Baccalaureate Nursing

Student Handbook

2019-2020
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 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 current e-mail is reflected in myPBA and E-college.
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 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.
9. Acknowledge receipt of nursing course fees on page 39 (and attached to this form).

Choose one:

_____ (Initial) I have not been arrested or convicted of any crimes while enrolled in the Nursing Program.

_____ (Initial) I have reported any arrests or convictions incurred while enrolled in the nursing program and acknowledge that they may impact my clinical placement, ability to complete the program, and ability to obtain a nursing license upon graduation.

Choose one:

_____ (Initial) I attest that my health status has not significantly changed since my last physical.

_____ (Initial) I have reported any significant health changes since my last physical to the School of Nursing.
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Mission, Philosophy and Program Outcomes

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

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. General System’s theory is one that encompasses interactive systems comprised of physiological and spiritual systems. System thinking is particularly useful, because it allows analysis of each system individually and each system as a whole creating a holistic approach. 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. The School of Nursing will prepare nurses to lead fulfilling lives through learning, leadership, and service.
2. The School of Nursing will impact the world by educating nursing students in a Christ-centered atmosphere that pursues spiritual and academic excellence.
3. The School of Nursing’s baccalaureate program will graduate mature, well-educated students who live for the glory of God, thinking biblically and critically, upholding Christian character and servant-leadership through a biblical relationship with Jesus Christ.
4. The School of Nursing will encourage love, caring and respect for patients, colleagues, and the world, taking into account cultural and religious differences.
5. The School of Nursing will promote lifelong learning with the dual aim of improving character and applying current research and theory to practice.
6. The School of Nursing will engender cooperation, accountability, and unity among students, helping them to function as members of a team and a profession.

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:


- Expectations of Nursing Majors
- Progression Policies
- Dismissal
- Unsuccessful Completion of a Nursing Course
- Reinstatement Following Dismissal
- Interruption of Nursing Program/Re-entry
- Degree Requirements for the B.S.N.
- Health Requirements and Limitations

Repetition of nursing courses

A student who receives a grade of less than C (2.0) in an upper division didactic course or clinical course may be permitted to repeat the course one time only. Failure to receive a minimum grade of C (2.0) in a course by the second attempt will result in dismissal from the program. 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.
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. 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-refered 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.

PBASON 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 83</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 81</td>
</tr>
<tr>
<td>C</td>
<td>75 – 78</td>
</tr>
<tr>
<td>D</td>
<td>65-74</td>
</tr>
<tr>
<td>F</td>
<td>64-Below</td>
</tr>
</tbody>
</table>

In addition to satisfactorily meeting all other course requirements, nursing theory courses (i.e., courses that end in the word theory) 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. Tests must constitute at least 75% of course grades in courses that follow policy.

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

Clinical courses require students to successfully complete a medication calculation at the beginning of each clinical course (except NUR 3104; NUR 3323) test PRIOR to providing patient care. See Drug Calculation Testing Policy.
Standardized (Outcome) Testing

Successful standardized testing is used to evaluate the nursing curriculum and individual student progress. To ensure rigor of standardized testing, all upper division nursing majors must continuously register for NUR 4710 Professional Nursing Competency until eligible to sit for the nursing licensure examination. Students may choose to meet the outcomes of the course in one of two manners:

1. Successfully complete all scheduled standardized exams in the prior semester [and subterm as applicable].
2. Successfully complete remediation in areas of weakness identified by the standardized exams referenced in #1.

Students who do not successfully pass the standardized test(s) must successfully complete remediation in the following semester/subterm in order to pass NUR 4710.

