



Nursing Student Handbook

Fort Myers Campus

Revised: June 2024

ATA College

Mission: The mission of the governing organization is “to provide quality instruction, hands-on training and effective career preparation for our healthcare programs in a comfortable environment that facilitates the learning experience”

ATA College Nursing Program

Mission: The mission of A Technical Advantage Associate Degree Nursing Program is “to thoroughly prepare nursing students to provide holistic and competent care to all patients, present as leaders in the health care arena and serve as catalysts for the advancement of the nursing profession. To educate caring nurses committed to excellence, who will serve the healthcare needs of the community as well as the diverse community in the region”

ATA Nursing Philosophy Statement: The philosophy statement for the ATA associate degree nursing program is “ATA believes in providing quality educational opportunities in the field of nursing to all individuals with the passion and desire to become a registered nurse. ATA’s Nursing Program will provide a foundation of knowledge that will incorporate the biological, physiological, psychological, and sociological aspects of nursing. Community service is an integral component in professional nursing experience. This program is committed to providing service to the community, and to the development of the nurse with an appropriate balance of caring and professionalism. Nursing as a science allows for human caring processes that facilitate health and healing. Nursing is a vocation and profession in which the practitioner integrates learning, teaching, leading, caring, communicating, facilitating, evaluating, managing, planning, and professionalism to promote, maintain, and restore quality of health to communities, environment, family and self.”

End of Program Student Learning Outcomes:

The nursing program End of Program Student Learning Outcomes (EPSLO) are based on the integrated processes and client needs categories established by the National Council of State Boards of Nursing (NCSBN) for use on the NCLEX exam. These learning outcomes encompass the essential knowledge, skills and attitudes needed by the entry-level nurse, in order to meet the needs of clients requiring the promotion, maintenance or restoration of health.

The Associate of Science in Nursing program prepares the graduate to:

1. Demonstrate advanced proficiency in effectively managing and coordinating patient care within diverse healthcare settings, ensuring patient safety, quality of care, and promoting positive patient outcomes through leadership, communication, conflict management and interdisciplinary collaboration while upholding legal and ethical principles and ensuring patient information technology competence and confidentiality.

2. Demonstrate a mastery of infection prevention and control strategies, utilizing evidence-based practices to reduce the risk of healthcare-associated infections, safeguard patient well-being, and maintain a safe healthcare environment.
3. Demonstrate the ability to assess, plan, implement, and evaluate comprehensive health promotion and maintenance strategies for individuals, families, and communities across the lifespan, with a commitment to optimizing evidence-based practice methods to ensure prevention and management across the lifespan while applying the nursing diagnostic process.
4. Demonstrate the ability to enhance therapeutic treatment with compassionate and culturally sensitive care, incorporating knowledge of psychosocial factors, mental health principles, and provide support through interventional management with therapeutic communication skills to support individuals and families in achieving optimal mental and emotional well-being.
5. Demonstrate the ability to provide safe, effective, and evidence-based nursing care to individuals across the lifespan, considering the complex interplay of physiological systems, health alterations, and the impact of nursing interventions.
6. Demonstrate competence in the safe and effective administration, monitoring, and management of pharmacological and parenteral therapies to promote optimal patient outcomes across diverse populations and healthcare settings across the lifespan.
7. Demonstrate the ability to identify, assess, mitigate, and effectively communicate risks in healthcare settings to promote patient safety and prevent adverse events.
8. Demonstrate advanced proficiency in assessing, planning, monitoring, implementing, and evaluating complex nursing care and interventions that support and manage the physiological adaptations of individuals and groups across various healthcare settings and diverse populations.

This Nursing Student Handbook is provided in addition to the school catalog with specifics related to the nursing program and expectations from nursing students. It is the student's responsibility to keep abreast of the material presented here and stay up-to-date with the most current information published on the ATA website through catalog updates, addendums, supplements, and other literatures.

Level II Background Check Procedure

All newly enrolled nursing students must agree to a Live Scan Fingerprint Level II background check. ATA holds the right to withdraw a student who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check. ATA may deny admission to an otherwise qualified candidate.

