

EDUCARE ENVISION
EDUCATIONAL SERVICES

EDUCARE ENVISION COLLEGE OF NURSING



Catalog 2025

Certified true and correct in content and policy *Jeanette Thompson*

Volume 6

TABLE OF CONTENTS

Contents

WELCOME	4
PURPOSE OF INSTITUTE	5
DESCRIPTION OF FACILITIES	5
LICENSURE AND ACCREDITATION STATUS	5
FEE SCHEDULE.....	6
FINANCIAL ASSISTANCE.....	7
NONREFUNDABLE FEES	8
CANCELLATION AND REFUND POLICY	8
COLLECTION OF DELINQUENT TUITION AND FEES.....	9
GRADING AND PROGRESSION POLICY.....	9
TRANSFERABILITY OF CREDITS	10
ADMISSION REQUIREMENTS	11
GENERAL REQUIREMENTS	12
HEALTH REQUIREMENTS.....	13
ADMISSION PROCEDURE.....	13
STUDENT RECORDS	16
PRACTICAL NURSING PROGRAM.....	17
PROFESSIONAL NURSING COURSE DESCRIPTIONS:	27
ACADEMIC CALENDAR	32
HOURS OF OPERATIONS	33
TEST POLICY AND PROCEDURE	34
DRESS CODE POLICY	35
CLASSROOM AND LAB:	35
CLINICAL:.....	35
CLINICAL MAKE-UP POLICY	36
CPR POLICY.....	36
RETENTION POLICY.....	36
NONDISCRIMINATION POLICY	36
SEXUAL HARASSMENT POLICY	37
SUBSTANCE ABUSE POLICY	37
CRIMINAL BACKGROUND CHECK POLICY	38
HISTORY AND PHYSICAL EXAM POLICY	38
PROBATION POLICY	39
STUDENT COMPLAINTS.....	40

DISCIPLINE/DISMISSAL POLICY	40
DISCIPLINE PROCESS	41
STUDENT APPEAL/GRIEVANCE POLICY & PROCEDURES	42
READMISSION POLICY	43
ATTENDANCE POLICY AND PROCEDURES.....	44
NURSING LABS-STUDENT GUIDELINES	46
GUIDELINES AND SAFETY RULES:	46
RULES OF THE COLLEGE/CODE OF CONDUCT	47
FACULTY	49
ADMINISTRATOR	50

EDUCARE ENVISION COLLEGE OF NURSING

WELCOME

Educare Envision College of Nursing extends a warm welcome and congratulations on your choice pursuing nursing as your career goal. You have chosen an occupation that offers many opportunities for personal growth, service to others, and career satisfaction. The nursing profession is both complex and unique because it serves the health needs of a rapidly changing society.

Our programs are dedicated to the purpose of meeting the health care needs of the community, facilities, and residents in our service area by preparing qualified applicants with the ability to pass the licensure examination. We are pleased that you have chosen Practical Nursing or Professional Nursing as a career, and for choosing Educare Envision College of Nursing to provide your educational needs.

The nursing programs at Educare Envision College of Nursing are distinctive for the following reasons:

1. The curriculum will be revised periodically and updated continuously to keep up with ever-changing needs of NCLEX testing format, test matrix, accreditation agency standards, the Florida Board of Nursing (BON), and current trends and technology. The school will comply with Rule 6E-2.008, F.A.C., prior to implementing any program modifications.
2. Learning experiences are provided on campus, utilizing a Learning Management System, as well as, in selected clinical settings in the community under the supervision of Registered nurse and/or health professionals.
3. All students are expected to be self-directed learners, demonstrate professional and ethical behaviors expected of a Practical Nurse and Professional Nurse. In addition, complying with school and clinical affiliation policy statements and protocols are mandatory.
4. Students enrolled in an Educare Envision College of Nursing program are required to comply with the policies, rules, and regulations governing student activities and conduct outlined in the current catalog. Please take time to read these rules and regulations carefully as you must comply with published guidelines. The specific requirements herein have been developed to help you succeed in the Nursing Program and are designed to supplement the information provided in the classroom and in other publications.

We wish you success in achieving your career goals here at Educare Envision College of Nursing. Remember we all have the power to make dreams come true, as long as we keep believing.

PURPOSE OF INSTITUTE

Educare Envision College of Nursing is a fictitious name of Educare Envision Educational Services Inc. We are a private health care career college located in Melbourne, Florida. Educare Envision Educational Services Inc. is owned and operated by Dr. Paulette Howell and Ms. Jeanette Thompson. The purpose of Educare Envision College of Nursing is to educate and mentor future nurses. As an institution dedicated to providing area Healthcare facilities with well-trained nurses, our focus is to facilitate students' personal and professional growth.

By providing high quality curricula, qualified instructors, high technology, and individualized attention we feel that our students can reach their career goals. Our motto is "Improving health care one nurse at a time". It is our goal to provide high quality nursing educational services to our student nurses in an effort to combat the nursing shortage, in accordance with current state regulations and guidelines. By providing quality education in a favorable learning environment, our graduates can pursue their career objectives and enhance their lives.

Mission Statement

The Mission of Educare Envision College of Nursing is to provide quality educational training which leads to career opportunities in the field of nursing.

Goal Statement

The goal of Educare Envision College of Nursing is to provide high quality nursing educational services to our student nurses in an effort to combat the nursing shortage.

DESCRIPTION OF FACILITIES

Educare Envision College of Nursing is located in Melbourne, Florida, Brevard County. The physical address is 255 East Drive Suite H, Melbourne Florida, which is centrally located in Melbourne with easy access to surrounding cities. Educare Envision College of Nursing is 3750 square feet and meets the standards of fire safety, building code, and sanitation guidelines. This facility has faculty offices, classrooms, a testing center, and a lab that is conducive to learning. The library has books and resources that can be utilized to enhance learning and assist with course work.

LICENSURE AND ACCREDITATION STATUS

Educare Envision College of Nursing is licensed by the Commission for Independent Education, Florida Department of Education. Educare Envision College of Nursing is not accredited. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

The Professional Nurse and Practical Nurse program was approved by the Florida State Board of Nursing to allow its graduates to sit for the National Council Licensure Examination (NCLEX).

Program and Policy Change

Educare Envision College of Nursing reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as deemed necessary. Students are expected to be familiar with the information presented in this Catalog. Educare Envision College of Nursing reserves the right to make changes to the admissions requirements, tuition, fees, and degree requirements. Students will be notified of any changes.

Insurance

The school does not provide personal, medical or liability insurance against fire, theft, or vandalism of students' personal property. Students are required to purchase professional liability insurance for coverage during the clinical courses of their program.

FEE SCHEDULE

Application Fee \$135.00

Practical Nursing – Diploma Program (12 Months in duration)

Tuition	\$10,500
	Deposit of \$ 6,300 (Due on day of registration, Deposit of \$4,200 and Resource Fee)
Books	\$ 600
Fees	\$ 135 (application fee)
Resource (ATI)	\$2,100 (Due on day of registration)
Graduation Fee	\$ 400
Student Insurance	45
Uniform	200
License Exam	400
Student Kit	<u>\$ 215</u>
Total	\$14,595

Associate Degree of Science in Nursing - Professional Nursing (5 Semesters in duration)

Tuition	\$16,000 (\$3,200 per semester)
	\$5,200 first semester (Tuition, 1/3 Resource Fee & Books)
	\$4,300 second semester (Tuition, 1/3 Resource Fee)
	\$4,300 third semester (Tuition, 1/3 Resource Fee)
	\$3,200 Fourth and Fifth Semester (Tuition)
Books	\$ 900
Fees	\$ 135 (application and entrance exam fee)
Resource (ATI)	\$3,300 (Due on day of registration)
Graduation Fee	\$ 400
Student Insurance	90 (2 years)
Uniform	200
License Exam	400
Student Kit	<u>\$ 215</u>

Total \$21,640

Practical Nursing to Professional Nursing Track – Associate Degree in Nursing (4 Semesters in duration)

Tuition \$14,000 (\$3,500 per semester)
\$5,500 first semester (Tuition, 1/3 Resource Fee & Books)
\$4,600 second semester (Tuition, 1/3 Resource Fee)
\$4,600 third semester (Tuition, 1/3 Resource Fee)
\$3,500 fourth semester (Tuition)

Books \$ 900 (Due on day of registration)
Fees \$ 135 (application and entrance exam fee)
Resource (ATI) \$3,300 (Due on day of registration)
Graduation Fee \$ 400
Student Insurance 45
Uniform 200
License Exam 400
Student Kit \$ 215

Total \$19,595

Additional estimated out of pocket cost:

Laptop Computer	\$750.00
-----------------	----------

Educare Envision College of Nursing **requires each student** to successfully complete the exit exam, ATI Capstone, Virtual ATI, and attend the mandatory comprehensive review. The mandatory Graduation, Class Photos, Nursing Pin and Lamp fees are **\$400.00** that are due in full 6 weeks prior to graduation.

ADD/DROP FOR PROFESSIONAL NURSING PROGRAMS

Practical Nursing Program: See the Cancellation and Refund Policy

Professional Nursing and Practical Nursing to Professional Nursing Program: Students may enroll or withdraw from classes within the first week of the semester. Refunds will be issued per the Cancellation and Refund Policy.

All transcripts for transfer of credit must be approved prior to admission into the nursing program.

FINANCIAL ASSISTANCE

Educare Envision College of Nursing does not provide financial assistance. Financial assistance can be sought outside of Educare Envision College of Nursing at lending institutions such as banks, credit unions and private lending agencies for those who qualify.

Financial Assistance: Department of Veterans' Affairs

In support of United States Veterans who attend this institution and are funded by Veterans' Affairs; Educare Envision College of Nursing will not impose any of the following penalties. These include assessment of late fees, denial of access to classes, or other institutional facilities; and the requirement that a covered individual borrow additional funds because of the individual's inability to meet financial obligations to the institution due to the delayed disbursement of funding from VA.

NONREFUNDABLE FEES

Nonrefundable fees include the application and testing fees.

CANCELLATION AND REFUND POLICY

CANCELLATION / REJECTION POLICY: Educare Envision College of Nursing will refund within 30 days, all money paid by an applicant who is rejected for enrollment by Educare Envision College of Nursing or who enrolls in a program that Educare Envision College of Nursing cancels, or who cancels within three (3) calendar days of signing the Enrollment Agreement.

TUITION REFUND POLICY: A student wishing to officially withdraw should inform Educare Envision College of Nursing within at least three calendar days, but no more than fourteen calendar days, in advance of withdrawal, and is encouraged to do so in writing. Cancellation through 40% of semester/term will have the refund calculated pro rata. A student who withdraws greater than 40% of a semester/term will result in no refund. A student who returns to Educare Envision College of Nursing after withdrawing must sign a new enrollment agreement and will be subject to the then- current price of tuition and fees. A student's last date of attendance as documented by Educare Envision College of Nursing will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Any student that pays tuition in full upon admission and requests a refund will receive a refund for classes not yet taken and a refund for the current class according to the Cancellation and Refund Policy.

The student may request a refund within 3 working days of signing the enrollment agreement. This does not include ATI fee, books, and materials which are not returnable because of use. Refunds will be available within 30 days of the date that the student cancels the enrollment agreement or withdraws from class or classes.

The school will refund tuition and fees according to the Cancellation and Refund Policy: All advance tuition paid by the applicant will be refunded if the school rejects the applicant, or if the applicant cancels the enrollment within three (3) business days after signing the agreement. Students who wish to cancel their enrollment in a course or program at Educare Envision College of Nursing must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received prior to withdrawal. It is

preferable to hand deliver the withdrawal letter and have a copy signed by the school Chief Nursing Officer or mail the letter by Certified Mail.

