

Nursing Department Student Handbook

2020-2021

Welcome

Dear Nursing Student:

Welcome to Arkansas State University-Newport Nursing Program. You have chosen to become a member of a health profession that is rewarding, challenging, stimulating, and demanding. This exciting career challenge is about to begin. The ASUN nursing program faculty wish you success as you pursue your nursing career. So study hard, take advantage of all learning activities, and seek new learning experiences. In addition, take responsibility for your learning. We are here to assist you to reach your goal to become a member of the nursing profession!

Keys to Success

Take full advantage of every learning opportunity. Make an effort to see the purpose of every assignment, whether it is a reading assignment or a patient care assignment. By recognizing the purpose, every assignment becomes a learning opportunity. Do your best. Strive to discover and perform new skills. Mastery and application of the knowledge and skills required to provide quality care are of prime importance. One measurable degree to which you achieve nursing knowledge and skill will be reflected by your grades. Another important measure is patient satisfaction after you have taken care of them for the day. Take time to reflect and ask yourself, “Am I providing the highest quality nursing care that I would want my loved ones to receive when they are a patient?” “Am I learning everything I possibly can in this course?” “How can I do things better next time?”

Keep in contact with Nursing faculty. Let them know if you are having a difficult time in class or clinic. Talk with faculty early, often, and ask questions. Faculty are very helpful to successful navigation throughout the nursing program.

This policy book is provided so that you may have a full understanding of the Nursing Program philosophy, student expectations, policies, and clinical regulations. Read it carefully as your signature in the verification form indicates that you understand and will abide by the policies of the program.

With best wishes for success,

ASU-Newport Nursing Faculty, Staff, and Administration

Disclaimer:

Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Director of Nursing, the Dean of Nursing and Health Professions, ASU System Board of Trustees, and the Arkansas State Board of Nursing without prior notification. The provisions of the Nursing Program Handbook do not constitute a contract between the student, the college, or the nursing program. The information in this handbook is for use as an academic tool and is subject to change at any time. The Nursing Program Handbook may undergo changes following a student's admission & progression in the nursing program. Students will be responsible for and held to changes in the handbook. Nursing students will be notified of handbook changes.

The ASUN Practical Nursing Certificate program is fully approved by the Arkansas State Board of Nursing. University Tower Bldg. 1123 South University Suite 800 Little Rock, AR 72204 (501) 686-2700.

The ASUN Associate of Applied Science in Nursing Registered Nursing Program has Initial Approval by the Arkansas State Board of Nursing. University Tower Bldg. 1123 South University Suite 800 Little Rock, AR 72204 (501) 686-2700

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Section I: Introduction

Faculty and Staff

Faculty and staff members are available to assist and advise. Due to the changes in the nursing programs, student enrollment, and program needs, this list may change. Updates to the handbook will be completed annually. Communication via email is the most efficient when attempting to contact faculty.

Administration	Role	Office	Email	Phone
Holly Smith, Ed.D	Vice Chancellor for Academic Affairs	WH 151	Holly_smith@asun.edu	870-512-7704
Typhanie Myers, Ed.D	Dean of Nursing and Health Professions	WH 166	Typhanie_myers@asun.edu	870-512-7719
Chris Hicks, MBA/MSN, RN	Director of Nursing and Instructor of Registered Nursing	WH 168	Christopher_hicks@asun.edu	870-512-7833
Faculty	Role	Office	Email	Phone
Stacie Hay, BSN, RN	Instructor of Registered Nursing	WH 167	Stacie_hay@asun.edu	870-512-7869
Lisa Wolf, RN	Advanced Nursing Instructor of Practical Nursing	WRH 105	Lisa_wolf@asun.edu	870-512-7712
Mary Baker, RN	Advanced Nursing Instructor of Practical Nursing	WRH 132	mary_baker@asun.edu	870-512-7759
Roxanne Montgomery, BSN, RN	Instructor of Practical Nursing	NAHB 415	Roxanne_montgomery@asun.edu	870-512-7820
Tammy Collier, RN	Advanced Nursing Instructor of Practical Nursing	NAHB 414	Tammy_collier@asun.edu	870-680-8716
Tonya Holden, BSN, RN	Advanced Nursing Instructor of Practical Nursing	Building A 109	Tonya_holden@asun.edu	870-358-8626
Administrative Support	Role	Office	Email	Phone
Sheila McNeal	Academic Coordinator	WH 165	Sheila_mcneal@asun.edu	870-512-7813

Office Hours

The faculty office hours are posted outside the faculty offices. Please call or email the faculty in advance to schedule an appointment.

Arkansas State University-Newport Vision and Mission

Vision

ASU-Newport will be the driving force that revitalizes the Delta and restores the American Dream in the communities we serve.

Mission

ASU-Newport provides an accessible, affordable, quality education that transforms the lives of our student's, enriches our communities and strengthens the regional economy.

Values

- Community
- Diversity
- Innovation
- Integrity
- Student Focus
- Trust

Arkansas State University-Newport Nursing Mission, Philosophy, and Values

Mission of the Nursing Department

The purpose of the Arkansas State University-Newport Nursing Department is to prepare students as entry-level nurses who provide effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care delivery settings. In addition, ASUN nursing programs foster intellectual curiosity and a commitment to life-long learning for personal and professional growth.

