TrinityGlobal
INSTITUTE

NURSING PROGRAM

Nursing Student Clinical Handbook

2026–2027

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SECTION 01

Introduction

Dear Nursing student,

We encourage you as you begin your clinical journey in the nursing profession. This is the time for you to apply theory to practical experiences. The TGI Nursing program is committed to helping you achieve your educational goals of completing the program and passing the National Council Licensing Examination for Registered Nurses (NCLEX-PN®).

This Handbook provides essential program-specific information for your clinical/laboratory/simulation rotation, including policies and procedures, expectations for students, program of study details, and resources to support your learning experiences.

Please review the content and follow its policies and procedures. It is ultimately the responsibility of the student to review this very important handbook. Students are responsible for becoming familiar with and complying with the policies and procedures outlined in this publication. The Nursing program's curriculum, policies, and procedures are reviewed periodically and are as accurate and current as possible. The student will receive copies of revised policies, procedures, and/or revised editions.

The student should review this handbook at the beginning of each semester and throughout the semester. Due to the nature of the curriculum and the clinical expectations of the Program’s graduates, program policies and procedures may be more stringent than those of TGI.

If you have questions, please consult your clinical or didactic faculty, the Assistant Director of Nursing, or the Director of Nursing for additional clarification or assistance. We are here to support and help you meet your goals.

Sincerely,

The Nursing Faculty and Staff at TGI

SECTION 02

Administration

PRESIDENT	Dr. Donel J. Richemond, DBA, MSN, MBA, RN
VICE PRESIDENT	Dr. Charlot, Carlfred, MD, MBA, PA
CAMPUS OPERATIONS MANAGER	Dr. Linda Celestin, DBA, MBA
LAB COORDINATOR	Ms. Debra Scott, RN
CLINICAL COORDINATOR	Ms. Isabel Merritt, RN
PLACEMENT COORDINATOR	Ms. Debra Scott, RN

SECTION 03

Clinical/Simulation Assignments

Clinical rotations will be assigned based on each course's clinical learning objectives and the availability of clinical sites.

Clinical Documents

The student is responsible for monitoring the number of clinical hours completed to meet each course's requirements. The student will submit their clinical time sheet to their clinical instructor upon completion of each clinical experience. The clinical instructor will submit each group of clinical time sheets to the clinical coordinator weekly. The clinical instructor is responsible for ensuring that midterm and final evaluations are complete and submitted to the Director of Nursing at the midpoint and end of the clinical rotation. Clinical hours will also be tracked through TGI's attendance sign-in sheet and instructor attendance confirmation.

Clinical Attendance

Clinical attendance is essential to meeting the objectives of the Nursing courses. Regular and punctual attendance is expected of all students. Please arrive at the clinical site at least 15 minutes before the scheduled start time. Report any missed clinical time to the clinical instructor at least one hour before the start of clinical; if the instructor is unavailable, notify the Clinical Coordinator or Director of Nursing.

Students must make up all clinical absences. For excused clinical absences due to illness or emergency, please verify with a healthcare provider or emergency provider upon return to the ADON/DON. All missed clinical days and hours must be made up. A letter from a healthcare provider does not excuse a student from meeting required obligations such as assignments, clinical hours, and/or exams.

More than two missed clinical days will result in course failure. Absences due to extenuating circumstances may require verifiable documentation to be considered excused. Unexcused missed clinical days or repeated tardiness may result in disciplinary action, dismissal from the clinical site for the day, or course failure.

Clinical Simulation

Human simulation experiences are an integral part of nursing education and enhance students' clinical experience. All students will participate in simulation and skills labs during their Nursing education. Each lab experience will have specific simulation and skills lab requirements. Simulated experiences are equivalent to a clinical session and are subject to the same attendance policy.

SECTION 04

Clinical Requirements

All students entering the Nursing program must meet all medical requirements by the established due date before attending clinical. If required documentation is not submitted, registration will be delayed, and attendance at required clinical experiences will be prevented, which may result in dismissal from the program and subsequent course failure.

As part of contractual agreements with clinical agencies, all Nursing students must fulfill the requirements. All requirements must remain current throughout the program. The clinical agency contract requirements are not negotiable. Students without documentation showing an acceptable criminal background history, a negative drug screen, immunization, and health clearance will not be accepted at the site. Students who cannot receive vaccinations for medical or religious reasons must sign a waiver accepting responsibility for their decision. Many clinical facilities require all students and faculty to be fully vaccinated before rotations, which limits possible clinical assignments. Such limitations will not waive the requirement for clinical experience needed for graduation.

