



Bachelor of Science in Nursing

Student Handbook

*2021-2022 Academic Year
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Bachelor of Science in Nursing Student Handbook

Table of Contents

Welcome	4
BSN Program Accreditation Status	5
Florida State College at Jacksonville Equity Statement	5
Introduction	7
Background of Program and Global Scholars Distinction Program	9
Mission Statements	10
BSN Program Philosophy	11
BSN Program Goals and Outcomes	12
BSN Program Admission Criteria	14
BSN Program Progression Requirements	15
Baccalaureate Graduation Requirements	15
Graduation and Pinning Ceremony	16
BSN Course Sequence	16
Technology Requirements	19
BSN Policies and Expectations	20
Student Academic Dishonesty	28
BSN Complaint Process	29
Professional Resources and Guidelines	29
Appendices:	
Appendix A Educational and Practice Guidelines Used in the BSN Program	32
Appendix B ANA Code of Ethics for Nurses	34
Appendix C Substance Use/Abuse Policy	35
Appendix D Student Accident/Injury Procedures	36
Appendix E Notification of Injury	38
Appendix F Student E-Mail Address	40
Appendix G North Campus Student Resources	41
Appendix H Textbooks for BSN Program	43

WELCOME

The Bachelor of Science in Nursing (BSN) faculty and staff extend a warm welcome to each student beginning the Bachelor Degree Program in Nursing at Florida State College at Jacksonville. This handbook is designed specifically for BSN students to provide important information about the program. Content is designed to be informative and helpful. This handbook is intended to supplement the Florida State College Catalog and the Florida State College Student Handbook, both containing material related to student rights, academic policies, registration, financial aid, campus facilities, and course offerings. Helpful information related to online learning is located at <https://www.fscj.edu/academics/schools-of-learning/online-learning>. Please take the time to become familiar with all of these documents.

Although studies will be rigorous and demanding, please know that faculty members and staff are here to support and mentor each student, answer questions, and facilitate achievement of the BSN degree. Your success becomes our faculty and program success. Course information is directly communicated by faculty members. Program information is communicated through faculty members, the Dean and the Associate Dean of the BSN Program. Additional academic and administrative support is always available through Academic Student Success resources at this location:

<http://www.fscj.edu/admissions-aid/counseling-advising/>

Contact information listed below is only a small list of those who are willing to provide assistance.

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Advising

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BSN PROGRAM ACCREDITATION STATUS

This Bachelor of Science in Nursing education program is accredited by the *Accreditation Commission for Education in Nursing* (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. The ACEN phone number is (404) 975-5000.

The College, Florida State College at Jacksonville, is accredited by the *Southern Association of Colleges and Schools Commission on Colleges* (SACSCOC) to award the baccalaureate and associate degree.

FLORIDA STATE COLLEGE AT JACKSONVILLE EQUITY STATEMENT

Florida State College at Jacksonville provides equal opportunity for educational opportunities and employment to all, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, gender, genetic information and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. If you have any questions or concerns, you may contact the College's Equity Officer at (904) 632-3321, toll-free (877) 578-6801 or by email at equityofficer@fscj.edu.

INTRODUCTION

A primary purpose stated within the BSN program mission at Florida State College at Jacksonville is to prepare nurses for career advancement and management of evidence-based practiced care for individuals, families, and the community. BSN program goals and outcomes are aligned with this purpose and further define how the program is evaluated. Student Learning Outcomes define expectations for student achievement during the program. Graduate Competencies define expectations to be achieved at program completion.

Each course within the BSN program of study is designed to encourage professional growth by building on current nursing education and experience. Course material provides a foundation of baccalaureate nursing education so that each graduate is prepared to be a care provider, care manager, and member of the nursing profession. Clinical practicum hours typically focus on a clinical practice, educational or leadership topic using professional guidelines and standards to promote best practice. BSN faculty members challenge each student to use critical thinking, cultural sensitivity, and interdisciplinary collaboration in the management of individuals, families, groups and populations.

BSN course content and learning activities are influenced by the *Essentials of Baccalaureate Education* (AACN, 2008) found in Appendix A along with professional ethics statements and educational recommendations published by the American Nurses Association (ANA), the Institute of Medicine (IOM), and the American Association of Colleges of Nursing (AACN). Faculty members combine these resources with content from textbooks and professional resources to assure that instructional material is current and relevant. A listing of most frequently used resources can be found in Appendix A.

The BSN program offers both online/synchronous online and blended/hybrid course delivery. Blended delivery and synchronous online combines traditional classroom-based learning with structured learning opportunities that can be accomplished outside the classroom. Access to either online or blended learning is offered to respect student time and learning preferences.

COVID 19 ALERT. During 2021-2022 we may continue to experience modifications in classroom learning to safeguard student/faculty safety.

Students and faculty members may be resuming limited activities on campus or clinical sites for practicum experiences. Students and faculty should not be present if they have current COVID 19 symptoms and/or positive test results. For those who have tested positive for COVID 19, they must be able to provide 2 negative results before returning

to any physical learning activity. ***Please refer to the Student Return to Campus Guide***

Any student that is directly exposed to COVID-19 must have a COVID-19 test completed 3-5 days post exposure. If the test is negative and the student IS NOT experiencing any signs or symptoms of COVID-19 they can return to any physical learning activities. If the test is positive, they must provide 2 negative test results before returning to any physical learning activity. ***Please refer to the Student Return to Campus Guide***

Students, faculty and staff on campus are mandated to wear a face mask and maintain social distancing during face to face interactions.

Student success will require computer and internet access to facilitate communication and to post written assignments on time. The physical location of all classroom based learning takes place on the Deerwood Campus and BSN faculty members coordinate classroom learning so that time spent on campus is used efficiently. When safety concerns impact campus-based learning, all sections of all courses will move to an online schedule for the duration of the course that semester.

Each student is encouraged to take advantage of the many resources at Florida State College at Jacksonville. Resources within the Library and Learning Commons (LLC) are available six days a week and academic resources are electronically available at any time. Several electronic data bases provide current full-text journal articles to assist with assignments and projects. Students are also encouraged to participate in BSN Department, Campus and College committees. Information about these opportunities can be located on the College web page for Student Life and Leadership Development at <http://www.fscj.edu/campus-life/student-life-leadership-development>. A complete listing of clubs and organizations at each campus is located on the above College web page and more information regarding student government is located at <http://www.fscj.edu/campus-life/student-life-leadership-development/clubs-organizations/student-government-association>. These types of experiences contribute to personal development and will enhance professional growth.

The RN to BSN Program committees will have student representatives from each term. Student representatives may be selected by faculty, classmates, or through volunteering. The student representatives are selected for each term in the fall semester. The student representatives speak for their respective term classmates on identified RN to BSN Program committees.

Background of the BSN Program

In 2006, a leadership team at Florida State College at Jacksonville, North Campus, began exploring the prospect of offering a Bachelor of Science degree in nursing. This endeavor was prompted by local interest from area hospitals and health care agencies which were facing severe shortages of highly qualified nurses, especially in critical care and high acuity areas. The Bachelor of Science in Nursing (BSN) program initially focused on critical care specialization and the first group of students enrolled in 2008.

The decision was made to offer a more standard Bachelor of Science in Nursing program in 2010. Starting with the fall semester, a revised program curriculum now offers a generalist foundation that prepares practicing nurses to achieve baccalaureate level competencies in professional communication, critical thinking, leadership and management, evidence-based practice and teaching and learning.

The 2015-2016 academic year introduced more program changes. Incoming students with a current RN license were no longer required to document one year of professional nursing experience and were better prepared academically because of required speech and statistics courses. Both online and blended course delivery were offered in selected courses, and every BSN course was designed to accept both classroom-based and online assignments. All program changes were implemented to better support student progress toward degree completion.