<table>
<thead>
<tr>
<th>Standardized Test</th>
<th>Semester Taken (Eval criteria 1)</th>
<th>Remediation completed (Eval criteria 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals</td>
<td>Fall NS3</td>
<td>Spring NS3</td>
</tr>
<tr>
<td>Psych</td>
<td>Fall NS3</td>
<td>Spring NS3</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Fall NS3</td>
<td>Spring NS3</td>
</tr>
<tr>
<td>Med-Surg I</td>
<td>Spring NS3</td>
<td>Fall NS4</td>
</tr>
<tr>
<td>Community</td>
<td>Spring NS3</td>
<td>Fall NS4</td>
</tr>
<tr>
<td>Med-Surg II</td>
<td>Fall NS4</td>
<td>Spring NS 4 (subterm a)</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Fall NS 4</td>
<td>Spring NS4 (subterm a)</td>
</tr>
<tr>
<td>Maternal</td>
<td>Fall NS 4</td>
<td>Spring NS4 (subterm a)</td>
</tr>
<tr>
<td>Complex Care</td>
<td>Spring NS 4 (subterm a)</td>
<td>Spring NS4 (subterm b)</td>
</tr>
<tr>
<td>Leadership</td>
<td>Spring NS 4 (subterm a)</td>
<td>Spring NS4 (subterm b)</td>
</tr>
</tbody>
</table>

Academic Advising

Each nursing student is assigned an academic faculty 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 within the one-week period prior to 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 School of Nursing **prior** to the absence. Students should follow specific guidelines regarding procedures to follow in clinical experiences as outlined in the course syllabus. Lack of appropriate notification is considered an unexcused absence and make up activities may not always be available for activities missed during unexcused absences. **Note:** Illness may not constitute an excused absence; documentation of illness is required.

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. Students who do not complete documentation in a timely manner may be prohibited from clinical experiences and receive an unsatisfactory 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.

**American Psychological Association (APA) Style**

Students are expected to follow American Psychological Association (APA) 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*, 6th edition. Copies of the Manual can be located in the NLRC and in the University Library. In addition, internet access is available at [www.apastyle.org](http://www.apastyle.org). The School of Nursing website has direct links to internet resources for assistance. Additional APA Style resources and common questions/issues are listed in the Appendices.

**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
- 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.
Clinical Policies

Nursing is a practice discipline that requires student participation in education and practice experience. Therefore, certain student requirements are necessary to ensure student success and protect student and client health and safety. Students, before participation in clinicals, must meet the following policies by the required due dates: transportation, dress code, CPR (BLS) certification, liability insurance, health requirements and limitations.

Required Documentation

Students may not participate in clinical without appropriate documentation of all requirements. Failure to provide appropriate documentation before two weeks prior to the beginning of school each semester results in 5% reduction in the Clinical course’s final grade. (Many sites require us to provide this documentation well before the semester starts.) **Students who fail to provide appropriate documentation before Fall orientation will not be able to start clinical courses.** It is strongly recommended that students satisfy all documentation requirements each April before leaving for the summer. (2 exceptions are PPD which should be done no earlier than the last week in April to prevent mid-year expiration, and Influenza immunization which is due in Sept/Oct.)

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 background check 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.

School of Nursing Health Form

Nursing students must complete School of Nursing Health and physical before beginning clinicals.

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**
Nursing students must provide documentation of a negative Mantoux PPD every twelve months. Students with a positive PPD and/or symptoms must provide documentation of a chest X-ray report every two years or a negative blood test.

**Online Hospital Orientation**
Students must complete the Online Hospital Orientation each summer. www.hcstudentsfl.org

**Nursing Student Handbook Acknowledgement Page**
Students must sign the acknowledgement page for this student handbook. Signature includes:

- 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 Orientation**
**MANDATORY** Fall orientation takes place on the Tuesday before classes begin. Exact times will be sent out during the summer. Failure to attend orientation will result in dismissal from the program. 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.

**Documentation Procedures and Timeline**

**Items needed prior to beginning first Clinical Course and as they expire**

1. **School of Nursing Health Form:** Submit to Certified Profile.
2. **Immunizations and titers:** Submit to Certified Profile.
   - DPT, Td
   - Rubella
   - Mumps
   - Rubella
   - 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)
   - 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.
   - Influenza (In the fall, usually between October 1 and 15. Students will be notified by e-mail of exact date)
3. **CPR Certification:** Submit both sides of AHA BLS card to CertifiedProfile. CPR Certification is good for two years. A student certified in late April through July will only need to provide documentation once.
4. **Background Check and Drug Screen**
   - Fill out a VECHS Waiver form (available on the Complio site)
   - 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 fingerprinting 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. Your bill total should be $159 for FL residents and $161 for Non-Residents.
   - Select a method of payment. Visa, MC, or money order.
Items needed annually prior to beginning clinical courses

1. **Personal Insurance Information**: Submit to Complio
2. **PPD**: Submit to Complio
3. **Online Healthcare Orientation**: www.hestudentsfl.org; submit a copy of the grades to Complio
**Clinical Attendance Policy**

Each absence from clinical will result in the reduction of the student’s final score according to the table below.