COLLECTION OF DELINQUENT TUITION AND FEES

Students who terminate with tuition or other fees due the school are required to make payment arrangements at the time of termination. School personnel will attempt to secure payment for a period of one month. Should the amount due remain unpaid for a period of 150 days after the student leaves school, the account will be submitted to a commercial collection agency.

GRADING AND PROGRESSION POLICY

Grades are based on the student's class work, lab work, graded activities, clinical performance, and exams. An average is taken of all grades in any marking period. Students must have a passing grade of 75% in each course and abide by the honor code to remain and progress in the Nursing Program. If a student has less than 75% in any class, he/she will be removed from the program at the end of the semester and cannot progress to the next level until class is repeated and a grade of 75% is received. An average grade of 75% or better on all exams/final is required before other assignments can be considered toward the final grade.

Removed students may apply for re-admission by contacting the Chief Nursing Officer and completing the appropriate paperwork. Please see the readmission policy. Such returning students are admitted on an individual basis pending space available in the class and clinical sites. Students will be advised of their progress throughout the program on a periodic basis. Students having difficulty in a course are encouraged to seek help from the instructors and staff. Good study habits, priority setting, and time management are essential to complete this program and reach your goal.

See Probation Policy for more information.

There will be no rounding up of grades for the following grading scale.

A= 90-100

B= 80-89

C= 75-79

F= < 74.99

I= Incomplete-Requires make up work.

An "I" is a temporary grade issued to a student in good standing when certain requirements for a course are not completed by the end of the semester due to a justifiable reason. During a conference, the students will present the extraordinary situation, which inhibited completion of the course requirement and the faculty and Chief Nursing Officer will issue a decision within one week. If a grade of "incomplete" is awarded, a contract will be developed specifying the work that must be completed and the completion date. probationary status will be in effect during the contract period. If the conditions of the contract are not fulfilled **within one semester**, a grade of "F" failing grade will replace the "I".

W= Withdrawal “WF” and “WP” reflect a withdrawn failing or withdrawn passing grade at the time of withdrawal from the course. Students who are dismissed for academic failure may seek readmission to the program (refer to the Readmission Policy).

TR= Transfer Credit-school accepted grades earned for previous post-secondary education at an institution other than Educare Envision College of Nursing. “TR” is not considered in computing the Grade Point Average

CR= A “CR” (credit) indicates that the requirements for the course have previously been satisfied.

S= Satisfactory completion for externship/internship clinical or lab. “S” is not considered in computing the Grade Point Average.

R= Indicates that the class was previously attempted

Students must maintain 75% (a “C” grade) to progress through the course of study in the Nursing Programs. If a student has less than 75% in one or more Nursing classes, the student cannot progress into the next semester.

Students should understand that they cannot progress to the next semester until 75% is documented for all previous nursing classes.

Retake Course Policy and Fees:

- If a student is unsuccessful in a class, they may retake the class.
- If a failed course is not offered to retake in the next semester the student will be dropped and re-entered at the appropriate time to retake the course
- For the semester credit programs, the repeat course can be counted in the credits attempted in the semester for one repeat only (i.e., the student has two attempts to pass a course)
- For clock hour programs the hours in the repeated course can only be counted for one repeat (i.e., the student has two attempts to pass a course)

TRANSFERABILITY OF CREDITS

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving college. Accreditation does not guarantee transfer of credits. Applicants requesting credit earned for previous training at another post-secondary institution must submit official transcripts to the Registrar with 30 days of starting a program. In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education and/or the Commission for Higher Education Accreditation (CHEA).

CLEP is not accepted for Transfer Credit.

Advanced Standing/Proficiencies

The Institute does not award credit for Advanced Standing, nor does the Institute permit students to proficiency out of courses.

Transfer of credit from prior education must meet the following requirements:

- All college credit courses must be completed prior to graduation of Educare Envision College of Nursing with a minimum grade of a C or higher.
- Any student wishing to submit transcripts from a foreign country for consideration of admission is required to provide a translation and evaluation by an approved organization recognized within the Department of Education.
- *This entire policy above (Advanced Standing/Proficiencies) excludes the Practical Nursing Program.*

Transferability of Credit to Other Institutions

Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice. Educare Envision College of Nursing does not guarantee that any credits earned at Educare Envision College of Nursing will be transferable or accepted by any other institution. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

ADMISSION REQUIREMENTS

Practical Nursing – Diploma Program: Applicants seeking enrollment to the Practical Nursing Program must meet the following requirements:

- Successful Completion of the TEAS entrance exam: accumulative TEAS score of 50% or a minimum of 50% in reading; TEAS omitted with Bachelor or higher degree
- Proof of High School Diploma
- Criminal Background Check
- Medical Exam
- Online Readiness Assessment
- Proof of Legal Residency
- 2 letters of reference
- Liability insurance

Professional Nursing - Associate Degree of Science in Nursing: Applicants seeking enrolment to the Associate Degree in Nursing Program must meet the following requirements:

- Accumulative TEAS score of 55% or a minimum of 55% in reading; TEAS omitted with Bachelor or higher degree
- Official College Transcript Demonstrating completion of required prerequisite classes:
- General Education (30.0 credit hours) Credit hours in parentheses indicate the required number of credit hours in each discipline.

- Behavioral Science (6.0 credit hours) Life Span Development 3.0 credit hours
Introduction to Psychology 3.0 credit hours
- Fundamentals of Speech (3) or Elements of Nutrition (3)
- English (3.0 Credit Hours) English Composition I 3.0 credit hours
- Humanities/Fine Arts (3.0 credit hours) American Literature 3.0 credit hours OR
English Literature 3.0 credit hours
- Mathematics (3.0 credit hours) College Algebra 3.0 credit hours
- Natural Science (12.0 credit hours) Human Anatomy & Physiology I 4.0 credit
hours Human Anatomy & Physiology II 4.0 credit hours Microbiology I 4.0 credit
hours
- Criminal Background Check and Drug Screen
- Medical Exam
- Successful completion of the Online Readiness Assessment
- Proof of Legal Residency
- College GPA of 2.0 or better
- 2 letters of reference
- Liability insurance

Practical Nursing to Professional Nursing Track – Associate Degree in Nursing

Applicants seeking enrollment to the Associate Degree in Nursing Program must meet the following requirements:

- Accumulative TEAS score of 55% or a minimum of 55% in reading; TEAS omitted with Bachelor or higher degree.
- Official College Transcript demonstrating completion of required prerequisite classes
- General Education (30.0 credit hours) Credit hours in parentheses indicate the required number of credit hours in each discipline.
- Behavioral Science (6.0 credit hours) Life Span Development 3.0 credit hours, Introduction to Psychology 3.0 credit hours
- Fundamentals of Speech (3) or Elements of Nutrition (3)
- English (3.0 Credit Hours) English Composition I 3.0 credit hours
- Humanities/Fine Arts (3.0 credit hours) American Literature 3.0 credit hours OR
English Literature 3.0 credit hours
- Mathematics (3.0 credit hours) College Algebra 3.0 credit hours
- Natural Science (12.0 credit hours) Human Anatomy & Physiology I 4.0 credit
hours Human Anatomy & Physiology II 4.0 credit hours Microbiology I 4.0 credit
hours
- Criminal Background Check
- Medical Exam
- Successful completion of the Online Readiness Assessment
- Proof of Legal Residency
- College GPA of 2.0 or better
- Clear, Unencumbered Florida LPN License/Certificate

GENERAL REQUIREMENTS

- Physical/Health clearance from a healthcare provider within 6 months of starting the programs
- Application fee

- Must be fingerprinted within the last 3 months of starting the program, without record of a felony
- High School Diploma/GED
- CPR Certification
- 2 letters of reference
- Liability insurance

HEALTH REQUIREMENTS

- Tuberculosis testing: 2 Step PPD or chest x-ray Pre-entrance examination
- MMR immunization or positive titer
- Tetanus B diphtheria (Td) immunization
- 10 panel drug screens within the last 3 months
- Varicella immunization or positive
- Hepatitis B immunization or positive antibodies
- Influenza Vaccine
- Covid 19 Vaccine may be required by some clinical sites

Personal Appearance and Dress Code

All students are expected to be neat, clean, and dressed in Educare Envision College of Nursing uniform. The student's footwear should consist of clean white sneakers or closed toe medical shoes. If such rules are not followed, the school will take disciplinary action.

ADMISSION PROCEDURE

The admission procedure for the school involves the enrollment application and interview with school representatives. A standardized pre-entrance exam (TEAS) is used in the application process. The TEAS Test is used for the Practical Nursing and the Professional Nursing programs to determine readiness to learn. A maximum of two attempts in one year will be allowed for entry into the nursing program. TEAS scores are valid for one year.

Applicants should visit the school and discuss with an admissions representative, the school's purpose, programs, the applicant's career goals and motivation, as well as the opportunities as Practical Nursing or Professional Nursing. The applicant will also have an opportunity to tour the facility. The school encourages parent(s) or spouse(s) to attend the interview, tour the facility and ask specific questions relating to the school and/or programs.

Admission Procedures and Requirements

Step 1:

- Candidates must complete an Educare Envision College of Nursing application along with an Application fee (\$135.00) and TEAS fee (\$80.00) for a total of \$215.00 (Money order, Cash or Certified check payable to **Educare Envision College of Nursing**). Credit cards or debit cards are charged an additional 3% service charge
- Candidates must complete an online readiness assessment to determine ability to successfully complete hybrid courses.

Step 2

- Proof of educational background: A high school diploma, official high school transcript of completion, or a GED certificate is required to be considered for acceptance into the program. Official transcripts must be mailed directly to Educare Envision College of Nursing from the high school.
- The transcript should bear the school's seal and an authorized signature. International students' transcripts must be translated into English prior to submission to Educare Envision College of Nursing.
- If international transcripts cannot be furnished by the due date, students should be prepared to sit for the GED.

Step 3

- Complete the General application forms and Health Requirements. These documents must be submitted to Educare Envision College of Nursing with documentation of current immunizations.

Step 4

- Level 2 background check.

Step 5

- Entrance Interview: As part of the application process, an applicant will be interviewed by the Chief Nursing Officer.
- The applicant is provided a link to the college catalog maintained on the website
- If the student prefers a paper catalog, one is provided.

Step 6

- Admission Advising and Payment Agreement: It is mandatory that all applicants meet with the Admission Representative to sign the Enrollment agreement and set up a payment plan. Applicants will be notified of the decision via mail or email of their acceptance into the program.

Step 7

- Orientation: Educare Envision College of Nursing staff will conduct a mandatory orientation meeting prior to the start date of class. During the orientation process Educare Envision College of Nursing faculty will review the student catalog and review the contents regarding the attendance policy, class schedule, financial obligation, liability insurance, dress code, lunch break, parking, conduct and behavior.

Background Check and Drug Screening

Educare Envision College of Nursing is committed to a drug free and safe learning environment for all students. We are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards, similar to employees, for criminal offenses and use of illegal substances. Therefore, all students will be required, at their own expense, to be a level 2 background checks, and substance abuse screens prior to clinical assignments. The program reserves the right to retest a student if there is reasonable suspicion of consumption of alcohol or drugs. Any student dismissed from Educare Envision College of Nursing because of violation of the alcohol/drug or illegal substances will not be considered for readmission to the school until the student has undergone drug counseling and/or treatment and recommendations from the appropriate agencies have been submitted to the school. It is the sole discretion of the school as to whether or not the student will be readmitted.

