



**Nicole Wertheim College of Nursing & Health Sciences**  
FLORIDA INTERNATIONAL UNIVERSITY

**RN to BSN Track (Online Track)  
Information Package**

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## RN to BSN Track - Information Package

### GENERAL INFORMATION:

- Bachelors of Science (BSN) in Nursing
- Approved by Florida Board of Nursing and fully accredited by CCNE (Commission on Collegiate Nursing Education) & SACSCOC (Southern Association of Colleges and Schools Commission on Colleges)
- Admission to RN to BSN Track accepted all semesters (Spring, Summer, and Fall)
- **Total of 120 credits:**
  - 60 transferable lower division credits
  - 27 credits FIU RN-BSN PLA Validation
  - 33 credits in RN to BSN curriculum (**MUST** be taken at FIU)
    - 27 upper division credits (Nursing Courses + Electives)
    - 6 upper division elective credits

### RN-BSN TRACK ELIGIBILITY:

- Unencumbered Florida Licensed Registered Nurse License
- 2.75 Cumulative GPA (no prerequisite grade below a C) from an ACEN (Accreditation Commission for Education in Nursing, formerly NLNAC) accredited ASN or Diploma Nursing program. You may verify your nursing program's accreditation at the following link: <http://www.acenursing.us/accreditedprograms/programsearch.htm>
- Minimum 60 transferable lower division college credits
  - Meet a) Florida mandated Gordon Rule requirements; b) University Core Curriculum requirements; and c) University foreign language requirement. These requirements can be met with an Associate in Arts (AA) from a Florida State College System or non-nursing bachelor's degree in another field from an accredited institution.
- Applicants with foreign degrees that have Florida RN licensure can apply if degree earned is evaluated to be equivalent to a bachelor's degree or Doctorate in Medicine degree at an accredited U.S. institution
- RN-BSN applicants who have taken BSN courses at another institution and are requesting a transfer into the NWCHNS RN-BSN track must have all coursework evaluated by FIU Nursing Faculty to determine course equivalency and are allowed a maximum of 6 transfer upper division Nursing credits and, Undergraduate Catalog 2020-2021 Nicole Wertheim College of Nursing and Health Sciences
- Approved transferred nursing coursework must be completed within 5 years of enrollment at the time of admission. Prior to admission, degree seeking applicants without an Associate in Arts degree from a Florida State Institution must satisfy the same current admission Undergraduate Catalog Nicole Wertheim College of Nursing and Health Sciences requirements as beginning freshmen. Graduates of diploma nursing programs who do not have transferable college credit will be required to complete the FIU lower division credit requirements prior to admission. Visit the website at: <http://www.fiuonline.com/programs/onlineundergraduate-degrees/rntobsn/> for program information.

## RN to BSN Track - Information Package

### HOW TO APPLY:

#### Step 1

- Complete [Online Information Session](#) and contact FIUOnline for admission and program information: (305) 348-3125, MANGO Building 5<sup>th</sup> Floor.

#### Step 2

- Apply online to [FIU Undergraduate Admissions](#)
- Send official transcripts to FIU Office of Undergraduate Admissions
  - High School (*if language requirement needed*)
  - All college coursework (ASN, AA, BA/BS, etc.)
  - Graduates of foreign schools must complete TOEFL exam with 550 or higher

Florida International University  
Office of Undergraduate Admissions  
P.O. Box 659003  
Miami, FL 33265-9003

#### Step 3

Complete NursingCAS application: <https://nursingcas.liasoncas.org/apply/>

## Non-Degree-Seeking Option

- Students who have completed their ASN and are pending the NCLEX and RN licensure may opt to apply to FIU as a non-degree-seeking student, allowing them to take up to two nursing classes.
- Students may only pursue nursing courses as a non-degree-seeking student for one term.
- Students will have to complete, in its entirety, the RN-BSN NursingCAS application, including the RN-BSN Acknowledgement Form (provided upon request and must speak with the Program Coordinator).
- Students admitted to FIU as a non-degree-seeking student and who have applied to RN-BSN may take a maximum of two of the following courses:
  - NUR 3119 (Professional Nursing: Concepts and Issues), offered Fall, Spring
  - NUR 3145 (Pharmacologic Basis of Nursing Practice), offered Fall only
  - NUR 3125 (Pathophysiological Basis of Nursing Practice), offered Spring only
- Students taking course(s) as a non-degree-seeking student must meet eligibility requirements, including the NCLEX/RN licensure, by the following deadlines:
  - April 1<sup>st</sup> for summer admission
  - August 1<sup>st</sup> for fall admission
  - December 1<sup>st</sup> for spring admission
- Refer to the following website for FIU Non-degree-seeking information:  
<https://onestop.fiu.edu/non-degree-students/non-degree-seeking/index.html>
- Please note that FIU has immunization requirements for this option:  
<https://studentaffairs.fiu.edu/health-and-fitness/student-health/forms/immunization/index.php>