If student has **any** type of criminal background, they will be required to provide the following information in order to apply to sit for their NCLEX:

- Offense
- Jurisdiction
- Date of Offense
- Final Disposition
- Applicant Statement
- Self-Explanation
- Documentation supporting final disposition
- Arrest records for all offenses
 - If charge has been sealed, expunged, dropped, etc. and there is no record of the offense, student must prove unavailability of these records in the form of a letter from the Clerk of the Court.
- Completion of sentence documentation
- Three letters of recommendation.

Nursing Program Academic Progression Requirements

All nursing courses designated by the NUR prefix must be taken in sequence. If a student taking co-requisite courses is dropped or withdraws from one or more of the co-requisite courses, the student will be dropped from the other co-requisite courses.

A passing grade must be earned in each course to advance to the next course in the sequence. A passing grade in all NUR prefixed courses is 80%.

In addition to all institutional Satisfactory Academic Progress (SAP) policies stated in the catalog, nursing students must comply with the following program specific academic progression requirements for completion.

- A minimum of a B (80%) is required to pass all courses with a NUR prefix.
- A student is allowed one F or WF grade in NUR prefixed courses and/or nursing core courses. A student who fails or is assigned a WF in a second NUR prefixed course and/or nursing core course, or who fails or receives a WF a second time in the same NUR prefixed course and/or nursing core course will be dropped from the program.
- An exception to this is the NUR 280 Seminar for Beginning Nursing Practice course. A student may be allowed a second attempt at this course even if the student has failed or been assigned a WF in another NUR prefixed course.
- Students who fail the NUR 280 course a second time as a result of not achieving the required score on the predictor exam, will be dismissed from the nursing program.

- In life altering circumstances, a student who is dismissed for a reason listed above may submit an appeal for readmittance into the program in the subsequent quarter. The appeal must be submitted and approved prior to the start date of the subsequent quarter. It must include a thorough explanation, with supporting documentation when applicable, of what caused the academic deficiencies and what remedies have been put into place to address the deficiencies. The appeal must be approved by both the Director of Nursing (DON) and the Executive Director. Appeals will be granted only if there is overwhelming evidence provided by the student that leads the DON and Executive Director to believe that the student has more than a reasonable chance of success.
- Students may be granted approval for only one appeal during their enrollment in the program.
- Students who are granted approval of an appeal are required to meet with the Director of Nursing to make an action plan for success and discuss the auditing requirements if applicable.

Re-Entry Process

In the event a nursing student receives a “W” due to withdrawing from a course prior to the withdrawal date and wants to retake the course in the following term, the student must meet with the Director of Nursing prior to the start of the subsequent term. The student and Director of Nursing will discuss the reason for the withdrawal and create an action plan for their success in the course.

In the event a nursing student has withdrawn or was dropped from the nursing program due to any circumstance other than failing two NUR courses, they must contact their admissions representative who will notify the reentry committee of the student’s interest in re-entering the program. The reentry committee will review the student’s file and identify if the student is eligible to re-enter the nursing program. If the student is eligible to re-enter the nursing program, the reentry committee will have the admission representative set up a time for the reentry committee to meet with the student to discuss the circumstances which led to the withdraw from the nursing program. Once the reentry committee has met with the student, the reentry committee will reconvene and decide if the student is eligible to return to the nursing program. If the student is accepted and the student has been out of school for more than 3 months, the student will meet with Director of Nursing to create an action plan with the student for their success in the nursing program.

All students who are reentering into the nursing program who have been withdrawn or dropped from the nursing program for longer than 3 months are required to audit a course and the connecting skills course (if applicable) from the previous term during which the student was

withdrawn or dropped. The student is not charged for the audited courses and the original grade remains. The student is required to fully participate in the courses and achieve a grade of 80% or higher in each audited class. In the event the student does not successfully pass the audited courses, the student will be required to meet with the Director of Nursing and didactic lead instructor and revisit the action plan for success. The student will be required to continue auditing the same course(s) until the student successfully passes the course(s) although limited to two attempts each. Once the student has successfully passed the audited course(s), the student will move on to the next term of the program.