In Fall 2016, a revised curriculum was implemented that streamlined the program from 123 to 120 credit hours and made the program consistent with state initiatives for bachelor programs. The BSN program remains a program of part time study with courses offered online and hybrid to accommodate practicing RNs. The BSN courses in the new curriculum can be completed over 3 semesters in 1 year, but may be extended if desired.

Starting Spring 2019, a revised curriculum now includes general education courses so that newly graduated RN's can quickly be admitted into the program. Background checks, drug testing, and health information including documented immunity titers will be no longer required of all students yet continue to be required for those students choosing to work within a clinical facility for any of their assignments.

Global Scholars Distinction Program

Starting in Spring 2021, the FSCJ RN to BSN degree program began offering the Global Scholars Distinction program, a research-based approach to internationalizing education through globally focused coursework as well as campus and community-based learning activities and experiences. Many of the requirements for the program are built within the BSN courses. More information will be provided in the NUR 3805 class

and is also located in the BSN Learning Community. All students are encouraged to participate in the program, as it will prepare them to practice in a globalized society and may give them an advantage for future employment.

IDEAS Grant

The Bachelor of Science in Nursing (B.S.N.) degree program was also awarded the Increase and Diversify Education Abroad for U.S. Students (IDEAS) grant from the Department of State. This grant will allow RN to B.S.N degree seeking students the chance to virtually study abroad. The activities will be available to second semester students in NUR 3846 in the Fall of 2021 and third semester students in the Spring of 2022. The intent of the program is to have students

1. Build capacity to bring virtual global studies to FSCJ students
2. Increase international awareness, cultural engagement of students particularly those in healthcare
3. Establish Study Abroad Opportunities with a focus on underrepresented populations

Virtual Exchange Sessions

BSN students will have the opportunity to participate in virtual exchange activities with other students from other nursing and allied health programs from around the world. More information on these activities will be presented in NUR 3805.

MISSION STATEMENTS

Florida State College at Jacksonville

Florida State College at Jacksonville provides high value, relevant life-long education that enhances the intellectual, social, cultural and economic development of our diverse community.

Bachelor of Science in Nursing Program

The mission of the Bachelor of Science in Nursing (BSN) program is to develop Registered Nurses to provide quality health care in multicultural environments, promote inter-professional collaboration, and engage in lifelong learning to serve the diverse community with intelligence, compassion, and socio-cultural sensitivity. The graduate is prepared to use critical thinking and theory synthesis for career advancement and management of evidence-based practiced care for individuals, families, and the community across multiple healthcare settings.

BSN PROGRAM PHILOSOPHY

Nursing is a caring, scholarly and science-based profession that combines the richness of a solid base in liberal arts education with interdisciplinary knowledge from the fields of leadership, management, policy and finance. The BSN program at Florida State College at Jacksonville offers a baccalaureate nursing education program that prepares graduates for nursing practice that is evidence-based, demonstrates commitment to the nursing profession and values life-long learning through the pursuit of graduate education and/or career mobility. Beliefs and values related to nursing practice and nursing education are combined with the traditionally interrelated concepts of person, health, nursing and environment to reflect the faculty's approach to program curriculum and student learning. There are central and interrelated concepts within the program's nursing philosophy representing the nursing metaparadigm (global perspective). These concepts reflect values, frame beliefs, and guide the approach to nursing practice and nursing education.

Four major concepts within nursing's metaparadigm are used to frame and guide nursing education in the BSN program.

- **Human Beings:** Each person is a complex, unique, biopsychosocial and cognitive organism that has unlimited potential for growth and development. Human beings exist as biological individuals with strong interactive psychological, social, and spiritual bonds to those around them; they can survive by themselves but thrive within families, groups and communities. Their continuous interaction with internal and external environments is reflected through action and thought.

Consistent with humanistic learning theory, there is an assumption that all human beings have an innate desire to survive and grow in a positive way. Life-long learning is both personally and professionally oriented. This conceptual definition promotes mutual respect regarding human differences and prepares students to design holistic and collaborative care meeting identified needs throughout the life span.

- **Health:** This concept represents a multidimensional and holistic state that changes in response to the environment. Perception of health is subjective and dynamic; it is located on a continuum that is subject to socio-cultural beliefs and influences. This conceptual perspective guides students in offering high quality, competent, ethical and culturally competent care within their scope of practice. This concept encourages students to recognize the many variations of perceived health as they collaborate with others to promote the maximum potential of individuals, families and communities.

- **Nursing:** The discipline of professional nursing addresses clinicians who strive to provide safe, high quality, evidence-based care to a culturally diverse population with respect and dignity. The profession of nursing values life-long learning to address increasingly complex health care delivery systems and considers the interaction of biological, psychological, spiritual, cultural, ethical and socio-economic variables in the delivery of nursing care. Using this conceptual definition as a foundation, faculty work with students to apply knowledge from the liberal arts, sciences, informatics, and the body of knowledge within nursing and other health related disciplines to promote an interdisciplinary, collaborative and meaningful educational experience.
- **Environment:** The environment is both external and internal and encompasses more than physical surroundings. The perception of environment is comprised of physical features, psychological and social phenomena, and spiritual dimensions. These multiple environments are overlapping, dynamic and complex; they consist not of just the perceived present, but of the remembered past and anticipated future. Environmental perceptions are continuously interacting with each other and with human beings as individuals, families, groups, communities, and populations. Students are encouraged to explore how human beings respond to internal and external stimuli as they assess, plan, implement, and evaluate care.

BSN PROGRAM GOALS AND OUTCOMES

BSN Program Goals

BSN Program Goals guide administration and faculty members as they plan, design, and implement the BSN program of study. Program Goals are:

1. To prepare registered nurse graduates to design evidence-based care for increasingly complex patients, families, and communities.
2. To promote competence in critical thinking, cultural sensitivity, and ethical decision making.
3. To prepare BSN graduates to assume educational and leadership roles in professional nursing practice.
4. To prepare BSN graduates for post-baccalaureate education.

BSN Program Outcomes

BSN Program Outcomes function as quantitative indicators of program success. Program Outcomes are:

1. Seventy (70%) percent of students in the BSN program will graduate within six semesters.
2. Eighty percent (80%) of BSN graduates who respond to the End of Program Survey will report satisfaction with the quality of the BSN educational program.
3. Eighty percent (80%) of BSN graduates who respond to the End of Program Survey will report job employment.

BSN Student Learning Outcomes

BSN Student Learning Outcomes are the broad, measurable outcomes that prepare students to become competent care providers, care managers and members of the nursing profession. BSN Student Learning Outcomes are achieved through course work and clinical practicum experiences. Graduates are expected to achieve competency in these five areas.

1. **Communication:** Utilize effective, culturally sensitive, and ethical communication methods to collaborate with patients, families, communities and health care providers. Communication methods include oral, written, and electronic formats that promote sending and receiving information.
2. **Critical Thinking:** Systematically review and analyze current information to guide professional nursing practice. Comprehensive analysis will often require inter- and intra-professional collaboration.
3. **Leadership and Management:** Synthesize leadership and management principles to promote professional development and optimal patient-focused outcomes. Scope of professional development ranges from self to the entire profession. Patient-focused outcomes may be individual, family, or community oriented.

Evidence-Based Practice: Develop a consistent problem-solving approach to clinical practice that integrates current evidence, clinical expertise, and individual/family/community preferences and values. This working definition of EBP comes from Melnyk and Fineout-Overholt (2019) in *Evidence-based Practice in Nursing & Healthcare: A Guide to Best Practice*.

4. **Teaching and Learning:** Integrate principles of teaching and learning in professional nursing practice. Best practices in both teaching and learning are evaluated as they relate to a variety of situations.

BSN PROGRAM ADMISSION CRITERIA

To meet the minimum requirements for consideration for acceptance to the B.S.N. program, applicants must satisfy the [bachelor's degree general admission requirements](#). The B.S.N. program has rolling admissions throughout the term; a bachelor's degree admissions application may be submitted at any time throughout the term. Apply online at apply.fscj.edu.