Philosophy of the Nursing Department

- Nursing is an art and a science: the embodiment of caring. It consists of a unique, integrated body of knowledge and requires critical thinking, decision making, and problem-solving skills.
- Nursing addresses holistic human responses to varying levels of health in a variety of settings and is concerned with illness prevention, health promotion, and health maintenance. Nurses actively collaborate with other healthcare professionals to promote safe, holistic care of their clients. They provide care to individuals, families, groups, and communities. Nursing requires commitment and responsibility to society and the profession.
- The individual is unique and multidimensional being with inherent worth and dignity. Individuals interact with the environment in a dynamic process, which requires change over time. Individuals have the capacity to care, to learn, and to change. They have the right to determine and participate in activities that affect their health status, and therefore are responsible for their actions.
- Learning is a life-long, interactive process that builds on previous experience and ideally results in a change in attitudes, beliefs, and /or behaviors. Learning occurs in a variety of environments and involves the cognitive, affective, and psychomotor domains.
- Professional nursing education is built on an integrated study of the natural sciences, social sciences, and humanities in order to promote critical thinking, caring, respect, and concern for individuals, families, communities, and societies. This integrated program of nursing science and General Education is designed to develop an appreciation for the arts and sciences, which contributes to an individual's understanding of and participation in society as a whole.

- The faculty members are responsible as role models, mentors, and teachers for providing a caring environment in which students are free to explore and develop personally, professionally, and intellectually.

Values of the Nursing Department

- Trust
- Respect
- Professionalism
- Learning is an active process
- Life-long learning

ASUN Practical Nursing Program

ASUN Practical Nursing Program Graduate Competencies:

1. Provide quality, safe, holistic, patient-centered nursing to diverse patient populations across the lifespan guided by a caring attitude and effective delegation.
2. Engage in critical thinking and prioritization necessary to provide quality patient care.
3. Participate in the development of quality improvement measures for diverse patient populations.
4. Participate in collaborative relationships with members of the inter-professional team.
5. Use informatics principles, techniques, and systems, and patient care technology to communicate, process knowledge, mitigate error, and support decision-making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations within the Licensed Practical Nurse's scope of practice.
7. Function as a competent nurse assimilating professional, ethical, and legal guidelines in practice as a Licensed Practical Nurse.

Practical Nursing Curriculum Plan

Course Number	Course Title	Credit Hours
General Education		
ENG1003	Composition I	3
BIOL2113	Introduction to Nutrition	3
MATH12131	Math for Health Professions	3
BIOL1404 OR BIOL2404 BIOL 2414	Body Structure and Function Human A& P I with lab Human A&P II with Lab	4 4 4
Nursing Core		
PN1213	Nursing Process I	13
PN1406	Nursing Practicum I	6
PN2213	Nursing Process II	13
PN2406	Nursing Practicum II	6
PN2106	Maternal-Newborn and Fundamentals of Pediatric Nursing	6
PN2402	Maternal-Newborn and Fundamentals of Pediatric Nursing Practicum	2
Total Credit for PN Program:		59-63 Credit Hours

The ASUN Practical Nursing Program prepares students to take the professional nursing licensure exam (NCLEX-PN) upon successful completion of the classroom and clinical coursework. Curriculum is based on an 11-month (Three semesters) plan for full-time students, who have completed all general education pre-requisite courses. After successful completion of pre-requisite general education coursework, students are eligible to apply for acceptance into the Practical Nursing Program. Acceptance into this program is dependent upon meeting the admission criteria and available space. Admission criteria are covered in Section II.

***Successful completion of the PN program does not guarantee licensure or approval to take the NCLEX- PN/RN exam.**

Practical Nursing Course Descriptions

BIOL1404 Body Structure and Function:

A course in anatomy and physiology wherein the function of each of the organ systems are studied. Emphasis will be placed on the nervous, musculoskeletal, cardiovascular, respiratory, excretory, and endocrine systems. Designed for majors in medical technology, radiology, home economics, physical education, psychology, and secondary education with teaching emphasis in biology. 4 Credits.

BIOL2013 Introduction to Nutrition:

A study of human nutritional needs over the human life span. Individual nutrients, their nature, functions, and their processing by the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health and the environment. 3 Credits.

BIOL2404 Human Anatomy Physiology I and Lab:

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. 4 Credits. *ACTS Equivalency: BIOL 2404*

BIOL2414 Human Anatomy Physiology II and Lab:

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. 4 Credits. *ACTS Equivalency: BIOL 2414*

ENG1003 Composition I:

Instruction in expository essay form, structure, and style. Prerequisite: ACT score of 19 or better in both English and Reading or successful completion of ENG0053 English Fundamentals. 3 Credits. *ACTS Equivalency: ENGL1013.*

MATH12131 Math for Health Professions:

Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, military time, reconstitution, mixing medications, IV flow rates, and drip rates, interpretation of physician orders, dispensing, and proper documentation of medication. 3 Credits.

PN1213 Nursing Process I:

Nursing Process I includes the fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. This course examines both prevention and promotion of well-being. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course or the promotion of holistic care. 13 Credits.

PN1406 Nursing Practicum I:

Nursing Practicum I integrates and enhances the knowledge gained in Nursing Process I. This course includes fundamentals of nursing, medication administration, mental health, and medical-surgical content focusing on adult and geriatric clients. As the student advances through the clinical experience, progression from basic skills to more complex skills will occur. 6 Credits.

