



**Baccalaureate Nursing**  
**STUDENT HANDBOOK**

**2023-2024**

# ***Responsibilities***

## ***School of Nursing Responsibilities***

1. Post policies to myPBA (including the policies set forth in this document)
2. Post schedules to myPBA in a timely manner
3. Notify students of changes in a timely manner.
4. Send correspondence to the student's contact information on record.
5. Provide theory and clinical courses as described in the Catalog.
6. Provide a caring, Christian environment and framework for learning and developing professionalism.

## ***Student Responsibilities***

1. Ensure that contact information with the University *and* the School of Nursing is current.
2. Ensure that the current e-mail is reflected in myPBA and Canvas.
3. Read, understand, and follow University and School of Nursing policies in the catalog and the Nursing Student Handbook.
4. Read and follow announcements and schedules which will be posted on myPBA > Schools > Nursing (<https://my.pba.edu/ics/schools/nursing>)
5. Complete assignments and requirements as described in the syllabus, policies, and announcements.
6. Learn the material and develop professionalism.
7. Meet degree requirements.
8. File an official application for a degree according to Palm Beach Atlantic University policy.
9. Acknowledge receipt of nursing course fees on pages 31-32.
10. Complete and return to Signature Page on page 33.

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# ***Mission, Philosophy and Program Outcomes***

## ***SON Mission***

The mission of the Palm Beach Atlantic University School of Nursing is to prepare and equip graduates within a Christ-centered environment to serve God boldly in a life of service in the profession of nursing incorporating intellectual, professional, and spiritual integrity.

The Bachelor of Science in Nursing (BSN) degree is based on a strong liberal arts and science foundation within an integrated Christian faith and worldview. The School of Nursing prepares professional, competent nurses who are reflective, inquiring, able to apply nursing theory, processes and technical nursing skills within the context of the Christian worldview, while recognizing the global, pluralistic nature of society.

## ***SON Philosophy***

The philosophy of the School of Nursing at Palm Beach Atlantic University is one that is Christ-centered and focused on the success of the students, professionally, spiritually, and personally. The faculty and administration actively engage students in the discovery of the meaning of Christ-centered care for others. Providing care takes place in community settings, hospitals, local and global missions, as well as primary education for the community. Nursing application, synthesis, and evaluation of practice is essential in our ever-changing healthcare. The outcome of nursing education at Palm Beach Atlantic University is a competent nurse who is reflective, inquiring, and is able to apply nursing theory within the context of the Christian worldview while recognizing the needs of the patient, family, and community.

## ***Core Values***

### ***Christ centered:***

Christ is at the center of everything the School of Nursing does. "He [Christ] is before all things, and in him all things hold together. And he is the head of the body, the church; he is the beginning and the firstborn from among the dead, so that in everything he might have the supremacy. For God was pleased to have all his fullness dwell in him, and through him to reconcile to himself all things, whether things on earth or things in heaven, by making peace through his blood, shed on the cross." – Colossians 1:17 – 20

### ***Servant Leader***

PBA prepares students for lifelong learning and leadership. We strongly believe that leadership begins with being a servant. "Whoever wants to become great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many. – Matthew 20:26 – 28

### ***Ministry of Caring***

Caring for the sick is not simply an act of goodness, but an act of worship and obedience, taking part in Christ's ministry of reconciliation. "We are therefore Christ's ambassadors, as though God were making his appeal through us." – 2 Corinthians 5:20

*Empathy for:* Empathy leads to action: "Jesus stopped and called them. 'What do you want me to do for you?' he asked. 'Lord,' they answered, 'we want our sight.' Jesus had compassion on them and touched their eyes. Immediately they received their sight and followed him." – Matthew 20:32-34

*Connection to:* Our common humanity binds us together. "When Jesus saw her weeping, and the Jews who had come along with her also weeping, he was deeply moved in spirit and troubled." – John 11:33

*Being with:* Sometimes simply being with another is more important than doing for them: "But Martha was distracted by all the preparations that had to be made. She came to him and asked, 'Lord, don't you care that my sister has left me to do the work by myself? Tell her to help me!' 'Martha, Martha,' the Lord answered, 'you are worried and upset about many things, but few things are needed—or indeed only one. Mary has chosen what is better, and it will not be taken away from her.'" – Luke 10:40-42

### ***Holistic approach***

Health involves much more than mere physical wellness or even psychological well-being. Health includes socio-cultural and spiritual aspects as well, and nurses must take them into account. “What good is it for a man to gain the whole world, yet forfeit his soul?” – Mark 8:36

### ***Professionalism***

PBA is dedicated to excellence. PBA Nursing expresses that excellence through dedication to professionalism. It is not enough to simply feel empathy or compassion, or even act on them. Caring must be competent, tempered by learning, experience, and judgment. “I was sick and you looked after me...I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.” – Matthew 25:36,40

### ***Goals***

- 1 Provide baccalaureate degree level nursing education that builds on a broad, liberal and Christian foundation.
- 2 Prepare graduates for practice as generalist nurses.
- 3 Prepare graduates for graduate studies in nursing.

### ***BSN Program Outcomes***

A School of Nursing baccalaureate program outcomes graduate will:

1. Synthesize theoretical and empirical knowledge from the liberal arts, sciences, humanities, Christian faith, and nursing as a source in critical thinking and decision making to provide holistic care in a variety of nursing contexts and settings.
2. Combine the nursing process and evidenced based research in the practice of nursing across the lifespan for holistic health promotion, risk reduction, and disease prevention in the care patients, families, and communities.
3. Provide patient-centered, age-appropriate, culturally sensitive care that assists persons with health promotion and wellness.
4. Demonstrate effective communication, collaboration, creativity, sensitivity, and flexibility for the delivery of safe, quality, cost-effective nursing care.
5. Integrate professional nursing values based on legal, ethical, and Christian standards into nursing practice.
6. Implement professional development through graduate studies and other leadership opportunities with an emphasis on integrity as a professional baccalaureate generalist nurse.
7. Incorporate current technologies and informatics to support continued learning and support patient outcomes and quality improvement.
8. Evaluate healthcare policy, finance, and regulatory standards to support quality care outcomes in the complex continuum healthcare environment.

# ***Upper Division Progression and Graduation Policies***

## ***Definition of Terms***

- **Upper Division** Nursing Major – the portion of the major that is nursing specific courses and completes the broad liberal base of education. These courses are denoted by course codes NUR 3000 or above.
- **Clinical** – the application of nursing knowledge—guided by theory and research—in a practical setting such as hospitals, clinics, and the community.

## ***Completion of Prerequisites***

Students who do not successfully complete all lower division prerequisites may not continue on to upper division nursing courses.

## ***Catalog Requirements***

Students are expected to be familiar and follow the policies set forth in the University catalog. In particular, the following subheadings in the Nursing section:

<http://catalog.pba.edu/index.php>

- School mission/Core Values
- Admission to the Upper Division Nursing Courses
- Admission to the Lower Division Nursing Courses
- Articulation
- Acceptance of Admission to Upper Division Nursing Courses
- Timeline for Admission to the Upper Division Nursing Courses
- Health Requirements and Limitations
- Progression Policies
- Dismissal
- Reinstatement Following Dismissal
- Degree Requirements for the BSN

# Academic Policies

## Scholarship and Integrity

Academic integrity is one of the five pillars of the PBA community values system. As such, each student is expected to adhere to the guidelines as cited in the University Navigator. In addition, nursing students have a professional responsibility to exhibit honesty and integrity in all situations. All work submitted by students should be original. Students may not submit work done in prior courses without permission from the professors. All work borrowed from others should have a cited source. Students must exhibit these community values and professional responsibilities to maintain good standing in the nursing program.

Many nursing books and peer-reviewed journals are available from the University Library. In addition, many databases are available for research purposes and will provide electronic full text journals and books. Should a student need a book or journal that is not available at the University Library an Interlibrary Loan (ILL) can be facilitated by the library staff.

Refereed journals, classroom texts, and library books should be used in the preparation of all work for School of Nursing assignments. Non-refereed journals may only be used with faculty consent. Resources should generally be less than five years old, unless they are considered as historical or seminal in nature.

## PBA SON Grading Scale and Policies on Course Grades

The following grading scale will be used for all School of Nursing courses. Students must achieve a minimum of a C in each nursing course.