- 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 count as an unexcused 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 in the first place.
- Students with severe illness or injury must obtain a medical clearance before returning to clinicals. Students with 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.
- 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.

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence for university event or internship orientations (with faculty prior approval)</td>
<td>No loss of points + makeup</td>
</tr>
<tr>
<td>Excused Absence (illness or unusual or extenuating circumstances)</td>
<td>-4 points + makeup</td>
</tr>
<tr>
<td>1 unexcused absence</td>
<td>-8 points + makeup</td>
</tr>
<tr>
<td>3 unexcused absences</td>
<td>Immediate failure</td>
</tr>
<tr>
<td>4 total absences of any kind</td>
<td>Immediate failure</td>
</tr>
</tbody>
</table>

**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 courses that will be missed well in advance of the planned absence must be obtained. Examples of planned absences include: University sponsored activities or professional sponsored activities such as the Florida Student Nurse Convention.

Students are required to notify faculty in writing. Students must describe, 1) absence description, 2) how it will be beneficial to personal, professional, or spiritual growth, 3) dates, times and course activities to be missed, and 4) plan for making up course requirements. Course faculty will determine if it is possible to make mutually agreed upon arrangements to complete course assignments or achieve the related course objectives/outcomes. Any required make-up assignments must be satisfactorily completed in order to complete the course.
**Drug Calculation Testing Policy**

Every 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:

- Kaplan math instruction
- Skills Lab/Testing coordinator
- Current recommended math textbook from NUR 3012
- Practice Problem on myPBA > Schools > Nursing > Handouts
- Campus math lab
- Websites
  - [http://KhanAcademy.org](http://KhanAcademy.org) (general math)
  - [http://nursesaregreat.com/articles/drugcal.htm](http://nursesaregreat.com/articles/drugcal.htm)
  - [http://www.dosagehelp.com](http://www.dosagehelp.com)
  - [http://www.alyson.org/dimensional/daexamples.htm](http://www.alyson.org/dimensional/daexamples.htm)

**Drug calculation Topics**

**Conversions**
- Metric to Metric
- Oz, Tsp,Tbsp to Metric
- Weights to metric

**Oral meds:**
1. Oral doses: pills*
2. Oral doses: oral suspension
3. Oral doses: per weight (may combine these with oral susp)

**Injections:**
4. IVP, SQ, IM: Amount to administer: e.g. Lovenox, Solu-medrol
5. Flow rate (how many mL/hr should this bag be set for)
6. How much drug is patient getting where pump is set at x mL/hr
7. IV Flow rate by weight (mg/kg/hr) (like heparin drip)
8. Gravity (gtts/min)

**Complex Care specific**
8. IV flow rate by weight (mcg/kg/min)
9. Titrations (IV by weight twice)

**Pedi/Maternal specific**
10. Max safe dosage/weight
11. BSA
12. Maximum safe concentration

**Handheld Devices**

Students are required to bring a phone/handheld device to clinical. It must be loaded with the appropriate reference software approved by the school of nursing. Students are expected to be competent in its use, as it replaces four reference books. (See Appendix) **However, phone calls and texting during class and clinicals are 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 PBASON 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 **PBASON uniform** during clinicals unless directed otherwise. The specific requirements will be listed in the course syllabus. The laboratory coat may be worn for warmth as needed. Uniforms must be clean (washed between each use) and without wrinkles. Only approved solid (white, black, or royal blue) 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 Pin and Badge**

The PBASON identification pin 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.

**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 clinicals. Shoes and shoelaces must be clean and worn only for clinicals. Community based clinicals may have different requirements and will be listed in the syllabus. Shoes must be solid colored: white, black, gray, or brown. A very small logo (no larger than 1.5 inches) is allowed.