PN2106 Maternal-Newborn and Fundamentals of Pediatric Nursing:

Explores the components of maternity nursing including communication skills, prenatal care, high risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This course builds on the basic concepts of nursing principles, meeting the needs of pediatric clients and their caregiver(s), and the behavior of the well child and the child experiencing illness. 6 Credits.

PN2213 Nursing Process II:

Nursing Process II is a continuation of care for the adult client and explores fundamental care of the pediatric client. This course examines prevention, promotion of well-being, management, and delegation within the scope of the Licensed Practical Nurse. In addition, this course will focus on growth and development, common disease processes, and nursing care of the client throughout the lifespan. Pharmacology and nutrition are integrated into this course for the promotion of holistic care. 13 Credits.

PN2402 Maternal-Newborn and Fundamentals of Pediatric Nursing Practicum:

Will integrate and enhance knowledge gained in Maternal-Newborn and Fundamentals of Pediatric Nursing and Practicum I. This practicum experience will include communication skills, prenatal care, high-risk pregnancy, labor and delivery, postpartum care, family planning, care of the newborn including high-risk newborn. This practicum experience includes the fundamental care of the pediatric client with a focus on promotion of wellness and the care of the child with illness. 2 Credits.

PN2406 Nursing Practicum II:

Nursing Practicum II expands the foundation of Nursing Practicum I by integrating and enhancing the knowledge gained in Nursing Process II. This course includes the care of the adult and pediatric client with a focus on management and delegation within the scope of practice of the Licensed Practical Nurse. 6 Credits.

ASUN Registered Nursing Program

ASUN Registered Nursing Program Graduate Competencies:

1. Advocate holistically for diverse patient populations and their families in ways that promote health, self-determination, integrity, and ongoing growth as human beings.
2. Integrate clinical reasoning, substantiated with evidence, to provide and promote safe quality care for patients and families in a community context.
3. Distinguish one's professional identity in ways that reflect integrity, responsibility, and ethical practices, and professional growth and development as a nurse.
4. Communicate respectfully and effectively with diverse populations and the multidisciplinary health care team through collaborative decision making to produce optimal patient outcomes.
5. Manage patient care effectively related to time, personnel, informatics, and cost to continuously improve the quality and safety of health care systems.

Registered Nursing Curriculum Plan

Course Number	Course Title	Credit Hours
General Education		
ENG 1003	English Composition I	3
ENG 1013	English Composition II	3
MATH 12131	Math for Health Professions	3
MIS 1033	Introduction to Computers	3
PSY 2013	Introduction to Psychology	3
PSY 2533	Lifespan Development	3
BIOL 2013	Introduction to Nutrition	3
BIOL2404	Human Anatomy and Physiology I with lab	4
BIOL 2414	Human Anatomy and Physiology II with Lab	4
BIOL 2004	Microbiology with Lab	4
Nursing Core		
NRS 1109	Nursing Concepts and Experience I	9
NRS 1208	Nursing Concepts and Experience II	8
NRS 1311	Nursing Concepts and Experience III	11
NRS 2311	Nursing Concepts and Experience IV	11
NRS 2031	NCLEX Preparation	1
Total Credit Hours		73

The ASUN Associate Degree Nursing Program prepares students to take the professional nursing licensure exam (NCLEX-RN) upon successful completion of the classroom and clinical coursework. Curriculum is based on a 2-year (four-semester) plan for full-time students, who have completed all general education pre-requisite and co-requisite courses. After successful completion of pre-requisite general education coursework, students are eligible to apply for acceptance into the Associate of AAS Registered Nursing Program. Acceptance into this program is dependent upon meeting the admission criteria and available space. Admission criteria is covered in section II.

***Successful completion of the AAS RN program does not guarantee licensure or approval to take the NCLEX- PNRN exam.**

Registered Nursing Course Descriptions

BIOL2004 Microbiology with Lab

The study of organisms, in particular bacteria, involving their structure and function at a molecular level and interaction of the organisms with humans and their environment. Knowledge of basic chemistry strongly recommended. 4 Credits. *ACTS Equivalency: BIOL 2004*

BIOL2013 Introduction to Nutrition

A study of human nutritional needs over the human life span. Individual nutrients, their nature, functions, and their processing by the human body. Dietary analyses and evaluations. Food labels and their interpretation, weight control, exercise, food safety, relationships of nutrition to health and the environment. 3 Credits.

BIOL2404 Human Anatomy and Physiology I with Lab

Structure and function of cells, tissues, integumentary system, skeletal system, muscular system, nervous system. 4 Credits. *ACTS Equivalency: BIOL 2404.*

BIOL2414 Human Anatomy and Physiology II with Lab

Structure and function of special senses, endocrine, circulatory, digestive, respiratory, excretory and reproductive systems, acid base balance, and fluid balance. 4 Credits. *ACTS Equivalency: BIOL 2414.*

ENG1003 Composition I

Instruction in expository essay form, structure, and style. Prerequisite: ACT score of 19 or better in both English and Reading or successful completion of ENG0053 English Fundamentals. 3 Credits. *ACTS Equivalency: ENGL1013.*

ENG1013 Composition II

A continuation of ENG1003 with the addition of research papers and literary genres. Prerequisite: ENG1003. 3 Credits. *ACTS Equivalency: ENGL1023.*

MATH1213 Math for Health Professions (Previously named Math for Nurses)

Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, military time, reconstitution, mixing medications, IV flow rates, and drip rates, interpretation of physician orders, dispensing, and proper documentation of medication. 3 Credits.