Felony Disclosure

Please be advised that if you have been convicted of a felony or DUI you may not be eligible for certain clinical experiences or licensure associated with our educational programs. To determine licensure eligibility it is recommended the applicant contacts the Florida Board of Nursing (www.fbon.org). Applicants are advised and must sign a disclosure before starting the program.

Note: Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

Smoke Free Facilities

It is the policy of Educare Envision College of Nursing that it is a smoke-free facility and that all designated smoking areas be located out-of-doors. Any member of the Institute community found to be in violation of this policy will be subject to suspension and/or permanent dismissal.

Academic Honesty and Plagiarism

Educare Envision College of Nursing strives for a spirit of honesty and integrity. All students are expected to do their own work and must never present other's work as their own. (Examples may include the following as well as others not mentioned), looking at another student's paper, talking during an exam, copying another student's work, cheating during an exam, and unauthorized use of notes, books, tapes, and headsets. Students found guilty of dishonesty or plagiarism are liable for sanctions up to and including dismissal.

Use of ChatGPT or Other AI Tools

EECN recognizes the utility of artificial intelligence (AI) tools in both academic settings and as part of our daily lives. In an effort to support a robust learning environment that adapts to changing technologies, guidelines for engaging AI tools, such as ChatGPT, are described here.

Faculty may encourage students to develop their skills in using AI or leverage AI to help students learn about their fields or course content within online courses. This is at the faculty member's discretion. However, unless otherwise specified by the faculty member, all submissions, whether in draft or final form, to meet course requirements (including a paper, project, exam, computer program, oral presentation, or other work) must either be the student's own work, or must clearly acknowledge the source. Unless an instructor indicates otherwise, the use of ChatGPT or other AI tools for course assignments is akin to receiving assistance from another person and raises the same concern as work that is not the student's own. Sanctions fall under those listed in the Plagiarism Policy.

Course Requirements

Hardware and software required for utilizing the Learning Management System:

- Link to Canvas Learning Management System
- Computer/Laptop access
- Microphone

- Laptop is required for all face-to-face classes
- Speakers
- Required software: Microsoft office suite
- Internet access
- Zoom download
- Webcam

Graduation Requirements

In order to graduate from a program, students must meet the following requirements:

- GPA of 2.0 or higher
- Official transcripts to validate all college credit courses
- 90% didactic attendance (clock hour programs)
- 90% Clinical hours completed in all programs
- Fulfillment of all financial obligations
- Complete ATI Capstone, Virtual ATI

STUDENT RECORDS

Educare Envision College of Nursing will maintain student records and transcripts in a secure location. Students will be provided a copy of their official transcript at graduation and upon request. Semester grades will be provided at the end of each class.

EECN has a Student Information System (Praxi) that stores student records in the cloud. Transcripts may be requested through Praxi for a fee of \$10.00. Each graduate does receive one transcript.

Course Numbering System

The courses are numbered in sequence to ensure that all required classes are taught to provide students with necessary information for successful program completion.

- All one series numbers are for first year
- All two series numbers are for second year students
- Prefix NUR are for the Professional Nursing program
- Prefix PN are for the Practical Nursing program.

Non-Discrimination and Americans with Disabilities Act

Educare Envision College of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic.

STUDENT SERVICES:

Student Services Representative

The Student Services Representative will engage with prospective students/students by initiating contact and/or responding to inquiries in a timely fashion. This will include activities

such as answering questions and providing relevant information via various communication modalities (email, phone, text, live chat, etc.). Conduct live Zoom meetings with potential students interested in knowing or receiving information about the programs—including entrance requirements, courses, critical dates, tuition, etc. and connect qualified prospects to appropriate college stakeholders. Addressing student concerns and referral to appropriate service providers. The Student Services Representative is available for student concerns, seeks community activities beneficial to the students and provides information requested regarding their overall academic experience.

Academic Advising

Educare Envision College of Nursing provides individual assistance and advisement to students with academic problems in particular subjects. Students are encouraged to schedule an appointment with their instructors to work on any specific problem they may be having in their program. All academic advisement is provided by instructors and program staff. Faculty are available to answer questions concerning the student's individual major, provide academic advising and may also provide referral services to external agencies as necessary.

Learning Resources System/Library

The Aquinas Library is an electronic resource that empowers students by providing access to quality academic resources. It provides the tools and the expertise to use them. Students can access journals, and research a variety of topics through several databases. The Aquinas library is embedded in each canvas class for ease of access to the students.

Tutoring

Instructors are available by appointment to students who feel they need additional assistance outside normal class hours. Tutoring assistance is available at no charge, and we urge those who desire this service to take advantage of this assistance. Students who experience difficulty in their coursework and need academic support should contact their instructor to determine an academic success plan.

PRACTICAL NURSING PROGRAM

Diploma Program

48 weeks

1350 clock hours Program

Definition of Clock Hours: A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor

Objective: The Practical Nursing program offers preparation in the knowledge and clinical skills for students to enter the Practical Nursing field. Students in this program are prepared to take the NCLEX-PN examination required for employment as an entry-level Licensed Practical Nursing (LPN). Practical Nursing experiences include theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing and respective clinical rotations in both acute and long-term care situations under the supervision of a Registered Nurse and medical staff. Theoretical instruction of the clinical application of the vocational role and function and personal, family and community health concepts, education in the areas of

Medical/Surgical Nursing, as well as the unique nursing care needs of pediatric, obstetrical and geriatric patients, and 4 hours of HIV/AIDS. It includes nursing care skills needed for a variety of settings such as acute, long term, and care in the home. The program will also cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Body Structure and Function, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology, Medication Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills nutrition, human growth and development over the lifespan, body structure and function, interpersonal relationship skills, mental health concepts, pharmacology and administration of medications, and current issues in nursing are all components of the program. Practical Nurses are employed in a variety of healthcare settings including hospitals, ambulatory care settings, long-term care facilities, home health agencies, private duty opportunities, and other appropriate medical areas. Upon program completion, graduates are eligible to take NCLEX-PN credentialing examination. Passing the NCLEX is required for employment as a Practical Nurse.

Program Description:

This program will include laboratory, classroom and clinical practice for students wishing to be prepared to pass the Florida Licensing Exam for Practical Nurses and to be prepared to serve as a Licensed Practical Nurse. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and is to be performed under the direction and guidance of a Registered Nurse or a licensed Physician. The program includes education in the areas of Medical/Surgical Nursing, as well as the unique nursing care needs of pediatric, obstetrical and geriatric patients, and 4 hours of HIV/AIDS. It includes nursing care skills needed for a variety of settings such as acute, long term, and care in the home.

The program will cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Body Structure and Function, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology, Medication Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills.

Course Number	Course Name	Total Clock Hours	Theory Clock Hours	Clinical Clock Hours	Simulation Clock Hours
PN 101	Vocational Adjustment 1	18	18		
PN 101A	Medical Terminology	18	18		
PN 102	Health Core	38	38		
PNEL 102	Health Core External Clinical Lab	36		36	
PNIL 102	Health Core Internal Clinical Lab	16			16
PN 103	Growth and Development	12	12		

PN 104	Anatomy and Physiology	78	78		
PN 105	Nutrition	43	43		
PN 106	Pharmacology	96	96		
PNIL 106	Pharmacology Internal Skills Lab	24			24
PN 107	Nursing Skills and Concepts	34	34		
PNIL 107	Nursing Skills and Concepts Internal Skills Lab	12			12
PNEL 107	Nursing Skills and Concepts External Lab	96		96	
PN 108	Geriatric and Elder Care	16	16		
PNIL 108	Geriatric and Elder Care Internal Skills Lab	3			3
PNEL 108	Geriatric and Elder Care External Lab	72		72	
PN 109	Advanced Nursing Skills	16	16		
PNIL 109	Advanced Nursing Skills Internal Skills Lab	5			5
PNEL 109	Advanced Nursing Skills External Lab	20		20	
PN 110	Medical Surgical Nursing	108	108		
PNIL 110	Medical Surgical Nursing Internal Skills Lab	26			26
PNEL 110	Medical Surgical Nursing External Lab	307		307	
PN 111	Obstetrics and Care of Mother and Infant	22	22		
PNIL 111	Obstetrics and Care of Mother and Infant Internal Skills Lab	8			8
PNEL 111	Obstetrics and Care of Mother and Infant External Lab	12		12	

PN 112	Pediatrics and Care of the Sick Child	22	22		
PNIL 112	Pediatrics and Care of the Sick Child Internal Skills Lab	8			8
PNEL 112	Pediatrics and care of the Sick Child External Lab	14		14	
PN 113	Mental Health	24	24		
PNEL 113	Mental Health External Lab	16		16	
PN 114	Vocational Adjustments II	30	30		
PNIL 114	Leadership Clinical Internal Skills Lab	4			4
PNEL 114	Leadership Clinical External Lab	96		96	
TOTAL Clock Hours:		1350 Total Clock Hours	575 Theory Hours	669 Clinical Hours	106 Simulation Hours

PRACTICAL NURSING COURSE DESCRIPTIONS:

Course Number	Course Title	Clock Hours
----------------------	---------------------	--------------------

PN 101	Vocational Adjustments I	18
---------------	---------------------------------	-----------

The purpose of this course is to orient the student to Educare Envision College of Nursing Practical Nursing Program, its philosophy, conceptual framework, and objectives. It prepares the student by teaching stress management techniques and study skills. The course content includes the history of nursing and the role of the practical nurse in the health care system and in health promotion. Communication skills, legal and ethical issues and employment skills are included as well as personal and professional growth through involvement in professional organizations and continuing educational activities.

PN 101A	Medical Terminology	18
----------------	----------------------------	-----------

Course Description: The purpose of the course is to introduce the student to basic medical terminology for the healthcare provider. The student will be able to recognize and interpret the medical records in regard to; MD notes and orders, including diagnostic tests, procedures, patient diagnosis and prognosis in order to assist with the care of the patient.

PN 102	Health Core	38
---------------	--------------------	-----------

This course introduces the student to elements of the health science core concepts and health care delivery systems and trends. Safety measures, emergencies, and disease and wellness are discussed. The use of the computer in the health care setting, a review of basic math, employability skills, and medical errors are also incorporated into this course. Infection control and prevention is covered, including **HIV/AIDS**, and other blood borne diseases.

PNEL 102 **Health Core External Clinical Lab** **36**

The student will be taken to a facility for hands-on training with the community, following the patient's plan of care established by the facility or agency. The student will be placed with a Certified Nursing Assistant preceptor to provide this care. A licensed instructor will be available at the training facility to provide support and training for the students. No Student will be allowed to have an unexcused absence from the external clinical training. The missed clinical time will need to be made up at the next class session prior to receiving the diploma.

PNIL 102 **Health Core Internal Clinical Lab** **16**

Students will learn to provide care using basic nursing skills, bed making, vital signs, ambulation, medical terminology, and math skills.

PN 103 **Growth and Development** **12**

This course outlines the characteristics of human growth and development throughout the lifespan. A focus is placed on the theories specific to human development. The family's role and influence are discussed.

PN 104 **Anatomy and Physiology** **78**

This course is designed to provide the student with a working knowledge of the normal structure and function of the human body and its components and an understanding of the relationships of the body systems in providing patient care. The organs, normal structure and function of the respiratory, cardio-vascular, muscular-skeletal, nervous, skin and sensory systems are covered as well as the terminology relating to each system. The content provides a basis for understanding deviations from normal body functions.