**Socks**

Socks should be white or natural color for acute care agencies. Community based clinicals 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 should be pulled back and up and contained with conservative hair decorations. Any hair adornments, such as feathers or braided locks, must be contained and not detract from a professional appearance. Male facial hair must be neat 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.

**Hygiene**
Good personal hygiene is expected at all times. No more than a light scent may be used as fragrances 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 experiences to motor to individual homes and/or agencies.

**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. This information will be kept confidential but will be helpful to the faculty to effectively plan client assignments that protect the mother and/or unborn child’s health.

Students with infectious disease symptoms or active herpes simplex may be required to excuse themselves from the provision of nursing care to clients. Individual clinical agency policies must be followed.

**NOTE:** A revised pregnancy policy is currently under review. Upon approval, the Handbook will be updated and posted on myPBA, and the revised policy will be disseminated by e-mail.

**Students with Disabilities:**
Students admitted to the PBASON must be able to fully perform the essential nursing functions in each of the following five categories: observation/sensation, communication, motor, intellectual, and behavioral/social. Degrees of ability vary widely among individuals. SON faculty will consider candidates with any form of properly disclosed and documented disability on an individual basis. Students with documented special needs must contact both the Dean of the School of Nursing and the University Accommodations for Students with Disabilities designate. Palm Beach Atlantic University is committed to providing reasonable accommodations to students with disabilities through established University policies and procedures. Students with an Individualized Education Plan (IEP) must follow their IEP.
University Disability Accommodation Policy
Palm Beach Atlantic University complies with the Americans with Disability Act (ADA) of 1990, as well as Section 504 of the Rehabilitation Act of 1973, by providing reasonable and appropriate accommodations to qualified individuals with disabilities. Students who have questions about their entitlement to benefits or who have grievances under these statutes should contact Michele Diller, Disability Services Coordinator at (561) 803-2062 or michele_diller@pba.edu. The Office of Disability Services (ODS) is located on the 2nd floor in the Lassiter Student Center, Room 231. Accommodations will only be provided after the student has officially registered with ODS. It is the responsibility of the student to make the request and to provide each course instructor a copy of the approved accommodations plan, immediately after receiving them. Accommodations are not retroactive.

Laboratory/Clinical Experience: Accident, Injury, or Exposure
Should a student be involved in an accident, injury, or exposure to harmful substances during a laboratory/c 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 PBASON file and to 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 PBASON 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 (HIPPA). 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.
- 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 PBASON 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:

- **Junior Students:** First initial, last name, PBANS-3
  
  **Example:** *J. Smith, PBANS-3*

- **Senior Students:** First initial, last name, PBANS-4

  **Example:** *J. Jones, PBANS-4*

**Senior Preceptorship**

The final seven weeks of the program are spent in a Capstone preceptorship course. Students will work side by side with a local registered nurse (BSN prepared preferred). **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 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 County in which the SON is contracted with. The formal request process will occur late in the fall semester of the senior year. The nursing faculty recommendation of unit assignments is medical-surgical as this will provide the most grounded experience supporting successful completion of the NCLEX-RN as well as first time employment potential. Should the student desire a specialty unit assignment (i.e. critical care, mental health, obstetrics, 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. The final placement decision process will include evaluation of past and current course grades, clinical evaluations, Kaplan scores, and input from faculty.

The student placement requests will then be sent to each hospitals' 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.

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 PBASON 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 access the University Grievance Policy (Academic Complaint and 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 shall display mature discernment as to appropriate attire for all University activities, reflecting proper taste, personal modesty and neatness.

D. Footwear: For health and safety reasons, students are expected to wear appropriate footwear at all times. Shoes must be worn on campus.

E. 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, strapless, 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. Spaghetti straps are acceptable for formal wear as long as the standard for modesty is met (See “A. Modesty:” above).

F. Hats: Hats should not be worn in the classroom, chapel, official University meetings and/or functions.

G. 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.

H. Pants: must be high enough to meet one’s shirt, and should not be skin tight. Rips and tears should not expose undergarments nor should they be above the thigh. Furthermore, pajama pants are neither appropriate nor acceptable in University buildings outside of one’s residence hall.