Students will assume all costs related to immunizations and health clearances required for admission to the clinical program, progression, and graduation from the Nursing program. Students will also assume all costs for drug screening and background checks required for entrance into the Nursing program. Subsequent drug screens ordered related to suspected drug use or intoxication while on campus or in the clinical setting will be at the expense of the student. In addition, students are responsible for all costs associated with injury or illness while on campus, in the learning laboratories, during a clinical experience, or while performing other campus- or program-related activities during enrollment in the Nursing program.

NOTE: All Nursing students must submit immunization records, labs, PPD results, and current American Heart BLS

Please submit the American Heart Association Basic Life Support (BLS) for Healthcare Providers certification and other required clinical documents to the designated person or via email by the due date. Failure to complete this requirement may result in dismissal from the program.

01 Cleared Background Check

The Joint Commission on Accreditation of Healthcare Organizations (TJC), which accredits healthcare facilities across the country, mandated background screening in September 2004 and now requires healthcare students to complete the same background check as hospital employees. Students must complete a background investigation before starting the Nursing program.

The applicant must submit to and pass a criminal background check and be cleared in accordance with the Nursing program policy, applicable State Board of Nursing rules and regulations, and the clinical site requirements. Students must maintain a clear criminal background while enrolled in the Nursing program. Students must report to the Director of Nursing in writing any change in their criminal background or current status within 24 hours of the occurrence (including new citations and/or charges, regardless of pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the Nursing program.

All student background checks are securely maintained and kept strictly confidential. Students seeking a copy of their criminal background check must follow the procedures outlined below.

PROCEDURE

REQUEST SUBMISSION

- Students must submit a written request to receive a copy of their criminal background check. Students may submit this request by email or by physical letter.
- The request should include the following information:
- Full name
- Student ID number

- Date of birth
- Contact information (email and phone number)
- Signature (if submitting a physical letter)

PROCESSING TIME

- After we receive the written request, processing to provide a copy of the background check will take up to 3 business days.
- Students will be notified once their request has been processed and the copy is ready for collection or has been sent via the preferred method indicated in the request.

ALTERNATIVE REQUEST METHODS

- Students may also request a copy of their criminal background check directly through the Florida Department of Law Enforcement (FDLE) or the Federal Bureau of Investigation (FBI) if preferred.
- It is the student's responsibility to follow the procedures set by these agencies for obtaining their background check.

SECURITY AND CONFIDENTIALITY

- All requests and background check copies will be handled with the utmost confidentiality.
- Background checks will be stored securely and accessible only to authorized personnel.

INQUIRIES

- For any questions regarding this policy or the background check request process, students should contact the designated office or department responsible for managing student records.

02 Negative Drug Screen

The applicant must submit to and pass a 10-panel drug screen. Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at a TGI-designated collection center. A second inconclusive test result, including a dilute and/or insufficient sample, will be considered a positive drug screen. Students will not be admitted to the Nursing program if their test results are positive, insufficient, diluted, or inconclusive. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. Prescribed medications that may result in a drug screen must be documented and disclosed.

03 Current BLS CPR Card

The Basic Life Support (BLS) for Healthcare Providers certification from the American Heart Association must remain current throughout the student's enrollment in the Nursing program. TGI must maintain a current signed copy of the student's BLS card within the student's file. Students must always have their CPR card with them during class, laboratory, and clinical activities. If the BLS card expires during the Nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered unexcused absences.

04 Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students

Nursing students must be able to perform several physical and cognitive activities in the classroom, clinical, simulation, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, including any changes in their physical or mental health status, to the Director of Nursing.

Students may not attend clinical experiences while under any medication or medical treatment.

May alter their perception and/or ability to provide safe client care. The Director of Nursing is responsible for making the final decision on the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in being dropped from the Nursing program. Students must report any changes or additions to medication, new prescriptions, or any change in medical or mental health status to the Director of Nursing immediately (within 24 hours) and before participating in any clinical, laboratory, or simulation experience.

All clinical sites may require students to have health insurance to participate in clinical experiences at their facilities. TGI does not provide health insurance. Students must have student insurance to participate in clinical experiences, and they may be dropped from the program if equivalent experiences cannot be arranged.