MIS1033 Introduction to Computers

A required introductory course for all degree-seeking students. This course introduces the student to the components of microcomputer systems and to the application of software packages for microcomputer systems. Students will gain “hands-on” experience using popular business application software, including word processing, e-mail operations, spreadsheets, and presentation graphics. *3 Credits*. ACTS Equivalency: CPSI 1003.

PSY2013 Introduction to Psychology

A scientific study of behavior and cognitive processes. This course covers a wide range of human behavior. *3 Credits*. ACTS Equivalency: PSYC 1103.

PSY2533 Life Span Development

A study of the transformation in human development from pre-birth to death. Usually required for nursing, psychology, and social work majors. Prerequisite: PSY2013. *3 Credits*. ACTS Equivalency: PSYC2103.

NRS1109 Nursing Concepts and Experience I

This course provides the traditional RN student to an introduction to nursing curricular concepts, role responsibilities, development of nursing fundamental knowledge and skills. The course combines theory and practicum experiences. The following concepts will be introduced to beginning students: Quality and Safety for Nurses (QSEN), patient-centered care, interdisciplinary collaboration and relationships, evidence-based practice, informatics, the nursing process, and categories of the basic patient needs. Morning, afternoon, and/or evening hours may be scheduled for clinical experience. A pharmacological with calculations exam will be given. Each student will be required to achieve 90% on the calculation test to pass the course.

Prerequisite: Acceptance to RN program, ENG 1003, MATH 1213, and BIOL 2404 must be passed with a grade of “C” or better

Co-requisite: BIOL 2414 and PSY 2533,

NRS1208 Nursing Concepts and Experience II

This course integrates nursing curriculum concepts, evidence-based practice from the previous nursing core, and pre-requisite courses with a focus on patient aligned care. The emphasis is placed in long and short-term health problems in the areas of maternal and children’s health. Student learning outcomes include the application of quality and safety educational standards (QSEN) and clinical decision-making. Students will focus on specified nursing problems in relation to developmentally and culturally diverse patients and families. The outcomes will include collaboration with the health care team, the areas of health promotion, maintenance, and restoration. Knowledge and skills from previous courses are reinforced and related to new content. Clinical experiences will focus on patient responses in the area of maternal and child health, primarily in acute care settings. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS 1109 and BIOL 2414 must be passed with a “C” or better

Co-requisite: MIS 1033

NRS1311 Nursing Concepts and Experience III

The focus of Nursing Process II is on clinical decision-making, and the delivery of patient-centered care in selected medical/surgical settings with adult patients. Curricular concepts from previous courses continue to be built upon and a unit focusing on gerontological nursing. Content and clinical experiences

will emphasize patient-centered care, the role of the nurse in the health care team, communication skills, interdisciplinary collaboration, and quality and safety. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS 1208, must be passed with a grade of “C” or better

NRS2031 NCLEX Preparation

NCLEX preparation course is a review of all nursing content from the latest test plan of the National Council of State Boards of Nursing Licensure examination. The course includes content review, practice test questions, and strategies and techniques to optimize the pre-licensure nursing student testing ability.

Prerequisite: NRS 1311, MIS 1033 and BIOL 2004 must be passed with a grade of “C” or better

Co-requisite: NRS 2411

Students may only be enrolled or lacking one general education course before the beginning of the term.

NRS2411 Nursing Concepts and Experience IV

Nursing Process II is nursing of the adult patient with common recurring health alterations. It includes advanced nursing interventions based on physiological and psychological needs of adult patients. This course builds on concepts of commonly recurring health alterations presented in Nursing Process III (NRS 1309). Students apply the nursing process and utilize information literacy skills to demonstrate clinical decision-making that is grounded in evidence-based practice to achieve best practice outcomes. The physiological and psychological needs of the adult patient are addressed through Quality and Safety for Nurses (QSEN), incorporating the concepts of patient-centered care, teamwork, and collaboration, evidence-based practice, safety, quality improvement and informatics. The principles of priority setting, leadership, and delegation are incorporated throughout the course. Clinical experiences are scheduled involving morning, afternoon, evening, or weekend hours in a variety of settings focusing on course concepts.

Prerequisite: NRS 1311, MIS 1033 and BIOL 2004 must be passed with a grade of “C” or better

Students may only be enrolled or lacking one general education course before the beginning of the term.

Program Cost

For a listing of tuition and fees associated with the nursing programs, please refer to the ASUN Tuition and Fees worksheet available at https://www.asun.edu/tuition_and_fees. In addition to tuition and fees, students will be responsible for program equipment including uniforms, lab coat, shoes, skills bag, and stethoscope. Students are also responsible for any costs related to travel to and from clinical locations.

Refund Policy

The Nursing Department at Arkansas State University-Newport follows ASUN's withdrawal and refund policy. Please refer to ASUN's Academic Calendar for specific dates.

https://files.asun.edu/academics/academic_calendar/2019-2020_AcademicCalendar.pdf

Financial Aid

Please follow this link to ASUN's Financial Aid Page. http://www.asun.edu/financial_aid

**Section II: Practical Nursing and Associate of
Applied Science Nursing (RN) Program
Admission Information**

Admission Standards for Practical Nursing Program

In addition to the ASUN admission requirements, students must complete the application process to the Practical Nursing (PN) program. The application guidelines and requirements, as well as the application deadline, can be found on the ASUN website. Once all preliminary requirements are met and students receive official acceptances, the students are then eligible to begin the PN courses.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the PN program; it is an indication of interest. Successful completion of the college readiness, pre-requisite general education courses does not guarantee acceptance into the PN Program, as it is a highly competitive program. Acceptance into the PN program is based on a point system, which is detailed in the acceptance process section.