A	93 – 100
A-	90 – 92
B+	87 – 89
B	84 – 86
B-	82 – 83
C+	79 – 81
C	75 – 78
D	65-74
F	64-Below

In addition to satisfactorily meeting all other course requirements, most nursing courses require a minimum of a 75% weighted average for all examinations (using standard rounding rules) to receive a final grade of “C” in the course. Other courses may adopt the 75% test average rule; see individual syllabi for details.

Courses that must employ 75% rule	Course that may adopt the 75% rule
Introduction to Nursing Fundamentals of Nursing: Theory Pathophysiology and Pharmacology I Pathophysiology and Pharmacology II Medical-Surgical Nursing I: Theory Medical-Surgical Nursing II: Theory Community Nursing: Theory Psychiatric and Mental Health Nursing: Theory Maternal and Pediatric Nursing: Theory Complex Nursing: Theory Health Assessment	Nursing Research Leadership and Management Nursing Electives

Clinical courses may require students to successfully complete medication calculation quizzes at the beginning of each clinical course *PRIOR* to providing patient care. See Drug Calculation Testing Policy.



### ***Unsuccessful Completion of a Nursing Course***

To be successful in a nursing course, the student must achieve a grade of A, A-, B+, B, B-, C+, or C. Any grade less than C (2.0) is considered as an unsuccessful completion of a course. In addition, as mentioned above, if a student earns a C in a course, but the average test score in the course is below a C, the course will not be considered as passing. See page 8 for specific courses that employ the 75% rule. Validation examinations may not be used as substitutes for repeating any nursing courses. Students who need to repeat a nursing course are placed in the repeated course on a space-available basis. All future enrollments in the nursing major will be based on space availability

### ***Dismissal***

A student will be dismissed from the School of Nursing baccalaureate program when there is a lack of progress toward the degree. Evidence of lack of progress consists of one or more of the following:

Failure to attain a 2.0 GPA in any semester.

Failure to attain a cumulative GPA of 2.0 at the completion of any semester.

Failure to obtain a minimum grade of C (2.0) upon repeating one upper division nursing course (i.e. unsatisfactory grades in the same course).

Failure to obtain a minimum grade of C (2.0) in two nursing courses. (A grade of W or Y received due to requirement of successfully completing Theory and Clinical courses at the same time is exempted from this policy.)

Failure to meet Palm Beach Atlantic University School of Nursing's Health Requirements and Limitations (above) without specified approved accommodations.

Inability to conduct oneself in a professional fashion consistent with the American Nurses' Association Standards and Code of Ethics for Nurses or the Palm Beach Atlantic University Code of Student Ethics as listed in the Navigator. In particular, falsification of records and reports, plagiarism, or cheating on an examination, quiz, or any other assignment is cause for dismissal.

Faculty reserve the right to dismiss any student whose personal integrity or conduct demonstrates unfitness to continue preparation for the profession of nursing.

A student may be dismissed without prior probationary status when any of the above conditions exist.

### ***Reinstatement Following Dismissal***

A student who has been dismissed from the School of Nursing may request reinstatement by petitioning the School of Nursing's Admission, Progression, Retention, and Graduation Committee at [Nursing@pba.edu](mailto:Nursing@pba.edu) the semester prior to readmission according to the following procedure:

Petitions must use a business letter format.

Petitions must include:

- Reflections of why the petitioner was unsuccessful
- Any preparations or remediation taken during the time off
- Plan for successful completion of the nursing program

Petition must be received as described in Academic Policies in the current Undergraduate Day Catalog.

**Reinstatement is not guaranteed, and no student may be reinstated more than once.** A reinstated student will be dismissed upon failure (grade below a C) of one additional nursing course. Students who are reinstated must adhere to the policies and curriculum of the School of Nursing in effect at the time of reinstatement. Reinstated students must abide by the provisions set forth in the Interruption of Nursing Program/Reentry policy and may have additional requirements according to a reinstatement contract. Additional progression and clinical policies may be found in the current PBA Undergraduate Day Catalog.

***Grievance Policy (Academic Complaint)*** An academic complaint refers to the grievance a student may have concerning faculty evaluation of his or her academic performance represented in the final grade for a course, **OR, a professor's assessment of academic dishonesty.**

The following procedure must be followed in filing a grievance:

***Grievance of final grades:*** Issues concerning individual assignments, examinations, and other graded work during the course may only be appealed to the professor; a student may not use this policy for appeal until a final grade has been assigned

for the course. To appeal a final grade, the student must take the matter to the faculty member, in writing, and within 15 PBA work days of the grade being posted in my.pba.edu. Appeal via PBA e-mail correspondence will be considered as written appeal. The Faculty Member will respond to the student in writing within 15 PBA work days of the student's written notification of the grievance. Response via PBA e-mail will be considered as written response. The Dean of the School of Nursing must be copied on the written appeal.

***Grievance of academic dishonesty:*** To appeal an academic dishonesty judgment, the student must take the matter to the faculty member, in writing, within 15 working days of being notified of the judgment. Appeal via PBA e-mail correspondence will be considered as written appeal. The Faculty Member will respond to the student in writing within 15 PBA work days of the student's written notification of grievance. Response via PBA e-mail will be considered as written response. The Dean of the School of Nursing must be copied on the written appeal.

### ***Appeal Procedure***

After following the grievance policy above, the student may appeal the case to the Dean of the School of Nursing, by completing the appeal application and submitting it to the Dean, only after written communication with the professor in resolving the complaint proves to be unsatisfactory to the student. This appeal to the Dean must be done within 15 PBA work days of the written response from the faculty member. The written justification for appeal must identify the issues, with all substantiating documents attached. Appeal to the Dean via PBA e-mail must include appropriate attachments including the signed appeal application and all substantiating documentation. The Dean will denote his or her decision on the application for appeal and return it to the student in written form or via PBA e-mail within 15 PBA work days. If the original appeal involves the Dean as the professor of record, the Provost will appoint another dean to review the appeal.

If, after the Dean has made the decision on the appeal, the student is not satisfied with the outcome, he or she may appeal to the Council of Deans through the Office of the Provost. **The only justification for appeal to the Council of Deans is a procedural violation.** The student's appeal must demonstrate which procedure was violated and how it was violated. Simple disagreement with the decision is not sufficient grounds for appeal. This application for appeal must be submitted within 15 PBA work days of the written response from the Dean and must be submitted to the Office of the Provost. The appeal may be delivered in written form or via PBA e-mail. If the appeal is delivered via PBA e-mail, all substantiating documentation must be attached to the e-mail.

This appeal will be reviewed by the Appeals Committee of the Council of the Deans (which consists of three people who are appointed from the members of the Council of Deans for a one- year term by the Provost) to determine the merit of the case. If the Appeals Committee determines that the case is not sustainable on its merits, the decision is final and there is no further appeal. If the committee determines there is compelling evidence to proceed with the case, such appeal can proceed in one of two ways. First, the Appeals Committee may refer the matter back to the Dean with recommendations for resolution. Second, the Appeals Committee may refer the matter to be heard at a regularly scheduled meeting of the Council of Deans which falls in the following calendar month. The Administrative Assistant to the Provost will provide the student with the date of the Council of Deans meeting.

The Council must be supplied with the completed application for appeal, a written summary of the complaint, and all substantiating documents relating to the case, including the original appeal to the Dean. The only evidence admissible is that which has previously been presented to the Dean, with the exception of evidence related to procedural violation by the Dean. The Dean to whom the complaint was submitted also will provide a written summary account of his or her conclusions and written recommendations within 15 PBA work days prior to the scheduled appeal, along with any substantiating documents. The Administrative Assistant to the Provost is responsible for gathering these materials and for making them available to all parties for review prior to the meeting.

Both the student and the faculty member will be afforded the opportunity to present their cases to the Council. Communication to the Council during its deliberations is the responsibility of each party in the complaint. The presence of the student and of the faculty member is only for fact-finding. Deliberations based upon these presentations and the written records of the case are kept strictly confidential and are open only to Council members.

The Provost and any member of the Council who is a party to the complaint or who believes that past experience or relationship with individuals involved prejudices an objective review of the case may recuse themselves from the final decision.

As chair of the Council, the Provost will communicate the Council's findings in writing to the student and faculty member within ten working days of deliberations.

The Office of the Provost is responsible for enforcing the decision of the Council of Deans. The conclusions and recommendations of the Council are final and binding upon the parties to the complaint. No further appeal may ensue.