05 Immunizations

Immunization requirements generally follow current recommendations from the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the CDC's or TGI's current recommendations. The Nursing program has identified a standard immunization policy. Still, it reserves the right to require additional healthcare clearance, including assessment, documentation, immunization, and serology testing at any point during enrollment in the Nursing program. In addition, immunizations and health requirements may change without notice, and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in not progressing in the Nursing program. Students may be responsible for the cost of any additional requirements. Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

Vaccination / Screening	Requirements in Brief
Hepatitis B	• Serologic proof of immunity (quantitative, not qualitative) is required. • Three dose series (dose #1 now, #2 in 1 month, and #3 approximately 5 months after #2). • Obtain serologic testing 2 months after dose #3.
Rubella, Rubeola, and Mumps	• Serologic evidence of immunity (quantitative not qualitative) or laboratory confirmation of disease is required. • If no evidence of immunity or equivocal Serology results are reported, two doses ofMMR required at least 28 days apart.
Varicella	• Serologic proof of immunity (quantitative, not qualitative) or laboratory confirmation of disease required. • If no evidence of immunity or equivocal Serology results are reported, two doses of
Influenza	• Required annually
Tuberculin Skin Test (PPD)	• For students with no history of previous annual tuberculin skin testing • Testing must be within the past 90 days. • For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided as well as a TBQuestionnaire.

06 Serological evidence of immunity (quantitative, not qualitative)

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to Hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against Hepatitis B. For those who have not been vaccinated, students must complete a series of three vaccines. If the student does not have proof of titers, they must submit documented proof of receiving the first vaccination before starting Nursing I. The second vaccination is to be given 1 month after the first. The third vaccination is to be given approximately five months after the second. Evidence of the first administration must be provided to participate in any agency-based clinical rotations. The student must submit documented proof of completing the Hepatitis B series within 6 months of receiving the first Hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided 2 months after the third vaccination for those undergoing initial vaccination.

For non-responders or those who have not completed the hepatitis B vaccination series, consider the individual susceptible to HBV and counsel on precautions and prevention methods to reduce exposure. Individuals may need HBIG prophylaxis after any known or probable exposure to hepatitis B (HBsAg) surface antigen-positive blood. For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, keep a vaccination waiver on file. If you have not completed the hepatitis B vaccination series and final serologic testing indicating immunity, you must keep a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expenses may also include testing in the event of an exposure.

Rubella, Rubeola, Mumps (quantitative, not qualitative)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more, and at least one dose of live rubella vaccine in their lifetime. Individuals must submit proof of immunity against Rubella and Rubeola through serology testing or laboratory confirmation of the disease. If serology results indicate the individual is not immune, or if results are “indeterminate” or “equivocal,” the individual should be considered non-immune; additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students must provide documentation to TGI and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing, and/or provide documentation in a timely fashion may result in program dismissal.

Varicella (Chicken Pox) (quantitative, not qualitative)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/guidelines (two doses of varicella vaccine, four weeks apart). Students must provide documentation to TGI and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing, and/or provide documentation in a timely fashion may result in program dismissal.

07 Seasonal Influenza

Students must provide documented evidence that they have received one dose of the influenza vaccine each year. Students must provide the required documentation to TGI and maintain compliance with the immunization and health clearance policy. Flu season will be considered from October through the last day of April for purposes of this policy.

08 Tuberculosis/Tuberculin Skin-test (PPD)

Students may not participate in any clinical, laboratory, or classroom activities involving active or suspected tuberculosis. All students must undergo initial and annual tuberculosis screening (PPD) while enrolled in the Nursing program. Students with a history of a positive PPD must complete a TB questionnaire, have a post-treatment or symptom-negative chest X-ray free of active pulmonary disease every two years, and be currently free of any symptoms. Annual tuberculin skin testing is not required for students who were previously found to be TB-positive. A repeat or annual chest X-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest X-ray result must be no older than two years for health clearance. They must document “no evidence of active pulmonary disease” by an appropriately credentialed healthcare provider. If an annual PPD is read as a new positive, documentation of a negative chest X-ray report documenting “no evidence of active pulmonary disease” must be provided. The student may not participate in clinical experiences until this requirement is met and an appropriately credentialed healthcare provider has provided a health clearance for the management of pulmonary and/or tuberculosis disease. Students with a history of BCG vaccination are not exempt from annual TB screening. Students with a history of Bacillus Calmette-Guérin (BCG) vaccination must complete the required initial and annual TB questionnaire and provide documented evidence of a negative chest X-ray reporting “no evidence of active pulmonary disease.” https://www.cdc.gov/tb/publications/factsheets/prevention/bcg.htm

Both results must be within the past 90 days before the first week of the semester in which the student initially enrolls in Nursing I. Students who demonstrate a positive PPD or positive pulmonary disease on a chest X-ray will not be permitted to participate in clinical experiences until cleared by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

09 Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) Recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current CDC or ACIP recommendations. The TGI Nursing program has established a standard immunization policy. Still, it reserves the right to require additional healthcare clearance assessments, documentation, immunizations, and serology testing at any point during enrollment in the Nursing program. In addition, immunizations and health requirements may change without notice, and students may be required to provide verifiable documentation of their ability to meet new requirements. Please provide the required documentation by the deadline to maintain enrollment and progress. All additional requirements are at the student's expense.