Acceptance Process

ASUN has a limited number of seats in its PN program. Every effort is made to allow students to progress from pre-nursing courses to PN program courses in a timely fashion. However, with limited seats available, there are certain criteria each student must meet. The following criteria must be met to be eligible for acceptance into the PN program:

1. The following general education prerequisite courses must be completed with a grade of “C” or better:
 - a. English Composition I
 - b. Math for Health Professions
 - c. Introduction to Nutrition
 - d. Body Structure and Function OR
Human Anatomy and Physiology I with lab AND
Human Anatomy and Physiology II with Lab
2. Course work: All prerequisite course must be completed prior to the start of the PN program. Students may complete all of the prerequisite courses the semester before the start of the program. (i.e., For a Fall start date you may take all prerequisite courses during the summer semester).
3. PN Entrance Exam: This is an entrance exam, which reviews current knowledge and tests for readiness to move onto the next level. Please see the application packet for further information. Students will need to achieve a predetermined benchmark on the pre-entrance exam.
4. Students will be ranked according to a pre-designed rubric
5. The student is responsible for submitting all required documentation to the Nursing Department at the time of application submission. During the review process, applicants with missing documents will be contacted by email and given forty-eight (48) hours to submit the required documentation. If the student fails to meet this final deadline, their application will be disqualified, and the student will be notified.

Applicants who are qualified but not accepted for admission into the PN Program are placed on an alternate list based on the points achieved from the rubric. If space becomes available, applicants from the alternate list may be granted admission. The alternate list does not carry over from semester to semester. Once the program has started the alternate list will no longer be in effect, and students must reapply.

Transfer of Credits Policy

Students transferring credits must follow the ASUN transfer policy <https://www.asun.edu/transfer>. Courses taken at an educational institution other than ASUN and are not a part of the Arkansas Course Transfer System (ACTS) will be evaluated by the Admissions and the Nursing Department in order to determine whether the courses are equivalent to required prerequisite courses.

Each Nursing program uses a unique standard to evaluate student competency; therefore, any nursing courses in which such standards are used **will not be accepted** for transfer from other institutions. Transfer courses will be evaluated by the Director of Nursing or designated nursing faculty for the following:

- Comparable to ASUN's PN prerequisite course in content and credits
- Completed credits prior to the start of the program

After Application

Applicants will be notified of their admission status by email. Applicants who have been selected for admission into the PN Program must indicate acceptance or declining acceptance into the program via email to the Director of Nursing, by the designated deadline date.

After Acceptance or Placement of Alternate List

Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. If the student does not attend the orientation session, the student forfeits his or her place, and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Director of Nursing for the following extenuating circumstances only:

- Student: injury, illness or hospitalization (Doctor's Note Required)
- Family Member* hospitalization (Doctor's Statement Required)
- A death in the family** (Documentation Required)
- Court Ordered Appearance: (Documentation Required)
- Military service: Call to active duty (Documentation Required)

NOTE: documentation for excused absences must reflect the date of absence

*In the case of hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is a legal guardian), or parent/step-parent living in the same household as the student.

**In the case of death, a family member is defined as the spouse or domestic partner, the parents, and grandparents of the spouse, the parent/step-parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

Admission Standards for Associate Applied Science Registered Nursing Program

In addition to the ASUN admission requirements, students must complete the application process to the Registered Nursing (RN) program. The application guidelines and requirements, as well as the application deadline, can be found on the ASUN website. Once all preliminary requirements are met, and the student has received an official acceptance letter, the student is eligible to begin the RN courses.

Prospective students should be aware that declaring nursing as a major does not guarantee admission to the RN program; it is an indication of interest. Successful completion of the college readiness, pre-requisite general education courses does not guarantee acceptance into the RN Program, as it is a highly competitive program. Acceptance into the RN program is based on a point system, which is detailed in the acceptance process section.

Acceptance Process

ASUN has a limited number of seats in its RN program. Every effort is made to allow students to progress from pre-nursing courses to the RN program courses in a timely fashion. However, with limited seats available, there are certain criteria each student must meet. The following criteria must be met to be eligible for acceptance into the RN program:

1. The following general education prerequisite courses must be completed with a grade of “C” or better:
 - a. English Composition I
 - b. Math for Health Professions
 - c. Introduction to Nutrition
 - d. Introduction to Psychology
 - e. Human Anatomy and Physiology I with lab
2. The following general education courses can be taken as co-requisite courses along with core nursing courses:
 - a. English Composition II
 - b. Lifespan Development
 - c. Introduction to Computers
 - d. Human Anatomy and Physiology II with Lab
 - e. Microbiology with Lab
3. Course work: All prerequisite course must be completed prior to the start of the RN program. Students may take all of the prerequisite courses the semester before the start of the Program. (i.e., For a Fall start date, students may take all prerequisite courses during the summer semester).
4. RN Entrance Exam: This is an entrance exam, which reviews current knowledge and tests for readiness to move onto the next level. Please see the application packet for further information. Students will need to achieve a predetermined benchmark on the pre-entrance exam. Students not meeting the predetermined benchmark may retake the exam once during the calendar year.
5. Students will be ranked according to a pre-designed rubric.
6. The student is responsible for submitting all required documentation to the Nursing Department at the time of application submission. During the review process, applicants with missing documents will be contacted by email and given forty-eight (48) hours to submit the required documentation. If the student fails to meet this final deadline, their application will be disqualified, and the student will be notified.