**RN to BSN Curriculum**  
(Courses are ALL ONLINE)

<b>Level I:</b>		
NUR 3805	Independent Study	3
NUR 3821	Professional Nursing Leadership: Concepts & Issues <sup>G</sup>	3
NUR 3066C	Health Assessment & Promotion	4
<b>Level II:</b>		
NUR 3666	Evidence-Based Nursing & Research for GHC <sup>G</sup> (Statistics is a pre-requisite for this course)	3
XXX 3XXX	Upper Division Elective (3000 or 4000 level)	3
<b>Level III:</b>		
NUR 4667	Nursing in Global Health Care Systems <sup>G</sup>	3
XXX 3XXX	Upper Division Elective (3000 or 4000 level)	3
NUR XXXX	NURSING Upper Division Elective	3
<b>27 Credits FIU RN-BSN PLA Validation</b>		
NUR 3226/3227	Adult Nursing	
NUR 4355/4455	Maternal and Child Nursing	
NUR 3535	Psychiatric/Mental Health Nursing (503)	
<b>Level IV: Final Semester</b>		
Nursing Core Courses, Upper Division Electives, Excelsior College Challenge Exams, Nursing Prerequisites, University Core Curriculum, Foreign Language, and Clinical Clearance are all required prior to Final Semester deadline:		
	<b>April 1<sup>st</sup></b>	For Summer Final Semester enrollment
	<b>August 1<sup>st</sup></b>	For Fall Final Semester enrollment
	<b>December 1<sup>st</sup></b>	For Spring Final Semester enrollment
NUR 4636C	Care of Communities: Community Health	4
NUR 4945L	Senior Clinical Practicum	4
<sup>G</sup> FIU Global Learning Course		
<i>See University catalog/nursing advisor for pre-and-co-requisite courses.</i>		

**For More Information:**

- <http://www.fiuonline.com>
- **RN to BSN – FIU Online**, (305) 348-3125 (application hotline)
- **Sheryl-Ann Mullings**, RN to BSN Program Coordinator, [shmullin@fiu.edu](mailto:shmullin@fiu.edu), (305) 348-7871
- **Student Services** (advisor app'ts.), [sscnhs@fiu.edu](mailto:sscnhs@fiu.edu), (305) 348-7709
- FIU Online Success Coach, [olcoach@fiu.edu](mailto:olcoach@fiu.edu), (305) 348-3125

**CURRICULUM & ADMISSION  
INFORMATION**

1. Applicants to the RN to BSN track must meet minimum admission criteria in place at time of application in order to qualify for admission to the RN to BSN Track. **Conditionally admitted** students have until the end of the first term of enrollment to submit any outstanding materials to the RN to BSN Coordinator. If a student does not submit all outstanding materials by the end of the first term of enrollment, a hold will be placed on the student's account and the student **will not** be permitted to proceed in the RN to BSN Track.
2. A minimum cumulative 2.75 GPA in all nursing coursework, ASN. Students who hold an ASN degree or a nursing diploma from a non-regionally accredited educational institution **MUST** have earned the degree/diploma from an ACEN accredited institution and **MUST** have obtained an Associate in Arts (AA) from a Florida State System College or a bachelor degree in another field from any regionally accredited educational institution prior to entering FIU's RN to BSN Track.
3. To remain in good academic standing students must achieve a **grade of 'C' or higher in nursing courses**. A student who earns less than a 'C' in any nursing course will be required to repeat the course in order to progress in the nursing program. A student may repeat a course one time only. **Students who have failed two nursing courses or have two failures in the same nursing course will be dismissed from the program**. Refer to the Undergraduate (BSN) Student Handbook for grading scale information, located under section *Grades and Grading* (see #7).
4. Once admitted, students are to remain continuously enrolled at FIU, taking at least one RN to BSN course per semester. A student who is not enrolled in any coursework for three or more consecutive terms is no longer considered an active FIU student and will be required to apply for re-admission. Students reapplying to the RN to BSN Track must meet the University and RN to BSN Track regulations in effect at the time of re-admission, including RN to BSN Track GPA and ASN or Diploma Nursing Program accreditation requirements.
5. When seeking readmission, a returning RN to BSN student must meet with a NWCNHS Program Coordinator to determine how previous coursework will fit within the current RN to BSN curriculum requirements in effect at the time of readmission. RN to BSN coursework and clinical proficiency exams completed six (6) or more years previously **may not** be used towards degree completion and/or **may need to be repeated**. Dismissed students must wait 5 years before reapplying and petitioning for readmission.
6. RN-BSN students **MUST** check their FIU e-mail and dashboard on a regular basis for important university and course information and correspondence. Students also need to regularly check their Panther Degree Audit (PDA) which can be found on their student dashboard as it is the official academic plan for the RN to BSN Track.
7. The Undergraduate (BSN) Student Handbook (<https://cnhs.fiu.edu/assets/docs/resources/undergrad-bsn-student-handbook.pdf>) covers the policies and procedures of the RN to BSN Track and should be reviewed.
8. The RN-BSN Track requires extensive time and dedication; therefore, in order to achieve academic success, students are expected to plan accordingly, especially if working full-time while taking classes.

**COMMUNICATION:**

**FIU STUDENT EMAIL, CANVAS, & PANTHER SUCCESS NETWORK DASHBOARD**

**PantherMail**

<http://panthermail.fiu.edu/>

PantherMail is the University's email system for students, alumni and retirees. This system, powered by Google hardware and software, provides users with a powerful and robust e-mail solution. RN-BSN students **MUST** check their FIU PantherMail, Panther Success Network Dashboard, and Canvas portal on a regular basis for important university and course information and correspondence.