10 Student Health Requirements

Nursing students must be able to perform several physical and cognitive activities in the classroom, clinical, and learning laboratory portions of the program. Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor before entering the clinical facility if they have an illness, medical condition, or injury. The TGI Nursing program or the clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may pose a safety risk to the student or others. Additional health care clearance documentation may be required and is at the student's expense. Some examples of medical issues include, but are not limited to: limitations required after surgery or accident, immunosuppression, pregnancy, back injury, behavioral health, etc. Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication that may impair judgment, alertness, or physical agility, regardless of whether prescribed by a healthcare provider. The clinical instructor and the Assistant Director of Nursing/Director of Nursing will be the final decision-makers regarding whether the student may practice safely in the clinical environment. The clinical agency may also be consulted.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and the ADON/DON within 24 hours, or upon entering a clinical area (whichever comes first). Students must submit the approved physical and health clearance forms to TGI before the designated deadline.

NOTE: Students with medical and/or mental health conditions that may place a student or client at risk may not be eligible for admission or continuation in the Nursing program. The Director of Nursing may request a referral for an independent evaluation. Please also refer to the student handbook's pregnancy policy.

SECTION 05

ID Badges

I.D. badges must be worn at all times while on TGI property and clinical affiliation partner sites. Report lost or stolen cards to the Director of Nursing. The card will be deactivated immediately to prevent unauthorized use. Lost or stolen cards will be replaced for a fee. Damaged cards will be replaced free of charge upon presentation of the original card.

SECTION 06

Dress Code

Nursing students must wear royal blue scrubs embroidered with the TGI name and logo. Please wear approved nursing attire during all classes, clinical, labs, simulations, and TGI-related activities.

Overall Appearance

- Clean, well-groomed appearance
- Trimmed hair, beard, mustache, sideburns (some clinical facilities do not permit facial hair)
- No visible tattoos: visible tattoos must be covered at all times.
- Body piercing: No other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings, including but not limited to tongue, nose, eyebrow, ear cartilage, or other visible piercings.
- Jewelry: Wedding or commitment band, watch with a second hand. No additional jewelry is permitted.
- Nails: short, clean, and well-manicured (not beyond the tip of the finger); no nail polish, décor/jewelry, artificial or acrylic nails
- Hair: Must be clean, neat, trimmed, off the collar, away from the face, and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white—no headbands, bows, scarves, or bandanas. Because the nursing profession is professional, natural hair color and a conservative cut and style are required.
- Make-up: Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. No artificial eyelashes are permitted.

- Gum chewing is inappropriate, unprofessional, and is not permitted at any time while in uniform.
- Smoking or vaping is not permitted at any time while in uniform. Students who smoke must practice meticulous hand hygiene and oral care before client contact.
- Some agencies may require their own identification badges in addition to the school-issued badge. ID badge must be visible at all times.
- Appropriately fitted (not too tight or too loose); fit must be conservative and not revealing in nature
- Cannot be altered in appearance (additional embroidery, patches, etc.)
- An optional white, short- or long-sleeved T-shirt may be worn underneath the scrub top (scrub top must completely cover the T-shirt)
- Any student who has chest hair exposed when wearing only a scrub top must wear the specified white t-shirt
- If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted)
- Cannot be worn outside of TGI-related experiences
- Underwear must be worn; cannot be readily visible; must be white or flesh tone; no visible designs or lettering due to the conservative nature of the Nursing profession
- Uniforms that appear worn, dingy, stained, or torn must be replaced at the student's expense
- Lanyard (necklace) badge holders are not permitted to ensure the student's safety.
- Students who must wear a head covering and/or long sleeves due to religious preference or doctor's order are to do the following:
    - Wear a white covering, and if long, tuck it into the neck of their top.

Note: The faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.

Uniform Standards of Appearance

Clinical Appearance and Attire Policy

Please follow the Clinical Appearance and Attire Policy. Faculty and student comportment directly reflects upon Trinity Global Institute's reputation and standing within our communities. To maintain a professional image, each student is expected to follow the TGI policy and any additional institutional policies*.

All clinical attire (whether in a patient or community setting) must be clean and non-wrinkled.

Faculty members may tell a student who is not in compliance with any part of the Clinical Appearance and Attire Policy to leave the clinical setting. The lost clinical time cannot be rescheduled, and a clinical warning may be issued.