Applicants who are qualified but not accepted for admission into the RN Program are placed on an alternate list based on the points achieved from the rubric. If spaces become available, applicants from the

alternate list may be granted admission. The alternate list does not carry over from semester to semester. Once the program has started the alternate list will no longer be in effect, and students must reapply.

Transfer of Credits Policy

Students transferring credits must follow the ASUN transfer policy (<https://www.asun.edu/transfer>). Courses taken at an educational institution other than ASUN and are not a part of the Arkansas Course Transfer System (ACTS) will be evaluated by the Admissions and the Nursing Department in order to determine whether the courses are equivalent to required prerequisite courses.

Each Nursing program uses a unique standard to evaluate student competency; therefore, any nursing courses in which such standards are used **will not be accepted** for transfer from other institutions. Transfer courses will be evaluated by the Director of Nursing or designated nursing faculty for the following:

- Comparable to ASUN's RN prerequisite course in content and credits
- Completed credits prior to the start of the program

After Application

Applicants will be notified of their admission status as identified on the application. Applicants who have been selected for admission into the RN Program must indicate acceptance by returning the signed acceptance form by the date designated on the acceptance letter.

After Acceptance or Placement of Alternate List

Upon acceptance into the program, students will be informed of the time and date of a **mandatory** orientation session. If the student does not attend the orientation session, the student forfeits his or her place, and the next individual on the waiting list will be granted admission to the nursing program. Attendance at the orientation session may be waived with prior permission from the Director of Nursing for the following extenuating circumstances only:

- Student: injury, illness or hospitalization (Doctor's Note Required)
- Family Member* hospitalization (Doctor's Statement Required)
- A death in the family** (Documentation Required)
- Court Ordered Appearance (Documentation Required)
- Military service: Call to active duty (Documentation Required)

NOTE: documentation for excused absences must reflect the date of absence

*In the case of hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is a legal guardian), or parent/step-parent living in the same household as the student.

**In the case of death, a family member is defined as the spouse or domestic partner, the parents, and grandparents of the spouse, the parent/step-parents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

Registration Procedures

All nursing classes have controlled registration. Only students admitted to the nursing programs will be allowed to register for nursing classes. Nursing faculty will register first-semester nursing students. All returning nursing students will register as a class at the discretion of their instructors.

Readmission

ASUN reserves the right to determine if a student will be allowed to re-enter the program. Students may not be candidates for readmission if they committed egregious violations while previously enrolled in any other nursing program, including, but not limited to, the following:

1. Uncooperative attitude/behavior that has been previously addressed with verbal and written warnings.
2. Insubordination
3. Cheating
4. Falsification of records
5. Engaging in activities related to the use of illicit drug activities
6. Violation of nursing ethics (breach of confidentiality, client abuse, etc.)
7. Endangering the health, safety, or life of a client, peer, or themselves

Previous admission into any nursing program requires a letter of good standing to be provided to the program director upon application. Failure to submit a letter of good standing may result in the applicant not being accepted into the program.

Any student wishing to leave one ASUN nursing program and make application to another ASUN nursing program must discuss this decision with both the Director of Nursing and Dean of Nursing to be considered in good standing of the program. In addition, if a student is enrolled in an ASUN Practical Nursing program, she/he will **not** be eligible for acceptance into the current Traditional Registered Nursing cohort. The student may apply for acceptance into the Traditional Registered Nursing program during the next application cycle.

Advance Placement

The Nursing Department at ASUN currently does not utilize any advance placement procedures for students.

Procedure for Admission Background Check

Criminal Background check for licensure from Arkansas State Board of Nursing

Background checks will be conducted on all students admitted to any ASUN Nursing Program. New background checks will be conducted on students seeking to re-enroll in the program. Satisfactory background checks are a mandatory requirement of the clinical institutions where the practicum courses are held. Therefore, if an applicant /student's criminal background check is unsatisfactory, he/she will not be admitted to the program or will be removed if conditionally admitted.

1. Program admission background checks will include a minimum of the following core verifications: Social Security Number Trace/Residential History, National Criminal Search, Human Health Services (HHS)/Office of Inspector General (OIG) Sanction, General Services Administration (GSA), Excluded Parties List System (EPLS), Office of Foreign Assets Control (OFAC) Terrorist List, Nationwide Sex Offender Registry/Violent Sex Offender and Predatory Registry, Office of Long-Term Care. Background checks will be obtained from a consumer-reporting agency and will comply with Federal Trade Commission guidelines regarding the Fair Credit Reporting Act.

2. Background checks will be conducted through a subscriber agreement between ASUN and a consumer-reporting agency upon request from the member college where the applicant/student is applying for admission.

3. Students must read and complete a form authorizing permission for ASUN to proceed with a background check. By signing the form, the applicant/student authorizes the disclosure of the information and agrees to pay for the cost of the background check.