Integrated Course Structure

The Didactic, Clinical, and Laboratory courses within the nursing program are designed to form a cohesive and integrated educational experience. These components are interdependent and collectively contribute to the comprehensive learning and skill development of nursing students.

Academic Progress and Unitary Evaluation

In the event that a student fails to meet the academic requirements or standards in the Didactic course, the student will be required to audit the correlating Laboratory course. In addition, if a student fails to meet the academic requirements or standards in the Laboratory course, the student will be required to audit the correlating Didactic course. This decision is based on the recognition that these courses are tightly integrated, and proficiency in each is essential for the holistic development of nursing knowledge, skills, and competencies.

Notification

A student who receives a failing grade in a course with an NUR prefix will be advised by the Director of Nursing or designee. The advising session will include a review of the academic progression requirements, notification that continued unsatisfactory academic progress including a second course failure will result in withdrawal from the program, and information on strategies and resources available to the student to help achieve success. This advisement will be documented on the *Academic Advising Form* and will be signed by the student and by the designated advisor.

A student who is withdrawn from the program for not meeting nursing academic progression standards is not eligible for return.

NCLEX-RN Examination and Nursing Practice Readiness Assessment

Standardized testing is used to prepare and assess student readiness for the NCLEX licensure exam and beginning nursing practice. Specialty testing is conducted in most nursing courses. The benchmark score on these exams is achievement of a Level 2 score. Students will be allowed one attempt at the specialty proctored exams. The student will receive three practice attempts before receiving the graded proctored exam. Students will be required to remediate between attempts regardless of their score.

Specialty ATI exam scores constitute a percentage of the course grade and will be determined as follows for the exams that use ATI levels of achievement:

Level 3	100%
Level 2	85%
Level 1	75%
Below Level 1	30%

End of program NCLEX and nursing practice readiness will be assessed via the NUR280 ATI comprehensive predictor exam. The benchmark score for the ATI comprehensive predictor exam is a 71.3% which correlates to a 90% probability of passing the NCLEX. Students have only one attempt to achieve the benchmark probability score. The comprehensive predictor exam percentage will be applied for use in the overall course test average. Students will also be required to complete ATI's VATI, which includes achieving greenlight status. Achieving VATI Predictor greenlight status is a graduation requirement.

NCLEX-RN Examination

Upon successful completion of the program requirements, graduates' names will be submitted to the Florida Board of Nursing (FBON) for eligibility to sit for the National Council Licensure Examination (NCLEX-RN). The FBON has up to 30 days to approve graduates' names.

Nursing Course Attendance

Classroom and Nursing Skills Lab.

Full attendance is required in all classroom, skills lab and clinical activities.

- Students must arrive on-time for class.

- A student will be considered present only if, at the discretion of the instructor, the student attended substantially all of the class time.
- More than two absences within a lecture or lab course may cause a failing grade in the course. Continuing with the course will require a meeting with the DON or designee prior to the next class date.
- All laboratory skills must be evaluated and passed in order to pass the clinical course.
- Homework assignments are due on the due scheduled date. Late assignments will not be accepted and will receive a grade of zero.
- Students must attend their scheduled class day and time. Only under extenuating circumstances and the approval of the DON may a student attend a different shift.
- Final exams are given during week 12 at a time outside of the students scheduled class time. This time is given to students on the first day of class.

Make-Up Examinations

One make-up exam may be permitted at the discretion of the instructor. The student must contact the instructor within 24 hours of the missed exam to schedule a make-up exam. Make-up exams will have 10% deducted for each day that passes after the exam was initially administered. The make-up exam will not be the same version as the original exam.

The student must provide documentation to the instructor that substantiates the reason for the absence in order to be granted an opportunity for make-up.

Safe Medication Administration

The safe administration of medications is a key responsibility of registered nurses, and of nursing students. Students **must have a clinical instructor present in the client room to administer any medications**. Students enrolled in all clinical courses must successfully complete a medication calculation quiz, and pass with 100%, prior to being allowed to pass medications. Students have three attempts at the math quiz, if they don't pass with a 100% on the third attempt, this results in a failure of clinical. This requirement applies to all clinical courses.