Your FIU email account is the **official** form of communication while enrolled in the RN to BSN Track. You should check your account at least daily.

- [PantherMail.fiu.edu](http://PantherMail.fiu.edu)
- [Set up PantherMail on your Apple device](#)
- [Set up PantherMail on your Android device](#)

**Virtual Orientation**

The [Virtual Orientation](#) is available to students who have been admitted and matriculated into the RN to BSN Track. ALL CONTENT will be found via the MyFIU portal. Students must sign into my.fiu.edu then click on the **Admissions** tile. Under the Admissions tile, students will be able to locate the *Virtual Orientation* course on the [left-side menu](#). The Virtual Orientation is also available any time to students who wish to revisit the information by following the steps above.

Review:

- View Enrollment Dates ([OneStop Enrollment Dates](#))
- Register For Classes
- Order Textbooks
- View Panther Degree Audit (PDA)

**Canvas**

<https://online.fiu.edu/login/>

Canvas is a learning management system used to deliver effective educational experiences through virtual classrooms. Many tracks, including RN to BSN, offer online courses through this engaging tool. Using cutting-edge equipment and technology, FIU Online provides online education to other colleges and schools within the university. We have incorporated highly interactive e-learning applications to enhance online learning experiences.

- **Canvas Mobile App:** <https://online.fiu.edu/student/about-canvas/mobile-app-canvas-student.php>
- **Canvas Tutorials:** <https://online.fiu.edu/student/about-canvas/tutorials.php>
- **Support Services:** <http://lms-help.fiu.edu/>

## **Panther Success Network Dashboard**

<http://my.fiu.edu/>

*Panther Success Network* provides undergraduate students and their advisor with immediate feedback through the following tools to assist students and their advisors to keep in contact and be successful throughout their academic careers.

- Messages
- Advisor Notes
- Appointment Request
- Alerts
- Resources

Undergraduate students can log into [my.fiu.edu](http://my.fiu.edu/) to access the **Success Network** tile. Students will be redirected to the Panther Success Network's sign in page where FIU student credentials will be required. Direct access to the Panther Success Network: [fiu.campus.eab.com](http://fiu.campus.eab.com)

**When Making Appointments through the Panther Success Network:** Please indicate in the “Reason for Visit” section the type of appointment (on-campus or over the telephone) and contact information.

## **FIU Phonebook Directory**

<http://who.fiu.edu>

Need a way to contact an FIU faculty or staff member? The Division of IT provides a useful tool to search for an employee's contact information through an online directory. If you need to locate a professor's contact information, type his/her name in the search bar with *Employee Information* selected. You can also search for the department information if the professor is not listed on the directory.

## ONLINE RESOURCES

### Software Resources

<https://it.fiu.edu/panthertech/student-software-services/>

All currently registered students are eligible for free downloads of Microsoft Office and McAfee Antivirus for Mac and PC. Students can install Microsoft Office on a total of up to 5 personal computers and 10 mobile devices (including tablets and iPads). All currently registered students are eligible for a free subscription of McAfee LiveSafe for Mac and PC. **Please note:** If this is your *first* semester at FIU, you must wait until the end of the add/drop period in order to redeem your free downloads. The Division of IT has established license agreements that allow all students to purchase copies of major software applications at discounted prices. For a complete list of available software for purchase, visit [panthertech.fiu.edu](http://panthertech.fiu.edu).

### SmarThinking

<https://online.fiu.edu/faculty/resources/student-resources/smarthinking-file.php>

Smarthinking gives online degree seeking students access to online tutoring 24 hours a day, 7 days a week.

To learn more about SmarThinking review the [student flyer](#) or review the SmarThinking [tutorial](#).

### FIU Center of Excellence in Writing

<http://writingcenter.fiu.edu/>

The Center of Excellence in Writing offers individual consultations for writing, such as brainstorming, drafting, revising or polishing, and:

- Papers, reports, and projects for any course in any department
- Honors theses, master's theses, dissertations
- Resumes and applications for fellowships and employment
- Proposals
- Group projects
- Personal Statements
- PowerPoint presentations and other non-print projects

**Contact:** (305) 348-6634 (MMC – South Campus) *or* (305) 919-4036 (BBC – North Campus)

**Make an Appointment:** <http://writingcenter.fiu.edu/make-an-appointment/>

**Office Hours:** Monday through Thursday from 9:00 AM – 8:00 PM; Friday from 9:00 AM to 5:00 PM

**Location:** GL 125 (MMC – South Campus) *or* Glenn Hubert Library 2<sup>nd</sup> Floor (BBC – North Campus)

### Library Guides (LibGuides)

<http://libguides.fiu.edu/allnursing>

LibGuide is designed as a help center for FIU students, including research resources and tips. All resources are available online (with off-campus access). Explore the guide's pages to access materials through the FIU libraries, use research databases, cite sources, and much more. Students are advised to review the **“Get Started” Guide** (interactive) to familiarize themselves with research archives and databases.