**\*NOTE:** *Students seeking information regarding a non-academic complaint should review the [Grievance Policy \(Non-Academic Complaint\)](#) in the Student Life section of the PBA Undergraduate Day Catalog.*

### ***Standardized Testing and Benchmark Requirements***

All students will be registered for a remediation course of NUR 4711, NUR 4721, or NUR 4731. Students that DO NOT successfully achieve a benchmark score in the Standardized Proctored Assessment, as defined in the course syllabus, must successfully complete the remediation course during the following semester in order to continue to progress in the program. Students who DO successfully achieve a benchmark score on the Standardized Proctored Assessment will be dropped from the remediation course.

### ***NUR 4504: Preceptorship***

A passing score on the Standardized Predictor Test as defined in the course syllabus is required to pass the Senior Preceptor course and obtain degree conferral, which is necessary to register for the NCLEX. Students who do not successfully meet the predictor benchmarks will enroll in NUR 4731 course in the following semester to continue structured remediation for successful achievement of the benchmark. Degree conferral will be dependent on and subsequent to successful achievement of NUR 4731 course and all other graduation requirements.

### ***Academic Advising***

Each nursing student is assigned an academic-advisor. The advisor's role is to assist the student in course scheduling, clarify graduation requirements, answer questions, and be a resource for prayer and spiritual growth. Advisors are available to students throughout the semester. Students are expected to read and use the Nursing Student Handbook, Navigator, and University catalog for planning their course scheduling and access their academic advisor with questions. **Students are required to meet with their assigned academic advisors prior to one-week before online registration (myPBA).**

### ***Theory, Laboratory, Clinical Attendance, and Assignment Submission***

Nursing is a professional discipline that requires safe practice, effective communication, and reliable and accountable behaviors. Students are expected to attend all scheduled theory, laboratory, and clinical experiences. Absence from a theory or laboratory class may result in the student having inadequate information, which could lead to unsafe client care. Absence in a clinical may result in the student's inability to meet the course objectives/outcomes and concomitant failure of the course. Students are expected to know and follow individual course requirements as recorded in the course syllabus.

Mastery of course objectives/ outcomes is the responsibility of the student. Thus, any absence will require the student to meet with the faculty member and discuss a method by which the class objectives may be met. Absences also incur the penalty set forth in the Clinical Attendance Policy. Students who are unable to attend a scheduled nursing class, laboratory, or clinical are **required** to notify the **assigned Faculty prior** to the absence (refer to Absence Chart on p. 15 of this document).

Students are expected to attend class, laboratory, and clinical on time. Tardiness and/or submitted late assignments may result in assignment/course grade reduction. Students should follow specific guidelines in the course syllabus.

Assignments must be submitted on time and in the assigned sequential order unless negotiated with the faculty. Weekly clinical documentation must be completed prior to the next clinical experience in a course, per each clinical syllabus.

Students who do not complete documentation in a timely manner may be prohibited from clinical experiences and receive an unsatisfactory clinical evaluation, unexcused absence, and a zero on the assignment. All course assignments must be submitted and objectives/outcomes met for a student to receive course credit. Students may not progress to the next nursing course with an Incomplete status or a course grade below C.

### ***Submission of Papers/Assignments***

*The following are minimal requirements* for the submission of academic papers. Students should review course syllabi for additional requirements.

- Assignments are due on the date and time listed in the course syllabus
- Follow the guidelines in the syllabus for paper or electronic submission. Some courses employ Turnitin.com, a plagiarism verification service.
- All papers must follow APA guidelines which include correct style, grammar, punctuation, syntax, and spelling
- Physical pages must be stapled together in the upper left-hand corner
- Please refer to the University Policy on plagiarism. Faculty may require students to submit paperwork to turnitin.com.

### ***Artificial Intelligence***

- *Generally*, Artificial Intelligence (AI) is not permitted in nursing courses. Please clarify with the professor prior to use of AI in any course. Students should understand that AI is a tool and not a substitute for human intelligence. AI models like ChatGPT (and other AI generators, including paraphraser) have been trained on large datasets and can generate responses, but may introduce bias and/or provide misinformation as they are not capable of independent reasoning or decision-making.
- The one AI resource that is universally allowed in nursing courses is Grammarly. Grammarly is a free online comprehensive tool that provides real-time suggestions for improvements in spelling, grammar, punctuation, clarity, and writing style. <https://www.grammarly.com/>. The use of any other AI resource will require permission from the professor in writing.

### ***American Psychological Association (APA) Style 7th Edition***

Students are expected to follow American Psychological Association (APA) 7th Edition style. **Failure to adhere to APA style will result in a reduced grade even if the assignment guidelines do not specifically allot points to style.**

APA style is documented in the *Publication Manual of the American Psychological Association*, 7th Edition, as well as [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). Copies of the Manual can be located in the NLRC and in the University Library. In addition, internet access is available at <https://apastyle.apa.org/products/publication-manual-7th-edition>. The School of Nursing website has direct links to internet resources for assistance. The Center for Academic Writing Excellence (AWE) is available by appointment to provide support and guidance in the writing process. AWE coaches can assist in areas including APA formatting, brainstorming ideas, creating an outline, writing a first draft, revising, and proofreading.

## *Clinical Policies*

Nursing is a practice discipline that requires student participation in education and practice experience. Practice experiences will include face to face lab, community, and clinical experiences. Therefore, certain student requirements are necessary to ensure student success and protect student and client health and safety. Students, before participation in clinical, must meet all policies as listed below by the required due dates.

### *Required Documentation*

Students may not participate in clinical without appropriate documentation of all requirements. Failure to provide, and upload, appropriate documentation into Complio by the published deadline date, which is no later than two weeks prior to the beginning of school each semester, results in 5% reduction in the Clinical course's final grade. Any circumstances impeding the student's ability to become compliant must be communicated to the clinical coordinator prior to the deadline date. (Many sites require School of Nursing to provide this documentation well before the semester starts.) **Students who fail to provide appropriate documentation before the identified deadline will not be able to start clinical courses, and will result in point deductions off their final grade.**

### *Immunizations & Titer Documentation*

Most immunizations & titers require documentation only once during the program. However, some immunizations, such as tetanus, may expire. Students are responsible for maintaining current immunizations and documentation. Required immunizations and titers are listed below under Documentation Procedures and Timeline.

### *CPR Certification*

Basic Cardiac Life Support (BLS) Certification to include adult, child, infant, and obstructed airway resuscitation is required throughout your clinical experiences. CPR must be obtained through the **American Heart Association** (AHA, Course for Health Care Provider). No other certifications are accepted. AHA certification is good for two years.

### *Background Check, Fingerprints, and Drug Screen*

Students must complete a drug test and level 1 and level 2 background checks with fingerprints upon acceptance with Complio at <https://pbauniversity.complio.com/>. Results are confidential; however, discrepancies between the results and the disclosures on the application may result in dismissal from the program. Some findings may preclude licensure. Students are responsible to ensure the School of Nursing is informed in writing of any future arrests, convictions, or adjudications. The School of Nursing conducts both random and discretionary drug screening. Failure to comply with drug tests will result in immediate dismissal from the program. Positive drug tests will be referred to the Impaired Project for Nurses (IPN) and to a committee to determine other appropriate actions including dismissal from the program. The University may impose additional requirements.

### *Personal Insurance Information*

In accordance with University policy as stated in the Navigator, "All full-time undergraduate and pharmacy students are required to have health insurance; either the school endorsed accident and illness insurance plan or present proof of comparable coverage in order to waive the school plan."

### *Tuberculosis Test*

You must submit proof of one of the following groups of items in Complio (1, 2, or 3):

1. Negative TB Skin Test (TST)
2. Negative QuantiFERON Gold Blood Test or T-Spot
3. Negative Chest X-Ray Less Than Two Years Old / Clearance Letter

**PLEASE NOTE:** The TB Skin Test (TST) and Negative QuantiFERON Gold Blood Test will expire after one year and will have to be received annually. The Negative Chest X-Ray will expire after two years; However, a Clearance Letter must be turned in with your Chest-X-ray and signed by your physician **annually**.



## ***Hospital Orientation***

Students must complete Hospital Orientation for their corresponding site as mandated by the facility's nursing clinical coordinator. The required materials will be provided by the SON clinical coordinator, either via email for review and completion or via Complio rotation module.

## ***Nursing Student Handbook Acknowledgement Page***

Students must sign the acknowledgement for every updated version of this student handbook to keep current with School of Nursing policies. Signature includes:

- Attestation of having **read** handbook
- Agreement to abide by the policies in the handbook
- Attestation that the students' health and legal status are unchanged OR that the student has reported any health or legal changes to the School of Nursing administration.