PN 105 **Nutrition** **43**

This course introduces the principles of nutrition and their application to patient care. This course outlines the characteristics of human growth and development throughout the lifespan: nutrients, food groups, and nutritional needs throughout the lifespan are discussed as well as the effects of various nutrients on wellness and disease. Regional, cultural, and religious food patterns, preparation of a basic food plan and the use and maintenance of therapeutic diets are also covered.

PN 106 **Pharmacology** **96**

This course includes the study of a large body of medications including their therapeutic uses, characteristics, action, dosage, and side effects. The student is prepared to calculate dosages and administer medications safely by a variety of routes. Skills are practiced in the nursing lab.

PNIL106 **Pharmacology Internal Skills Lab** **24**

Students will show proficient skills when performing the administration of medication and create care plans needed for evaluating and caring for patients and residents in the school lab.

PN 107 **Nursing Skills and Concepts** **34**

This course introduces the student to the basic principles of nursing care as well as the physical comfort and safety functions provided by the practical nurse. Develop a care plan for the total care of the patient.

PNIL 107 Nursing Skills and Concepts Internal Lab 12

Students will perform and show proficiency in the nursing skills and care plans needed for evaluating and caring for patients and residents in the school lab.

PNEL 107 Nursing Skills and Concepts External Lab 96

Students will perform and show proficiency in the nursing skills and care plans needed for evaluating and caring for patients and residents in the school lab. Students will demonstrate the correct procedures when administering medication in the classroom lab and show proficiency to the instructor.

PN 108 Geriatric and Elder Care 16

This course focuses on the dynamics of the aging process and includes common illnesses and health concerns of the older individual. The concerns of the aging adult and the management needs and skills of caring for the geriatric client are discussed. Special emphasis is placed on promoting safety, teaching, and following good health practices, as well as moving clients toward independence. The clinical experience provides the student with the opportunity to build on acquired knowledge and skills to apply nursing principles in meeting the needs of the aged and/or chronically ill client in a hospital or long-term care setting.

PNEL 108 Geriatric and Elder Care External Clinical Lab 72

Students will be given an assignment in the Long-term care facility to care for a resident and administer care and medications under the supervision of the RN.

PNIL 108 Geriatric and Elder Care Internal Clinical Lab 3

Students will be given an assignment in the Long-term care facility to care for a resident and administer care and medications under the supervision of the RN.

PN 109 Advanced Nursing Skills 16

This course builds on the nursing principles introduced in PN 107. The student is provided with information related to the care of the surgical patient as well as the management, needs and nursing care of patients with common acute and chronic medical and surgical conditions. Care of the cancer patient is discussed including end of life issues. Nursing skills are practiced, and competencies developed in the nursing skills laboratory.

PNIL 109 Advanced Nursing Skills Internal Clinical La 5

Care of the surgical patient as well as the management, needs and nursing care of patients with common acute and chronic medical and surgical conditions. Care of the cancer patient is discussed including end of life issues. Nursing skills are practiced, and competencies developed in the nursing skills laboratory.

PNEL 109 Advanced Nursing Skills External Clinical Lab 20

Care of the surgical patient as well as the management, needs and nursing care of patients with common acute and chronic medical and surgical conditions. Nursing skills are practiced, and competencies developed in the clinical setting.

PN 110 Medical Surgical Nursing 108

Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition and pharmacology integrated throughout the course. The clinical experience provides the student with the opportunity to learn to plan, administer, and evaluate the nursing care of patients with complicated disorders of all systems of the body. Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient.

Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care, and the utilization of all available hospital and community resources for meeting the total needs of the patient. In the external clinical facility under the supervision of the RN. The student will be assigned to various community organizations and Hospice under the supervision of the RN.

This course provides information regarding obstetrics, neonatology, and as such reviews and relates to normal growth and development throughout the life cycle. This course will provide information relating to gynecology, pregnancy, labor and delivery, and the normal newborn as well as common deviations. The specialized nursing skills to manage and care for the mother and infant throughout the maternity cycle are emphasized. Skills are practiced in the nursing lab and the student can apply knowledge and skills in a clinical setting.

The student will perform specialized nursing skills to manage and care for the mother and infant throughout the maternity cycle. Skills are practiced in the nursing lab and the student can apply knowledge and skills in a clinical setting.

The student will perform the specialized nursing skills related to women's health, gynecology, care for the mother and infant throughout the maternity cycle, in the External clinical facility under the supervision of the RN.

This course provides information regarding the general characteristics, needs and problems of the sick child and prepares the student to adapt nursing care for the pediatric patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. Nursing skills are practiced in the skills lab and the clinical experience provides the student with the opportunity to build on acquired

knowledge and skills, to apply nursing principles in meeting the needs of the pediatric patient and participate in the health and wellness aspects of the patient and family.

PNIL 112 Pediatrics and Care of the Sick Child Internal Clinical Lab 8

The student will perform and show proficiency in caring for the Pediatric patient. The student will demonstrate the use of the care plan and teaching skills for the patient and family

PNEL 112 Pediatrics and Care of the Sick Child External Clinical Lab 14

The student will perform and show proficiency in caring for the Pediatric patient. The student will demonstrate the use of the care plan and teaching skills for the patient and family in the External clinical facility.

PN 113 Mental Health 24

The student will understand the common alterations in patients with psychological disorders. The clinical experience provides the student with the opportunity to build on acquired knowledge and skills, to apply nursing principles in meeting the needs of the patient with psychological disorders and participate in the health and wellness aspects of the patient and family.

PNEL 113 Mental Health Facility External Clinical 16

The student will evaluate the different patients with psychological disorders following the care plan under the direction of the RN.

PN 114 Vocational Adjustments II

30

This course prepares the practical Nursing student for the transition from student to graduate nurse. Legal and ethical issues specific to practical Nursing, leadership qualities and employability skills are incorporated throughout the course. Topics include endorsement, use of placement services and nursing registries and alternative employment opportunities for practical nurses.

PNEL 114 Leadership External Clinical 96

The student will perform skills with a preceptor to learn organization, team leader roles, and skills under the supervision of the RN.

PNIL 114 Leadership Clinical Internal Clinical 4

The student will perform skills with a preceptor to learn organization, team leader roles, and skills under the supervision of the RN.

Total Program Clock Hours = 1350

Professional Nursing
Associate of Science Degree in Nursing Program
72 Semester Credits (30 + 42)

Semester Credit Hour shall be defined as A unit consisting of a minimum of fifteen hours of instruction appropriate to the level of credential sought, during a semester, plus a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

Practical Nursing to Professional Nursing Track

Students who possess a Practical Nursing License will be granted enrollment into the Professional Nursing program. The student will be required to take NUR 1003 and NURL 1003 (Transition in Nursing) as a prerequisite to entering the Professional Nursing Program.

Following successful completion of the Transition in Nursing Courses (NUR/NURL 1003), the student will be awarded 12 credit hours toward their Associate Degree in Nursing. Total credits for the Practical

Practical Nursing to Professional Nursing Track will be 72 credits. (30+30+12)

Students in this track will not need to take the following courses: NUR 1021, NURL 1021, NUR 1213, NURL 1213 and NUR 1141.

Program Description:

The Associate in Science Nursing program at Educare Envision College of Nursing is designed to provide training and education in order to prepare graduates to plan, deliver, and manage patient care as registered nurses in a variety of settings.

The program offers students the opportunity to learn to effectively function as an integral part of the interdisciplinary team in a complex healthcare delivery system. The program is designed to provide courses, that when successfully completed, award graduates an Associate Degree in Nursing (ADN). Graduates are then eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Upon successful completion of the NCLEX-RN and licensure by the Florida Board of Nursing, graduates are employable as registered nurses. At the successfully passing the required state examination, graduates may seek entry-level employment as registered nurses.

End of Program Student Learning Outcomes:

- Utilize critical thinking skills to provide patient-centered nursing care using evidence-based outcomes and the nursing process to accommodate societal/cultural differences and communicate the same to other members of the healthcare team
- Communicate effectively with patients and members of the interprofessional health care team to provide and coordinate safe, quality, patient centered care

- Embrace and employ innovations in information management and technology in the delivery of quality patient care
- Manage teaching/learning process to promote wellness through collaboration with the client, significant support person(s) and members of the healthcare team.
- Demonstrate professional and social responsibility as an associate degree nurse by assuming responsibility and accountability for quality of nursing care, maintaining continued competency, adhering to ethical, moral and legal standards of professional nursing practice and promoting a positive image of professional nursing
- Integrate current best practices to deliver safe and effective patient-centered care aimed at improving quality of care and care outcomes.

Course Number	Course Name	Credit Hours	Contact hours	Theory Hours	Clinical Hours	Lab Hours	Pre-requisite	Co-requisite
NUR 1021	Fundamentals of Nursing	5	75	75			Admission into the nursing program	NURL1021, NUR1141
NURL 1021	Fundamentals of Nursing Clinical Lab	4	180		140	40	Admission into the nursing program	NUR1021, NUR1141
NUR 1141	Pharmacology 1	2	30	30			Admission into the nursing program	NURL1021, NUR1021
NUR 1142	Pharmacology 2	2	30	30			NUR 1021, NURL 1021, NUR 1141 Transition students require admission into nursing program	NUR 1213, or NUR 1003
NUR 1213	Basic Medical Surgical Nursing	5	75	75			NUR 1021, NURL 1021, NUR 1141	NURL 1213 NUR 1142
NURL 1213	Basic Medical Surgical Clinical Lab	4	180		148	32	NUR 1021, NURL 1021, NUR 1141	NUR 1213 NUR 1142
NUR 2463	Nursing Care of the Childbearing Family	2	30	30			Admission into the nursing program Traditional ADN: NUR 1021, NURL1021	NURL 2463
NURL 2463	Nursing Care of the Childbearing Family Clinical Lab	1	45		37	8	Admission into the nursing program Traditional ADN: NUR 1021, NURL1021	NUR 2463
NUR 2522	Nursing Care of the Psychiatric Client	1	15	15			Admission into the nursing program Traditional ADN: NUR 1021, NURL1021	NURL 2522

NURL 2522	Nursing Care of the Psychiatric Client Clinical Lab	1	45		37	8	Admission into the nursing program Traditional ADN: NUR 1021, NURL1021	NUR 2522
NUR 2241	Advanced Medical Surgical Nursing	5	75	75			NUR 1213, NURL 1213, NUR 1003, NURL 1003, NUR 1142	NURL 2241
NURL 2241	Advanced Medical Surgical Nursing Clinical Lab	4	180		180		NUR 1213, NURL 1213, NUR 1003, NURL 1003, NUR 1142	NUR 2241
NUR 2801	Nursing Leadership and Management	1	15	15			NUR 2241, NURL 2241, NUR 1142	NURL 2801
NURL 2801	Nursing Leadership and Management Clinical Lab	3	135		127	8	NUR 2241, NURL 2241, NUR 1142	NUR 2801
NUR 2813	Nursing Trends and Issues	2	30	30			NUR 2241, NURL 2241, NUR 1142, NUR 2801	NURL 2801
TOTAL Credit Hours/Contact Hours:		72 Total Credits Hours (Transfer Credits 30 hours)	1140 Total Contact Hours	375 Theory Hours	669 Clinical Hours	96 Simulation Hours		

PROFESSIONAL NURSING COURSE DESCRIPTIONS:

Course Number	Course Title	Credit Hours	Clock Hours
NUR 1021	Fundamental of Nursing	5	80

This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to health care system; ethical legal aspects of nursing practice; health and illness; communications, functional health patterns of clients; stress-adaptation; professional behaviors (e.g., caring behaviors) and the concepts of the aging adult and the management, needs and skills of caring for the geriatric client.