I. 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.
J. 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 mini-skirts are not appropriate.

K. Undergarments, including bras, are required to be worn, and should not be visible when sitting or standing or seen through the outer garment (e.g. black bra with light colored shirt).

L. 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 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.

**LRC Rules**

1. Food and drink may only be consumed at the central tables but not during class time.
2. No chewing of gum is allowed.
3. Cell phone use including text messaging is prohibited.
4. Modest attire 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 will 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), food and drink items, hats, and hoodies must be left at the front of the testing lab.
   c) If calculators are required, one will be provided.

B. Accommodations and Athletes:

1. Students are required to present a copy of the Student Success Center testing accommodation form a week before each test. The student must fill out their portion prior to submitting to the faculty member. The faculty member will fill out the appropriate information and return it to the student who is responsible for submitting it to the Student Success Center.

2. If a student with accommodations does not follow the appropriate procedure, they have chosen not to use their accommodation, and no later adjustments will be made to their grade.
C. 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 documented on each signature page.

D. 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 hallway until all students have completed their tests.

E. Students that fail will:
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. Make an appointment with the tutor within 1 week of the test.
   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 or open drink containers are allowed in the computer lab. (Drinks in closed are allowed.)
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**

- **Nursing Central (Installable on Handheld Device)**
  - Davis Drug Guide
  - Davis Laboratory and Diagnostic Manual
  - Diseases and Disorders
  - Taber’s Cyclopedic Medical Dictionary

- **Kaplan (www.kaplan.com)**
  - Test Bank
  - Focused Reviews
  - Case Studies

- **NEEHR Perfect**
  - Electronic Health Record

- **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 eCollege component. Students are required to check their PBA e-mail daily for important communications from the School of Nursing and faculty. The School of Nursing will also use myPBA 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 praxis. 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/clinicals, 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.

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

Review ahead of time
Reading the text prior to class is a good idea. Minimally review the syllabus and peruse the reading 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. Never forget anything. While this is said jokingly, it is also very serious. Nursing courses build upon one another and on your science prerequisites. If you are anything like us, you tend to forget things that are not on your mind. 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. See the A&P review guide at: http://bit.ly/ap-studyguide

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. We recommend this study skills course: http://bit.ly/studyskillscourse
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. Get ready for the long haul; nursing school is a marathon. 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.

Making your task more difficult is that 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 and texting at home.
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.
Nursing Student Organizations

Two student organizations are available 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 Nursing Student’s Association

National Student Nurses’ Association (NSNA) is pre-professional association specifically designed for nursing students. As stated on the national website, the mission of NSNA 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.
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) 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.

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. Graduates who do not take the NCLEX within 90 days must submit proof of completing a refresher course. Applicants for licensure who fail the NCLEX twice must submit proof of completing a refresher course before taking a third attempt.

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 (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:

http://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 might choose to practice in other states will need to be knowledgeable about the specific state nursing laws and rules that govern examination and practice.
Appendix II: School of Nursing References

Handheld Device Software

Students are required to obtain a Handheld Device such as a smartphone or small tablet. Compatible devices include Android, iOS, Windows Phone, and Blackberry devices.

Your course fees include a subscription to Unbound Medicine’s Nursing Central. Nursing Central is a compilation of four reference texts. Access to Nursing Central is provided both by handheld device and any computer with internet access. Nursing Central replaces over five pounds of books and eight inches of shelf space.

- Davis’s Drug guide for Nurses (Current edition)
- Davis’s Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing Implications (Current edition)
- Diseases and Disorders, A Nursing Therapeutics Manual
- Taber’s Cyclopedic Medical Dictionary (Current edition)

To install the software:

1. Create an account by logging into nursing.unboundmedicine.com from any on campus computer.
2. Choose Register and create an account.
3. Install Nursing Central software by following the directions onscreen. (Android and iOS devices download the software from the Google Play Store or App Store respectively.)
4. The first time the application is run, the program will request the username and password created in step 2.

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 Brooks.
- 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 and address of the person receiving the letter (not necessary if only filling out a reference form).
- Current resume
- Addressed, stamped envelope
Sample business letter

August 22, 2015

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

Dear Dr. Blogs:

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.