Additionally, applicants must:

1. Have earned an Associate of Science in Nursing (A.S.N.) from a regionally accredited college or university and completed a minimum of 60 transferable college credit hours with a GPA of 2.0 or above. All general education courses and nursing foundation courses used to satisfy the Associate of Science Degree in Nursing must have a grade of "C" or better to count toward the bachelor's degree.
2. Provide official transcripts from their A.S.N. program.
3. Have a minimum 2.0 GPA from their A.S.N. program.
4. Provide documentation of the following:
 - A copy of current Florida Nursing License or license in the state where student will conduct practicum activities.
 - Evidence of current CPR certification
 - Completion of 30 credit hours of General Education course with a grade of "C" or better ([ENC 1101](#) or [ENC 1101C](#), [MAC 1105](#) or higher level MAC prefix course or [MAP 2302](#), [BSC 2085C](#), [BSC 2086C](#), [CHM 1020](#) or [CHM 1025C](#) or [CHM 1032C](#) or [CHM 2045C](#) or [CHM 2046C](#), [MCB 2010C](#), [DEP 2004](#), [PSY 1012](#) and 3 credit hours of Humanities) prior to the first day of enrollment in the B.S.N. program.
 - The Florida legislature has modified the Civic Literacy Graduation Requirement for Florida College System students. Senate Bill 1108 amends s. 1007.25, Florida Statutes (F.S.), to require associate in arts and baccalaureate students initially entering a Florida College System (FCS) institution in the 2021-22 academic year, and thereafter, to complete a course AND pass an assessment to demonstrate competency in civic literacy.
 - For more information please type in the link below in your Google Chrome Browser and search. The entire 6 page document will then be available for you to review and additional contact information if you still have questions is at the end of the document.
 - [Fscj-civic-lit_faq_091321](#)

Prior to conducting practicum hours at some healthcare facilities, students must meet affiliation agreement requirements for that facility. Most of the time, students are able

to complete their practicum objectives in settings that do not require additional records; however, if needed, the additional records may include:

1. Completed criminal background check and drug screening through Florida State College at Jacksonville.
2. Current PPD or chest x-ray as appropriate.
3. Tetanus vaccination within the last ten years.
4. Positive titers for rubeola, rubella, varicella, mumps, and hepatitis B or proof of immunization.
5. Completed Health Certificate and Physical Exam forms.
6. Health insurance.

BSN PROGRAM PROGRESSION REQUIREMENTS

1. A minimum all-college cumulative grade point average of 2.0 is to be maintained throughout and is necessary to progress in the BSN program.
2. Students are expected to work with the BSN program nursing advisor to review required coursework needed before completing the BSN degree.
3. Continuous enrollment is expected of students admitted to the BSN program unless exceptional circumstances exist. Courses are designed so that coursework during each semester builds on previous coursework. Exceptional circumstances will be addressed by the Dean/ Associate Dean of Nursing.
4. Students must maintain evidence of current RN licensure and BCLS (Basic Cardiac Life Support) certification for Healthcare Professionals (CPR of adult, child and infant with AED). ACLS (Advanced Cardiac Life Support) certification will be accepted for the BCLS requirement.
5. Students will follow the Professional Guidelines used in the BSN Program at Florida State College at Jacksonville (Appendix A), the American Nurses Association (ANA) Code of Ethics (Appendix B), the ANA Standards for Professional Nursing Practice, the Rules and Regulations of the Florida Board of Nursing (located on their website at <http://floridasnursing.gov/resources/> and the requirements of each agency where assigned for practicum experiences.
6. Students with disabilities should refer to the Florida State College at Jacksonville Catalog for a listing of available support services. Any student declaring a disability must work with the Office of Counseling/ Advising for Students with

Disabilities in order to receive an accommodation. The phone number is (904) 766-6784.

7. Adherence to the Substance Abuse Policy (Appendix D) is expected.

BACCALAUREATE GRADUATION REQUIREMENTS

Requirements for baccalaureate graduation at Florida State College at Jacksonville are stated in the College Catalog and are summarized on the following page. Twelve (12) of the eighteen (18) BSN General Education credit hours must be completed before beginning the BSN program of study and those courses are designated with an asterisk (*). The state of Florida requires coursework in a foreign language prior to earning a baccalaureate degree, and options to meet this requirement are explained in the College Catalog located at <http://catalog.fscj.edu/index.php> (2017-2018 catalog)

Graduation Ceremonies

The BSN Program participates in the division-wide Nursing Pinning Ceremony at the end of every semester, honoring all graduating nursing students. BSN students meeting eligibility requirements for graduation at the end of the semester in which the pinning ceremony is held are invited to participate. To participate in the pinning ceremony, and have their name shown on the pinning program, the RN to BSN student must be within nine (9) credit hours from graduation in their last semester including pre-requisites for a Bachelor of Science degree and the core nursing courses. Any questions about eligibility should be directed to the BSN Advisor.

BSN graduates are invited to participate in the college-wide Commencement Ceremony held annually in May. This ceremony is traditionally held at the Jacksonville Veterans Memorial Arena. BSN students meeting eligibility requirements for graduation are invited to participate.

BSN Program Requirements

Category		Credit Hours
General Education		45
	Communications (English 1101 and 1102, Speech)	9
	Humanities (at least one from category A)	6
	Social Behavioral Sciences (Sociology, Psychology, Growth and Development)	9
	Natural Sciences (Chemistry, A/P 1 and A/P 2, Microbiology)	15

	Math (College Algebra, Statistics)	6	
HUN 1201 Human Nutrition (not categorized under General Education)			3
ASN: Lower Division Coursework			42
BSN: Upper Division Coursework			30
Foreign language Requirement (unless student has met alternative options described in college catalog)			0-8
TOTAL			120-128

General Education Requirements

General Education Category	Program usually taken	Courses	Credit Hours ASN	Credit Hours BSN	Total
Communications	ASN	ENC 1101 English Composition I	3		
Communications	BSN	*ENC 1102 English Composition II		3	
Communications	BSN	*SPC 2017 Intro to Speech Communication (or SPC 2065, SPC 2608)		3	
Communications Total					9
Humanities	ASN	HUM Elective	3		
Humanities	BSN	HUM Elective (at least one should be state core courses ARH2000, HUM2020, LIT2000, MUL2010, PHI2010, THE200)		3	
Humanities total					6
Social & Behavioral Sciences	ASN	DEP 2004 Human Growth & Development	3		
Social & Behavioral Sciences	ASN	PSY 1012 General Psychology	3		
Social & Behavioral Sciences	ASN or BSN	SYG 2000 Introductory Sociology		3	
Social & Behavioral Sciences total					9
Natural Sciences	ASN	BSC 2085C Human Anatomy & Physiology - I	4		
Natural Sciences	ASN	BSC 2086C Human Anatomy & Physiology - II	4		

Natural Sciences	ASN	MCB 2010C Microbiology	4		
Natural Sciences	ASN	CHM 1020 Chemistry or any college level CHM course	3		
Natural Science total					15
Mathematics	ASN	MAC 1105 College Algebra or higher	3		
Mathematics	BSN	*STA 2023 Elementary Statistics		3	
Mathematics total					6
			30	15	45
Human Nutrition Not included in Gen Ed categories	BSN	*HUN 1201 Human Nutrition		3	

* Courses must be completed before starting upper division BSN coursework

BSN Program Course Sequence

The BSN Program Course Sequence enables students to progress toward program completion building on previously acquired knowledge while introducing new concepts. Please review all of your Academic Requirement in *myFSCJ* and discuss your questions with the BSN Academic Advisor, Professors, or Dean/ Associate Dean of Nursing.