NURL1021	Fundamental of Nursing Clinical Lab	4	180
-----------------	--	----------	------------

This course introduces lab and clinical concepts and skills basic to nursing care for adult clients and their families, across the lifespan including geriatrics. The nursing process is introduced and used as an approach to nursing care with emphasis on the basic needs relating to oxygenation, nutrition, elimination, comfort and safety, security, and mobility. The roles of the nurse as a provider of care, communicator, teacher, manager, and member of a profession are introduced for clinical application and evaluation.

NUR 1141	Pharmacology 1	2	30
-----------------	-----------------------	----------	-----------

This course will introduce basic concepts of pharmacology related to the actions of drugs, therapeutic and adverse effects, and food and interactions of these drugs used in the treatment of acute and chronic diseases. Drug classification will be presented based on body system and disease process format. Emphasis is placed on nursing implications and patient education in collaboration with other treatment modalities needed in patient care. Legal aspects of drug administration including safety and precautionary measures will be included. Calculation of medication doses and various routes of administration will be discussed. Students will be able to apply this knowledge in subsequent nursing courses as they care for clients across the lifespan.

NUR 1142	Pharmacology 2	2	30
-----------------	-----------------------	----------	-----------

This course builds on the acquired knowledge of basic pharmacology and is designed to enhance comprehension and integrate application of knowledge into safe and effective medication administration. Emphasis is provided in areas such as: specific pharmacologic effects and category, cellular or mechanism of action, therapeutic response, major side effects and adverse effects, patient assessment needed prior to medication administration, patient education, and other special nursing implications. The course content is developed to increase the learner's degree of understanding related to medications and to decrease the errors associated with the administration of medications. The learners have previously demonstrated competency in preparing and administering medications via all routes. The administration of medication is integrated throughout the curriculum with the study of disorders of specific body systems.

NUR 1213	Basic Medical Surgical Nursing	5	75
-----------------	---------------------------------------	----------	-----------

The focus of this adult-health nursing course is on the care of adults with altered health states in acute care settings, across the lifespan including geriatrics. In this course students continue to develop their role as a member of the profession of nursing as a provider of care to clients with more complex medical-surgical alterations in health, and emphasis is placed on knowledge and skills relating to advanced adult health care in medical-surgical settings. The roles of the nurse as provider of care, communicator, teacher, manager, and member of a profession are expanded and provide the framework for clinical application and evaluation. Theoretical knowledge and principles are applied in the skills laboratory and clinical setting.

NURL1213	Basic Medical Surgical Clinical Lab	4	180
-----------------	--	----------	------------

This clinical course builds on the fundamental concepts and skills with a focus on application of the nursing process and concepts to a diverse population across the lifespan including adults and geriatric clients. Content includes clinical application of knowledge and skills in growth and

development, health promotion and maintenance, and behavioral health for the surgical patient and patients with common medical-surgical conditions across the lifespan. Students will apply nursing concepts within the clinical environment to develop clinical judgment and reasoning.

NUR 2463	Nursing Care of the Childbearing Family	2	30
-----------------	--	----------	-----------

The didactic portion of this course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth. Both normal and high-risk pregnancies will be explored. Students will apply the nursing process to the care of children from birth to adolescence. The clinical portion of this course complements the didactic information and will address nursing care of obstetrics, gynecology and pediatric patients.

NURL 2463	Nursing Care of the Childbearing Family Clinical Lab	1	45
------------------	---	----------	-----------

The clinical portion of this course will address nursing care of obstetrics, gynecology and pediatric patients. The primary focus will be on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth as well as children from birth to adolescence.

NUR 2522	Nursing Care of the Psychiatric Client	1	15
-----------------	---	----------	-----------

This course introduces the student to basic mental health concepts in nursing practice. Emphasis is placed on the conceptual basis of mental health, the self, communication, stress, coping, crisis intervention and nursing assessment of the mental health client.

NURL 2522	Nursing Care of the Psychiatric Client Clinical Lab 1		45
------------------	--	--	-----------

Focus is on the theoretical and clinical application of the nursing process in the care of clients with psychiatric/mental health disorders. Physiological, pathophysiological, and psychosocial concepts, principles of nutrition, communication, and pharmacology are included as they apply to selected situations.

NUR 2241	Advanced Medical Surgical Nursing	5	75
-----------------	--	----------	-----------

This course compliments previous nursing process courses, building on competencies regarding the role of the associate degree nurse in providing direct holistic care to the childbearing family, students will also have the opportunity to integrate knowledge and principles of the biophysical and psychosocial sciences to solve life threatening problems that affect a limited number of critically ill patients. Self-evaluation is part of the student socialization process as they begin to make the transition from student to graduate.

NURL 2241	Advanced Medical Surgical Nursing Clinical Lab	4	180
------------------	---	----------	------------

Students will apply knowledge and principles of the biophysical and psychosocial sciences to assess, plan, implement and evaluate holistic nursing care of all age groups including members of the childbearing family. Students will also expand on management of care skills (delegation and in career development) preparation for assuming their role as graduate nurse.

NUR 2801	Nursing Leadership and Management	1	15
-----------------	--	----------	-----------

This course combines the principles of leadership, communication, quality assurance (QA), cultural competence, and management. Topics include decision-making, problem solving, critical thinking, and delegation in leadership. The focus on nursing leadership includes developing and refining knowledge, skills, and attitudes within the healthcare arenas, and the techniques and principles of improving team performance.

NURL 2801 Nursing Leadership and Management Clinical Lab 3 135

This clinical course provides the opportunity for application of leadership and management skills in delivering care to diverse patients across the lifespan. Experiences will include clinical assignments and a preceptorship in the acute care facility. Students will apply nursing concepts and leadership skills within the clinical environment providing the opportunity to develop clinical judgment and reasoning

NUR 2813 Nursing Leadership and Management 2 30

Students will apply previously learned theoretical knowledge of legal and ethical aspects of leading, effective leadership, stress management, communication and cultural diversity in health care organizations. Students will identify current trends in healthcare and how they impact patient care. This course offers the student the opportunity for transition from the role of student to that of graduate nurse.

Practical Nursing to Professional Nursing Track

Course Number	Course Name	Credit Hours	Contact Hours	Theory Hours	Clinical Hours	Simulation Hours
NUR 1142	Pharmacology 2	2	30	30		
NUR 2463	Nursing Care of the Childbearing Family	2	30	30		
NURL 2463	Nursing Care of the Childbearing Family Clinical Lab	1	45		37	8
NUR 2522	Nursing Care of the Psychiatric Client	1	15	15		
NURL 2522	Nursing Care of the Psychiatric Client Clinical Lab	1	45		37	8
NUR 2241	Advanced Medical Surgical Nursing	5	75	75		
NURL 2241	Advanced Medical Surgical Nursing Clinical Lab	4	180		180	
NUR 2801	Nursing Leadership and Management	1	15	15		
NURL 2801	Nursing Leadership and Management Clinical Lab	3	135		127	8
NUR 2813	Nursing Trends and Issues	2	30	30		

NUR 1003	Transition in Nursing	5	80	80		
NURL 1003	Transitional Clinical Lab	3	120		96	24
	Following successful completion of the Transition Courses (NUR/NURL 1003), the student will be awarded 12 credit hours toward their Associate Degree in Nursing.	12				
Total Credit/Contact Hours		72 Credit Hours (Transfer Credits 30 hours)	800 Total Contact Hours	275 Theory Hours	477 Clinical Hours	48 Simulation Hours

Practical Nursing to Professional Nursing Track

Following successful completion of the Transition Courses (NUR/NURL 1003), the student will be awarded 12 credit hours toward their Associate Degree in Nursing. Total credits for the Practical Nursing to Professional Nursing Track will be 72 credits. (30+30+12)

Course Number	Course Title	Credit Hours	Clock Hours
NUR 1003	Transition in Nursing	5	80

This course is designed to validate your prior learning achieved as a PN (practical Nursing). The course focuses on transitioning from the role of the PN to the professional RN (registered nurse). Emphasis is placed on critical thinking, clinical reasoning, and client care based on the foundational concepts of the associate degree curriculum: competence, compassion, confidence, conscience, commitment, communication, and culture. These concepts will be applied in both the community and clinical settings. This course includes theory, computer-assisted instruction, skills laboratory practice, simulation, clinical experiences, and standardized testing.

NURL 1003	Transitional Clinical Lab	3	120
------------------	----------------------------------	----------	------------

The nursing skills laboratory course introduces basic nursing skills utilized and delegated by the nurse to implement the nursing process. This course complements the foundations of nursing course and provides students an opportunity to integrate evidence-based practice into the clinical skills laboratory. This course introduces the student learning outcomes of caring, clinical competence and decision-making, communication, commitment to professionalism and collaboration and management of care. Demonstrations of basic nursing skills, therapeutic use of medication, client responses to drug therapy and the nurse's role in medication administration in a safe and supportive environment will be emphasized

ACADEMIC CALENDAR

Practical Nursing Program Important Dates

Academic year 2024

12/9/24 -1/6/25	Register for Spring Semester 2025
1/6/25	Last day to register and pay tuition and fees
1/6/25	Classes begin
1/20/25	MLK Jr. Day (No Classes)
3/17-3/23/25	Spring Break (No classes)
4/18 – 4/20/25	Good Friday and Easter (No Classes)
5/26/25	Memorial Day (No Classes)
7/4/25	Independence Day Observation (No Classes)
7/14 - 8/18/25	Register for Fall Semester
8/18/25	Last Day to register and pay tuition and fees
8/18/25	Classes begin
9/01/25	Labor Day (No Classes)
11/26/25 -11/30/25	Thanksgiving Holiday (No Classes)
12/8/25 – 1/5/26	Registration Spring Semester 2026
1/5/26	Last day to register and pay tuition and fees
1/5/26	Classes begin

Professional Nursing Program Important Dates

Spring Semester January 23 - May 2, 2025

12/9/24 -1/23/25	Registration for Spring
------------------	-------------------------

1/29/25	Late registration ends
1/20/25	MLK Jr. Day (No Classes)
1/29/25	Last day to register and pay tuition and fees
1/23/25	Classes begin
3/17-3/23/25	Spring Break (No classes)
4/18 – 4/20/25	Good Friday and Easter (No Classes)
5/2/2025	Last day of class

Summer Semester May 15 -August 1, 2025

4/21 - 5/15/25	Register for Summer Semester
5/22/25	Last Day to register and pay tuition and fees
5/15/25	Classes Begin
5/26/25	Memorial Day (No Classes)
7/4/25	Independence Day Observed (No Classes)
8/1/25	Last day of class

Fall Semester August 19-December 5, 2025

7/14/25 – 8/14/25	Register for Fall Semester
8/21/25	Last Day to register and pay tuition and fees
8/14/25	Classes Begin
9/1/25	Labor Day (No Classes)
11/26/25 -11/30/25	Thanksgiving Holiday (No Classes)
12/5/25	Last day of class

Spring Semester January 15 - May 1, 2026

12/8/25 -1/15/26	Registration for Spring
1/21/26	Late registration ends
1/19/25	MLK Jr. Day (No Classes)
1/21/26	Last day to register and pay tuition and fees
1/15/26	Classes begin
3/16-3/22/26	Spring Break (No classes)
4/3 – 4/5/26	Good Friday and Easter (No Classes)
5/1/2026	Last day of class

HOURS OF OPERATIONS

Practical Nurse:

Schedule: 8:30 a.m. -- 2:30 p.m. M-Th; Clinical 7:00 a.m. – 3 p.m.