Classroom/Clinical Physical Requirements

All nursing students are required to have a calculator, stethoscope, pen light, and a small note pad.

Clinical Courses

Attendance is required at all clinical activities. Failure to complete all clinical hours will result in failure of the clinical course. Should a student experience a serious emergency, or other serious life event, that prevents attendance at a scheduled clinical experience, the DON, or designee,

may allow one makeup day, at their discretion. In those circumstances, the student must inform the DON, the clinical instructor, and the Nursing Program Manager within 24 hours of incident. Additionally, the student must provide official documentation that substantiates the reason for the absence. Availability of makeup experiences is not guaranteed and may be outside the normal student's schedule. A second absence in clinical for any reason will result in failing the clinical portion of the course. An absence from a clinical make up day will be considered as a subsequent absence. This failure may cause prolonged consequences due to site availability, and restrictions, as well as course sequence and scheduling challenges that may require the student's temporary withdrawal from the program.

Students may be required to travel outside their local area, county or the state to attend clinical rotations. Students are responsible for making travel arrangements.

Students are not allowed to work an overnight shift prior to a clinical experience. Sleep deprivation can be the equivalent to alcohol intoxication, and puts the student and clients at risk for harm. Students may not be financially compensated for clinical or practicum experiences.

Clinical Site Incident Reporting

Should an unexpected event occur during a student's clinical rotation, the student should inform the clinical instructor immediately and the clinical coordinator within 24 hours of the incident. Such incidents include, but are not limited to: blood or body fluid exposure, student accidents, client harm involving a student, and medication errors. The clinical coordinator will acquire all pertinent information to complete an incident report. Students must adhere to the medical facility's rules and guidelines regarding a work-related incident and may consult with the clinical coordinator and/or program director on additional action to be taken. Appropriate follow up will be initiated by the program director upon receipt of a written incident report. Any costs incurred by the student in relation to a clinical site incident are the student's responsibility.

Exposure to Blood Borne Pathogens and Communicable Diseases

Precautions to reduce the risk of exposure to pathogens:

1. Hands must be washed between every direct client contact
2. Non-sterile gloves must be used if contact with blood, body fluids, secretions or excretions are anticipated.
3. Gloves must be changed between clients.
4. Gown and facial protection must be worn when doing procedures which may cause splatter and/or aerosolization of body fluids.

5. Disposable needles and syringes should be placed in rigid puncture resistant containers. To prevent needle, stick injuries, needles should not be recapped, bent, or broken before disposal.
6. Strictly observe all contact, airborne, droplet, and enteric precaution protocols.
7. Students must comply with all clinical site requirements for the prevention of blood and body fluid exposures.

Immunization Policy

Prior to enrollment, students will be required to provide results of the following, by a specified due date. Students are responsible for keeping their required clinical information up to date.

- Influenza vaccine: Annually during flu season (October to March)
- Diphtheria/Tetanus Booster: Required within the last ten (10) years.
- Varicella/Rubella: All students are required to have Varicella/Rubella titer screening. Students who are not immune to Rubella or Varicella are required to receive the vaccine (MMR). Students are advised to keep a copy of the test results for future use. The College will not keep these records after the student graduates.
- Hepatitis B: The Hepatitis B immunization is required for clinical rotation. If a student does not have this immunization, the first immunization should be administered prior to entering the nursing program. Documentation of the series of **three** immunizations should be submitted as proof of immunization to the clinical coordinator upon completion
- Tuberculin Screening: A yearly screening for TB is required. All students must be asymptomatic to participate in the nursing program. Students are responsible for submitting the results (and treatment plan) to the Nursing Department for placement in the student file. For students with a positive TB test following applies:
 - One documented chest X-ray within the past 5 years;
 - Physician's documentation that student is asymptomatic; and
 - Annually, a follow up assessment by the student's personal physician with above documentation.