A student may receive one warning for a policy violation in any area listed below. The student must correct the issue immediately to remain in the Professional Practice Lab/Simulation or in the clinical/community setting. A second policy violation in any area listed below may result in failing the course.

CLINICAL UNIFORMS

- All White uniform, including white undergarments, shoes, and socks.
- Clinical uniforms/attire are to be purchased through the TGI bookstore or the TGI-approved uniforms Shop:

NURSING NAME BADGE

- Only TGI Jackets may be worn over the uniform.
- Only plain white undershirts with ¾-length sleeves may be worn under the uniform.

COMMUNITY SETTING UNIFORMS

- The royal blue TGI polo shirts are to be purchased through the TGI Bookstore
- Wear the polo tucked in with the same white scrub bottom as the required uniform for inpatient settings.
- Wear close-toe, non-permeable white shoes with white stockings/ankle socks.
- Shoes must not be altered to conceal logos, stripes, or other colored areas.

REQUIRED CLINICAL EQUIPMENT (PURCHASED THROUGH TGI BOOKSTORE)

- Stethoscope (black or navy)
- A watch with a second hand is required
- Penlight
- Bandage scissors
- Pen
- Sharpie
- Forceps

CLINICAL ASSIGNMENTS AND CARE PLANS

- All Clinical Assignments, including care plans and clinical reports, are due by 11:59 PM the same day following clinical.
- All assignments must be typed.

NAME BADGES

- Nursing Name Badge: TGI
- Students must wear name badges, the TGI photo ID, and the facility-issued picture ID whenever entering a clinical setting.

NAILS, HAIR, AND SKIN

- Nails must be short and clean - no longer than 3mm (1/4 inch).
- No artificial nails, nail polish, or nail jewelry.
- Hair must be natural in color, worn off the collar (no ponytails or French braids), and away from the face while in uniform.
- Facial hair must be natural in color, clean, and trimmed to ¼ inch; otherwise, it must be covered.
- No visible tattoos/body art.
- No artificial eyelashes.
- No fragrances are permissible.

JEWELRY

- No more than 1 small stud earring in each ear is permitted. Loops, hoops, and dangle earrings are Not Permitted.
- No tongue jewelry
- No facial piercings/jewelry.
- No other visible body jewelry is permitted.
- A second hand is required.
- Only a wedding band is permitted

When a clinical partner's clinical attire policy is stricter than the TGI's policy, it supersedes the TGI policy. Based upon input/feedback from clinical partners, the TGI policy can be updated and enforced at any time.

Laboratory Coats

The following rules pertain to laboratory coats:

- Clean, well-maintained, and pressed
- Appropriately-fitted
- Cannot be altered in appearance
- Must be worn whenever entering the clinical setting for clinical preparation
- Cannot be worn outside of TGI Nursing experiences
- Must be removed before administering patient care
- The TGI name badge must be worn over the left breast pocket

Shoes

The following rules pertain to shoes worn with uniforms:

- White leather/vinyl
- Free of visible lettering (all-white)
- Comfortable but snugly fitted (preferably with ties)
- Full-coverage (no sling-backs, no clogs), closed-toe.
- Clean (including ties); well-maintained/in good repair.
- Socks must be clean, white, and cover the entire foot and ankle area.

Clinical affiliate policies may necessitate additional dress code requirements. Inappropriate attire may result in student dismissal from the academic or clinical setting.

SECTION 07

Professional Behavior

TGI has established a set of professional behaviors that will help students develop their knowledge and skills for entry-level positions in their fields:

- Adhere to TGI policies and procedures as outlined in the TGI Catalog.
- Adhere to program policies and procedures as outlined in the Nursing Student Handbooks.
- Adhere to policies and procedures of the clinical affiliation site where assigned.
- Arrive at clinical sites on time; punctuality demonstrates professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction, and behavior toward other students, faculty, and clinical staff.
- Students should not argue, use disrespectful language, or display unprofessional behavior toward instructors, faculty, clinical staff, or classmates. Students are expected to communicate concerns respectfully and follow the appropriate chain of command when addressing issues.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, service animals, or any other visitor.

If a student demonstrates unprofessional behavior, the student will be placed on an Administrative Action and receive a written warning, final written warning, or program dismissal depending on the severity of the action. We will implement a Student Performance Improvement Plan that outlines the immediate expected professional behavior(s) the student must consistently demonstrate. TGI reserves the right to withdraw the student at any time if the Director of Nursing determines that the behavior is extreme.