Professional Nurse:

Schedule: 4:00 p.m. – 9:00 p.m. Th -Su; Clinical 7 a.m. – 7 p.m.

10:00 a.m. – 3:00 p.m. Th – Su; Clinical 7 a.m. – 7 p.m.

PN To Professional Nurse Transition:

Schedule: 4:00 p.m. – 9:00 p.m. F-Su; Clinical 7 a.m. – 7 p.m.

10:00 a.m. – 3:00 p.m. Th – Su; Clinical 7 a.m. – 7 p.m.

TEST POLICY AND PROCEDURE

Dishonesty

- a. The test proctor is responsible to supervise and maintain a conducive testing climate, and to report any violation of this policy to faculty.
- b. A zero will be given on any test with which there is evidence of cheating. Cheating is grounds for dismissal.

Make-up Tests

- a. Students are expected to take tests on the date/time scheduled. If students are unable to take their test the faculty must be notified, and a make-up test may be scheduled for the end of the semester.

Exempt Absences

- a. A student may be exempt from the above penalty only prior approval from the instructor and for circumstances such as leave of absence, bereavement leave, military leave, or jury duty. In the rare situation that prior approval is not feasible, (such as in unexpected bereavement leave) students should inform the instructor of the situation via phone or email. The request will be taken into consideration when the student returns with proper documentation. The student request for exemption from the penalty may be denied.
- b. Students who are granted exempt absences must meet with the instructor upon return to school to determine a timeframe for test completion.

Non-Exempt Absences

- a. Failure to take the exam will result in a grade of zero.
- b. Unless exempt, the student will receive a zero on the missed exam until a make-up test is completed. Points may be deducted from the exam on each day that the student is absent.

Safety-Medication Tests

- a. Due to safety factors, a “Calculation Proficiency” has a higher proficiency requirement than other examinations in the program. The “Calculate Proficiency” test requires 90% accuracy. The student is allowed three attempts to pass this proficiency test.
- b. The “Calculation Proficiency” test failure automatically places a student on academic advisement for failure to progress.
- c. Students on Academic Advisement must schedule an appointment with the instructor and present a plan for remediation, including school-based resources.
- d. Students may not retake the test without evidence of remediation.
- e. The “Calculation Proficiency” test must be retaken to achieve mastery, the highest test score is the grade recorded and used in computing the final grade.

- f. Students failing to achieve 90% mastery on the second attempt at the “Calculation Proficiency” test will be reviewed by the Chief Nursing Officer to determine if progress is being made to achieve this 90% mastery goal. Testing will be scheduled on a case-by-case basis to support the mastery 90% score. Remediation for students not passing the “Calculation Proficiency” test is mandatory after the first and second failed attempt.

Assessment Test Requirements

Achievement tests are given periodically to all students to aid instructors in assessing the student’s academic abilities. These assessments are requirements in the course curriculum and serve as a valuable tool to help identify the areas of strength and weaknesses.

DRESS CODE POLICY

Students attending Educare Envision College of Nursing must always look professional while in class, lab, or at the clinical site. This dress code must always be adhered to, and violation of the dress code could result in dismissal from class, lab, or the clinical site. If a student is asked to leave due to non-adherence to the dress code, he or she must make up the missed time. The dress code is as follows:

CLASSROOM AND LAB:

1. School designated scrubs are always to be worn to class.
2. Hair should always be neat, clean, and well-groomed.
3. Student ID Badge must always be worn.

CLINICAL:

1. Student uniforms have been designed to provide neat, comfortable, and professional attire that identifies the individual student from our program.
2. The student will be issued the uniform list specifying the uniform style and vendor’s information. A complete uniform consists of a top, pants, laboratory jacket, ID, and white nursing shoes. A minimum of 2 uniforms and one lab jacket is recommended.
3. The complete student uniform is not worn outside the clinical area except per instructor request and must comply with established criteria:
 - a. Wrinkle-free, clean, properly fitting pants, top, and lab coat are required. These must be professional in appearance.
 - b. Clean, non-skid professional shoes.
 - c. The official school ID badge is worn on the left side of the uniform top or lab coat.
 - d. Hair must be clean, neat and above the collar. If hair ties are necessary, they must be modest in style and similar to the color of the hair.
 - e. No jewelry is allowed except for a plain metal no stone wedding band
 - f. One pair of stud earrings may be worn
 - g. Make up in moderation
 - h. No perfume or cologne
 - i. Fingernails must be clean and short in length and colorless
 - j. Clear polish is allowed only

- k. Artificial nails, silk wraps, or other nail products are prohibited
- l. Gum chewing is prohibited in class and during any clinical experience
- m. Specific clinical areas may have uniform guidelines; and these guidelines supersede this policy.
- n. Students in clinical studies are required to have a watch with a second hand (or digital with second display) pen light, black pen, bandage scissors, stethoscope.
- o. Students in violation of the uniform code will be sent home from clinical or class and miss time. This will be noted in the student's record and the student will be counseled on proper dress code.

CLINICAL MAKE-UP POLICY

All missed time must be made up. The Chief Nursing Officer will determine the time, day and or make-up materials. Excused clinical time missed will need to be arranged by the school with the clinical instructor at the students' cost of \$150.00 per day.

CPR POLICY

All students must retain a valid American Heart Association Healthcare Provider CPR Card while a student at Educare Envision College of Nursing. The student is responsible for maintaining the certification throughout the program.

RETENTION POLICY

Educare Envision College of Nursing seeks to maintain student enrollment to facilitate student success. Retention activities are designed to increase student satisfaction and success. Retention activities are coordinated through the Chief Nursing Officer's office in conjunction with faculty and staff.

To facilitate this, a faculty referral is made through contact with genuine concern, faculty identify concerns and use campus resources to refer students to receive assistance in accomplishing their educational goals, and one-on-one or group tutoring in all subject areas if needed.

Students must achieve a final grade of "C" (75%) or better in each nursing unit and/or class and receive a "Satisfactory" grade in each level of clinical instruction. Students are required to maintain satisfactory attendance as well.

NONDISCRIMINATION POLICY

Educare Envision College of Nursing does not discriminate based on race, color, national origin, sex, handicap, or age in admissions or access to, treatment, or employment in its programs and activities. Inquiries may be directed to the Chief Nursing Officer at 255 East Drive Suite H, Melbourne, FL 32904 or by telephone 321-586-5852.

Students with physical or mental challenges that substantially limit one or more of the major life activities such as walking, seeing, hearing, or speaking are encouraged to identify themselves to an Admissions Representative. Needs are addressed on an individual basis in order to provide optimum opportunities for the educational progress of each student. Lavatories and most classrooms are accessible to the physically challenged student.

SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy at Educare Envision College of Nursing applies to students, faculty, administrators, and other employees as well as vendors and/or other entities, which may come in contact with employees or students during work or educational pursuits. Sexual harassment is a form of harassment that will not be tolerated at Educare Envision College of Nursing and is defined by this policy to include unwelcome verbal or physical conduct of a sexual or nonsexual nature that is directed toward a person when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or the person's submission to or rejection of the conduct is used as a basis for a decision affecting the person's employment or education (quid pro quo harassment); or
- b. Said has the purpose or effect of unreasonably interfering with a person's work or educational performance and/or creates a hostile working or learning environment. Conduct of concern under this policy will be evaluated in terms of (1) whether a reasonable person of the same sex and in the same circumstances as the person would find the behavior intimidating or hostile, and (2) whether the complainant actually perceived the environment to be hostile.

Students or Employees with questions or concerns regarding this policy should direct them to the Chief Operations Officer at 255 East Drive Suite H, Melbourne, FL 32904 or by telephone 321-586-5852.

SUBSTANCE ABUSE POLICY

Educare Envision College of Nursing strictly prohibits the use of alcoholic beverages, illegal drugs or other mind-altering substances on school grounds, or in any areas of learning such as clinical agency learning experiences, site observation experiences and any other similar environments when the student is representing the school as a Educare Envision College of Nursing student. The use of the term "Zero Tolerance" is utilized to emphasize this standard.

Educare Envision College of Nursing in undertaking this stand in demonstrating our deepest concern for our students' health and wellbeing and does not accept abuse of alcohol or drugs by students and the behaviors that result by the usage of such substances. Zero tolerance means the above-mentioned behaviors will not be tolerated and appropriate disciplinary action will occur and may include immediate dismissal from the Nursing program. A ten-panel drug screen is mandatory for admission and must be done within 3 months of the start date.

CRIMINAL BACKGROUND CHECK POLICY

Educare Envision College of Nursing requires students who want to be considered for the nursing program to submit to a criminal background check. This step is necessary because the state boards of nursing and/or various clinical agencies, schools and other learning environments require students to participate in this investigation prior to allowing students in their facilities or on their campuses. This required step is to protect the public from harm by disqualifying entry or dismissing a person or persons who pose a threat to vulnerable populations which are in their care. Therefore, potential nursing students will be required to submit to this investigation prior to being admitted to the program.

Most clinical agencies will deny students, who have a previous conviction for a misdemeanor or a felony, access to their facilities for the purposes of caring for, observing or interacting with their clients. Therefore, students with questionable backgrounds are encouraged to speak with the Chief Nursing Officer and the state board of nursing prior to attempting to enroll. Students whose criminal background checks reveal misdemeanor or felony convictions may be denied admission to the program due to the inability to provide clinical learning environments.

Educare Envision College of Nursing reserves the right to deny any student who poses a threat to vulnerable populations or who is not projected to be gainfully employed as a Practical Nursing or Professional Nursing when training is completed. A criminal background check is mandatory for admission and must be completed within 3 months of the start date. Since criminal background checks are not always conclusive, successfully "passing" the criminal background investigation for entry into the program does not guarantee that a state board of nursing will allow a person with a history of offenses to become licensed in that state or become fully employed as a practical nurse. Therefore, no guarantees by the program will be made regarding eligibility to take the licensure examination.

For further clarification on this topic please contact the Florida Board of Nursing at:

4052 Bald Cypress Way Bin C-02
Tallahassee, FL 32399-3252
850-245-4125
www.fbon.org

HISTORY AND PHYSICAL EXAM POLICY

All students prior to starting classes must adhere to the following:

- a. Completed physical exams, immunization records, and diagnostic tests are due on Orientation Day or as specified by the Chief Nursing Officer.
- b. The required Pre-entrance Physical Examination form must be completed by a physician or a licensed nurse practitioner and include documented evidence of immunizations and diagnostic tests.
- c. A physical exam occurring up to six months prior to admission is acceptable.
- d. The pre-entrance physical examination must reflect good physical and mental health. Nursing students must be capable of performing all tasks associated with the profession.

- e. Inability to pass or maintain the required physical examination or to perform competency skills required in the clinical setting due to physical limitations will prevent the student from completing the program.
- f. Clinical facilities may require a drug screen and/or proof of Covid immunization.

Immunizations

- a. Required immunizations for admission include: Chicken Pox, Tetanus B diphtheria, Covid 19 (may be required by clinical affiliates), Influenza, Varicella; MMR; titers/immunizations; a series of three Hepatitis B vaccinations and tuberculosis testing. Tuberculosis testing is by Mantoux or if positive, follow – up with chest x-ray. (Specific details on the Pre-Entrance Physical Examination form). In addition, a Tetanus vaccination is required within the last 10 years.
- b. Failure to maintain a current status of immunizations will prevent students from attending clinical rotations and will result in a probationary status, loss of clinical time and possible dismissal from the program.
- c. Students who fail to produce documentation of immunizations, AHA-CPR, and Pre-Entrance Physical to the Chief Nursing Officer by the specified date will be placed on probation. The student will be given one (1) month to fulfill the requirement. Failure to do so will result in dismissal from the program.