Preferred Course Sequence for Core BSN Coursework

Term	Course Sequence	Credit Hours	Session
1	NUR 3805 Dimensions of Professional Practice	3	First 7 weeks
1	NUR 3094 Health Assessment	3	Last 7 weeks
1	NUR 3125 Pathophysiology	4	All 15 weeks
2	NUR 3164 Introduction to Nursing Research & Informatics (<i>prereq is NUR3805</i>)	3	All 15 weeks
2	NUR 3846 Nursing Theory & Philosophy (<i>prereq is NUR3805</i>)	3	First 7 weeks
2	NUR 3636C Community Health (<i>prereq is NUR3805</i>)	4	All 15 weeks
3	NUR 4169C Applications in Evidence-Based Practice for BSNs (<i>prereq NUR3164</i>)	4	All 15 weeks
3	NSP 3185 Professional Ethics & Diversity	3	First 7 weeks
3	NUR 4827 Leadership & Management	3	Last 7 weeks

	(prereq NUR3636C; prereq or coreq is NUR4169C)		
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Discuss your academic plan with Program Advisor. Every plan is individualized.

TECHNOLOGY REQUIREMENTS

All BSN courses are offered using either online or blended/hybrid course delivery. The following technology requirements are required for the online portion of all coursework.

The Canvas™ course management system. Online learning is structured and guided by the faculty, who stays in close contact with individual students and student groups. Students in online courses are encouraged to request appointments to meet with the instructor as needed. Students will be notified by email and on Canvas (Course Announcements) of any necessary schedule changes, although an attempt is made by faculty to keep scheduling changes to a minimum. Refer to the Course Schedule Calendar of Activities for details.

Canvas™ Supported Browsers and Technologies

Review the list of supported browsers on the Guides.canvasLMS.com to see if your browser is included. View the list of supported operating systems on the Guides. [Canvas LMS.com](https://guides.canvaslms.com/) to see if your operating system is compatible. It is suggested for best response to use Google Chrome or Firefox.

Technology Requirements

Reliable and consistent computer and Internet access is encouraged to successfully participate in and complete online courses. Ensure that your computer meets the minimum system requirements noted below and on the Florida State College at Jacksonville [Online Learning site](#). Please use the following checklist to determine your computer readiness.

You should own or have access to:

- An email account
- Computer with high speed access to the Internet
- Access to College computers when needed
- Virus-checking software
- Word-processing software

Software and plug-ins that may include (choose the titles for the free downloads)

- [Adobe Acrobat Reader](#)
- [Flash Player](#)
- [Java](#)
- [Shockwave Player](#)
- [VLC](#)

It is a good idea to check your computer at the beginning of each course and a couple of times throughout the term to ensure you have all the necessary software and plug-ins to use the Blackboard online system and course features. Navigate to the Guides.CanvasLMS.com and choose the *Browser Checker* link. Review the results and interpretations to determine your system's compatibility and readiness.

Please note that you will need to turn off your pop-up blocker to use all features of this online course.

Each student is encouraged to take advantage of the many resources at Florida State College at Jacksonville. Resources within the Library and Learning Commons (LLC) are available six days a week and academic resources are electronically available at any time. Several electronic data bases provide current full-text journal articles to assist with assignments and projects. Students are also encouraged to participate in BSN Department, Campus and College committees. Information about these opportunities can be located on the College web page for Student Life and Leadership Development at <http://www.fscj.edu/campus-life/student-life-leadership-development> these types of experiences contribute to personal development and will enhance professional growth.

BSN POLICIES AND EXPECTATIONS

RN-BSN Learning Expectations

The faculty value your role as an RN and will guide you as you expand your professional role. As a peer on the healthcare team, your verbal and written skills will be refined as well as your teaching and coaching for improvement strategies. Our goal is to transform good nurses into excellent nurses.

Changes in Policies and Procedures

New BSN students will receive an updated Bachelor of Science in Nursing Student Handbook at the beginning of program enrollment for the academic year of enrollment. All BSN students have access to an updated handbook which incorporates any previous program or policy changes when changes are made or routinely at the beginning of

each academic year. This handbook is uploaded at the beginning of each semester into the Introduction Module within Canvas in the event of a policy change affecting current students enrolled in the BSN program, students will be notified in class and in writing.

Change of Name and/or Address

Students are responsible for notifying the Dean or Associate Deans of the BSN Program of address changes and name changes as soon as they occur. Students must also have their records updated in the college records by contacting any Student Success office.

FSCJ Communications

Students are required to obtain a Florida State College at Jacksonville e-mail address. This address is the only one that will be used for electronic communications with students. Additionally, this is the only address that will be used to provide students with access to “online” resources. (Appendix G).

BSN faculty, staff, and Nursing Dean/ Associate Deans are available by phone and email during regular business hours but email has become the College’s preferred method of communication. Information delivered using postal mail is not used as frequently. Your information regarding financial aid, records, and student services has transitioned from mail to email, and it will be delivered only to your FSCJ account.

Emergency communications may not be able to be facilitated through usual phone and internet connections. Official College announcements will be available through WOKV-AM 690/WOKV-FM 104.5 local radio during periods of natural disaster or crisis impacting students and employees.

Course Options

All courses in the BSN program are offered as online- all activities online meaning they are asynchronous learning. The official definition of this modality is: Learning and instruction that does not occur in the same place or at the same time.

Students are not required to participate in any classroom-based learning activities but are encouraged to attend when offered if desired. However, faculty may request or invite you to attend one or two classroom-based sessions, such as a formal presentation.

In order to obtain service learning hours or practicum hours, you are required to participate in activities that are not online. Opportunities are provided each semester and students may request other opportunities, but must request and obtain approval by their instructor prior to participating to receive points toward their grade.

Faculty members are available to online and hybrid students by appointment for individual face-to-face meetings or phone conferences, as well as office hours online or on campus.

All BSN courses are offered in each semester, and may be offered in various semester lengths. Courses may be offered over a full 15 week semester, a shorter 7 week semester, or sometimes a modified 12-14 week semester, based on the college calendar. Courses delivery using varied lengths of time are offered to help the student progress through the BSN program with minimal barriers.

Course Expectations

Within each BSN course, students need to review each of the following during the first week of the course:

- Course Syllabus
- Course Description
- Learning Outcomes
- Technology Requirements
- Learning Communities
- Assignments, including individual, partner and group//team project activities
- Grading
- Calendar of Activities
- Announcements

By being enrolled in the BSN course at Florida State College at Jacksonville, you agree to abide by all the terms and conditions of this course and accept responsibility and accountability for the items listed above.

Group Assignments

During the BSN program, all students are expected to participate in group assignments as directed by course faculty. Group assignments may include, but are not limited to, projects, presentations, debates, and discussion forums. Group assignments promote team-work, communication, collaboration and respect among peers, all of which are outcomes congruent with the FSCJ and BSN program expectations.

Grades for group assignments: Generally, group members receive the same grade for an assignment; however, faculty members have the option of adjusting group members' individual grades based on peer input. If peer input is a component of the overall

assignment grade, the criteria and associated grading rubric will be provided to students before the assignment due date. Group assignments will not exceed 30% of the overall course grade.

Grading

Florida State College's grading system is designed to evaluate the performance of students as fairly and equitably as possible (see Grading System information within the College Catalog).

1. The grading scale in the Bachelor of Science in Nursing (BSN) Program is:

A= 90-100% B= 80-89% C= 70-79%

BSN students earning a course grade below 70% will not be able to progress in the curriculum program of study.

2. A passing grade will be received when the student meets the objectives of each nursing course and is in compliance with all course requirements and policies (as well as BSN Program and College Policies).
3. End of term grades will be posted in Artemis, the College web-based information platform. Grades reflected in the **Canvas system are unofficial**, but are posted to help communicate grade information.
4. Students who fail to meet all course requirements will receive one (1) of three (3) instructor assigned grades. These grades are:

F Failure (below 70)

FN Failure for non-attendance

I Incomplete work

(see College Catalog for instructions governing eligibility and removal of this grade)

These grades will be assigned at the discretion of the faculty member and in accordance with individual course and college policies.