Professional Behavior Procedure

The Administrative Action will become effective in the semester the student is currently enrolled in and will remain in place for the remainder of the following semester. After the following semester, the Director of Nursing will assess the student's progress and determine whether to remove the student from the Administrative Action or extend it. If you do not meet the terms of the Administrative Action outlined in the Student Performance Improvement Plan, you will be dismissed from the program. If any additional unprofessional behavior occurs during the remainder of the program, the student will be dismissed from the program and from TGI.

Clinical Experience – Request for Removal of Student

If a clinical site requests removal of a scheduled student for inability or unwillingness to abide by the program's or clinical site's policies and procedures, the student will be placed on Administrative Action. If the Director of Nursing determines that a student's removal from a clinical site is due to extreme unprofessional behavior, the student may be immediately dismissed from the program and/or TGI. Upon removal from the clinical site, the program will attempt to reassign the student to a different clinical site if one is available that meets the learning objectives. If a second incident occurs during the same clinical rotation/course and the clinical site requests the student's removal, the program will immediately remove the student from the site and will not make further clinical reassignments. This action will result in the student receiving a failing grade for the clinical rotation/course and will subsequently prevent the student from advancing to the next core course. The student may wish to apply for re-entry to the program when the course sequences are available. However, re-entry to the program is contingent upon a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the Director of Nursing addressing professional behavior expectations. If a student has been reassigned to a clinical education site due to a request to be removed from a previously assigned clinical site for unprofessional behavior, and similar unprofessional behavior occurs in a subsequent clinical rotation/course, the student will not be reassigned to a clinical placement and will be permanently dismissed from the program.

SECTION 08

Dismissal from Clinical Policy

The following circumstances are examples of grounds for dismissal from the Nursing Program:

- Violation of the ANA's Code of Conduct for Nurses.
- Impairment by substance use while conducting TGI-related activities or while attending clinical.
- Refusal to cooperate with requested alcohol and/or drug screening. Refer to Impaired Student Screening Policy.
- Violations of professional behavior.
- Violations of client safety standards.
- Violations of expected clinical performance objectives
- Acts of insubordination are considered significantly serious.
- Dismissal for unexcused absence
- Failure to follow the direction of faculty, school administration, and/or clinical affiliation partners, employees, staff, and/or administrators.
- Failure to follow the policies, written and verbal, of a clinical affiliation partner.
- Demonstrating unprofessional, aggressive, and/or unsafe behavior at a clinical affiliation partner site or community event.

All dismissal appeal decisions are issued by the Director of Nursing

SECTION 09

Safe Practice in the Clinical Setting Policy

Safe practice in clinical settings is always expected. A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and receive a grade of "F" for the course. Students are expected to practice safely and ethically, adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act, which is located online at

http://www.nursingworld.org/codeofethics

Self-serve Resources - Florida Board of Nursing

Definitions

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of Nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care, and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are

Examples of unsafe practice include, but are not limited to, the following:

- Failure to notify the agency and/or instructor of clinical absence.
- Failure to adhere to the dress code.
- Presenting for clinical rotation under the influence of drugs or alcohol.
- Failure to meet course attendance requirements.
- Repeated tardiness to clinical assignments.

- Failure to consult clinical instructors before any changes to clinical assignments.
- Leaving the clinical agency without notifying appropriate personnel.

2. Ethical

The student practices according to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act.

- Refuses assignment based on client's diagnosis, race, gender, culture, or religious preference.
- Inappropriate practice in any assigned activity related to clinical practice.
- Ignoring unethical behavior(s) of other healthcare personnel in a clinical setting(s) that affects client welfare. Report unethical behaviors directly to the preceptor or clinical instructor.

3. Biological, Psychological, Social, and Cultural Realms

The student's practice meets the total needs of the human system from a biological, psychological, sociological, and cultural standpoint.

Examples of unsafe practice include, but are not limited to the following:

- Failure to display stable mental, physical, or emotional behavior(s) that may affect others' well-being.
- Failure to follow through on suggested referrals or interventions to correct deficit areas may harm others.
- Acts of omission or commission in the care of clients, such as but not limited to abandonment of an assigned client, physical abuse, placing client(s) in hazardous positions, conditions, and circumstances, causing mental or emotional abuse, or medication errors.
- Interpersonal relationships with agency staff, co-workers, peers, and faculty result in miscommunication, disruption of client care, and/or disruption of unit functioning.
- The student lacks the physical coordination needed to carry out nursing procedures.

4. Accountability

The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of client care.

5. Human Rights

The student's conduct shows respect for the individual, client, health team member, faculty, and self, including but not limited to the innate, legal, ethical, and cultural realms.