PROBATION POLICY

A probationary period is given when a violation of procedure or policy occurs. A student will receive written notification of probationary status in a conference with the instructor and/or Chief Nursing Officer. During the conference, the student will be informed of the performance or behavior requiring improvement, and the necessary requirements to continue in the program. The student will also be informed of the timeframe for the probationary status. A student will be placed on probation for any of the following reasons:

ACADEMIC PROBATION	PROBATION PERIOD
Failure to maintain a 75% in all didactic courses	End of course
Failure to adhere to handbook policies, procedures, and requirements	As determined in conference
Failure to achieve 90% mastery on the first attempt at the Calculation Proficiency test	Until 90% grade achieved or as determined in conference
Failure to satisfy curriculum progression	End of subsequence contract period or as determined by instructor
CLINICAL PROBATION	PROBATIONARY PERIOD
Failure to maintain a grade of satisfactory in clinical	Minimum of 4 weeks or until the end of the clinical

Failure to adhere to handbook, policy, and procedure	As determined in conference
Failure to satisfy clinical (including mandatory skills) and professional growth	As determined in conference
Failure to demonstrate progression or maintain consistent progress	As determined in conference
ATTENDANCE PROBATION	PROBATIONARY PERIOD
Failure to maintain satisfactory attendance hours and comply with attendance policy and procedure	End of the semester or until accruing ten percent (10%) absences at which time dismissal will occur

STUDENT COMPLAINTS

Student complaints should be made to the responsible staff member within the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of most complaints can likely be resolved at this informal level.

If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing to the Chief Nursing Officer. The written complaint should include a minimum of the student's name, details and a written account of the complaint, and a desired outcome.

Upon receipt of a written grievance, the Chief Nursing Officer review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the Chief Nursing Officer to fully evaluate the grievance. The student may also meet with the Chief Nursing Officer if they so desire.

The Chief Nursing Officer will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The Chief Nursing Officer will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint. The Chief Nursing Officer will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal (see appeal process below).

DISCIPLINE/DISMISSAL POLICY

Because you want to do your best in the program of study, we do not expect to have disciplinary problems. However, should a problem arise, we are confident that the incident can be resolved accordingly as follows:

1. Your instructor will meet with you to discuss the problem. Administration and faculty request that you submit your complaint/problem in writing for this meeting.
2. If further guidance is needed, the Chief Nursing Officer will make recommendations.
3. Refer to the "Discipline Process" for additional information. Be sure to follow the chain of command and outlined process. Follow the Grievance Policy outlined in the catalog.

Nursing requires a great deal of self-discipline and behavior suited to the vocation. You must begin to think like a "professional nurse" and potential employee. Nursing students are held to the standards in this catalog.

Students are always required to follow a professional code of conduct when on the school campus and at the clinical affiliation site. Students who fail to adhere to the school's professional code of conduct may be dismissed from the school.

The student may be dismissed for one or all the following:

Cause for immediate dismissal may include but may not be limited to:

1. Use of foul language
2. Theft
3. Damaging property of others including the nursing home and school equipment
4. Unsafe Behavior including patient abandonment at the clinical site
5. Insubordination
6. Cheating
7. Discrimination and all forms of bias
8. Sexual Harassment
9. Falsification of patient records or pertinent data.
10. Failure to adhere to school and health agency policies, including cheating on tests and/or written work, and any violations of the Honor Code.
11. Excessive fatigue and emotional lability.
12. Being under the influence of alcohol or illicit drugs.
13. Lack of preparation for classroom and clinical assignments.
14. Carrying a lethal weapon or demonstrating any threatening or insulting behavior toward another individual or faculty.
15. Noncompliance with the Dress Code.
16. Failure to maintain confidentiality and patient safety related to hospital guidelines.
17. Excessive bathroom breaks, other than during normal class/clinical break times.
18. Failure to demonstrate expected behaviors as outlined above and in the course syllabi and clinical orientations and agency guidelines.
19. Missing more than 10 % of the program see Dismissal Policy: Please clarify anything you do not understand during the first week of class as all students are accountable for their actions.
20. Hazing which is a humiliating or dangerous ritual imposed on college students.
21. Bullying behavior
22. Inappropriate/disruptive classroom behavior
23. Disrespectful behavior of any form toward classmates or Faculty/Staff

DISCIPLINE PROCESS

Any infraction of Educare Envision College of Nursing rules, regulations or code of conduct by any student should be brought to the attention of the Chief Nursing Officer immediately. The

person reporting the incident should submit a written report to the Chief Nursing Officer as soon as possible after the incident, but not later the twenty-four (24) hours after the incident. At this point the only decision to be made by the Chief Nursing Officer is to determine whether the case calls for counseling or disciplinary action. If the decision is for counseling, the Chief Nursing Officer will take the appropriate counseling steps. If the decision is for disciplinary action, the steps outlined below will be followed.

If the disciplinary process is to continue, the Chief Nursing Officer will schedule a meeting of the disciplinary committee. The Chief Nursing Officer will schedule this meeting within Twenty-four (24) hours of the receipt of the initial report.

The disciplinary committee will consist of three forming a quorum if at least one of the three is a student and two are school officials. The Committee will be constituted as follows:

- a. One student preferably from the class.
- b. Two School Officials

The Disciplinary Committee, after hearing the reports of the allegations/charges and the student's defense or admission, will reach a decision on the action to be taken and the Chief Nursing Officer will inform the student in writing of the action within twenty-four (24) hours after the meeting. The report to the student will indicate that he/she has the right to appeal an adverse decision to the Chief Nursing Officer and the process would be outlined.

The code of conduct in this catalog specifies the actions, which may result in immediate suspension or dismissal. In all other cases the student will remain in class until a final decision is made. However, the student will not be permitted to attend clinical practicum during the disciplinary and appeal processes. The student will be given an alternate assignment to prevent lost clinical time if the student is fully reinstated.

STUDENT APPEAL/GRIEVANCE POLICY & PROCEDURES

The following procedures have been developed to provide Educare Envision College of Nursing students with a formal method by which students can appeal and review disciplinary action taken by faculty, staff and the school administration. At all stages of the appeal procedure, a student will have the right to have a peer of his/her choice assist in the processing of the appeal or speak on his or her behalf with respect to the appeal if he/she desires.

ELIGIBILITY:

NOTE: The time periods stipulated in the following policy do not include Saturday, Sunday or Holidays. Any student may utilize the appeal procedure. Before utilizing the appeal procedure, the student must meet with the other party involved (faculty, staff and the school administration) within one (1) school day of the questioned academic and disciplinary action taken against him/her to attempt to resolve said action. If the action is not resolved to the student's satisfaction, then the student may proceed with the appeal procedure. The Chief Nursing Officer and Chief Operations Officer, for academic action, carefully reviews the appeal(s) and gives students a written response to the appeal within one (1) school day or 24 hours following the discussion.

STEPS TO THE APPEAL PROCESS

1. **STEP ONE:** If the counseling session or disciplinary committee action is not resolved, or if an answer is not given within the 24-hour time period specified, the student may secure a Request for an Appeal Form from the Administrative Assistant/Secretary. The form must be completed within one (1) school day/24 hours from the counseling session, from the disciplinary committee's action, or from the time an answer was supposed to have been given. This appeal form must be submitted to the Chief Nursing Officer of Educare Envision College of Nursing. The Chief Nursing Officer will now ensure that the grievance is processed to the next step.
2. **STEP TWO:** If the grievance is not resolved by Educare Envision College of Nursing Chief Nursing Officer, the grievance will be reviewed by an Appeal Committee headed by the Chief Nursing Officer. The Appeal Committee is a three-member group selected from the teaching and administrative staff and students of Educare Envision College of Nursing.

The Appeal committee must meet within three (3) school days. The disciplinary committee will consist of three forming a quorum, if at least one of the three is a student and two are school officials. The Committee will be constituted as follows:

- One student preferably from a senior class, but in any case, a different class (Not the same student from the Disciplinary Committee)
- Two School Officials (Not the same official from the Disciplinary Committee)

The Committee will give full consideration to the facts presented, conduct any further investigation needed and render a written recommendation to the Educare Envision College of Nursing Chief Nursing Officer within one (1) school day (24) hours after conclusion of the hearing.

3. **STEP THREE:** Educare Envision College of Nursing Chief Nursing Officer will review recommendations of the Appeal Committee, give full consideration to all relevant facts and circumstances and will attempt to give final decision in writing to the students within one (1) school day (24) hours after receipt of the Committee's recommendation.

READMISSION POLICY

Any student who has been dismissed from the program may submit a letter of request for readmission to the Chief Nursing Officer.

The following items must be addressed in the letter:

- a. Precisely state the behaviors that caused the withdrawal.
- b. Itemize what has been done to change those behaviors.
- c. Presents a precise, detailed plan of new behaviors that will ensure success.

The student may be required to attend a meeting with the re-entry committee. After considering the reasons for the dismissal and the individual's circumstances, the faculty/Chief Nursing Officer will determine if readmission is justified, pending space availability.

Students who are dismissed from the program may forfeit the opportunity to attend future semester(s).

ATTENDANCE POLICY AND PROCEDURES

Because of the commitment of Educare Envision College of Nursing to prepare students for careers, many of the policies and procedures of the school reflect those found in the workplace rather than those typically found in a school. Students are expected to attend classes and be in class on time. Violation of this policy will result in withdrawal.

Absences: Attendance of a minimum of 90% of scheduled hours per semester is expected for successful completion. Students may not exceed ten percent (10%) absences.

Students who miss in excess of five percent (5%) of scheduled hours per semester will automatically be placed on attendance probation.

Students who miss in excess of ten percent (10%) of scheduled hours will be withdrawn.

Tardiness: Students arriving late (one minute after the designated time) or leaving class early, resulting in missing up to thirty (30) minutes of class will be marked tardy. Each incident will count as missing thirty (30) minutes of class.

Withdrawal: Students who exceed the attendance policy may forfeit the opportunity to attend the following semester. Students who are withdrawn for attendance may seek readmission through the Chief Nursing Officer's office. Students who miss four (4) consecutive days without contacting the program faculty will be automatically withdrawn.

Leave of Absence: Leave of Absences are approved on an individual basis and must be submitted in writing to the Chief Nursing Officer. The student must state the specific number of days on the Leave of Absence Request Form. If approved, a Leave of Absence cannot exceed ten percent (10%) of program hours. If the absence from school exceeds the officially approved date of return or exceeds the 10%, students will be withdrawn from school. Any unused tuition will be refunded based on the Cancellation and Refund Policy. Reinstatement will require a new application and routine processing time. In addition, you will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

Attendance Procedures:

1. The "Student Time Sheet" or a record of attendance hours and is maintained by the faculty. Students will keep track of their attendance hours daily and are expected to sign in and sign out on the student time sheet. This document is the official record and must be signed by the student certifying that it is accurate.
2. Students must be accurate in recording their attendance hours. Misrepresentation of facts or falsification of attendance hours will be regarded as deceitful and result in probation and possibly dismissal.
3. Students are allowed a ten-minute break for every 50 minutes of instruction.

4. Absences from scheduled events such as lectures, seminars, laboratory sessions, or conferences count toward the ten percent total absences allowed for full-time/part-time students and may not be "made up".
5. Students who are granted a leave of absence continue to be responsible for any required coursework and or testing. Course work must be completed by the date specified by the instructor.

