirm whether this degree program meets the educational requirements for professional licensure in your state. Since the ADN program at Indian River State College is nationally accredited, the curriculum should meet the requirements of other states;

however, some states have requirements in addition to the program's curriculum. If you wish to take the NCLEX-RN exam in a non-compact state, please contact the Board of Nursing in the state to determine whether this degree will meet their licensure requirements. The Florida Statutes Chapter 464 and the Board of Nursing Rules 64B9, provide applicants for licensure by examination may be denied licensure in Florida for such reasons as:

- 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 must have arrest and court records of final adjudication for each offense sent 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 IRSC nursing program is eligible to apply for nursing licensure, but graduation does not guarantee the Board of Nursing will issue the candidate a nursing license. Additional information is available online at myflorida.com

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 program 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 <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 (<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 64 B 9-3.0.

BACKGROUND CHECK AND REQUIREMENTS

Standards for background checks with and without fingerprints were developed in conjunction with the Indian River State College School of Nursing Advisory Committees, 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 at General Orientation on how to complete their background checks. Should a student sit out of the program for six months or more, a new background check will be required upon return.

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 a School of Nursing program.

1. Offenses outlines in Florida Statutes, 435.04, 456.039, and 464.018.
2. Registered sex offenders or sex predators.
3. Health and Human Services – Office of the Inspector General List of Excluded Individuals; US General Services Administration's Excluded Parties List; Employee Misconduct Registry; US Treasury Office of Foreign Assets Control's (OFAC) List of Specially Designated Nationals (SDN); Texas Health and Human Services Commission (TX HHSC); the Office of Inspector General (OIG) Exclusion List.
4. Felony offenses regardless of adjudication
5. Probation pending for any offense
6. Any offense not acceptable to an affiliating agency

FS 464.018 Disciplinary actions, includes:

- Procuring, attempting to procure, or renewing a license to practice nursing or the authority to practice practical or professional nursing pursuant to s. 464.0095 by bribery, by knowing misrepresentations, or through an error of the department or the board.
- Having a license to practice nursing revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another state, territory, or country.
- Being convicted or found guilty of, or entering a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of nursing or to the ability to practice nursing.

Please visit the Florida Board of Nursing <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 cannot 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.

Process

Background checks will be reviewed ONLY for applicants given provisional acceptance, or provisional

alternate

acceptance. Results of all background checks are reviewed by the Dean of Nursing and may be reviewed by any

affiliating agency. Results of all background checks become the sole property of the College and will not be available for

copying or for use to meet the requirements of outside employers or other educational institutions.

A student may be required to provide additional information regarding a listed offence on their criminal background. Most clinical agencies require their Human Resources Department's approval prior to clinical placement.

Clinical agencies have the right to ask for a new criminal background at any time. Once accepted to a program, the

student will be informed of the facility clearing processes.

DRUG SCREEN

Healthcare agencies are drug-free places of employment. All healthcare agencies require a negative drug screen before hiring a new employee. The IRSC 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

1. Tampered submissions; only the applicant's urine may be used.
2. Positive drug screen, including medical marijuana.
3. Medications for which the applicant cannot provide a prescription for from a healthcare practitioner.

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.

APPLICATION REQUIREMENTS

- ❖ Final transcripts submitted to Student Records.
- ❖ Students must be 18 years of age by the start of clinical.

Dual Enrollment Students

Dual enrollment students under the age of 18 must register for HCP 0122, which does not include the clinical component.

ADMISSION REQUIREMENTS

To be completed after provisional acceptance letter is received:

- ❖ 10-panel drug screen
- ❖ Level II Federal Bureau of Investigations National Background Check (FBI/NBC)

Once the **drug screen** and **background check** are accepted by the School of Nursing, provisional applicants will receive instructions regarding Complio, a third-party platform used to store student health records and clinical onboarding. Instructions for creating a user account are included with acceptance letters. Do not complete admission requirements without being instructed to proceed, as doing so may result in unnecessary expenses.

Details regarding requirements for submission of medical records will be provided. Please note, failure to submit the following requirements may cause delays in applicant start dates.

- ❖ Annual physical exam, indicating applicant meets “Performance Standards for Admission and Progression” (see p. 8)
- ❖ American Heart Association certification for BLS/CPR
- ❖ Immunizations:
 - Annual influenza vaccination
 - Annual tuberculosis screening
 - Varicella
 - MMR
 - TDAP
 - Hepatitis B

Candidates who wish to be considered for the Nursing Assistant program must complete the requirements outlined above. **It is the student’s responsibility to see that admission requirements are met.** Final acceptance into the course is contingent upon **satisfactory results** from admission requirements.

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 accommodation. 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.

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 upon admission. 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" (see p. 7) 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.

HEALTH INSURANCE GUIDELINES

Students in the Nursing Assistant program must have continuous coverage of healthcare insurance. All records must be kept current; any change in health insurance coverage must be reported to the School of Nursing within 24 hours of the occurrence.

COURSE EXPENSES

A list of approximate costs is located on the Nursing Assistant web page at 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. While in the program, students must also maintain health insurance coverage at their own expense. 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 the Student Portal. 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 for the exact deadline of each scholarship.

Reimbursement

If you become employed by a nursing home within 12 months of completing certification, under federal law and Florida facility handbook guidelines, the facility is required to reimburse nursing assistants' fees for training and testing. Contact the District Medicaid Office in your area if you have any questions regarding reimbursement.

GRIEVANCE GUIDELINES

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, e.g., the Instructor, before contacting their Department Chair and/or Dean. Academic and disciplinary decisions may be appealed. All IRSC students can request a formal review of their complaint following the "Student Grievance Procedure" outlined in the IRSC Student Handbook/Planner.

To submit a complaint to a state regulatory agency, please contact: The Florida Board of Nursing, 4502 Bald Cypress Way, Tallahassee, FL 32399. (850) 245-4125. <http://floridanursing.gov> The Florida Commission for Independent Education, 325 W. Gaines St. Suite 1414, Tallahassee, FL 32399. (850) 245-3200 <http://www.fldoe.org/policy/cie>

The Florida Department of Health, 325 W. Gaines St. Suite 1414, Tallahassee, F: 32399. (850) 245-0505 <http://www.fldoe.org>