4. The results of a background check will be disclosed to persons having a legitimate need for the information. ASUN will not transmit the information to any outside agency or person without the applicant/student's written consent, except for those individuals, or agencies permitted by applicable law, or State, Federal or regulatory agency guidelines.

5. The application requests the disclosure of any misdemeanors or felony convictions, other than minimal traffic violations. Misrepresentations or omissions may be grounds for denying a student admission or continuation in the program.

6. Admission into the program will be denied or revoked for students who have been convicted of one or more of the offenses listed in Arkansas Code § 17-87-312, which include the following, but are not limited to:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;

- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion, § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
- (23) Permitting abuse of a minor as prohibited in § 5-27-221(a);
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;

- (28) Felony theft of property as prohibited in § 5-36-103;
- (29) Felony theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229; and
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

7. In the event an applicant/student's verbal or written information and/or background check reveals any of the above convictions resulting in a denial of admission or removal from the program, the applicant/student may request a hearing before the ASUN Dean of Nursing and Health Professions and the Vice-Chancellor of Academic Affairs. ASUN may use its discretion when reviewing the information obtained from a background check and presented at the hearing to determine whether an applicant/student is eligible for admission or readmission. A final decision will be made after a careful review of the following factors:

- * The nature, circumstances, and frequency of any offense(s);
- * The length of time since the offense(s);
- * Documented successful rehabilitation;
- * Accuracy of information provided in the application materials;
- * Consultation with the Arkansas State Board of Nursing;
- * Any other information demonstrating the applicant/student does not pose a threat to the health or safety of the public

Section III: General Policies and Procedures

General Policies

Students will be subject to the policies and procedures of the ASUN Nursing Department. In addition, policies of all clinical agencies will also apply to students during the times they are scheduled for clinical coursework in each institution.

Cell Phone Use

Due to potential disturbance to others, cell phones are to be turned off or silenced when in class or lab. Cell phones are **not** permitted in patient care areas. If a special arrangement is needed, the student is to contact the instructor/clinical instructor. Due to the capabilities of current cell phones, they may **not** be used in the testing environment. Students violating this policy will be dismissed from class, lab, or clinical and will be in the disciplinary process dependent on the severity of the situation. Subsequent occurrences will result in progressive discipline up to and including dismissal from the program.

Clinical Assignments

Students may only provide direct nursing care for the specific patients to whom they are approved by their nursing instructor/clinical instructor. While they are expected to contribute to teamwork and to respond to other patients' needs, all direct nursing care must be approved and supervised by the nursing instructor/clinical instructor.

Clinical Facility Policies

Students must follow the policies set forth by the clinical facility. If suspicious behaviors are present, the student must follow the clinical facility's guidelines for their employees, which includes suspicions related to but not limited to patient care, drug screening, theft, and searches for suspicious behaviors.

Communication

To assure confidentiality related to student issues, all communication through the Nursing Department will be through the student's ASUN e-mail account. It is the student's responsibility to monitor e-mail and Canvas on a daily basis.

Drug Screen

It is the policy of ASUN that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, classroom, or practicum setting is prohibited. In accordance with Act 593, any student performing his or her clinical practicum requirement in a position which has been designated by a clinical facility as "safety sensitive" cannot meet the standards of the program, and cannot successfully complete this requirement of the program, if that student is using marijuana during the clinical practicum rotation." Other prescription medication should be taken per the instructions on the medication label and should not interfere with student performance. Any student violating this policy will be subject to discipline up to and including termination from the Nursing program. Students must follow the protocol of ASUN's drug testing policy. Refusal to follow the policy or a positive drug-testing result will be grounds for termination from the Nursing program.

All new students will be required to complete a drug screen as part of the admission process. A negative screen is required for admission to the nursing program. Random drug screens will continue as per the ASUN Department of Nursing Urine Drug Screen Policy (Appendix A).

Instructor-Student Expectations

Nursing at ASUN is committed to providing quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to life-long learning. The nursing programs faculty, staff, and administration highly regard professional behaviors and attitudes, including duty, honesty, respect for others, and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas. (See Appendix B for the entire document)

Liability Insurance

Students are covered by ASUN's liability insurance policy.

Occupational Safety and Health Administration (OSHA) Regulations

The nursing programs are required to comply with all OSHA regulations. Students will receive instruction related to these guidelines within the nursing programs' course content.

Social Networking Statement

Social networking websites and other electronic communication have become second nature. As a result, users must take advantage of the privacy settings available on their online activities and separate personal and professional sites. Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication. The following actions are strictly prohibited:

1. Information related to any patient in a clinical setting may not be shared. Removal of an individual's name does not constitute the proper way to protect a person's identity or health information. This would be a HIPAA violation.
2. Academic information on another student or graduate is protected under FERPA. Sharing this information such as grades, evaluation, etc. may violate state and/or federal privacy laws and regulation.
3. Representing yourself as someone else is not acceptable and would place the student in the disciplinary process.
4. Discussion of classroom activities such as exams and quizzes is also not acceptable and could be considered as cheating.