CLINICAL ATTENDANCE PROCEDURES

1. Clinical absences or tardy incidents count towards the total hours of absence.
2. Students are expected to attend every clinical day (pre-approved exempted absences excluded).
3. Students must report directly to the instructor upon arrival and are considered absent until the instructor verifies presence.
4. Students arriving late will be sent home and no attendance documented for the day. Students who are going to be absent must directly notify the instructor and school by phone. If unable to locate the instructor, follow the steps below:
 - a. **1st priority:** Notify the faculty
 - b. **2nd priority:** Notify the administrator of the school
 - c. **3rd priority:** Under extreme circumstances, the student may designate someone to contact the instructor
5. The first infraction for failure to follow the above procedure will result in a written warning, and a second will result in clinical probation.
6. Students are expected to remain at the clinical site for the entire scheduled period (excluding emergencies such as acute illness). For justifiable circumstances students may be excused from post conference thirty (30) minutes early if previously approved by the instructor. Leaving early will be recorded on the time sheet as a thirty-minute penalty.
7. **Clinical make-up (If approved) fee for missed clinical day(s) will be \$150 per missed clinical day, with a maximum of two days.**
8. Failure to meet the clinical experience requirements will result in the student being dismissed from the clinical site, and the time missed will be counted as a clinical absence.
9. Students are required to complete 90% of scheduled clinical hours. Any student missing the scheduled clinical experience must meet with the Chief Nursing Officer to schedule clinical make-up or be dismissed from the program at the Chief Nursing Officers discretion.

Religious Observations

When the observance of a student's religious holiday(s) interferes with attendance in class, class work assignments, examinations, or class activities, the student must notify the instructor in writing within the first week of class. Students are held responsible for material covered during their absence. The instructor will provide alternative arrangements for students to complete the work for the missed session for approved religious observances. Students excused for religious observances will be expected to meet the class requirements for those days without undue delay. Nationally recognized religious holidays shall be acknowledged.

GRADUATION POLICY

In order to graduate students must have satisfied the following requirements:

1. Have a minimum grade of 75%
2. Have satisfied all financial obligations to the school
3. Have successfully completed all required classroom, lab and clinical courses.
4. Successfully completed ATI Capstone, Virtual ATI

Educare Envision College of Nursing **requires each student** to attend and successfully complete the exit exam, ATI Capstone, Virtual ATI, and mandatory comprehensive review. The mandatory Graduation, Class Photos, Nursing Pin and Lamp fees are **\$300.00** that are due in full 6 weeks prior to graduation.

The student's name is submitted for recommendation to be tested for licensure to the Florida Board of Nursing, when all graduation/program completion requirements are met. A background check is required by the Florida Board of Nursing, and if eligible then Pearson Vue will send the student an authorization to test, (ATT) with the date, time and location for NCLEX testing. This process takes approximately 30-45 days.

Employment Assistance: Employment assistance services are available to graduates interested in securing employment after graduation. Educare Envision College of Nursing does not guarantee employment or a specific salary to any student or graduate.

NURSING LABS-STUDENT GUIDELINES

1. The nursing lab is available to facilitate learning. The nursing lab is open Monday-Friday from 11:00-2:00 pm by appointment. Additional hours will be made available for practice as needed.
2. Students must comply with the school's discipline code and dress code. Students are required to wear their photo ID badge, and sign-in and sign-out, each time they use the nursing labs.
3. No food or drink is allowed in the nursing lab.
4. The nursing instructors supervise the nursing lab and classroom's primary functions include assisting students in learning activities.
5. Instructors are responsible for lab instruction to include supervised lab practice and skill checkoffs. Students are responsible for arranging lab skill check-off sessions with their instructor.
6. Practice sessions may be rescheduled if the equipment and lab facility are unavailable.
7. It is the student's responsibility to assist in maintaining a clean facility by picking up any equipment or supplies that they utilized, and returning said items to their proper storage space.

GUIDELINES AND SAFETY RULES:

Students must know and abide by these guidelines and safety rules in order to effectively and safely utilize the nursing lab.

- a. Work safely! Utilize personal protective equipment, standard precautions, and wash hands often.
- b. Read over the skill check-off list sheet that you are going to practice; gather supplies and equipment as needed.
- c. Ask for assistance when learning to use equipment for the first time.
- d. Use your time effectively. Locate equipment and supplies by accessing the nursing instructors, if needed.
- e. Operate equipment correctly. Read carefully the equipment operating instructions and safety precautions. Ask your instructor for help when learning to use equipment for the first time. Always test equipment before applying it to your "client" (or peer)
- f. To avoid waste and to reduce costs-utilize the same supplies to practice skills numerous times. Share supplies with other students when possible. You will need to reassemble a kit for repeated practice sessions. Use a new kit for the actual check-off only.
- g. Handle sharps safely! Sharps are anything with a sharp edge, i.e., needles, glass, microscopic slides, lancets, broken glass, etc. Dispose of all sharps in the designated sharps containers in the labs. Utilize safety precautions when using sharps-handle with care and be aware of others around you so that you don't accidentally puncture or cut someone. Report any needle sticks immediately to the Chief Nursing Officer, an incident form must be completed.
- h. Biohazard receptacles (Sharp Containers) are provided for disposal needles and other sharps. Do not dispose of paper towels, paper items or kits in bio-waste receptacles.
- i. Report any accident, injury, or hazardous spill immediately to the Chief Nursing Officer and/or to your instructor for proper management. Do no attempt to clean up any spill-get help! This includes broken thermometers and/or mercury spills.
- j. If supplies are low and need to be replaced, or if equipment or furniture is not in good working order, please let your instructor know.
- k. Work and talk quietly. Be respectful and courteous to others utilizing the lab.
- l. Clean up the work area before you leave. Return all supplies, equipment, and furniture to the designated storage areas. Request assistance from the instructor to lock up any items that are kept in locked storage areas.
- m. Use linen that is already on the bed to practice bed-making. Place the linen in the hamper when through and replace with clean linen.
- n. Use of diagnostic equipment and diagnostic supplies for personal use is strictly prohibited.
- o. Students not following the nursing lab guidelines will be asked to return to the classroom; the instructor will be notified, and appropriate action will be taken.

RULES OF THE COLLEGE/CODE OF CONDUCT

- All students must wear clean uniforms and shoes per the college dress code.
- All students must sign their own names on attendance form for classes and clinicals.
- School name tags are always to be worn while on campus and for off-site visits.
- Hair must be maintained above the shoulders.
- No hats are to be worn during class or clinicals.
- Fingernails are to be no more than 1/8 inch above the fingertips without sharp edges and clean.

- In the clinical training areas necklaces must be worn inside a uniform, earrings cannot be greater than ½ inch long.
- No bracelets are to be worn during clinicals. Only watches with a second hand.
- Only wedding rings are to be worn in the clinical training area.
- No food is allowed in the classrooms.
- There will be no smoking in the school building. Smoking is allowed outside in designated areas **only**, at the discretion of the faculty, and to be disposed of in the appropriate receptacles provided.
- Garbage is to be placed in the appropriate disposal receptacles. No liquids are to be thrown in trash cans.
- No pets are allowed on the premises.
- No children will be allowed on the premises during classes or during use of the library/resource center.
- Only enrolled students are allowed in classes during instruction.
- No food or drinks are allowed at computer terminals.
- All rules and regulations of the off-site training areas are always to be followed.
- All students must maintain the confidentiality of our patients, clients, and residents.
- No students are allowed to lift or move patients without an instructor present.
- No student is allowed to be alone with any client, resident or patient without the facilities staff member or the instructor present.
- Any injuries are to be reported to the instructor immediately.
- Any student that is instructed to perform any duties alone or that they are not trained to perform, must report these issues to the instructor immediately.
- All students must notify the instructor when they are leaving the area of training.
- No cell phones are to be used during class instruction or areas of clinical training.
- Student conduct shall be followed as stated in the school catalog.
- Students are not allowed to linger in the hallways. During breaks students must remain in the clinical training facility or outside the building. Do not leave the clinical site during breaks.
- All students must refrain from any loud conversations or use of foul language.
- All students must meet the instructor at the designated areas for clinical instruction. No student is to enter a clinical training setting without an assignment.
- The school will not be responsible for any student belongings.
- Students are not allowed to take any money or gifts from our clients, patients or residents.
- All items taken from the library must be returned after use.
- Students must turn off the TV and VCR, and computers after use.
- Students assigned to observation areas (ICU, CSU, MICU, SICU, CVICU, CCU, OR, ED, Endoscopy, Labor and Delivery, and Cath Lab) will refrain from patient care. The listed areas are observation only.
- Students cannot start an intravenous line nor give intravenous push medications.

FACULTY

Faculty	University	Location	Major/Area of Study	Degree Earned
Dr. Paulette Howell Full-time	University of Phoenix	Phoenix, AZ	Nursing/Education	EdD (Doctorate Education)
	University of Phoenix	Phoenix, AZ	Nursing	MSN (Master)
	Adelphi University	Garden City New York	Nursing	BSN (Bachelor)
Jeanette Thompson RN, MSN/Ed Full-time	University of Phoenix	Phoenix, AZ	Nursing/Education	MSN/Ed (Master, specialty Education)
	University of Phoenix	Phoenix, AZ	Nursing	BSN (Bachelor)
	Jefferson Davis Community College	Brewton, AL	Nursing	ADN (Associate Degree)
Frederica Renee Fisher RN, BSN Part-time	Brevard Community College	Cocoa, FL	Health Sciences	AA
	Florida A&M University	Tallahassee, FL	Nursing	BSN (Bachelor)
Esther Martin Full-time	Eastern Florida State College	Cocoa, FL	Nursing	ADN (Associate Degree)
	University of Central Florida	Orlando, FL	Nursing	BSN (Bachelor)
	Walden University	Minneapolis	Nursing Education	MSN/Ed (Master, specialty Education)
	Walden University	Minneapolis	Leadership	Graduate Teacher Leadership Certificate
Mary Nave, ARNP Full-time	Brevard Community College	Cocoa, FL	Nursing	ADN (Associate Degree)
	University of Central Florida	Orlando, FL	Nursing	BSN (Bachelor)

	Florida Atlantic University	Boca Raton, FL	Nursing	MSN (Master)
Brenda Holmes Part-time	Bronx Community College	Bronx, NY	Nursing	ADN (Associate Degree)
	Mercy College	Dobbs Ferry, NY	Nursing	Bachelor Degree (BSN)
Jennifer Bartalot Part-time	Gwinnette Institute	Orlando, FL	Nursing	Associate Degree (A.DN)
Stephanie Lubin Part-time	Carleen Health Care	Miami, FL	Nursing	Associate Degree (A.DN)
Guerty O'Connor Part-time	Educare Envision College of Nursing	Melbourne, FL	Nursing	Associate Degree (A.DN)
	Jacksonville University	Jacksonville, FL	Nursing	Bachelor Degree (BSN)
Crystal Cameron Part-time	Brevard Community College	Palm Bay, FL	Nursing	Associate Degree (A.DN)
Jessica Cerny, LSM Part-time	East Carolina University	Greenville, NC	Library Science	LSM (Master)

ADMINISTRATOR

Dr. Paulette Howell
Dean of Nursing – Full time

Jeanette Thompson RN, MSN/Ed
Campus Chief Nursing Officer – Full Time

Svetlana Fedorova
Administrative Assistant

Laura Solorza
Student Services