The costs associated with the above requirements are not covered by the College and are not included in tuition. Clinical partners may have requirements above and beyond those listed here. All clinical partners, for example, are now requiring proof of COVID vaccinations, or an approved request for exemption. Failure to meet the requirements of the clinical partner may result in an inability of the student to attend the associated clinical course that term.

Cardiopulmonary Resuscitation Policy

CPR-BLS (Basic Life Support) is required and must be actively maintained throughout the program of study. This must be Healthcare Provider certified through the American Heart Association. Current certification must be maintained from the onset of clinical courses to program

completion and are not covered by the College and are not included in tuition.

Annual Physical Exam Policy

Prior to commencing clinical rotations and as required by clinical partners, students are required to provide results of a current physical examination performed by an MD, DO or ARNP. Students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe client care, may not continue in the program until a resolution of the health program is reached. The costs associated with this requirement are not covered by the College and are not included in tuition.

Criminal Background Checks

All nursing applicants are required to be screened through the Florida Department of Law Enforcement (FDLE) or comparable checks from state(s) of prior residence and the Federal Bureau of Investigation (FBI) prior to commencing clinical rotations. The background check, drug screen, titers and TB test results will be released to a facility if required for participation in a clinical experience. Not all required tests are paid for by the College. If a clinical partner is unwilling to take a student due to an offense on their background, or dismisses a student for any reason, this may be grounds for failure of the clinical course and/or dismissal from the program.

Criminal Offenses

Prior criminal offenses, or offenses that occur while enrolled in the nursing program, may limit a student's ability to attend clinical sites, progress through the nursing program, or sit for the NCLEX licensure exam. Students are advised to familiarize themselves with the board of nursing requirements in regard to criminal offenses when making decisions about pursuing a nursing education. All offenses must be disclosed to the Director of Nursing or designee within 72 hours of the incident. The student is responsible for notifying the Director of Nursing of any arrests, regardless of adjudication, that occur after beginning the program. Failure to notify the program director within 72 hours of the incident may result in expulsion from the program.

Drug Screening Policy

All students are required to be screened for drug use, prior to attending clinical courses. Positive drug test will result in dismissal from the nursing program. Additional testing may be required at the discretion of the DON and tests must be completed within 24 hours. Clinical partners may also require random drug tests while students are attending clinical experiences at the site.

If a clinical partner is unwilling to take a student, or dismisses a student for any reason, this may be grounds for failure of the clinical course and/or dismissal from the program.

If tested by a clinical partner site, the student shall provide the Director of Nursing or designee

with a copy of all test results. Failure to promptly do so will be grounds for dismissal from the program.

Pregnancy Policy

Students have the option to disclose pregnancy to the Director of Nursing or designee, and are encouraged to do so. A pregnant student must meet all programmatic requirements without modification. The student may also opt to withdraw from the program until delivery or such a time when the student is able to return. While pregnant and active in the program, the student must comply with institutional policies of the health care agencies where the student receives clinical experience.

Nursing Student Dress Code Policy

The dress code applies to all lecture, laboratory and clinical settings

Students are required to wear ATA scrubs during all residential general education, nursing core didactic, laboratory and clinical courses. Student uniforms must always be clean and neat, properly maintained and appropriately laundered and pressed.

- Students must wear an approved ATA logoed scrub top, in the approved color, and black scrub pants.
- For clinical experiences students are required to wear a black scrub top with black scrub pants.
- White or black closed toe, closed back, impervious (leather) shoes are required. They are to be clean and in good repair.
- Students may wear a long sleeve, black, fitted undershirt if needed for warmth.
- A clean white lab coat or white or black cardigan may be worn at the instructor's discretion or based on hospital policy. Nothing with a hood may be worn. No coats, cardigans, or jackets are permitted during testing.
- Pants length must be to the top of shoe and must not touch ground.
- Students may wear either white or black socks
- Variances from uniform policy may occur during specific clinical experiences. Students will be informed of these changes of the first day of class.
- Two sets of scrubs will be ordered and distributed to students. Students may order additional scrubs at their expense at any time throughout the program.
- Light make up is allowed.
- Females must wear a brassiere.
- Fingernails must be kept clean and clipped short. No polish, false nails or tips are permitted.
- False eyelashes of any kind are not permitted.