**Contact:** (305) 348-2451 (MMC – South Campus) *or* (305) 919-5718 (BBC – North Campus)

**Chat Services:** <http://libanswers.fiu.edu/>

**Office Hours:** <https://library.fiu.edu/about-us/library-hours>

**Location:** Green Library (MMC – South Campus) *or* Glenn Hubert Library (BBC – North Campus)

**Off Campus Access:** <https://login.ezproxy.fiu.edu/login>

**Get Started Guide (interactive):** <http://libguides.fiu.edu/onlinenursing/getstarted>

**APA Format & Other Citation Tools:** <http://libguides.fiu.edu/c.php?g=160215&p=4131378>

**Library Help for Online Nursing Students:** <http://libguides.fiu.edu/onlinenursing>



## Career & Talent Development

<http://studentaffairs.fiu.edu/student-success/career-and-talent-development/index.php>

Career & Talent Development is comprised of highly trained staff dedicated to help students make their career dreams into a reality. They offer assistance in choosing a major, resume writing and critiques, practice interviews, career transition and assessments, among other services to help current FIU students and alumni with their career development. In Addition, Career & Talent Development hosts hundreds of events for students and alumni looking for internships and careers. From writing a resume to job search strategies and interviewing skills, workshops are available on almost all FIU campuses.

**Contact:** (305) 348-2423 (MMC – South Campus) *or* (305) 919-5770 (BBC – North Campus)

**Office Hours:** Monday through Friday; 8: 00 AM – 5:00 PM

**Location:** SASC 305 (MMC – South Campus) *or* WUC 255 (BBC – North Campus)

**Events:** <http://studentaffairs.fiu.edu/student-success/career-and-talent-development/events/index.php>

## University Policies & Procedures

<http://policies.fiu.edu>

The University Compliance Office is responsible for the design, implementation and maintenance of an Institutional Compliance Program that promotes a culture of ethics and compliance within the University's community. Faculty, staff and students who work on behalf of Florida International University assume responsibility for conducting themselves within the law and in keeping with the ethical standards of the University, the Board of Governors and the State of Florida.

The purpose of this website is to familiarize the University community with the infrastructure that the University has in place or, in some instances, is in the process of developing, to support compliance. It is paramount that each member of the University community understands his or her role in making compliance a part of everyday life at Florida International University. The University's vision as a Top, Urban, Public, Research University demands nothing less.

The website provides information on:

- Compliance Program Initiative
- Ethics & Code of Conduct
- Ethics & Compliance Hotline
- Compliance Directory
- University Regulations
- University Policies and Procedures
- Compliance Tools & Links
- Compliance Education & Training

## Counseling and Psychological Services (CAPS)

<http://counselingservices.fiu.edu/default.aspx>

Services and programs are offered by the Counseling and Psychological Services (CAPS) staff, consisting of licensed psychologists, licensed clinical social workers, and trainees with expertise in dealing with student concerns and development. Our goal is to provide professional care to each student in a culturally sensitive environment.

Students who are currently registered at Florida International University are eligible to utilize these services and participate in the programs. The services offered at CAPS are funded by the student health fee.

**Contact:** (305) 348-2277 (MMC – South Campus) *or* (305) 919-5305 (BBC – North Campus)

**Office Hours:** Monday through Friday from 8:00 AM – 5:00 PM

**Location:** SHC 270 (MMC – South Campus) or WUC 320 (BBC – North Campus)

**CAPS Online:** <http://studentaffairs.fiu.edu/wellness/counseling-and-psychological-services/caps-online/index.php>

**Online Workshops and Assessments:** <http://studentaffairs.fiu.edu/wellness/counseling-and-psychological-services/online-workshops-and-assessments/index.php>

**FINAL SEMESTER INSTRUCTIONS**

<b>Final Semester Deadlines (clinical placement):</b>	<b>April 1<sup>st</sup></b>	For Summer Final Semester
	<b>August 1<sup>st</sup></b>	For Fall Final Semester
	<b>December 1<sup>st</sup></b>	For Spring Final Semester

The following are required **PRIOR** to the Final Semester (clinical placement) **deadlines above**:

- Complete RN to BSN [Clinical Preliminary Form](#).
- Submit a [Final Semester Registration Request Form](#) (refer to instructions below).
- Complete all UCC and Nursing Prerequisites, Foreign Language Requirement, Excelsior College Challenge Exams, all other Nursing Core Courses, and Upper Division (UD) Electives. [Review Panther Degree Audit \(instructions\)](#) to verify if requirements are satisfied. If inaccurate, complete and submit a [PDA Resolution Form](#) (refer to instructions below).
- Complete required clinical clearance process through Complio (refer to [Clinical Clearance & Screening Requirements](#) section). **NOTE:** This process can take a *minimum* of 4 – 6 weeks. Full clinical compliance is required by the deadline dates. It is the student’s responsibility to check that all requirements are met. **Highly Recommended:** Download [Clinical Requirements Checklist](#) AFTER creating a Complio account. Clearance must be valid through the entire length of the final semester enrollment term.
- Submit exam test scores (**OFFICIAL** transcripts) to Program Coordinator (see address below under [Excelsior College Examination Content Guide](#)).
  - **Alternatively**, email all three unofficial test scores **and** the \$12 transcript request fee confirmation to the Program Coordinators. We recommend requesting official transcripts about 24 hours **after** completing the last exam to ensure all three exams are reflected on the official transcripts. We **do not** recommend purchasing expedited shipping.