5. Due to security concerns, faculty members are not allowed to issue grades by telephone or e-mail.

6. **Repeating the Course**

If you receive a C or higher grade in any BSN course, you may not repeat the same course to improve a grade. If you fail a course, you have only one additional attempt to pass the course. Withdrawals will follow the college policy in the college catalog.

Withdrawals will follow the college policy in the college catalog, which states “You have only three total attempts in any course, including the original grade, repeat grades, and withdrawals. Upon the third attempt in a course, you must be given an “A,” “B,” “C,” “D” or “F.”

Attendance

1. Student participation is expected in all scheduled classes, online activities and practicum experiences. In the event a student fails a course with a practicum component (NUR 3636C and NUR 4169C), both components (class and practicum) must be repeated. Multiple absences from classes or online activities may jeopardize a student’s progress in the course and/or the BSN program. Documentation may be requested to validate safe return to program of study.
2. Students assume full responsibility for all content covered during their absence from class/and or practicum experience, and will be held to the same level of performance as that of other students

Student Evaluation

1. Assignments, written or otherwise, will be evaluated using assignment-specific criteria. Criteria will include evaluation of substantive content, organization and progression ideas, and adherence to basic guidelines for writing set forth the by the American Psychological Association (APA).
2. Oral presentation assignments will be evaluated using general rubric or an assignment-specific rubric. This rubric will include evaluation of substantive content, organization, use of audio-visual aids to enhance learning, and presentation style.
3. The BSN program grading scale will be applied.
4. Practicum evaluations will be based on type of experience. Practice experiences are defined as “...experiential learning in any setting where health care is delivered or health is influenced that allow for and require the student to integrate new practice related knowledge and skills” (<http://www.aacn.nche.edu/aacn-publications/white-papers/RN-BSN-White-Paper.pdf>). Practicum experiences are primarily indirect care activities, such as collaborative clinical practicum projects, educational programs, supervisory/managerial projects, or participation in planning and evaluating

care. Evaluations will be based on identified learning outcomes designed in each course and with each student.

5. Student assignments are intended to be completed on or before the due date. Each course faculty member will determine course policies regarding written assignments and presentations, missed assignments, late assignments, etc. and communicate these policies using the course syllabus. Specific late penalties will be posted by the faculty member in each course syllabus.
6. Participation in end-of-course surveys and end-of-program surveys is an expectation in order to continuously improve course design and the overall BSN program.

The successful BSN graduate will:

1. Complete 120-128 credit hours of specified college-level credit courses in the degree program. This includes 48 credit hours in General Education, 42 credit hours within the Associate in Science Degree in Nursing program, and 30 credit hours of Bachelor of Science Degree in Nursing coursework. There may also be 8 credit hours in foreign language credits required for graduation, depending on whether the student has satisfied this requirement in high school or at another regionally accredited institution of higher learning. The foreign language requirement is met by taking two years of the same foreign language in high school or eight credits of the same foreign language in college.
2. Have a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale in all nursing program coursework and other required courses.
3. Have met all other Florida State College at Jacksonville requirements and time lines.

Confidentiality

Any breach of confidentiality can be grounds for dismissal from the BSN program at Florida State College at Jacksonville. Students will be required to sign a legally binding confidentiality statement before beginning practicum experiences and may be required to sign additional statements at each health site. This is in conjunction with the federal law, HIPAA.

1. All client information, verbal or written, is confidential. Failure to protect patient's rights jeopardizes the BSN nursing program and/or Florida State

College at Jacksonville and could make both the college and student subject to litigation by the client, their family, and/or the health facility.

2. Students are responsible for protecting any client information to which they have access. Information is not to be left in client rooms, on desks, in classrooms, in the cafeteria, or out for public viewing. Nothing with a client's name affixed in any manner is to be removed from the unit.
3. Students shall not identify clients, health providers, communities, or other persons by name in their assignments, projects, or other exercises for learning purposes.
4. Students shall not discuss clients, staff or care issues in public (i.e. with friends or family or in public places such as cafeterias, elevators, restaurants, etc.)
5. Students shall not discuss client problems with other clients, patient family members, or any other person.
6. Students shall not discuss their personal problems with clients.

Witnessing Legal Documents

It is recognized that BSN students are licensed RNs, but in the student role they are not permitted to witness legal documents nor take medical orders over the telephone due to the potential for role conflict and/or perceived conflict of interest.

Illness

1. Students who have been absent due to hospitalization or other serious health condition may be required to bring a written doctor's statement verifying clearance to return to the classroom or when applicable, return to a practicum setting.
2. Any student reporting for a classroom or clinical practicum experience who appears ill or injured may be sent home at the discretion of the faculty.

Student Accident/Injury Procedures

It is each student's responsibility to immediately inform their faculty member of any accidents or injuries that occur during instructional/practicum activities. For specifics, please refer to Appendix E.

Potential Infectious and Environmental Hazards in Nursing Practice

It is the responsibility of each BSN student to adhere to health facility policies and the guidelines on *Standard Precautions* of the Centers for Disease Control (CDC) and Prevention (United States Public Health Service) during practicum experiences.

Any student who experiences exposure to blood or other body fluids directly or indirectly while in a health facility must notify the instructor immediately and will be advised by the instructor to follow the CDC guidelines for exposure, as well as those of the assigned health agency.

The student must also complete an incident report that is filed with the College's risk management office (see Appendix E and Appendix F).

Exit Interviews

Each student exiting a course for any reason is requested to have an exit interview with the Nursing Dean/ Associate Dean. The exit interview is recommended in order to be considered for re-instatement to the BSN program.

Religious Holidays

Reasonable accommodation for religiously observant students from all faiths will be made on an individual basis.

Lactation Accommodations

FSCJ North Campus has a designated Lactation Room on the 3rd floor C building for nursing mothers. The room is locked and requires an access code. Please contact the Nursing Office if and when this room is needed.

STUDENT ACADEMIC DISHONESTY

ACADEMIC DISHONESTY IS CONSIDERED A SERIOUS OFFENSE AND IS EXPRESSLY PROHIBITED. This policy includes written assignments, presentations, projects, course examinations, and all testing.

The Florida State College at Jacksonville's catalog statement regarding procedures for handling alleged academic state the following:

Procedures for Handling Alleged Academic Dishonesty

Academic dishonesty, in any form, is expressly prohibited by the rules of the District Board of Trustees of Florida State College at Jacksonville.

As used herein, academic dishonesty incorporates the following.

- **Cheating**, which is defined as the giving or taking of any information or material with the intent of wrongfully aiding one's self or another in academic work considered in the determination of course grade or the outcome of a standardized test.
- **Plagiarism**, which is defined as the act of stealing or passing off as one's own work the words, ideas or conclusions of another as if the work submitted were the product of one's own thinking rather than an idea or product derived from another source.
<https://catalog.fscj.edu/content.php?catoid=42&navoid=6080&hl=%22academic+dishonesty%22&returnto=search>
- **Any other form of inappropriate behavior** which may include but is not limited to: falsifying records or data, lying, unauthorized copying, tampering, abusing or otherwise unethically using computer or other stored information, and any other act or misconduct which may reasonably be deemed to be a part of this heading.

Any student alleged to have committed any act of academic dishonesty as defined herein shall be entitled to due process as defined in District Board of Trustees' Rule 6Hx7-2.18 prior to the administration of disciplinary action including suspension and dismissal.

If a student is determined by a professor to be lying, stealing, or cheating, the student may be recommended for permanent dismissal from the BSN program.

COMPLAINT PROCESS

The established protocol for handling student problems/issues in the BSN program is:

FIRST, the student must consult with the course faculty member. If the complaint is not related to any course or faculty member, then the complaint can be initially directed to the Nursing Dean/ Associate Deans.