- Perfume, strong colognes or aftershave lotions should not be used, and offensive body odor is not permitted.
- Hair is to be neat and clean, a natural color, up off the neck and pulled back from the face. A one-inch black headband may be worn if needed. No other headwear, such as hats, or hair adornments are to be worn with the uniform.
- Men should be clean shaven daily. Mustaches or beards, if worn, must be neatly trimmed to a short length. If facial hair compromises Respirator Fit Testing, the student may be denied certain client care opportunities.
- Only one small stud earring per ear is acceptable. Facial or mouth jewelry including piercing is not considered professional and should not be worn. One ring on the hand is permitted. No necklaces are permitted.
- When assigned to a clinical education site, a student must also follow that facility's dress code, in addition to the program's policy.
- Students are required to have a stethoscope and penlight while on clinical sites.
- Students must wear their ATA badge at all times – to lab, class, clinical, and when attending campus outside of class hours.

If a student comes to a class or lab not dressed in proper uniform, the student will have points deducted from their daily grade. If a student comes to clinical and is not dressed in proper uniform, they will be sent home, and will be considered absent. All exams, assignments and laboratory skills are required to be made up, per the policies outlined above. The scheduling of laboratory makeup activities with the course instructor are the responsibility of the student.

Medical Record Confidentiality Policy

Nursing students must maintain the confidentiality of all client protected healthcare information, in accordance with facility, state and federal statutes. Failure to do so can result in course failure, program dismissal, or prosecution. Confidentiality laws extend to social media platforms, and students are encouraged to familiarize themselves with the National Council of State Boards of Nursing Guide to the Use of Social Media.

Student Telephone Policy

Students must turn off cell phones and other electronic devices while attending classroom or laboratory activities. Any unauthorized use of cell phones during class may result in a loss of participation points. Unauthorized use of personal devices during an exam will result in the grade of zero on the exam.

Students are not permitted to have a cell phone or watch that is able to call or text in their possession during any clinical activities. Any student who is found to have a cell phone on their possession during a clinical activity will be subject to disciplinary action up to and including dismissal from the program.

Recording Device Policy

The use of recording devices is prohibited in all classes, labs and clinical experiences unless expressly permitted by the instructor.

Academic Dishonesty

The Nursing department adheres to the college's academic dishonesty and student code of conduct policies and procedures. In addition, students must understand the following:

- Program leadership may nullify exam results if anomalous or irregular activity is detected.
- Program leadership may administer faculty written exams, electronic exams, or exams from a variety of vendors.
- Any assignment, exam, or quiz found to have been compromised will be assigned a failing grade, and all parties involved will be required to meet with the Director of Nursing or designee for further evaluation. Such incidents may lead to dismissal from the nursing program.
- The transmission from one student to another of any test material or test information is considered cheating.
- Peer-to-peer communication during an exam may be considered cheating.
- Unauthorized access to the test materials is considered cheating.
- Plagiarism is defined as "the conscious or unintentional use of words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit." One must put other's words in quotation marks and cite the source(s) and must give citations when using other's ideas, even if those ideas are paraphrased in your own words.
- Self-plagiarism is also considered to be a form of plagiarism and is not accepted unless acknowledged and approved.

Chain of Command

A chain of command system helps to ensure that students understand where to turn when they are having issues with their courses, and helps to ensure that communication flows in a systematic and productive manner. Instructors are the most familiar with their particular courses

and are uniquely positioned to provide guidance and support to students in their courses. For that reason, any student having course problems must first approach the course instructor.

If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the Director of Nursing to discuss the issue.

If an issue is still not resolved after speaking with the Director of Nursing, the student should then make an appointment to meet with the Executive Director.

Any student failing to follow this chain of command without valid reason will be sent back to the instructor in accordance with the policy.

Any student who has a concern related to discrimination or harassment that involves the instructor should immediately contact the Director of Nursing or the Executive Director as is outlined in the college catalog.