The following are required **AFTER** to the Final Semester (clinical placement) deadlines:

- Apply for graduation within [PantherSoft](#) (refer to instructions below). Students **must** apply for graduation by the deadline listed in the FIU [Academic Calendar](#).
- Complete the RN to BSN Practicum Request Form (further instructions will be provided via email after the deadline).

**Final Semester Registration Request Form**

**Link:** [https://fiu.qualtrics.com/jfe/form/SV\\_eIPdpMphiWcR3H7](https://fiu.qualtrics.com/jfe/form/SV_eIPdpMphiWcR3H7)

If you are interested in completing your final semester for the next term, please complete the [Final Semester Registration Request Form](#) **prior** to the deadline dates listed above. Your request will be reviewed to verify your eligibility to enroll into your final semester courses. Students will be notified via email of their registration status **after** the deadline dates. Additionally, students will be manually registered for NUR 4636C – *Care of Communities: Community Health* and/or NUR 4945L – *Senior Clinical Practicum*. Students are unable to enroll in final semester courses themselves.

**Panther Degree Audit Resolution Form**

**Link:** [https://fiu.qualtrics.com/jfe/form/SV\\_7VYGI8QBvIc8Anj](https://fiu.qualtrics.com/jfe/form/SV_7VYGI8QBvIc8Anj)

Please complete the [PDA Resolution Form](#) at the attached link if your Panther Degree Audit (PDA) does not appear to have your course credit posted correctly. Note: This process takes time as several departments are involved (**minimum** expected time of completion: 4 weeks).

## **Students Must Apply For Graduation**

**Applying for graduation must be completed *SEPARATELY*.** You can do so at the beginning of your last semester in the RN to BSN Track AFTER all credits have been posted (including Excelsior College Challenge Exam credits) in order to receive your BSN degree. Graduation application deadlines are available on the [Academic Calendar](#). Graduation applications are valid for only ONE academic term. If you are completing the final semester courses separately, submit only one graduation application during the semester in which you will be completing the second course.

### **How to Apply for Graduation:**

1. Login to your PantherSoft account ([my.fiu.edu](http://my.fiu.edu))
2. **Select:** Main Menu → Campus Solutions Self Service → Degree Progress/Graduation → Apply for Graduation
3. Select your Academic Program and planned term for graduation
4. Submit the form

**NOTE:** All students are **required** to apply for graduation at the beginning of their final term at FIU in order for the degree to be awarded. Students who fail to apply for graduation will **NOT** receive their BSN degree. Applying for graduation is *separate* from attending the commencement ceremony.

Please refer to the following website for graduation/commencement information:  
<https://commencement.fiu.edu/>

### **If you miss the deadline:**

Complete the Late Graduation Application Form and submit it to your Program Coordinator:  
[https://onestop.fiu.edu/assets/docs/registrar/Late\\_Graduation\\_Application.pdf](https://onestop.fiu.edu/assets/docs/registrar/Late_Graduation_Application.pdf)

## CLINICAL REQUIREMENTS

### Practicum Requirements:

**NUR 4636C – 30 practicum hours (this course also has an online theory component)**

**NUR 4945L – 120 practicum hours (this course also has an online theory component)**

1. Required prerequisites for registering for NUR 4636C and NUR 4945L are: 1) Completion of all FIU Core Curriculum Requirements, 2) Successful completion of (or current enrollment in) all nursing core courses and nursing prerequisites, and 3) one year post-RN licensure nursing experience (PREFERRED). If you do not meet these requirements, you **MUST** contact your Program Coordinator for an appointment.
2. Unless otherwise determined by the faculty member, practicum experiences are the responsibility of the student. Student responsibilities include choosing a preceptor and practicum setting, and completing the required paperwork (see below). Clinical placement requests are not guaranteed. No paid time may be used for clinical hours. Clinical hours must be completed within the term of course enrollment only (hours completed before/after the term of course enrollment will not be approved as clinical hours).
3. Practicum requirements are **NOT** waived if you move out of the South Florida area, if you reside out of the state of Florida, or if you cannot locate a practicum setting/preceptor. Faculty members and advisors are not responsible for locating practicum experiences for students. Out-of-state students must self-identify to the Program Coordinator.
4. Background checks, health information, proof of RN liability insurance, and signed contracts/agreements **MUST** be completed before entering the practicum setting. Background check information must be entered into the Complio system (background checks take 4-6 weeks). It is the student's responsibility to check that all requirements are met. If you have questions regarding the clearance paperwork, please contact Complio at 1(800) 200-0853. Refer to pages 17-20 of this information package.
5. A signed contract with the setting **AND** a preceptor agreement (obtained from faculty) **MUST** be in place before the semester begins with the 1) setting in which you are doing practicum hours and 2) the preceptor. Information regarding existing contracts for settings in the South Florida area can be obtained from the Program Coordinator, or the Clinical Education Department (AHC3 134A). Students who wish to create a **new contract** for clinical placement **MUST** contact the Clinical Education Program Specialist, Joy Kross, at [jkross@fiu.edu](mailto:jkross@fiu.edu) or (305) 348-0039. **Keep in mind this process may take 6 – 9 months (or longer) and securement of clinical placement is not guaranteed.** If the student's planned final semester term changes, it is the student's responsibility to notify the Clinical Education Program Specialist immediately.
6. Your preceptor **MUST** be a licensed RN and have, at minimum, a BSN degree.
7. If you are employed in the same location where you plan to complete your Senior Clinical Practicum hours (NUR 4945L), you can reach out to the facility's clinical education department to locate a preceptor. **NOTE:** Students interested in Jackson Health System or Baptist Hospitals may **not** contact the facility's clinical education department directly. Additionally, students who are not planning on completing Senior Practicum hours where they work are **not** to contact the clinical education department or human resources department of the clinical location they are pursuing. For Community Health (NUR 4636C), students need to contact the facility and acquire contact information for that location.
8. Practicum hours are overseen by the faculty member assigned to the course and may include preparation, projects, seminar, and other assignments as determined by the instructor. Hours can be arranged around your own and your preceptor's work schedule.
9. Students **MUST** have the following
  - a. A completed Practicum Request Form,
  - b. Compliance Status approved for ALL sections of the clinical clearance requirements for the *entire* duration of the term,
  - c. Excelsior College official transcript with all three Challenge Exams submitted to the RN to BSN Department, and
  - d. A completed Final Semester Enrollment Request Form submitted by the following deadline dates:  
 Spring Final Semester: **December 1<sup>st</sup>**  
 Summer Final Semester: **April 1<sup>st</sup>**  
 Fall Final Semester: **August 1<sup>st</sup>**