## ***MANDATORY Fall/Spring Orientation***

**MANDATORY** orientation dates and times will be communicated. Failure to attend orientation may delay or prevent the student from beginning nursing courses that semester. The only exception is for students representing PBA in official functions (e.g. intercollegiate athletic events) who must complete orientation on their own time *before* the beginning of classes.

***Complio Documentation Procedures and Timelines*** – *Complio is an online tracking system, selected by your school, to host details and documentation proving your compliance with immunizations and other requirements.*

**Items needed to be-uploaded to your Complio account and kept current throughout nursing school:**

1. Create a Complio Account as directed by the School of Nursing
2. Documentation of physical exam and clearance for any activity
3. Immunizations and titers
  - Td or Tdap
  - MMR: Rubeola (Measles), Mumps, and Rubella
  - Polio
  - Hepatitis **B** (series; first two must be completed before clinical; third may be completed during the school year, but no later than six months after the second injection) **OR** (Heplisav series of two with the second one no later than the end of the first semester.)
  - Varicella Zoster: Documentation of Varicella Zoster vaccine **OR** a positive titer (blood test) is required. Documentation of chicken pox illness by itself is not sufficient.
  - Covid-19 Vaccine (Students will indicate vaccination status and upload card if applicable for clinical placement purposes)
  - Influenza (Students will be notified by e-mail of exact due date)
4. CPR Certification: Submit both sides of American Heart Association BLS card to Complio. CPR Certification is good for two years. It is the student's responsibility to maintain active certification. Only AHA BLS is accepted.
5. Background Check and Drug Screen – **to be processed only through American Databank/Complio**
  - Fill out a VECHS Waiver form
  - Log on to <https://pbauniversity.complio.com/>
  - Select School of Nursing/Students/Traditional BSN
  - Select, from the first Bundle, **Criminal Background Check, Drug Screening, and Immunization Tracking**. If you will be getting your fingerprinting done in Florida, choose the first one, if you will get your finger printing done in any other state, choose the **"Out of State"** option.
  - Search for a drug test provider near you. Details will be emailed to you after you pay.
  - You will be led through various screens and signatures. Select a method of payment. Visa, MC, or money order
6. Photo Release/Recording Form

### ***Clinical Attendance Policy***

Students are required to attend clinicals. Absences from clinical may affect the student's progression and successful completion of the BSN program.

- Students who are not prepared for clinical may be asked to leave and incur the penalty set forth in this policy. Preparedness includes mental and physical aspects (rested, proper uniform and equipment, etc.).
- Two episodes of tardiness (tardy is defined as student arrival to the clinical floor/unit after the identified clinical start time) count as an absence and incur the penalty set forth in this policy.
- A student must meet all requirements and expected outcomes of the course in order to pass. Failure to meet the expected outcomes may result in failing the course despite having a passing grade on written work or having completed the make-up hours for missing the clinical.
- Students with severe illness or injury must obtain a medical clearance before returning to future clinical courses. Students who have been cleared for "light duty" may not be able to meet the course objectives. Some facilities may not allow students with prostheses, casts, crutches, or other assistive devices.
- Students with infectious disease symptoms may be required to excuse themselves from the provision of nursing care to clients. Individual clinical agency policies must be followed.
- Makeup work must be completed by the due date or additional penalties will be incurred.
- A 12-hour clinical counts as 2 clinical days for the purpose of attendance/absence and loss of points.
- Students are required to notify their clinical instructor of any absence at least one hour prior to the start of their clinical shift.

<b>Absence Type</b>	<b>Penalty</b>
Absence for university event or internship orientations (with faculty prior approval and appropriate documentation)	No loss of points; requires makeup
Absence	-4 percentage points off of final grade: Absence <b>with</b> communication to instructor greater than 1 hour prior to the start of the clinical shift; requires makeup  -8 percentage points from final grade: Absence <b>without</b> communication with instructor greater than 1 hour prior to the start of the clinical shift; requires makeup
2 or more absences	May result in a failing grade or an administrative withdrawal from the course

### **Planned Absences and Procedure**

An excused absence may be negotiated for a student to participate in an event that will promote professional or spiritual development. Permission from all faculty members in the course(s) that will be missed is required within the designated time frame. Examples of planned absences include: University or professional sponsored activities such as the Florida Student Nurse Association Convention.

### ***Drug Calculation Testing Policy***

Most clinical course requires students to meet a minimum drug calculation competency before providing patient care. The areas to be evaluated and the method of testing are set forth in each course's syllabus. Performance on the drug calculation test will affect the clinical course's grade in accordance with the syllabus. Competency requirements will be communicated to students at the end of the prior semester to allow time for practice.

Students who fail a fourth attempt at drug calculation competency will be withdrawn from the course.

Drug Calculation and Math Resources include:

- ATI Dosage Calculation and Safe Medication Administration 3.0
- Practice Problems on myPBA > Schools > Nursing > Handouts
- Campus math lab
- Websites
  - [alysion.org/dimensional/analysis.htm](http://alysion.org/dimensional/analysis.htm)
  - Dosagehelp.com

### ***Drug Calculation Topics***

#### **Conversions**

Metric to Metric  
Oz, Tsp, Tbsp. to Metric  
Weights to metric

#### **Oral Meds:**

Oral doses: pills  
Oral doses: oral suspension  
Oral doses: per weight (may combine these with oral suspension)

#### **Injections:**

SQ, ID, IM: amount to administer: e.g. Lovenox, Solu-Medrol

#### **IV:**

Flow rate (how many mL/hr should this bag be set for)  
How much drug is patient getting where pump is set at x mL/hr  
IV flow rate by weight (mg/kg/hr) (like heparin drip)  
Gravity (gtts/min)

#### **Complex Care specific:**

IV flow rate by weight (mcg/kg/min)  
Titrations (IV by weight twice)

#### **Peds/Maternal specific**

Max safe dosage/weight  
Maximum safe concentration  
Formula dilution



## ***Handheld Devices***

The School of Nursing provides many online resources that are accessible by handheld device such as iPhone and Android. Students are encouraged to bring a device to clinical when allowed by the individual instructor and the agency. It should be loaded with the appropriate reference software approved by the school of nursing. (See Appendix) **However, phone calls and texting during class and clinical is not allowed.**

## ***Clinical Dress Code***

A PBA nursing student represents both the School of Nursing and the profession. Therefore, appearance and behaviors must reflect these responsibilities. Professional apparel is neat, modest, well fitting, and must conform to both agency **and** the PBA SON dress code. Students are expected to be professionally dressed for all client and agency related interactions. Unprofessional attire and conduct is unacceptable and will be considered unsatisfactory implementation of professionalism and the student will be asked to leave the setting.

The following dress code guides the student in the professional role as a nursing student. In addition, course syllabi will identify the appropriate attire for particular clinical rotations.

## ***Attire***

Both male and female students will wear the official **PBA SON uniform** during clinical unless directed otherwise. The specific requirements will be listed in the course syllabus. The laboratory coat or PBA approved jacket may be worn for warmth as needed. Uniforms must be clean (washed between each use) and without wrinkles. Only approved solid black, long sleeve shirts may be worn underneath the uniform.

Should the student uniform become ill fitted, the nursing student will purchase a new uniform. In the event of pregnancy, the nursing student may wear maternity uniforms. See a faculty member should either of these events arise.

The PBASON laboratory coat must be worn over appropriate dress when picking up assignments and attending agency functions not needing the official uniform. No jeans, shorts, sweat pants, sheer blouses, tee shirts, tank tops, halter-tops, shirts with insignia, tank dresses, mini-skirts, canvas shoes, clogs, open toe shoes, or shoes with heels higher than 1.5 inches are acceptable. Clothing must not be form fitting or excessively baggy. There should be no visible underclothing and the whole of the midriff should be covered at all times.

## ***Identification Badge***

The PBASON identification name badge and required agency badge must be worn at all times. As is true for the uniform, these items are to be worn only for specific School of Nursing functions. Lost badges can be replaced for a cost by contacting the Undergrad Coordinator.

## ***Scrubs***

Only approved scrubs may be worn. These are obtained from MedWear and must bear the PBA SON embroidered emblem. Scrubs must fully cover the waist even when bending over.

## ***Shoes***

Shoes must be non-porous (non-canvas, non-mesh, non-perforated) athletic, walking, or nursing shoes with closed toe and heel. Basically, shoes that will NOT absorb blood, urine, and other various body fluids that may splash during clinical. Shoes and shoelaces must be clean and worn only for clinical. Community based clinical may have different requirements and will be listed in the syllabus. Shoes must be solid colored: white, black, or gray. A very small logo (no larger than 1.5 inches) is allowed.