Nursing Student Code of Ethics

The following applies to all premises and facilities of ATA College and their affiliates at all times:

1. All students, while enrolled in ATA College's Nursing Program, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior.
2. Students must adhere to the ATA code of conduct at all time.
3. Students will not direct disrespectful or abusive behavior toward anyone while participating in college sponsored activities. Instructors and health care facility employees will be treated with the respect their positions deserve, and the student will abide by any rules governing a facility's staff.
4. Students will not make false statements to faculty or college administrators.
5. In the event of a dispute or observed incident between a student and a facility employee, students are to contact the clinical instructor, who will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
6. Any student who is asked to leave a class, lab or clinical site must do so immediately and without protest. Failure to do so may result in disciplinary action up to and including dismissal from the program.
7. No student shall engage in sexual harassment.
8. No student shall use foul or vulgar language while in the lab or clinical setting or during class.
9. No student will leave his or her assigned area unless authorized by the instructor.

10. No student shall have in their possession guns, knives or other lethal weapons, at the school or while participating in college sponsored activities.
11. Nursing students may not practice nursing outside the College's approved clinical setting and without an instructor present. Observational experiences do not constitute nursing practice.
12. Nursing students are responsible to keep confidential the identities and identifying information of all clients. No student shall divulge the names of any client orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. Nursing students must not reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such client. This requirement extends to all client records.
13. Photocopying, taking pictures of, audio taping or in any way reproducing medical records, and/or removing medical records from any clinical setting is strictly prohibited.
14. A student who has a conflict or complaint regarding an instructor should first try to resolve the matter with the instructor. If the issue is not resolved, the student should follow up with the Director of Nursing or designee.
15. Student's must check their school email daily and respond within 24 hours.
16. Any violation of the foregoing code of ethical behavior may result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Nursing Student Handbook. In addition, the student may receive a failing grade based on the clinical evaluation and a failure to meet course requirements.
17. If a student is suspended or otherwise formally disciplined by ATA College, the student may be subject to permanent dismissal from College. '
18. No student shall have in their possession, or be under the influences of any controlled substance or alcohol, except for those substances prescribed by a physician. Students who appear intoxicated or impaired will be dismissed from the clinical, lecture, or lab setting and sent for drug testing. Testing must occur within 1 hour of being dismissed from the clinical lecture or lab setting. Students who do complete the required testing within the allotted time may be dismissed from the program. No student will leave his or her assigned area unless authorized by the instructor.

Any violations of the Nursing Student Code of Ethics will be evaluated by members of the Nursing program faculty and administration. A recommendation for disciplinary action will be submitted to the campus administration and the college's main office for review and final determination.

CLINICAL ASSIGNMENT POLICY ACKNOWLEDGEMENT FORM

In order to make clinical rotations a positive educational experience, the clinical coordinator assigns students to sites taking into consideration the characteristics of the sites and the needs of individual students, as able. ATA College’s goal is to provide sites which allow students to successfully complete their assigned proficiencies for each clinical rotation.

ATA College’s clinical education centers may be located outside of the county where the campus is located. Students **may be required to travel** outside their local area, county or the state where the campus is located to attend their clinical rotations. Students are responsible for making travel arrangements.

Students are **required to rotate to different sites and different shifts** during the length of the program. Once the program determines student placement, a student must attend the clinical education site assigned. The program reserves the right to make assignment changes to expose students to a variety of care settings and procedures performed.

REMUNERATION FOR CLINICAL EDUCATION ROTATIONS IS NOT PERMITTED.

If a student has any questions about this process, they should be discussed with the Director of Nursing

I have read and understand the implications of the above information concerning the assignment of clinical sites. I also understand that I shall not receive remuneration for time spent at clinical sites during clinical rotation.

Student Name (print)

Date

Student Signature

ATA COLLEGE NURSING PROGRAM

ACKNOWLEDGEMENT OF RESTRICTIONS ON LICENSURE

OR CERTIFICATION TO PRACTICE

State [Section 456.0635, Florida Statutes (F.S.)] and national regulations and statutes, through designated agencies, regulate health professions. Each agency sets specific requirements for granting licensure or certification to practice as a healthcare provider. Most agencies have restrictions on granting licensure or certification to an individual with a criminal record.