SECOND, if no resolution in the issues is achieved, the student may request to meet with the Nursing Dean/ Associate Deans.

THIRD, if no resolution is achieved, the student may request the Nursing Dean/ Associate Deans to arrange a meeting with Associate Provost of the College.

PROFESSIONAL RESOURCES and GUIDELINES

Essentials of Baccalaureate Education for Professional Nursing Practice

This document describes the curricular elements and educational framework needed in a baccalaureate nursing program, emphasizing such concepts as patient-centered care, inter-professional teams, evidence-based practice, quality improvement, informatics, cultural sensitivity and professionalism. This document is endorsed by the American Association of Colleges of Nursing (AACN) and assists in defining the expected outcomes for graduates of a baccalaureate nursing program so that generalist baccalaureate prepared nurses can assume the roles of provider of care, designer/ manager/ coordinator of care, and member of the nursing profession. The BSN program of study uses this document to guide and frame the curriculum.

Code for Nurses

The revised ANA Code of Ethics for Nurses serves as a guide to standards of conduct, relationships, and practice. Adherence to the code by all students is expected. A copy of the code can be found in Appendix B.

Professional Behavior and Demeanor

Students in the BSN program will comply with the academic regulations and requirements as stated in the College catalog and program policies of the Florida State College at Jacksonville.

Dress Code

The dress code is designed to provide guidelines on appropriate dress for the professional nurse. Students are expected to arrive for clinical practicum activities on time and in the appropriate attire. Students not adhering to the guidelines will not be permitted to remain in the clinical practicum setting and may incur a clinical practicum absence as a result. If a health agency has a dress code that is more restrictive than the following, the stricter dress code will apply.

1. **Florida State College at Jacksonville Nametag and Photo ID Badge**
Florida State College at Jacksonville nametag must be clearly visible at all times during practicum activities. If a lab coat or sweater is worn, the nametag must be attached to the coat or sweater. The nametag is to be worn on the collar or lapel of the uniform or lab coat.
2. **Lab Coats or College Polo Shirt**
When students are required to go into a health facility, appropriate identification must be worn with professional attire. Professional attire includes a lab coat with Florida State College at Jacksonville logo or worn with either a nursing uniform or traditional business attire, or a Florida State College at Jacksonville nursing polo shirt with full length (waist to ankle) khaki pants and closed toe shoes. Most health facilities and community settings also request that students wear a visible Florida State College at Jacksonville photo ID badge.

Guidelines for Professionalism in Health Facility Settings

1. **Orientation to Health Agencies**
If practicum activities are conducted in a facility that requires orientation, then students must attend orientation sessions and provide course instructors with documentation of attendance and completion of in-services and other requirements (such as background checks, immunizations, and CPR training, etc.), as outlined in affiliation agreements. The majority of local acute care facilities utilize *My Clinical Exchange*, a cloud-based repository of required documentation needed before students are allowed to participate in any clinical activities.
2. **Illnesses and Injuries**
Students are not permitted to participate in clinical practicum activities if they are ill or injured. At the discretion of the faculty member, students with infectious processes or incapacitating injuries will be evaluated for continuance in the program. Clearance from a physician must be presented if requested.

Supporting Title IX at FSCJ

Title IX is a federal civil rights law in the U.S. that was passed as part of the [Education Amendments of 1972](#). This federal law prohibits discrimination based on gender in education programs or activities. A student cannot be discriminated against based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

Within the nursing programs at FSCJ, women requiring excused absences due to pregnancy or childbirth are provided with reasonable accommodations but must still adhere to the overall policies on classroom and clinical absences.

Appendix A – Educational and Practice Guidelines Used in BSN Program

- *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2021)
- *Domains and Concepts*
<https://www.aacnnursing.org/AACN-Essentials>
 - Domain 1-Knowledge for Nursing Practice
 - Domain 2: Person-Centered Care
 - Domain 3: Population Health
 - Domain 4: Scholarship for Nursing Discipline
 - Domain 5: Quality and Safety
 - Domain 6: Interprofessional Partnerships
 - Domain 7: Systems-Based Practice
 - Domain 8: Informatics and Healthcare Technologies
 - Domain 9: Professionalism
 - Domain 10: Personal, Professional, and Leadership Development
- *The NINR Strategic Plan: Advancing Science, Improving Lives; A Vision for Nursing Science*. National Institute of Nursing Research (NINR, 2016).
https://www.ninr.nih.gov/sites/www.ninr.nih.gov/files/NINR_StratPlan2016_reduced.pdf
- *Nursing Scope and Standards of Practice* (ANA, 2021)
- *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2015)
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>
- *Nursing's Social Policy Statement* (ANA, 2021) <https://www.aacnnursing.org/AACN-Essentials>
- *Cultural Competency in Baccalaureate Nursing Education* (AACN, 2008)
<https://www.aacnnursing.org/AACN-Essentials>
- *Gerontological Competency in Baccalaureate Nursing Education* (AACN, 2010)
<https://www.aacnnursing.org/AACN-Essentials>
- *Teaching IOM: Implications of the Institute of Medicine Reports for Nursing Education* (Finkelman & Kenner, 2012) <https://www.aacnnursing.org/AACN-Essentials>
- *Essential Competencies for Evidence-Based Practice in Nursing* (Stevens, 2009)
- *Core Competencies for Inter-professional Collaborative Practice 2016*
<https://hsc.unm.edu/ipe/resources/ipe-2016-core-competencies.pdf>
- The TIGER Initiative (Technology Informatics Guiding Education Reform)
<https://www.himss.org/professionaldevelopment/tiger-initiative>
- *Technology Informatics Guiding Reform in Education Initiative* (TIGER, 2017)
<https://www.himss.org/sites/hde/files/media/file/2020/03/10/the-evolution-of-tiger-competencies-and-informatics-resources-final-10.2017.pdf>
- *The Future of Nursing: Leading Change, Advancing Health*. The National Academies Press. <https://doi.org/10.17226/12956>.
- *End-of-Life Nursing Education Consortium (ELNEC)* (AACN, 2019)
<https://www.aacnnursing.org/ELNEC>
- *Healthy People 2030* (US Department of Health and Human Services, 2011)
<http://www.healthypeople.gov>
- National Patient Safety Goals (The Joint Commission, 2019) www.jointcommission.org

- Accreditation Commission for Education in Nursing (ACEN)
<http://www.acenursing.org/> has developed Standards for Baccalaureate Education which are used to recognize educational quality. The BSN program meets these standards.

ACEN Standard 1: Mission and Administrative Capacity.

The mission of the nursing education unit reflects the governing organization's core values and is congruent with its mission/goals. The governing organization and program have administrative capacity resulting in effective delivery of the nursing program and achievement of identified program outcomes.

ACEN Standard 2: Faculty and Staff.

Qualified and credentialed faculty are sufficient in number to ensure the achievement of the end-of program student learning outcomes and program outcomes. Sufficient and qualified staff are available to support the nursing program. FT and PT faculty include those individuals teaching and/or evaluating students in didactic, clinical, and/or laboratory settings.

ACEN Standard 3: Students.

Student policies and services support the achievement of the end-of-program student learning outcomes and program outcomes of the nursing program.

ACEN Standard 4: Curriculum.

The curriculum supports the achievement of the end-of-program student learning outcomes and program outcomes and is consistent with safe practice in contemporary healthcare environments.

ACEN Standard 5: Resources.

Fiscal, physical, and learning resources are sustainable and sufficient to ensure the achievement of the end-of-program student learning outcomes and program outcomes of the nursing program.

ACEN Standard 6: Outcomes.

Program evaluation demonstrates that students have achieved each end-of-program student learning outcome and each program outcome.

Appendix B – American Nurses Association Code of Ethics

**AMERICAN NURSES ASSOCIATION CODE OF ETHICS
FOR NURSES**

- The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decision; and takes action consistent with the obligation to provide optimal patient care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles or social justice into nursing and health policy.