## ***Socks***

Socks should be black, white or natural color for acute care agencies. Community based clinical may have different requirements and will be listed in the syllabus.

## ***Hair***

Hair should be hygienic, safe, and professional. Hair should be clean, neat, and well groomed. Shoulder length or longer hair must be pulled back and up and contained with conservative hair decorations. Male facial hair must be neat, short, and well groomed.

## ***Jewelry and Tattoos***

Jewelry can carry microorganisms that can be a threat to client health and may scratch clients. The following jewelry is acceptable: a wedding ring, a watch with second hand, and no more than two stud earrings per ear lobe. Stethoscopes

tend to catch on loop earrings, which can be very painful. No other visible body piercing jewelry (including oral) will be acceptable. All exposed tattoos must be covered.

### ***Makeup***

Makeup should be used only in moderation.

### ***Nails***

Nails should be clean and no longer than the tip of the fingers. Long nails harbor microorganisms and may scratch clients. Artificial or gel nails are not acceptable. Female nursing students may wear unchipped, solid, light colored nail polish (according to agency policy).

### ***Hygiene***

Good personal hygiene is expected at all times. No perfume, cologne, or scented lotions may be worn as they can be offensive or harmful to client health.

### ***Additional Requirements***

Students must bring the following to their laboratory/clinical courses: a personal stethoscope, bandage scissors, a penlight, a black pen, and a watch with a second hand. Gum chewing is not permitted.

### ***Transportation***

Students are responsible for their own transportation to and from clinical assignments. Students may choose to carpool with members of their assigned group. It is suggested that students who do use their automobile to carpool make certain that they have sufficient liability coverage. Students will need to have individual transportation for their Community based and Preceptorship experiences to motor to individual homes and/or agencies.

### ***Professional Liability Insurance***

Palm Beach Atlantic University provides student liability insurance coverage for all students and also provides nursing liability insurance as part of the student fees. These policies do not include automobile and driving related liability coverage thus students will need to be certain that they are specifically covered.

### ***Special Circumstances:***

Pregnant students must inform the faculty as soon as possible and provide clearance to attend clinical from a healthcare provider. The student's privacy will be respected as only those needing to know will be informed. This information is necessary for faculty to plan client assignments and student experiences. Students must follow the university pregnancy policy as set forth by the Navigator.

### ***Students with Disabilities:***

#### **Americans with Disabilities Act (ADA) Statement:**

Palm Beach Atlantic University complies with the Americans with Disability Act Amendment Act (ADAAA) of 2008, the Americans with Disability Act of 1990, and Section 504 of the Rehabilitation Act of 1973, which ensures equal access and prohibits discrimination based on disability as well as providing reasonable and appropriate accommodation for qualified individuals with disabilities. Students with questions about their entitlement to benefits or grievances under these statutes should contact the Director of the OAAR office at (561) 803-2061 or [accessibility@pba.edu](mailto:accessibility@pba.edu). The Office of Academic and Accessibility Resources (OARR) is located on the lower level of the Lassiter Rotunda in the Warren Library. Accommodations will only be provided after the student has officially registered and completed the process with OAAR. The student is responsible for self-identifying with OAAR and providing each course instructor with a copy of the approved accommodations plan for activation immediately after receiving it. Please keep in mind that accommodations are not retroactive.

**Accommodations and Athletes:** Students are required to present a copy of their test proctoring form **at least one week before** the day of each scheduled test. The student must complete their portion prior to submitting to the faculty member, who will fill out the appropriate information and return it to the student, who is responsible for submitting it to the Office of Disability Services. However, we also **strongly encourage** students to submit all of their completed test proctoring forms by the second week of the semester.

### ***Laboratory/Clinical Experience: Accident, Injury, or Exposure***

Should a student be involved in an accident, injury, or exposure to harmful substances during a laboratory/clinical experience, the student must immediately report the incident to the supervising faculty member. The faculty member may request that the student complete an institutional form describing the occurrence. All incidents should be reported in writing by the student and supervising faculty member for inclusion in the student's PBA SON file and to Campus Safety and Security.

The student may be required to seek appropriate medical attention. The student is responsible for all costs involved in obtaining health care. Documentation of official health care clearance may be required for the student to return to client care related experiences.

### ***Professional Behavior and the Care of Others***

According to the PBA SON Philosophy and Professional Standards, it is a privilege to care for others. Therefore students are required to be accountable and responsible to maintain the following standards.

- Honest, truthful, and ethical behavior and communication (written and oral).
- Scholarship and integrity in paperwork.
- Confidentiality of client information as required by the Health Insurance Portability and Accountability Act (HIPAA). All client information is considered confidential and must be protected from intentional and unintentional exposure. Client names **MUST** be removed from any document to protect the identity of the client.
- Confidentiality extends to all clients and no student may access information about other clients not under their care.
- Be fully prepared for clinical experiences. This means that each student must be prepared to discuss the assigned client's nursing and medical diagnoses, treatment, diagnostic tests, medications, and plan of care. Assigned paperwork must be presented at the beginning of the clinical experience.
- Students may not perform any invasive procedure for which the student has not been previously approved by faculty to implement, even if given the opportunity by agency personnel.
- Students must demonstrate professional behavior in order to remain in the nursing program.
- A student may be prohibited from completing any clinical experience if the faculty member determines that the student's preparation, behavior and/or performance of care are unsafe or inappropriate. Faculty and administration will make the decision regarding the outcome of such actions.
- Breaches of professional conduct as outlined in the Florida Nurse Practice Act and/or failure to abide by University rules and regulations will subject a student to action by the PBA SON that may include warning, probation, suspension, and/or permanent dismissal from the School of Nursing. **Dishonesty about client care results in immediate failure of a clinical course.**

## ***Documentation and Nursing Student Signatures***

Students will be required to sign legal documents as part of their clinical experiences. Nursing students should use the following designations in legible script:

Students: First initial, last name, NS-2, NS-3 or NS-4

Example: ***J. Smith, NS-2, NS-3, or NS-4***

## ***Senior Preceptorship***

The final semester of the program is spent in a preceptorship clinical rotation. As part of the requirements of this course, students will work side by side with a registered nurse (BSN prepared preferred) assigned by the healthcare facility.

**Students must complete all other required courses before beginning preceptorship.** All students will be placed with nurses on general medical-surgical floors. Students displaying clinical excellence may petition the nursing faculty for placement in a specialty area after completing both Complex Nursing, Psychiatric Nursing, and Maternal and Pediatric Nursing courses.

The primary goal of the Preceptorship is to assist the graduate with transitioning from the role of student to the role of professional Registered Nurse. This course will also serve as preparation for first time success of the NCLEX-RN. This process involves the synthesis of nursing knowledge in selected potential practice sites. Students, in collaboration with their preceptor, identify desired technical skills, knowledge, assessment, leadership, ethical, and spiritual outcomes to be achieved throughout the Preceptorship experience.

Students will request two choices of location and units within Palm Beach and Martin Counties in which the SON is contracted with. The formal request process will occur in the semester prior to the Preceptorship course. Should the student desire a specialty unit assignment (i.e. critical care, mental health, obstetrics, pediatrics, etc.), the student will be required to attach a letter (see Sample Business Letter) specifying the rationales. The letter is to be addressed to the Dean and to the faculty member of the Preceptorship course. The final placement decision process will include evaluation of past and current course grades, clinical evaluations, proctored assessment scores, and input from faculty.

The student placement requests will then be sent to each hospital's clinical educators. The clinical educators will then communicate with the requested unit director for final assignment approval. Depending upon the number of available preceptor positions within each hospital organization, the student may not receive any of the two requested placements.

# ***General Policies***

## ***PBA Values***

Students are expected to comply with the Palm Beach Atlantic University values and rules of conduct as set forth in the Navigator (PBA Student Handbook) found at the Student Accountability webpage.

## ***Interpersonal Communication/Grievance Policy (Formal Complaint)***

Problem resolution is not only a professional nursing requirement, but encouraged by the Christian worldview. Effective communication skills, putting the best construction on every event, and following the Spirit of Christ in kindness toward and forgiveness of others are hallmarks of the integrated Christian nurse. Matthew 18:15-17 will be the guiding rule in the resolution of problems for PBA SON students in any situation.