**RN to BSN Track - Information Package**

**CLINICAL EDUCATION PERSONNEL**

Clinical Education Department			
Name:	Bruce Yap	Joy B. Kross	Luis Diaz-Paez
Position:	Office Specialist	Program Specialist	Director of Clinical Education
Email:	<a href="mailto:bryap@fiu.edu">bryap@fiu.edu</a>	<a href="mailto:jkross@fiu.edu">jkross@fiu.edu</a>	<a href="mailto:ldiazpae@fiu.edu">ldiazpae@fiu.edu</a>
Phone:	(305) 348-4416	(305) 348-0039	(305) 348-7703

**INFORMATION ON SENIOR CLINICAL PRACTICUM**

**Clinical Practicum Hours Appropriate Preceptor:**

This RN-BSN Senior Practicum course allows transition from student to graduate role through leadership experiences in selected settings. The course will prepare you to move into leadership roles in the clinical setting, which can fulfill and advance careers for RN’s with a BSN. To maximize your practicum time in this course, it is best to seek a preceptor within your facility. Preceptors who are advanced practice nurses, i.e., clinical nurse specialists and nurse practitioners, who solely are in the role of primary care providers, are not an appropriate preceptors for this course and will not be approved. Such nursing roles are not appropriate for this course because you cannot transition into that role with a BSN degree and because the experience with that preceptor will not meet the objectives of this course. Practicum hours to gain clinical nursing skills in a specialized hospital unit floor, such as Dialysis, ER or ICU will not meet objectives for this course, and practicum requests for these types of experiences will not be approved.

**You can complete your clinical hours in the same facility in which you are employed (\*\*except Baptist Health System – please see below) so long as it is NOT in the same unit. You cannot participate in any direct patient care, and your preceptor cannot have as part of their position's responsibility any direct patient care assignments. The RN leader you choose to be your preceptor must have their immediate supervisor approve him or her to be your preceptor for 120 clinical hours.**

**Note: Clinical practicums should be related to your area of expertise and past work history as an RN. Practicum requests in areas other than your area of expertise are not appropriate for this course. The learning curve is too great to work with nurse leaders in these areas if you do not have RN clinical experience related to this practice. If you are employed in the same location where you plan to complete your Senior Clinical Practicum hours (NUR 4945L), you can reach out to the facility’s clinical education department to locate a preceptor. EXCEPTION: Students interested in Jackson Health System or Baptist Hospitals may not contact the facility’s clinical education department directly. Additionally, students who are not planning on completing Senior Practicum hours where they work are not to contact the clinical education department or human resources department of the clinical location they are pursuing.**

**\*\*ALL Preceptors must have a minimum of a BSN/RN degree and certification.**

The following practicum experiences are appropriate for this course:

- Quality Assurance
- Risk Management/Legal Risk Consultant
- Infection Control
- Telehealth and/or Informatics
- Healthcare Educator
- Simulation Faculty

**RN to BSN Track - Information Package**

- Distance Learning Faculty
- Research Faculty
- Research Leader Healthcare Facility
- Research Clinical Coordinator
- Nurse Managers: Associate and Head Nurses
- Nurse Coordinator
- Case Management and/or Liaisons
- Other similar leadership experiences

**\*\* Jackson Health Systems (JHS):** Students who want to complete hours at Jackson Health Systems (JHS) and who work at JHS will be assigned a preceptor by the faculty of the course. JHS pre-schedules student placements per unit, and FIU has no method of changing the units provided. The faculty of this center will place students with nurse leaders in the units available. Students **cannot seek** their own preceptors at JHS. **RECOMMENDED:** Students who are **approved** to enroll for the final semester courses are advised to complete and submit all JHS required paperwork to the assigned Senior Clinical Practicum Faculty **as soon as possible**. Clinical placements at JHS are LIMITED.