The Board of Nursing may take action against an applicant, candidate, or registrant if:

- Presently charged with, or been convicted or found guilty of or plead nolo contendere to any crime (felony and/or misdemeanor), other than a speeding or parking violation. Being convicted of a crime includes, but is not limited to, being found guilty, pleading guilty or pleading nolo contendere (no contest).
- Having been charged in a criminal proceeding where: 1) a finding or verdict of guilty is made or returned but where the adjudication of guilt is withheld, deferred or not entered or the sentence is suspended or stayed, or 2) where the individual enters into a pretrial diversion activity; or 3) having been convicted of a crime.
- Having been convicted of, or entered a plea of guilty or nolo contendere to crimes which may directly or indirectly relate to client care or public health include, but are not limited to: murder, attempted murder, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, and controlled substance abuse, fraudulently altering medical documentation, insurance claims, and medical prescriptions.

Criminal background checks are a requirement before starting the clinical rotation and are released to the clinical facility, if requested, for determination of eligibility to participate in clinical rotations at any and all clinical facilities.

I have read and understand the restrictions on licensure, certification and participation in clinical rotations as it relates to previous criminal matters.

Student Name (print)

Date

Student Signature

CLINICAL SITE EXPECTATION ACKNOWLEDGEMENT FORM

I acknowledge that the following are required during clinical site experiences: (please initial next to each item).

_____ I will comply with all requirements of the clinical site, which includes but is not limited to: document submission, uniform policies, parking policies, and vaccination policies.

_____ My behaviors are conducted with client safety as the primary concern.

_____ I must have a clinical instructor present in the client room to administer any medications.

_____ I will use respectful language and tone all times.

_____ I will follow the direction and requests made by clinical instructors immediately and without protest.

_____ I will resolve any disputes arising at a clinical site at the campus, with guidance from the Director of Nursing.

_____ I will not have a cell phone on my person at any clinical site, at any time.

_____ Should I arrive late to the clinical site or am out of compliance with the clinical uniform I will be sent home by my clinical instructor.

_____ I understand that the make-up of any clinical hours is not guaranteed and is at the discretion of the Director of Nursing or designee.

_____ I understand that failure to complete all clinical hours as outlined in the course syllabus will result in a failure of the course.

_____ I understand I cannot chew gum while on site.

I acknowledge that failure to comply with the policies outlined in this document may result in disciplinary action up to and including dismissal from the nursing program.

Student Name (print)

Date

Student Signature

**NURSING STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM**

In addition to the policies described in this Student Handbook, I understand that by initialing the following items below, I have received the materials listed, have read them, and will abide by all policies and procedures contained within.

_____ I have received a current Nursing Student Handbook and access to the ATA Catalog.

_____ I acknowledge that I have been fully advised that my program of study requires performing 100% of the required clinical hours and that I am required to attend all clinical and laboratory hours when scheduled. I understand the clinical attendance, assignment, and make up policies.

_____ I have been advised of the rigors of the Nursing Program, and I will seek tutoring if necessary and when advised.

_____ I agree to hold ATA College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are neither the fault nor within the control of ATA College.

_____ I further agree and understand that if an injury were to occur, I will immediately notify the instructor of said incident. I further hold ATA College harmless for any and all consequences resulting from said injury and for all costs incurred.

_____ I understand that I must adhere to the Nursing Student Code of Ethics.

_____ I understand that I am required to submit a urine drug and alcohol screening prior to clinical rotations at a company designated by the College. I also understand that I may be required to submit to random drug testing while enrolled in the Nursing program. I further understand that the results of the test(s), should they return as positive, will result in withdrawal from the program.

_____ I understand that I may be required to submit proof of COVID/Flu vaccination or obtain an approved exemption in order to attend clinical.

_____ I have read and understand the pregnancy policy.

_____ I understand the attendance and dress code policy of the program.

_____ I have read and understand the requirements for attendance at clinical experiences.

_____ I understand the requirements for successful completion of lecture courses, laboratory, and clinical components of the program.

Student Name (print)

Date

Student Signature