Examples of unsafe practice include, but are not limited to the following

- Failure to maintain confidentiality of interactions.
- Failure to maintain the confidentiality of records. Copying the client’s record or any part of the record is strictly prohibited unless allowed by a clinical affiliate, with all identifying information removed.
- Dishonesty in relationships.
- Utilization of stereotypical assessments is detrimental to client care.
- Failure to recognize and promote every client's rights.

Unsafe Practice Procedure

A student whose behavior endangers a client’s peers, staff members, or the clinical instructor's safety will receive a verbal and written warning from the primary clinical instructor. At the clinical instructor's discretion, the student may be removed from the clinical area immediately. This may fail the course.

SECTION 10

Intravenous Push (IVP) Medication Administration Policy

PN students are not permitted to prepare or administer IV push medications, including saline IV flushes.

Intravenous Push (IVP) Medication Administration Policy — ASN Program

Associate of Science in Nursing (ASN) students may prepare and administer intravenous push (IVP) medications, including normal saline flushes, only when all the following conditions are met:

- Successful Competency Validation: The student has successfully completed the required intravenous therapy instruction, medication administration training, and IVP competency evaluation.
- Direct Supervision: All IVP medication administration must occur under the direct, immediate supervision of an authorized TGI clinical instructor who is a licensed Registered Nurse (RN), consistent with clinical facility requirements.
- Clinical Facility Authorization: The assigned clinical facility must expressly permit nursing students to administer IVP medications.
- Medication Verification: Before administration, the student must verify the medication order, patient identity, dosage, route, administration rate, compatibility, and applicable patient assessments with the supervising RN.
- Patient Safety: Students must follow established medication administration safety standards, infection prevention protocols, and clinical facility policies.

- Prohibited Medications: ASN students are prohibited from administering IV push medications classified as high-alert or otherwise restricted by TGI or the clinical facility, unless specifically authorized under a separately approved institutional policy.
- Documentation: All IVP medications administered by students must be documented according to clinical facility policies and reviewed by the supervising RN as required.
- Accountability: Students who administer IVP medications without authorization, required competency validation, or appropriate supervision may be removed from clinical activities and subject to disciplinary action.

Important: ASN students must never independently administer IV push medications during clinical rotations. All administration must comply with applicable Florida nursing laws, TGI policies, and clinical affiliation agreements.

SECTION 11

Health Insurance Portability and Accountability Act (HIPAA)

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for how patient information and other confidential information in clinical facilities are used. Confidential information is never to be discussed with anyone other than those directly involved in the patient's care or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes. A breach of confidentiality that involves discussing or releasing confidential patient or facility information, or obtaining unauthorized system access, will result in disciplinary action from TGI. Each student must carefully evaluate their daily use of confidential patient or facility information to ensure it is used properly. When in doubt, students should seek clarification or direction from their immediate supervisor.

SECTION 12

Recording, Videotaping, or Photographs

Audio or video recording any lecture, meeting, or other TGI-related function without written permission from the Director of Nursing shall be considered a violation of policy. Students with documented disabilities requesting special accommodations should review the college catalog and follow the appropriate process. Students are not permitted to take any photos, videos, or audio recordings at any clinical sites. No exceptions. Violations of this policy may fail of the course or immediate dismissal from the program.

SECTION 13

Social Media Policy

To maintain professional standards, students must adhere to the following rules:

- Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed on a blog or social networking site.
- The transmission of confidential or proprietary information without the permission of TGI is prohibited.
- Students must not mention TGI in a blog or elsewhere in online social media, nor mention a position taken by TGI, nor express a political opinion or an opinion regarding TGI's positions, actions, or products.
- Any conduct that is impermissible if expressed through a social networking site.
- For example, discriminatory, defamatory, libelous, or malicious posted material is forbidden. TGI's policies, including but not limited to the Sexual Harassment Policy, apply equally to student comments on social networking sites, even if done in class or out of class.

SECTION 14

Exposure Control Policy

The Nursing program is committed to providing a safe and healthy environment for our students. This policy covers all Nursing students who have exposure to blood or other potentially infectious materials in a clinical capacity. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

EXPOSURE CONTROL PLAN

Students covered by this policy will receive an explanation of this ECP during their initial training session. We will also review it before each clinical rotation. Also, look below for more information. Needle stick/sharps exposure and equipment incident Procedure and Reporting: In situations where a needle stick or sharps injury exposes a student to the blood or other bodily fluid of another during class, lab, or externship, and/or where a student is injured by lab equipment, the following procedure must be followed:

- Exposure Incident Report, detailing the incident and steps taken after the incident. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible.
- Provide the Exposure Incident Report to the Director of Nursing and the VP of Academic Affairs.