In a situation of a faculty-student interpersonal communication conflict, students are encouraged to initially meet with the faculty member with whom there might be an issue to attempt to resolve the problem. In the event that the issue is a faculty evaluation of student academic course performance that is not resolved by a meeting with the faculty member and further intervention might be necessary, the student may contact the Student Government Ombudsman or take advantage of the University Grievance Policy ([http://catalog.pba.edu/content.php?catoid=41&navoid=2934#Grievance\\_Policy](http://catalog.pba.edu/content.php?catoid=41&navoid=2934#Grievance_Policy) (academic complaint) and [http://catalog.pba.edu/content.php?catoid=41&navoid=2951#grievance-policy-\(non-academic-complaint\)](http://catalog.pba.edu/content.php?catoid=41&navoid=2951#grievance-policy-(non-academic-complaint)) (non-academic complaint) located in the Catalog. The University guidelines must then be followed.

## ***General Dress Code***

Students are expected to dress in accordance with the Palm Beach Atlantic University dress code as written in the Navigator; specifically:

- A. Modesty: Choosing to dress modestly means showing humility as well as respect and sensitivity to self and others. Students must display mature discernment as to appropriate attire for all University activities, reflecting proper taste, personal modesty and neatness.
- B. Footwear: For health and safety reasons, students are expected to wear appropriate footwear at all times. Shoes must be worn on campus.
- C. Formal wear: Students are expected to dress modestly for all formal events. Examples of immodest and unacceptable attire include but are not limited to the following: tight, backless, see-through, low in the neckline, exposing cleavage and/or revealing the midriff. Slits in the skirt/dress may be no higher than the knee (see “A. Modesty” above).
- D. Hats: Hats should not be worn in the classroom, chapel, or official University meetings.
- E. Shirts: In general, shirts should be loose fitting and not skin tight. As a general guideline, shirts must be long enough to meet one’s shorts/pants. Examples of immodest and unacceptable shirts include, but are not limited to, those that are tube tops, tight, backless, strapless, see-through, low in the neckline, exposing cleavage, undergarments and/or revealing the midriff. Finally, advertising a message that is inconsistent with the lifestyle and mission of the University (alcohol, tobacco, sex, partying, etc.) is not acceptable.
- F. Pants: must be high enough to meet one’s shirt, and should not be skin tight. Rips and tears should not expose under garments nor should they be above the thigh. Furthermore, pajama pants are neither appropriate nor acceptable in University buildings outside of one’s residence hall.
- G. Shorts: Shorts should be approximately no shorter than the bottom of one’s finger tips when standing, should not reveal undergarments, should not be rolled, and if they have a slit, it should go no higher than one’s finger tips as well. Rips and tears in shorts should not expose under garments nor should they be above the thigh.
- H. Skirts: Skirts must be high enough to meet one’s shirt, long enough to reach the end of one’s finger tips, and cannot be skin tight. Rips and tears cannot expose under garments. Super miniskirts are not appropriate.
- I. Undergarments: Undergarments are required to be worn and should not be visible when sitting or standing; this includes bras for females.
- J. Generally speaking, anything revealing, tight, backless, strapless, see-through, low cut in the neckline, or revealing in the midriff (in any position), or any article not covering the complete upper torso from shoulder to waist may not be worn on campus or at a PBA event

## ***Palm Healthcare Nursing Learning Resource Center (NLRC)***

The NLRC (commonly known as the Skills Lab) is provided for students to practice and refine their nursing skills and knowledge. Both the skills and computer laboratory hours will be posted for students to plan time to practice and complete course requirements.

Each individual using the facilities is responsible for keeping it neat, organized, and clean. Use of equipment should be governed by manufacturer instruction. Students should report malfunctioning equipment immediately. Individuals misusing and damaging equipment or supplies will be required to replace it. Rules governing the use of the facilities will be available. **No** equipment may be removed from the facilities without faculty/staff permission.

### ***NLRC Rules***

1. Food and drink may only be consumed at the central tables but not during class time unless authorized.
2. No chewing gum is allowed.
3. Cell phone use including text messaging is prohibited.
4. Modest attire or nursing uniform is required.

### ***Nursing Computer Lab Rules***

#### **I. For Tests:**

##### **A. Testing Lab Entrance Policy:**

1. Testing begins on time.
  - a) Any student who arrives later than 10 minutes may be denied entry into the testing lab and the test and must make arrangements per syllabus for a make-up exam. The format of make-up test/s will be at the discretion of the faculty.
  - b) All personal items including phones (turned off), smart watches, food and drink items, hats, and hoodies must be left at the front of the testing lab.
  - c) Students hands must be clean and free of writing.
  - d) If calculators are required, one will be provided physically or onscreen in Canvas.
  - e) Students must bring a photo ID to aid in identification by proctors.

##### **B. Testing Policies and Procedures:**

1. Conversation between students while testing will be deemed as a violation of the Academic Integrity policy. Both student/s will receive a zero for the test grade in addition to ramifications as identified in the Student Handbook.
2. Students may not leave their seat **without permission while testing**.
3. Rounding rules will be provided on each signature page.

##### **C. After Testing is Completed:**

1. Students should turn off the computer, push the chair in, and leave quietly.
2. Please refrain from talking in the surrounding area until all students have completed their tests.

##### **D. Students that fail should:**

1. Schedule an appointment with the lead faculty within 1 week of the test for a formal Plan for Success.
  - a. Come prepared to discuss 3-4 study changes you plan for future tests.
2. Plan to attend tutoring for that class.
  - a. Identify content/questions you want the tutor to review with you.

#### **II. For Tutorial and Practice Use:**

##### **A. Students may use the computer lab to remediate, practice, or work on school related projects.**

##### **B. Policies:**

1. No food, open drink containers, or water bottles are allowed in the computer lab.
2. Please place your book bags under your computer table to avoid obstructing the path of others entering or leaving.
3. If other students are waiting to use a computer, you are asked to restrict your sessions to 30 minutes.
4. If you have any computer problems, please seek out the Nursing Skills Lab/Testing Coordinator or a faculty member. **DO NOT** attempt repairs on your own.

## ***Computer Software***

A variety of software is available in the Computer Lab to help students in the program: Some software can be accessed via the internet from other locations.

### ***Software Available Via Internet and other Online Resources***

- **ShadowHealth**
- **iHuman**
- **CoursePoint**
- **NCLEX Prep and Education Resources**
  - Test Bank
  - Focused Reviews
  - Case Studies
  - Dosage Calculation Tutorials
  - NCLEX review (Seniors, final semester only)
- **myPBA**
  - Must Know Drug List
  - Lab Values
  - Drug administration/math calculation problems

## ***Nursing Resources***

### ***Nursing Skills and Technology***

Computer competency is important in the nursing profession. Students will need to use computer technology for their handheld device, in practicing nursing skills, in searching databases, in taking examinations, in writing papers, and in completing research projects. In addition, computer technology knowledge is transferable to other technologies used in nursing practice. To help students become computer competent, computer technology is threaded throughout the nursing courses and some of the nursing courses will have an additional Canvas component. Students are **required** to check Canvas and their PBA e-mail **daily** for important communications from the School of Nursing and faculty. The School of Nursing may also use myPBA and/or CANVAS to post important announcements, events, and deadlines.

### ***Tips for Success as a Nursing Student***

Nursing is an art and a science that includes theory and practice competency. Theoretical and practice competency is understood as Nursing practice. Therefore, the undergraduate curriculum has been developed for students to build on their knowledge and skill. The following components will assist students to be academically successful in the program.

#### **Plan**

Once you have your course syllabi, plan your semester schedule. Include classes, laboratory/clinical, skills practice, computer programs, assignments (start and due dates), study time (minimum of two - three hours study for every credit hour), spiritual development, workshop experiences, and exercise/fun/relaxation.

#### **Hybrid Courses**

Many of the courses in the nursing program make use of online learning methods including recorded lectures and VoiceThreads. Students are expected to watch/read/use these online resources prior to class unless otherwise directed.

#### **Study Groups**

Find other nursing students with similar schedules to meet, study theory and practice skills together.

#### **Review ahead of time**

Review the syllabus for upcoming assignments, the reading, and other online resources so that you are prepared to make the most of class, laboratory, and clinical experiences.

#### **Connect with the Faculty**

Make appointments and talk to faculty early in the semester about life, nursing school, relationships with God and others, etc. Faculty members do care about nursing students and recognize the importance of the journey.

#### **Preparation for Nursing School**

Congratulations on being accepted to the Palm Beach Atlantic University School of Nursing. Nursing is a very rewarding yet challenging field, and nursing school can be overwhelming to even the best students. To help you better prepare to be successful in the nursing program, we have put together a small list of tips and strategies.