**\*\*\*Baptist Hospitals:** If you plan on completing your clinical hours at Baptist Health Systems and you work at Baptist, you **CANNOT** complete your hours in the SAME hospital in which you work; however, you can complete clinical hours at another Baptist facility. Securing clinical placement is not guaranteed and may take up to 30 days for site approval.

## INFORMATION ON CARE OF COMMUNITIES

### **NUR 4636C: Care of Communities: Community Health Course (30 practicum hours)**

The purpose of this course is to build upon all professional roles of the nurse, synthesis and evaluation of the nursing process to be utilized in assisting the individual, family and community in primary settings, i.e., public health centers, visiting nurse centers and family welfare centers. The goals of health promotion, health maintenance and rehabilitation and disease prevention are emphasized. The student operationalizes the professional roles of collaborator as a dependent, interdependent and independent practitioner in a changing, multicultural, global society. Teaching strategies include on-line discussions and exams, audio-visual aids, textbook and internet readings, web searches and clinical activities.

Your clinical sites must meet the following criteria:

- Non-profit organization
- Community based
- Health care related
- Must be within your future scope and role of a nurse, utilizing some of the skills and knowledge you have already obtained
- Must be an activity you have not done in the past
- Cannot be work related
- Must serve an under-served population (For example: Poor, Homeless, People without access to healthcare, undocumented, veterans, those in correctional facilities, etc.)

Your planned clinical hours **must be approved by the faculty prior to the start of the clinical. Students need to contact the facility and acquire contact and tasks information for that location.**

As part of the NUR 4636C Care of Communities: Community Health course, you are required to complete 30 hours of Community Clinical that must be met to satisfy the course criteria:

- These clinical hours have specific requirements that will be found in the syllabus. It is your responsibility to identify and make arrangements for such clinical hours in a setting that satisfies the clinical criteria found in the syllabus.
- The community site must first be approved by the faculty unless the clinical site is on a pre-approved clinical site list posted on the course Canvas site for that semester. The faculty must still be informed of where you plan to complete your hours and what you will be doing at the site for final approval, even if the site is on the pre-approved list of clinical sites.
- Community sites that don't have a contract with FIU can take approximately 6-9 months for contract execution.
- You may need to accommodate your work/life schedule and may need to take time off to complete these requirements and that a conflict with your work/life schedule is not a justification to grieve any challenges you may have in meeting this objective.
- Taking initiative in finding a community site, being proactive and eloquent in making contact with the appropriate persons at the site, having your clinical hours approved at the site, managing multiple tasks, goals and objectives, being able to adapt appropriately to change, multi-tasking, and effectively managing challenges is part of the expected growth in this course and this activity, and is in particular expected of Bachelor's prepared nurses groomed for leadership positions.
- If modifying your work/life schedule to meet the course requirements is challenging, you should re-consider taking this course in the following term.

## **Clinical Clearance Screening and Requirements**

### ***Complio***

***Highly Recommended:*** Download [Clinical Requirements Checklist](#) AFTER creating a Complio account.





## RN to BSN Clinical Clearance Screening and Requirements

Each health care facility has its own requirements which must be met prior to students being allowed to participate in clinical experiences at the facility. These requirements are to protect the students and the patients for whom they will be caring. The health and immunization screening, background screening and drug screening for the Nicole Wertheim College of Nursing and Health Sciences meet the majority of the clinical requirements for facilities in Dade and Broward Counties. Once all the requirements are met, the student will be authorized to participate in clinical experiences. **It is possible that participation at a particular facility may necessitate additional screening/requirements** or that additional screening/requirements may be necessary during the course of the nursing program (this may incur an additional cost at that time). CDC recommended standards for healthcare workers are followed ([www.cdc.gov](http://www.cdc.gov)).

**Requirements that must be completed through the Complio System before a student can attend clinical experiences include the following:**

### Admission and Admitted Packages

- Criminal Background Check
- 7-Year Employment Verifications
- 13 Panel Drug Screen

### Immunization Compliance Package

- RN to BSN Package

### Complio Tracking & Screening!

Complio is an online tracking and screening system selected by your school to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.



[Video: Complio Overview](#)

[http://www.americandatabank.com/VideoDirectory/complio\\_overview.html](http://www.americandatabank.com/VideoDirectory/complio_overview.html)

### Create your Account

**Step 1:** Create an account by going to <https://fiu.complio.com/>. Click **Create an Account** to get started. Enter your personal information. Be extra careful entering your FIU Email Address, as this is the system's main mode of communication with you.



[Video: Creating an Account](#)

<http://www.americandatabank.com/VideoDirectory/account.htm>

**Step 2:** Complio will send an email to the address used during account creation. Click on the **Activation Link** within the message or copy and paste the URL in your web browser.

### Place your Order

**Step 3:** Please note: An Account is not the same as a placing an order or subscribing for tracking your immunizations. Click **Get Started** to begin placing your order. Select RN to BSN Student, and Fall 2015 then click Load Packages. Select **Criminal Background Check**.