American Nurses Association (2015) *Code of ethics with interpretive statements*. Silver Springs,, MD. Author, Retrieved from <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Appendix C – Substance Use/Abuse Policy

Florida State College at Jacksonville Bachelor Degree in Nursing Program

Substance Use/Abuse Policy

Florida State College at Jacksonville is committed to maintaining high standards of nursing education and practice. Safe practice includes efficient, reliable and unimpaired performance in the classroom and health setting. Students are expected to participate in nursing activities and assigned learning activities without the use of any chemical substance that could alter or impair thinking.

It is the responsibility of nursing faculty to observe student behaviors which could threaten the safety and well-being of patients. Reasonable suspicion that a student is impaired will be documented by the observing faculty member. In a clinical facility setting there may also be documentation by a licensed or certified professional at the health facility where the student is assigned. Whenever possible, such observation shall be corroborated. If unsafe behavior is documented, the following process will be implemented:

1. The student will be relieved of patient care responsibilities (in health facility setting or community health setting) and/or learning responsibilities (in classroom or community setting).
2. The student will be given an opportunity to discuss behavior with the person(s) who witnessed the behavior and the Dean/ Associate Dean of Nursing. It is the student's responsibility to disclose any prescription or non-prescription medications that the student is taking as well as any other relevant medical information.
3. The Dean/ Associate Dean of Nursing (or an alternate) will take any further action needed and prepare documentation. Additional action may include referral to the Intervention Project for Nurses (IPN) for evaluation and the institution of appropriate therapeutic measures.
4. Students who are accepted by the Intervention Project for Nurses must immediately advise the Dean or Associate Dean of the BSN Program of their participation in this program and comply with all IPN rules and regulations. Students who fail to comply with these requirements may be recommended for permanent dismissal from the BSN Program.

Appendix D – Student Accident/Injury Procedures

Revised 2/12/2018

**FOR LIFE THREATENING INJURIES,
Dial 9 then 911 and notify Campus Security. At
North dial 766-6608.**

For non-emergency injuries contact Campus Security to make a report. Additionally complete a “Student Report of Injury While Participating in School Activities” form. Submit the form to Risk Management using the submission link at:

<https://prod.papertracer.com/InputTemplateShow.aspx?OrgID=222&TemplateId=01909727-b16a-4ca3-b308-45fc48ef5364>

When a student becomes injured, the student should seek treatment using their medical insurance making sure to obtain all required authorizations required by the policy.

If the student does not have medical insurance coverage, contact the College Risk Management Department for guidance on reimbursement procedures of uncovered medical expenses.

Risk Management contact: risk.management@fscj.edu or call 904-632-3166.

If Risk Management cannot be reached, the student should not delay in getting the necessary medical treatment.

Students with medical insurance should seek treatment with an approved provider allowed under their insurance policy. For uninsured students, seek treatment at any CareSpot Urgent Care location. If after hours, seek treatment at the nearest emergency facility.

Exposure Control Protocols

Clinic

Faculty supervising the injured student will advise student to cleanse the area and treat by applying an antibacterial ointment and bandage as necessary. The Nursing Dean/Associate Dean will be informed so that he/she may have the information available for Security and the Risk

Management. In the event that the Nursing Dean/Associate Dean is unavailable the Clinic Coordinator will initiate the process. The faculty will then assist the student in filling out the attached paperwork- Blood borne Pathogen Testing Authorization and the Student Injury Form. If the source patient is still present, the faculty will explain the situation and offer testing through CareSpot. If the source patient has left the clinic the Nursing Dean/Associate Dean will contact the patient. Testing is recommended within the first two (2) hours after the exposure so this process must be expedited. Please refer to the process below:

Security

In the event a student or employee sustains a needle stick injury or exposure to body fluids, Security shall be notified immediately by College personnel. The person notifying Security shall advise the receiving officer the nature of the incident and the victim student or employee's name along with the location he/she will be seeking emergency/medical treatment. The injured student or employee shall be directed to seek immediate medical treatment from CareSpot (contracted medical provider) or if necessary the closest medical treatment facility. It is imperative that the injured person receives medical treatment within the first two (2) hours of the needle stick or other body fluid exposure. Security can still respond to the location of the incident and gather initial information (student and witness information) for the report and the victim student or employee can be interviewed upon his/her return to campus. Unless there are other circumstances present that require immediate response and first aid by Security Officers while awaiting Rescue, the victim student or employee will be allowed to leave and seek medical treatment immediately.

Risk Management

The Risk Management Department should be notified of the incident. This does not need to be done before seeking treatment.

Debbie Monnseratt

Executive Director Risk Management

(904) 632-5054 Office

debbie.e.monnseratt@fscj.edu

risk.management@fscj.edu

Appendix E – Notification of Injury

Revised 2/12/2018

Send to: Florida State College at Jacksonville, Risk Management Department, 501 West State Street, Jacksonville, FL 32202, risk.management@fscj.edu or submit online using the link below.

- A. For use by students injured while participating in College authorized activities in the following programs: Athletics, nursing, dental, paramedic, cosmetology, physical therapy, and radiology (Ref. APM 11-0703).
- B. The Student is responsible for all medical provider payments unless the College has a direct billing agreement with the provider.
- C. The College will reimburse the student upon receipt of copies of invoices/bills and the Explanation of Benefits for out-of-pocket medical expenses or uninsured amounts. If the College has a direct billing agreement with the provider, the provider may direct bill the College provided the release and authorization to direct bill sections are completed below.

Part A			TO BE COMPLETED BY STUDENT	
NAME OF STUDENT	(Last Name)	(First Name)	(Middle Initial)	DATE OF BIRTH
				SEX <input type="checkbox"/> M <input type="checkbox"/> F
STUDENT ID NUMBER			DATE & TIME OF ACCIDENT	
NATURE OF INJURY				
FOR ACCIDENTAL INJURIES, COMPLETE THE FOLLOWING				
A. DESCRIBE ACTIVITY ENGAGED IN AT TIME OF ACCIDENT				
B. PLACE OF ACCIDENT (BE SPECIFIC)				
C. DESCRIBE HOW ACCIDENT OCCURRED				
D. IF CLAIM IS FOR A SPORTS INJURY, WAS IT AN INTERSCHOLASTIC SPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO				

Florida State College at Jacksonville – BSN Student Handbook

Is student covered under any health/accident insurance or prepayment plan? ☐ YES ☐ NO If yes, provide name/s, policy number, group number, address, and phone number.

AUTHORIZATION TO RELEASE INFORMATION

I authorize any Health Care Provider, Insurance Company, Employer, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information, to Florida State College at Jacksonville, Risk Management Department or their employees and authorized agents for the purpose of validating and determining payment. This data may be extracted for use in audit or statistical purposes. I understand that I or my authorized representative will receive a copy of this authorization upon request. This authorization or a photostatic copy of the original shall be valid for the duration of the claim.

NAME OF STUDENT	SIGNATURE OF STUDENT (PARENT OR GUARDIAN IN THE EVENT OF MINORITY OR INCAPACITY)	
-----------------	--	--

PAYMENT AUTHORIZATION FOR PROVIDERS WITH A DIRECT BILLING AGREEMENT WITH FSCJ ONLY

I authorize payment directly to those physicians or providers described below, and/or as indicated on the enclosed bills, of medical benefits otherwise payable to me.