In today’s informal world of instant messaging code and Facebook it seems odd to use such a formal structure as a business letter. I now understand that this seemingly arcane format is the key to unlocking untold riches and goodwill. The mere appearance of professionalism is enough to put the most curmudgeonly of professors at ease and more likely to grant my request.

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 most basic yet essential skill.

Best regards,

Jane Doe
PBANS-4
APA References

Quick answers to most of the questions below can be found on the APA Style website (apastyle.org) along with references to specific pages in the APA manual for additional information:


What should I put on my title page?
Unless otherwise specified in a syllabus, students should include a title page with information that is double-spaced and centered on the page. The following information should be included:

- Manuscript page header (paper and author name for school) and page number top of page, not centered
- Title of the paper
- Student Name (first and last)
- Course Number, Date submitted
- Palm Beach Atlantic University School of Nursing

What typeface, size and spacing should I use?
Generally speaking, a 12 point serif font should be used for body text, such as

- Times New Roman: Here is a text sample, and some numbers: 1, 2, 3, 4
- Garamond: Here is a text sample, and some numbers: 1, 2, 3, 4
- Baskerville: Here is a text sample, and some numbers: 1, 2, 3, 4
- Palatino: Mac users may want to use Palatino. Here is a sample and some numbers 1, 2, 3, 4.

A 10 or 12 point sans-serif font should be used for figures and captions, such as

- Verdana: Here is a text sample, and some numbers: 1, 2, 3, 4
- Arial or Helvetica: Here is a text sample, and some numbers: 1, 2, 3, 4
- Franklin Gothic: Here is a text sample, and some numbers: 1, 2, 3, 4

What size should my margins be?


Where do I put my header and page numbers? Do they go on the title page?

NOTE: We only use the manuscript header, not the running header.

If my paper has three levels of headings, how do I organize them?


Do I need a heading for my introduction? What do I need to include in my introduction?

Do I need a heading for my conclusion?

Yes. Use the conclusion to “wrap up” the content of your paper.

How do I cite a direct quote (less than 40 words) in the text? What do I do differently if the quote is 40 or more words?

http://www.apastyle.org/learn/quick-guide-on-formatting.aspx#Quotations

What do I do if I am quoting an internet source that does not have page numbers?

http://www.apastyle.org/learn/quick-guide-on-formatting.aspx#Quotations

What is the locator information and when do I include this as part of the electronic reference?


When do I need to spell out numbers in the text?

http://www.apastyle.org/learn/faqs/numbers-as-words.aspx
How do I cite information from interviews or other personal communications?
http://www.apastyle.org/learn/faqs/cite-interview.aspx

How do I cite…?
www.apastyle.org/learn/quick-guide-on-references.aspx

Additional APA Resources
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:
This student fee is assessed for each semester 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. Enrollment in the following courses incurs this fee.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 3003 Introduction to Professional Nursing</td>
<td>$105</td>
</tr>
<tr>
<td>NUR 3023 Health Assessment</td>
<td>$75</td>
</tr>
<tr>
<td>NUR 3012 Technical Skills for Nursing Practice</td>
<td>$50</td>
</tr>
<tr>
<td>NUR 3104 Fundamentals of Nursing: Theory</td>
<td>$400</td>
</tr>
<tr>
<td>NUR 3112 Fundamentals of Nursing: Clinical</td>
<td>$80</td>
</tr>
<tr>
<td>NUR 3123 Medical - Surgical Nursing I: Theory</td>
<td>$50</td>
</tr>
<tr>
<td>NUR 3122 Medical - Surgical Nursing I: Clinical</td>
<td>$30</td>
</tr>
<tr>
<td>NUR 3203 Pathophysiology and Pharmacology II</td>
<td>$40</td>
</tr>
<tr>
<td>NUR 3223 Nursing Research</td>
<td>$40</td>
</tr>
<tr>
<td>NUR 3303 Medical - Surgical Nursing II: Theory</td>
<td>$70</td>
</tr>
<tr>
<td>NUR 3302 Medical - Surgical Nursing II: Clinical</td>
<td>$105</td>
</tr>
<tr>
<td>NUR 3323 Psychiatric and Mental Health Nursing: Theory</td>
<td>$70</td>
</tr>
<tr>
<td>NUR 3332 Psychiatric and Mental Health Nursing: Clinical</td>
<td>$30</td>
</tr>
<tr>
<td>NUR 4104 Pediatric and Maternal Nursing: Theory</td>
<td>$100</td>
</tr>
<tr>
<td>NUR 4102 Pediatric and Maternal Nursing: Clinical</td>
<td>$105</td>
</tr>
<tr>
<td>NUR 4123 Complex Nursing: Theory</td>
<td>$150</td>
</tr>
<tr>
<td>NUR 4122 Complex Nursing: Clinical</td>
<td>$130</td>
</tr>
<tr>
<td>NUR 4203 Nursing Leadership</td>
<td>$230</td>
</tr>
<tr>
<td>NUR 4303 Community Nursing: Theory</td>
<td>$50</td>
</tr>
<tr>
<td>NUR 4312 Community Nursing: Clinical</td>
<td>$30</td>
</tr>
<tr>
<td>NUR 4504 Senior Preceptorship: Clinical</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Total Additional Course Fees** $2,190