1. Nursing courses build upon one another and on your science prerequisites. Make it a habit to review previous course material on a regular basis. Repetition is the key to memory and understanding. You must work with the material to master it. See Academic Tips below for more detail.
2. Brush up on your Anatomy and Physiology and Chemistry. A&P is the foundation of many nursing courses. Everything from physical assessment to disease processes, lab results, and medications relies on your knowledge of A&P.
3. Sharpen your study skills. Many of us did not acquire good study skills in our first years of college. If you are used to skating by or cramming at the last moment, you will not be successful with these techniques in nursing school.
4. If you live more than an hour away from School, you may want to consider moving closer. Clinical days usually start at 0630, and adding two hours or more commuting to such a day is both physically and mentally exhausting. At the very least, try to make arrangements to stay closer on clinical days.
5. An attitude of perseverance is important for success in nursing. Many students are successful the first semester, but as time goes on, they begin to lag. Eat a balanced diet, get plenty of sleep, exercise regularly, and maintain a close support network of family, friends, and church.



**Academic tips for success:**

Nursing courses are very demanding; they require a combination of memorization and understanding of the material. Without memorization, you will have difficulty understanding the material. Without understanding, your memorized material will quickly slip away.

Along with understanding the material, you will also need to apply it to clinical situations. Nursing courses are a progression. If you fail to master the material in the first semester, you will have that much more trouble the next semester. With that in mind, here are some tips for success:

1. Read the assigned text before you get to class.
2. If a class has recorded lectures, listen to them before the material is covered in class. If recorded lectures are not available, consider asking the professor for permission to record the lectures.
3. Come to class; come on time; pay attention; take notes. Leave Facebook, Instagram, Snapchat, texting, and other social media for non-academic time.
4. The notes you take should not be a verbatim transcript of class. The material should go through your head, be processed, and then you write down the processed summary.
5. Keep a list of the items that you did not fully understand in class. As soon as possible after class, review the list with your professor.
6. Review your notes often. We recommend a quick review of the notes on a weekly basis. There is so much material in the course that if you wait until the midterm and final, you will find yourself needing to relearn the material.
7. Study with other nursing students. It is the tendency of students to study with others of like ability, but it is in your best interest to study with students of diverse talents. When studying with others, you should study and prepare ahead of time on your own so that your time with others is more productive.
8. Take advantage of resources including the Writing Center, Peer Tutoring, and meeting with your professor. Depending on your academic performance you may be required to access these services.

## ***Nursing Student Organizations***

Membership in two student organizations is included as part of the nursing program, and each nursing student is encouraged to become an active member in both organizations. Nursing students will govern and lead each organization and a nursing faculty member will assist as an advisor. Participation in these nursing student led organizations will promote spiritual and professional development and lasting friendships.

### ***PBA Nurses Christian Fellowship***

Nurses Christian Fellowship (NCF) is a Christian professional organization and a ministry for nurses and nursing students. As stated on the national website, an NCF student group endeavors to:

- facilitate Christian spiritual growth and formation;
- assist students to view nursing from a Christian worldview;
- foster caring relationships and outreach among students, faculty, nurses, and patients;
- provide opportunities for service, cross-cultural ministry and, faith-based mission; and
- develop Christian leaders for nursing.

### ***PBA Student Nurses' Association***

Student Nurses' Association (SNA) is pre-professional association specifically designed for nursing students. PBA has a local chapter of SNA for students' professional growth. As stated on the national website, the mission of SNA is to:

- organize, represent and mentor students preparing for initial licensure as registered
- nurses, as well as those nurses enrolled in baccalaureate completion programs;
- convey the standards and ethics of the nursing profession;
- promote development of skills needed to be responsible and accountable members of the nursing profession;
- advocate high quality health care; and
- advocate for and contribute to advances in nursing education.

### ***Sigma Chi Phi Chapter***

Sigma is an international nursing honor society dedicated to the advancement of nursing scholarship and professional development. Membership in Sigma is exclusive and based on academic achievement or community leadership. Integrity is one of the key criteria for membership. In the undergraduate program, students who are eligible academically will be invited to join in their senior year.

# ***Appendix I: Nursing: State and National Requirements***

## ***American Nurses' Association Standards, Ethical Code for Nurses, and Nursing's Social Policy Statement***

The nursing profession has standards, codes, and policies that require and foster high standards, provide a framework for praxis, and describe nursing's obligations to society. Each of these standards, codes, and policies will be discussed in courses throughout the nursing curriculum. The following from the American Nurses' Association website ([www.nursingworld.org](http://www.nursingworld.org)) provides an overview of these essential criteria for nursing praxis.

- Code of Ethics for Nurses with Interpretive Statements - Establishes the profession's ethical standard for practice.
- Nursing: Scope and Standards of Practice - As the keystone of the ANA nursing standards, articulates the who, what, when, where, and how of practice.
- Nursing Social Policy Statement - Defines nursing and describes the basis of practice.

## ***Criminal Record Checks, Drug, and Alcohol Testing of Nursing Students***

In accordance with the catalog, all provisionally accepted upper division nursing students must complete a level 2 background check (national criminal search with fingerprints) and a urine drug test before beginning nursing classes.

***Students are required to disclose any arrests or convictions while in the program.*** Failure to do so will result in immediate failure of all enrolled courses and dismissal from the program. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences, preventing a student from completing their nursing education. It is the student's responsibility to research whether or not their background may prevent licensure.

All nursing students are required to abide by the University policy on Drug and Alcohol Testing as described in the Navigator. The University and the School of Nursing reserve the right to require a drug and/or alcohol test of a student at any time. Positive tests will result in referral to the Intervention Program for Nurses, may result in suspension from the University, and may result in dismissal from the nursing program.

## ***The Practice of Nursing in the State of Florida***

The practice of professional nursing is regulated by the Nurse Practice Act and Rules of the Florida Board of Nursing. Students will become acquainted with the *Florida Nurse Practice Act (Chapter 464 Florida Statutes: Nursing)* and the *Rules of the Board of Nursing (Chapter 64B9, Florida Administrative Code)* in nursing courses. Nursing students should review the PBASON and University policies specific to criminal record checks, substance testing of nursing students, academic, and behavioral requirements.

## ***Application for Licensure as a Professional Nurse***

***(Adapted from the Florida Board of Nursing website)***

For licensure requirements, refer to sections 464.008 and 464.009, Florida Statutes (F.S.), and Rules 64B9-3.002 & 3.008, Florida Administrative Code (F.A.C.). The PBASON BSN program will provide all educational requirements needed for licensure as an RN in Florida.

Per the Florida Board of Nursing:

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0400-0499/0464/Sections/0464.008.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0464/Sections/0464.008.html)

Any applicant who fails the examination three consecutive times, regardless of the jurisdiction in which the examination is taken, shall be required to complete a board-approved remedial course before the applicant will be approved for reexamination. After taking the remedial course, the applicant may be approved to retake the examination up to three additional times before the applicant is required to retake remediation. The applicant shall apply for reexamination within 6 months after completion of remediation. The board shall by rule establish guidelines for remedial courses.

If an applicant who graduates from an approved program does not take the licensure examination within 6 months after graduation, he or she must enroll in and successfully complete a board-approved licensure examination preparatory course. The applicant is responsible for all costs associated with the course and may not use state or federal financial aid for such costs. The board shall by rule establish guidelines for licensure examination preparatory courses.

Applicants for licensure must complete a background check with fingerprints upon applying for licensure. Violent crimes, crimes related to healthcare, and repeated offenses are more likely to prevent licensure. If drugs or alcohol are a concern,

the board may require the applicant to undergo an evaluation and to sign a contract with the Intervention Project for Nurses <https://www.ipnfl.org>

(IPN) (800-840-2720).

Each application is evaluated on a case-by-case basis. Each Board considers the nature and severity of offenses, as well as rehabilitation and other factors. A board cannot approve or deny a license without evaluating an applicant's entire application and supporting documents. Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process.

For additional information please see the Board of Nursing website:

<https://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-examination/>

### ***National Council of State Boards of Nursing NCLEX Candidate Requirements***

Candidates must submit an application for licensure to the board of nursing in the state or territory in which they wish to be licensed. Candidates must be certain to meet that board of nursing's application deadline and criteria, which includes further background checks and fingerprinting. Information regarding this process will be provided to nursing students in the senior year of course work. Students who choose to be licensed in other states are responsible for knowing the specific state nursing laws and rules governing examination and practice.