[Video: Subscribe to Complio](#)

<http://www.americandatabank.com/VideoDirectory/subscribe.html>

**Step 4:** Other names– Provide any alias/maiden names that you have used and click “Next” to continue.



### Electronic Signature

**Step 5:** Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.



[Video: Signing Forms](#)

<http://www.americandatabank.com/VideoDirectory/SigningForms.html>

### Review and Confirmation

**Step 6:** Carefully review the information you have provided, once the order has been placed you cannot change any information. **If any information is incorrect you will be required to re-order at your own expense.**

**Step 7:** Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit Card or Money Order. You will receive a receipt via email to your email address included with your order.

### Drug Screen Registration-

**Step 8:** Drug Screen Location – Select the drug screen location that is most convenient for you. The current page loads based on the zip code of your current address, you can provide a different zip code to view additional locations. Once you register for a location please use that location, if you have any questions or would like a different location please contact American DataBank for assistance.

Upon completion of your order, you will receive an email with the registration and collection location you have chosen along with detailed instructions on how to complete this portion of your background check. **Please note:** If you pay for your order by money order you will not receive this information until the payment has been received. Make sure to either print out the electronic drug screen registration form or just write down the registration ID and go to the collection site you selected along with a photo ID to submit a specimen.

**Important:** DO NOT drink more than 8 oz of fluid in the 2 hours prior to giving a urine sample. An abundance of fluid may result in a “dilute” reading, which constitutes a “flagged” situation. It will keep you from attending clinical and requires immediate re-payment and re-testing. At the facility, if you are not able to produce a urine sample when requested, call American DataBank at 1-800-200-0853 on how to proceed.

**You MUST complete your drug screening within 180 days of ordering. If you do not get your drug screening done within 30 days, YOU WILL BE REQUIRED TO ORDER AND PAY FOR A NEW DRUG SCREENING.**

### Immunization Details & Documents

**Step 9:** Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.



[Video: Upload Documents](#)

<http://www.americandatabank.com/VideoDirectory/upload.html>

**Step 10:** Click **Enter Requirement** to add details for a specific requirement. There may be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.



[Video: Entering Data](#)

<http://www.americandatabank.com/VideoDirectory/data.html>

**Step 11:** **Select a Requirement**, complete the required fields and select from the drop-down list of documents you’ve uploaded. Click **Submit** to save what you’ve entered. You can **Update** the item at any time before it is approved.



[Video: Exceptions - When and How to Apply](#)

<http://www.americandatabank.com/VideoDirectory/exceptions.html>

**Wait for Approval** At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

**Monitor Your Status** We recommend checking Complio regularly. You are not fully compliant until your **Overall Compliance Status = Compliant**, indicated with a **Green Checkmark**. Complio will notify you via email when your compliance status changes, if an item is approaching expiration/deadline, or if a new requirement is added.

**Steps to Obtain Forms (Consent and Release, Physical, TB screening, etc.) for Complio can be found [here](#).**

**Questions?** American DataBank is available to assist you Monday-Friday 7am-6pm MST or you can contact us by email [complio@americandatabank.com](mailto:complio@americandatabank.com) or by calling 1-800-200-0853.

**Because of the need for proper sequencing of immunizations and the time it may take, it is recommended that you review your situation now.** Find proof of all relevant immunizations you have already received. Students may use FIU University Health Services [www.fiu.edu/~health](http://www.fiu.edu/~health) to complete their health and immunization requirements. A health fee is part of the FIU semester fees, the charges are reasonable and the personnel understand the requirements for health professionals and the appropriate sequencing of immunizations. **Bring documentation of all titers and immunizations you have had with you to this visit.** You can make an appointment to see a primary care provider or receive immunizations at University Park Campus (305) 348-2401 or Biscayne Bay Campus (305) 919-5620). If you use another health care provider and they have questions, please refer them to the Center for Disease Control and Prevention (CDC) regarding recommendations for **health care providers**.

**It is the responsibility of the students to keep the requirements current for each semester. Students should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility.**

**Your prompt completion and documentation of clinical requirements will prevent a delay in your access to clinical experiences and possible clinical failure.**

**Students are not cleared for clinical until all requirements ARE COMPLETE.**

A web site for FIU Student Health Insurance is <https://www.gallagherstudent.com/students/view-brochure.php?idField=1248&KosterWebSID=in2b0f7djf0o31njoccvreqps2> this may be an option for you to consider if you are shopping for health insurance. You must have major medical with hospitalization to cover you if you are injured during clinical.

#### AMERICANS WITH DISABILITY ACT

In keeping with its mission and goals, and in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College of Nursing and Health Sciences promotes an environment of respect and support for persons with disabilities and will make reasonable accommodations. The definition of an individual with a disability is "any person who has a physical or mental impairment which substantially limits one or more major life activities including walking, seeing, hearing, speaking, breathing, learning, and working; has a record of such impairment; or is regarded as having such impairment." (FIU Faculty Guide to Accommodating Students with Disabilities). Students with disabilities must contact the Disability Resource Center if they are in need of special accommodations in their academic program. Requests for services must be made prior to the beginning of each semester and current documentation of disability is required to receive services." (FIU Undergraduate Catalog, FIU Graduate Catalog).