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. The following are estimated costs that include textbooks and electronic media.

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophomore</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>$350.00</td>
<td>$200</td>
</tr>
<tr>
<td>Senior</td>
<td>$300.00</td>
<td>$200</td>
</tr>
</tbody>
</table>

**Total Books** $550
**Uniforms and Accessories:**
Students are required to purchase one set of the uniform prior to the first week of Junior year, fall semester classes. Additional purchases are at the student’s discretion.

<table>
<thead>
<tr>
<th>Item</th>
<th>Purchased via</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PBASON Scrub-top, scrub-pants, polo shirt with insignia, and laboratory coat</td>
<td>Contact School of Nursing</td>
<td>$85</td>
</tr>
<tr>
<td>Khaki pants</td>
<td>Student discretion</td>
<td>$30</td>
</tr>
<tr>
<td>Shoes</td>
<td>Student discretion</td>
<td>$50</td>
</tr>
<tr>
<td>Handheld Device</td>
<td>Student discretion</td>
<td>$0 - 500</td>
</tr>
<tr>
<td>Black pen, watch with second hand</td>
<td>Anywhere</td>
<td>$10</td>
</tr>
</tbody>
</table>

**Total Clinical Supplies** $395 - $595

**Other Expenses**

**CPR certification**
Students are responsible for providing the cost of CPR certification.

**Background Check and Drug Screen:**
Students are responsible for providing the fee for the background check and drug screen. In addition to the fee paid online, the lab that collects the specimen usually requires an additional service fee for the collection.

**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. The Palm Beach Atlantic University Health and Wellness Center provides selected immunizations and health care. Information about the Health and Wellness Center and the required forms can be accessed at the website: [www.pba.edu/h&w](http://www.pba.edu/h&w). 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:

- Invitations for the Commitment Ceremony (Junior year, fall semester)
- Invitations for Graduation Ceremony (Senior year, spring semester)
- Photocopies for class projects
- Professional meetings and memberships
- Application for licensure exam (Senior year, spring semester)
- Nursing Missions outreaches
- Honor Society membership dues (if inducted)
STUDENT RECEIPT OF HANDBOOK SIGNATURE PAGE

The PBA School of Nursing (PBASON) 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 PBASON 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 E-college.
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 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.
9. Acknowledge receipt of nursing course fees on page 39 (and attached to this form).

Choose one:

______ (Initial) I have not been arrested or convicted of any crimes while enrolled in the Nursing Program.

______ (Initial) I have reported any arrests or convictions incurred while enrolled in the nursing program and acknowledge that they may impact my clinical placement, ability to complete the program, and ability to obtain a nursing license upon graduation.

Choose one:

______ (Initial) I attest that my health status has not significantly changed since my last physical.

______ (Initial) I have reported any significant health changes since my last physical to the School of Nursing.

____________________________________ _______________________
Print Student Name Date

____________________________________
Student Signature