SIGNATURE OF INJURED (PARENT OR GUARDIAN IN THE EVENT OF MINORITY OR INCAPACITY)	
--	--

Part B				TO BE COMPLETED BY COLLEGE OFFICIAL			
Last Name	First Name		Campus	NAME OF COLLEGE FLORIDA STATE COLLEGE			
ADDRESS OF SCHOOL (Street) Code) 501 West State Street		(City) Jacksonville,	(State) FL	(Zip) 32202	TELEPHONE NUMBER		
DESCRIBE ACTIVITY, HOW ACCIDENT OCCURRED, AND SPECIFY DATE OF OCCURRENCE.							
REMARKS:							
I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.							
AUTHORIZED SIGNATURE			TITLE		DATE		

Appendix F – Student E-Mail Address

Florida State College at Jacksonville Bachelor Degree in Nursing

Student E-Mail Address

Upon your initial registration to the college, you were assigned a user ID and a password. Your email address is userid@students.fscj.edu. With this information, you can access your account at any computer or mobile device with internet access.

Email has become the College's preferred method of communication. Your information regarding financial aid, records and student services will be delivered only to your FSCJ account. To access your account, log in to [myFSCJ](http://www.fscj.edu) (www.fscj.edu). You need to check your FSCJ student email account on a regular basis. It is recommended that you check your email at least two times weekly. Should we bold this paragraph?

The Nursing program uses a number of textbooks and resources that have accompanying online resources. The registration of students for these online resources requires a Florida State College at Jacksonville e-mail address. No other e-mail address will be used to correspond with students.

If you have questions about your user ID, password, or steps in the process, the Helpdesk (632-3151) is the resource that can answer your questions. Even if you do not have computer access at home, your user ID and password can be used with the computers on campus.

Appendix G: North/Deerwood Campus Student Resources

Online information about all student services and resources:

<https://www.fscj.edu/student-services>

Department	Location	Phone	Services or Resources
The Advising Center	E-124 Mon. – Thu. 8:00 am – 6:00 pm Fri. 8:00 am – 3:00 pm	(904) 646-2300	Registration, academic planning, degree audits, and student records.
Financial Aid	E-124 Mon. – Thu. 8:00 am – 6:00 pm Fri. 8:00 am – 3:00 pm	(904) 646-2300	Financial aid, scholarships
Health Careers Advising	North A-224	(904) 713-4545	Assistance with online applications and admission process; health career counseling
Library Learning Commons (LLC)	D-300 Mon. – Thu. 7:30 am – 9:00 pm Fri. 7:30 am – 4:00 pm Sat. 7:30 am – 2:00pm	(904) 766-6717	Books, periodicals, media, computers, printers, interlibrary loans; Online research databases, eBooks, streaming videos; Tutoring (in person and online via <i>Brainfuse</i>)
Deerwood Campus	Upper Level Section G Mon.-Thu. 8:00am-8:00pm Fri. 8:00am-3:00pm Sat. 9:00am-2:00pm	(904) 674-3824-text	
Student Assistance Program	fscj.personaladvantage.com .	(904) 384-1800 (855) 384-1800	Resources you need to cope with college-related, personal, legal or financial issues.
Student Support Services	C-150	(904) 766-6784	ADA assistance
Technical Support	http://helpdesk.fscj.edu	(904) 766-5551 Canvas online tutorials	Computer technology, Wireless internet access, Student email account, Canvas

Bookstores	Mon.-Thurs.-9:00am-5:00pm Friday- 9:00am-3:00pm		
	North Campus	(904) 766-6631	
	Deerwood Campus	(904) 928-9923	

Appendix H: Textbooks

SEMESTER 1

Dimensions of Professional Practice NUR 3805

American Psychological Association. (2020). *Publication Manual of the American Psychological Association*, (7th ed.). Washington, DC: American Psychological Association. ISBN-978-1-4338-3215-4 (Hardcover) **ISBN- 978-1-4338-3216-1 (Paperback)*Used all 3 semesters in all courses**

Blais, K., & Hayes, J. (2016). *Professional Nursing Practice: Concepts and Perspectives* (7th ed.). Upper Saddle River N.J.: Prentice Hall, Inc. **ISBN-13: 9780133801316**
***Used all 3 semesters**

Or Digital: Professional Nursing Practice: Concepts and Perspectives, CourseSmart eTextbook, 2/E Blais & Hayes ISBN-13: 9780133595475 ©2015 • Electronic Book, Available Online

Pathophysiology NUR 3125

VanMeter, K., & Hubert, R. (201-8). Gould's *Pathophysiology for the Health Professions*. (6th ed.). St. Louis, MO: Elsevier Saunders. ISBN: 9780323414425

Health Assessment NUR 3094

Jensen, S. (2019). *Nursing Health Assessment: A Best Practice Approach*, (3rd ed.) Philadelphia, PA: Lippincott, Williams & Wilkins. ISBN: 978-1496349170

Software Name: Shadow Health: Digital Clinical Experience: 2020, Version: 5.0 ISBN: 978-0-9897888-1-6

Available from <http://www.shadowhealth.com>

SEMESTER 2

American Psychological Association. (2020). *Publication manual of the American Psychological Association*, (7th ed.). Washington, DC: American Psychological Association. **ISBN- 978-1-4338-3215-4 (Hardcover) ISBN- 978-1-4338-3216-1 (Paperback)*Used all 3 semesters in all courses**

Introduction to Nursing Research and Informatics NUR 3164

Fain, J.A. (2021). *Reading, understanding, and applying nursing research*. (6th ed.). Philadelphia: FA Davis Co. **ISBN:** 9781719641821

Blais, K., & Hayes, J. (2016). *Professional Nursing Practice: Concepts and Perspectives* (7th ed.). Upper Saddle River N.J.: Prentice Hall, Inc. **ISBN-13:** 9780133801316
***Used all 3 semesters**

Or Digital: Professional Nursing Practice: Concepts and Perspectives, CourseSmart eTextbook, 2/E Blais & Hayes ISBN-13: 9780133595475 ©2015 • Electronic Book, Available Online

Community Health NUR 3636C

Stanhope, M. & Lancaster, J. (2018). *Foundations of population health /community/public health*. 5th Ed. **ISBN:** 9780323443838 Publisher: Mosby,

Nursing Theory and Philosophy NUR 3846

Blais, K., & Hayes, J. (2016). *Professional Nursing Practice: Concepts and Perspectives* (7th ed.). Upper Saddle River N.J.: Prentice Hall, Inc. **ISBN-13:** 9780133801316
***Used all 3 semesters**

SEMESTER 3

Applications in Evidence-Based Practice for BSNs - NUR 4169C

American Psychological Association. (2020). *Publication Manual of the American Psychological Association*, (7th ed.). Washington, DC: American Psychological Association. **ISBN-978-1-4338-3215-4 (Hardcover) ISBN- 978-1-4338-3216-1 (Paperback)*Used all 3 semesters in all courses**

Blais, K., & Hayes, J. (2016). *Professional Nursing Practice: Concepts and Perspectives* (7th ed.). Upper Saddle River N.J.: Prentice Hall, Inc. **ISBN-13:** 9780133801316
***Used all 3 semesters**

Melnik, B. M. & Fineout-Overholt, E. (2019). *Evidence-based practice in nursing & healthcare: A guide to best practice* (5th ed.). Philadelphia, PA: Lippincott Williams & Wilkins. **ISBN:** 978-1496384539

Or Digital: Evidence-Based Practice in Nursing & Healthcare - **Author:** Melnyk - **Edition:** 5th.- **ISBN:** 9781469893334

Leadership & Management NUR 4827

Marquis, B.L., & Huston, C.J. (2015). *Leadership Roles and Management Functions in Nursing* (8th ed.). Philadelphia: Lippincott. ISBN: 9781451192810

Or Digital: Leadership Roles and Management Functions in Nursing Ebook- **Author:** Marquis - **Edition:** 8th - **ISBN:** 9781469882765

Professional Ethics and Diversity NSP 3185

Blais, K., & Hayes, J. (2016). *Professional Nursing Practice: Concepts and Perspectives* (7th ed.). Upper Saddle River N.J.: Prentice Hall, Inc. **ISBN-13:** 9780133801316
***Used all 3 semesters**