## ***Appendix II: School of Nursing References***

### ***Professional communication***

All communication with the School of Nursing's faculty and staff are to be professional. Letters should use standard business format (see next page for an example).

#### **E-mail:**

- Use your official PBA e-mail. Faculty and staff will not respond to e-mails from current students using outside personal e-mail accounts.
- Begin your e-mail with an appropriate salutation, e.g., Professor/Doctor Doe.
- Sign your e-mail with your first and last name.
- If contacting regarding an advising issue, please include your PBA ID number.

#### **Asking for a reference**

Ask for references in a timely manner. The general rule of thumb is to allow at least one month between making the request and the deadline. When asking for a reference, you are expected to provide the following:

- Title and description of the position, scholarship, or internship you are applying for.
- Name, title, and address of the person receiving the letter (not necessary if only filling out a reference form).
- Current updated resume
- Addressed, stamped envelope, or current email address
- Pertinent student experiences and competencies related to the job or scholarship

## *Sample business letter*

August 14, 2022

Joe Smith, PhD, RN  
School of Nursing  
Palm Beach Atlantic University  
901 S. Flagler Drive  
West Palm Beach, FL 33401

Dear Dr. Smith:

Please note that I have successfully mastered the business letter format. The date comes at the top, followed by your name, title, and address. Your salutation ends with a colon, never a comma. The content of the letter is block paragraph, meaning no indentions and a space between paragraphs.

The business letter always ends with thanking the recipient for their time, followed by a signature block that begins with a phrase such as Sincerely, or Best regards. After three empty lines, my typed name and title follow. An address line should appear at the bottom. Thank you for your time and effort to help me master this essential skill.

Best regards,

Jane Doe, NS-4

Jane Doe • 902 S. Flagler Drive • West Palm Beach, FL 33401

## ***Nursing Expenses***

The following reflects information regarding **additional** expenses that a student will incur in addition to University tuition. **These costs are estimated and subject to change.**

### ***Laboratory/Clinicals/Testing/Professional Liability Insurance Fees:***

A student fee is assessed for each semester theory and laboratory/clinical course to offset the costs of providing educational experiences with a low student-faculty ratio and student learning activities that prepare you as a competent professional nurse. You may review the fees below:

<b>Course</b>	<b>Fee</b>
NUR 3813 OL Health Assessment for the Practicing RN	\$120
NUR 3824 OL Pathophysiology and Pharmacology	\$145
NUR 4710 OL Professional Nursing Competency	\$100
NUR 4720 OL Professional Nursing Competency	\$50
NUR 4730 OL Professional Nursing Competency	\$100
NUR 4883 OL Capstone RN-BSN Practicum	\$200
Total Additional Course Fee RN to BSN	715.00
NUR 2003 Introduction to Professional Nursing	\$0.00
NUR 2004 Fundamentals of Nursing: Theory	\$200
NUR 2012 Fundamentals of Nursing: Clinical	\$275
NUR 2023 Health Assessment w/lab	\$175
NUR 3013 Pathophysiology and Pharmacology I	\$175
NUR 3043 Pathophysiology and Pharmacology II	\$125
NUR 3233 Community Nursing: Theory	\$75
NUR 3242 Community Nursing: Clinical	\$100
NUR 3343 Medical - Surgical Nursing I: Theory	\$200
NUR 3352 Medical - Surgical Nursing I: Clinical	\$275
NUR 3403 Medical - Surgical Nursing II: Theory	\$175
NUR 3412 Medical - Surgical Nursing II: Clinical	\$175
NUR 4104 Maternal and Pediatric Nursing: Theory	\$175
NUR 4112 Maternal and Pediatric Nursing: Clinical	\$175
NUR 4153 Psychiatric and Mental Health Nursing: Theory	\$150
NUR 4162 Psychiatric and Mental Health Nursing: Clinical	\$150
NUR 4203 Nursing Leadership and Management	\$150
NUR 4223 Complex Nursing: Theory	\$175
NUR 4232 Complex Nursing: Clinical	\$175
NUR 4504 Senior Preceptorship: Clinical	\$150
Total Additional Course Fees Traditional BSN	\$3,250

### ***Textbooks***

Textbooks and electronic media are carefully chosen by the nursing faculty to provide students with current, essential resources. Many of the resources will be used throughout the curriculum. These resources also provide a foundation for a personal professional library and will serve the student in practice as lifelong learning patterns continue.

### ***Uniforms and Accessories:***

Students are required to purchase one set of the uniform prior to the first week of clinical courses beginning with the Fundamentals of Nursing course. Additional purchases are at the student's discretion.

<b>Item</b>	<b>Purchased via</b>	<b>Estimated Cost</b>
PBA SON Scrub-top, scrub-pants, and laboratory coat	Contact School of Nursing	\$85
Shoes	Student discretion	\$50
MDF-MD One OR Littman III Classic	Student discretion	\$115

	Suppliers that carry Stethoscopes include: <a href="http://MDFedu.com/PBA.html">http://MDFedu.com/PBA.html</a> <a href="http://mediasave.net">http://mediasave.net</a> <a href="http://www.miami-med.com">http://www.miami-med.com</a> <a href="http://www.mooremedical.com">http://www.mooremedical.com</a> PBA Bookstore	
Black pen, watch with second hand, pen light	Student Discretion	\$10-\$50
	<b>Estimated Total Clinical Supplies</b>	<b>\$300</b>

### ***Other Expenses***

#### **Basic Life Support (BLS) certification**

Students are responsible for providing the cost of BLS certification. (American Heart Association only)

#### **Background Check and Drug Screen:**

Students are responsible for providing the fee for the background check and drug screen through American DataBank.

#### **Transportation costs:**

Students are responsible for all transportation costs to and from clinicals. Students may choose to share expenses, however community based practices may require individual transportation.

#### **Health fees:**

Please see the Health Care policy/requirements for specifics. Fees will vary depending upon the provider. Students are encouraged to use their personal health care provider to meet the SON requirements. Students are required to have personal health insurance either through the University or comparable personal coverage.

#### **Special Programs and Activities:**

Students can also anticipate costs for the following:

- Incidental photocopies and printing
- Professional meetings and memberships
- Application for licensure exam (Senior year, final semester)
- Nursing Missions outreaches (optional)
- Honor Society membership dues (for members)



## STUDENT RECEIPT OF HANDBOOK SIGNATURE PAGE

The PBA School of Nursing (PBA SON) Student Handbook supplements the current Palm Beach Atlantic University Navigator and Catalog by providing necessary information for the nursing student. Information about nursing, nursing practice, the PBA nursing curriculum, and PBA SON specific policies/procedures are presented to assist the nursing student in the nursing program. Palm Beach Atlantic University and/or the SON may amend any policy/procedure at any time and students will be informed in a timely manner.

Please read the information contained in this handbook, the University Catalog, and the Navigator. Use what you learn to guide your educational progression. Questions regarding the content of these resources should be addressed to the appropriate person such as the nursing administrator, nursing faculty, nursing student representative, and/or nursing staff.

Your signature below indicates your understanding that you are responsible for the information within the handbook and will abide by the stated policies, guidelines, and procedures. Your signature indicates that you agree to keep the following responsibilities:

1. Ensure that contact information with the University *and* the School of Nursing is current.
2. Ensure that current e-mail is reflected in myPBA and Canvas.
3. Read, understand, and follow University and School of Nursing policies in the Catalog and the Nursing Student Handbook.
4. Read and follow announcements and schedules which will be posted on myPBA > Schools > Nursing (<https://my.pba.edu/ics/schools/nursing>)
5. Complete assignments and requirements as described in the syllabus, policies, and announcements.
6. Learn the material and develop professionalism.
7. Meet degree requirements.
8. File an official application for degree according to Palm Beach Atlantic University policy (seniors only).
9. Acknowledge receipt of nursing course fees on pages 31-32.

### Initial one:

\_\_\_\_\_ I **have not been arrested** or convicted of any crimes while enrolled in the Nursing Program.

\_\_\_\_\_ I **have reported in writing any arrests or convictions incurred either prior to or while enrolled in the nursing program** to the Dean of the Nursing School, and acknowledge that they may impact my clinical placement, ability to complete the program, and ability to obtain a nursing license upon graduation.

### Initial one:

\_\_\_\_\_ I attest that my health status **has not significantly changed** since my last physical.

\_\_\_\_\_ I **have reported any significant health** changes since my last physical to the School of Nursing.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