For any emergencies, campus staff must call 911 to seek assistance.
Exposures or Injuries on Externship:

Our Affiliation Agreement states the following

In the event of an accident or injury to any assigned student(s) or faculty member(s), the Facility will provide emergency medical and/or dental treatment to the participating student(s) or faculty member(s). At the same time, at the Facility, and on the conclusion of said emergency treatment, said individual will be referred to the care of their own physician. The cost of any emergency treatment is to be paid for by the injured student(s) or faculty member(s).

- As soon as any member of the campus staff is notified of the incident, the Program Head and the manager on duty must complete an Occupational Exposure Incident Report together, detailing the incident and the steps taken after it. The report must be typewritten, not handwritten, to ensure that all details and circumstances are legible. The Program Head and/or manager on duty should also request an incident report completed by the site supervisor. The Occupational Exposure Incident Report and the extern site's incident report are provided to the Director of Nursing, the VP of Operations, and the Campus Operations Manager.

Insurance Coverage

Whether TGI's insurance will cover the incident depends on the specific circumstances. The insurance carrier representative will contact the student if they need any further action or information. The student is responsible for all payments or insurance unless otherwise notified by the insurance company.

Post-Exposure Evaluation and Follow-Up

Should an exposure incident occur, the student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged. Again, please report all exposures promptly so we can initiate proper medical evaluation and treatment, if applicable. Unless extraordinary circumstances are present, the clinical faculty member shall assist the student in removing contaminated clothing, wiping/washing off visible blood and/or body fluids, and disinfecting the area exposed in an acceptable manner (e.g., with skin-approved bactericidal soap, a waterless cleaner, etc.). Do not use abrasives or cleaners that will damage the skin. If blood or other body fluids are splashed into the eye or mucous membranes, flush the affected area vigorously with running water. An immediately available confidential medical evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. In a life-threatening emergency, call 911. Take students to the nearest Emergency Room.

Additional Post-Exposure Resources

A 24-hour nationwide Post-Exposure Prophylaxis hotline is available at 1-407-HIV-7901 (1-407-379-7901) for questions or concerns about the exposure incident, evaluation, or treatment.

SECTION 15

Prohibited Procedures

TGI NURSING STUDENTS MAY NOT

- Administer chemotherapy
- Administer IV Push medications, including saline flush
- Administer controlled substances without direct instructor supervision
- Initiate, or “hang”, blood or blood products
- Take verbal or telephone orders
- Transcribe or check written orders

SECTION 16

Expectations of the Trinity Global Institute Student

- Identify and communicate learning needs to the instructor/preceptor/staff nurse
- Assist in the development of individualized learning objectives
- Make rounds with the instructor/preceptor/Nursing staff to observe conditions and needs of assigned patients.
- Report at the scheduled time
- Dress and behave in a professional manner
- Review policies and procedures pertinent to the unit and facility
- Establish priorities for nursing care with the input of the preceptor/Nursing staff
- Explain and provide rationales for actions in nursing care
- Request instruction, supervision, and guidance when necessary
- Seek learning opportunities throughout the clinical experience
- Seek regular feedback from their instructor/preceptor/Nursing staff.

If a student fails the didactic portion of a course, he or she will not be permitted to continue to the clinical component. If a student is enrolled in both the didactic and clinical portions simultaneously, once he or she receives a failing grade in the didactic portion, the student will be required to withdraw from the clinical component immediately.

Students must pass both the clinical midterm and clinical final evaluation with a score of 80% or better to successfully complete the clinical component of the course.

If a student fails the clinical component, he or she will be required to retake the entire course, including both the didactic and clinical portions.

SECTION 17

Dosage Calculation Mastery Exams

Pass or Fail, No Grade

All students are required to take the Dosage Calculation Mastery Exams for every clinical. Each student must score at least 90 percent to pass. Students will be allowed three attempts to meet the required passing score.

If a student does not achieve a score of 90 percent after three failed attempts, the student will be required to withdraw from the course.

Please see the Dosage Calculation Examination Policy for additional details in your syllabus.

Receipt Acknowledgment Form

My signature on this document certifies that I have received the Nursing Clinical Handbook. I understand that it is my responsibility to review it in its entirety and to seek clarification on any questions, concerns, or points that require clarification. I further understand that it may be amended and/or changed during my enrollment. By signing this acknowledgment, I understand that it is my responsibility to follow all policies and procedures as outlined.

In the event of any change or amendment, I will be notified. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will ask for clarification on any questions, concerns, or points I do not understand.

I understand that if I do not meet the requirements, I may be withdrawn from the course or receive a failing grade.

Printed Name _____ **Date** _____

Student Signature _____