The following links will provide more information:

- A Nurse's Guide to the Use of Social Media from the National Council of State Boards of Nursing (NCSBN) <https://www.ncsbn.org/3739.htm>
- FERPA General Guidelines for Students <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>
- Information on HIPAA guidelines <http://www.hhs.gov/ocr/privacy/>

Student Health

1. Mental and Physical Abilities

Since the nursing program is strenuous and involves direct care of patients, all students must be in good mental and physical health. Students are required to review and sign the Nursing Department's mental and physical abilities statement. Failure to submit the required forms will result in the inability to attend classes. Specific health care testing and immunization requirements are noted on the Certificate of Health. Note the requirements for TB testing, Tetanus immunizations, and Hepatitis immunization. In addition, students must have documentation of

immunizations or titer levels for flu and varicella. Students must also have a yearly TB skin test or chest x-ray completed. Students will be notified of when it is appropriate to receive the flu vaccination. Immunizations records are required in order to participate in clinical health care facilities and must be kept up to date during the entire nursing program.

Performance of safe and competent patient care is always of the utmost importance. Therefore, if at any time a Nursing Instructor/Clinical Instructor has reason to believe that a student's health or behavior may compromise safe patient care, that student may be required to obtain a random drug screen by an organization designated by ASUN. This drug screening will be at the cost of the student.

2. **Hepatitis Vaccination**

The Occupational Safety and Health Administration (OSHA) have enacted a rule known as the *OSHA Standard on Occupational Exposure to Blood-borne Pathogens*. This standard was promulgated to eliminate or minimize occupational exposure to blood-borne pathogens, particularly to the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). In issuing this standard, OSHA is acknowledging that health care providers face a significant health risk as a result of occupational exposure to blood-borne pathogens.

Recent interpretations of the standard by OSHA regulators regarding who is subject to citations for failure to comply, which may result in a fine to the institution, include not only the institution's employees but also "the employees of other employers on their premises," including students.

Because the ruling and its subsequent interpretation place obligations on area hospitals and other clinical agencies to ensure compliance with the standard, and because violations for noncompliance may result in significant fines to these agencies, it has become both necessary and prudent for these agencies to identify a plan for compliance to OSHA's standard. Essentially, this plan requires that all nursing students and faculty provide documentation of immunity to Hepatitis B either through titer or immunization. Students and faculty have the right to refuse immunization but, in this event, must provide documentation of this decision to the ASUN Nursing Department.

The following information should be noted:

- A. All students must be vaccinated against Hepatitis B **or** document their decision to decline the vaccination prior to any clinical rotation at an area agency. Documentation of the student's decision will be kept on file by the ASUN Nursing Department. **Students may not attend clinical until documentation has been furnished.**

- B. The nursing faculty stress that the student discusses Hepatitis B vaccine with their health care provider who is most aware of personal situations. Should your provider recommend the immunization, you may elect to have him/her administer the series of three doses of this vaccine. It should be anticipated that these injections are very expensive. The nursing department is occasionally able to identify alternative sources of this vaccine at a slightly lower cost.

- C. The clinical agency has a right to require compliance of the OSHA standard by the college, the faculty, and the students. The clinical agency's Nursing Department has the responsibility for overseeing that quality-nursing care is delivered in a safe manner, which serves to protect the patient and the provider of care. It is the responsibility of the nursing staff of the clinical agency to observe and remind the students about universal precaution measures and to report to the faculty member repeated non-compliance of a student. The clinical agency Nursing Administrators have the right and responsibility to request the college to terminate the clinical rotation of a student with repeated failure to comply.
- D. In the event of Occupational Exposure, clinical agency personnel should evaluate the student prior to leaving the premises. The clinical instructor must complete an Incident Form at that time. If preferred, the student may seek medical assistance elsewhere, but documentation of the visit must be sent to the Nursing Department. Medical evaluation should take place no later than seven (7) days after the exposure. **Any costs of evaluation and treatments related to this exposure will be the responsibility of the student.**
- E. The student does have the right to refuse any blood test and/or prophylaxis treatment. However, such refusal must be documented, and copies will be retained by the clinical agency involved and sent to the college. If the follow-up testing and /or treatment are performed at a site other than the health care agency involved, documentation of that testing (not the results) and treatment must be forwarded to the appropriate clinical agency and to the college.

3. Patient Safety and Prescription Student Medication

In order to best ensure patient and student safety, all students must notify their current nursing instructor of all prescription and non-prescriptions they are taking at the time of any clinical session that may impair their clinical judgment and/or skills. Since some medications affect cognitive awareness and/or motor skills, it may be necessary to alter and/or limit that student's clinical assignment during medication usage. Every reasonable effort will be made to accommodate the student while ensuring patient safety. However, depending on the extent and length of this clinical limitation, it may or may not be possible to complete all clinical requirements for that course within the current semester of study (see Appendix A).

It is the policy of ASUN that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, classroom, or practicum setting is prohibited. In accordance with Act 593, any student performing his or her clinical practicum requirement in a position which has been designated by a clinical facility as "safety sensitive" cannot meet the standards of the program, and cannot successfully complete this requirement of the program, if that student is using marijuana during the clinical practicum rotation." Other prescription medication should be taken per the instructions on the medication label and should not interfere with student performance. Any student violating this policy will be subject to discipline up to and including termination from the Nursing program. Students must follow the protocol of ASUN's drug testing policy. Refusal to follow the policy or a positive drug-testing result will be grounds for termination from the Nursing program.

4. **Health Care Costs**

As ASUN and the Department of Nursing are not responsible for health care costs incurred by students because of clinical practice, it is strongly recommended that all students obtain personal health care insurance and/or arrange for the payment of such expenses.

Every effort will be made to prevent accidental injury and illness and to ensure that students are assigned to care for patients whose health care needs are estimated to be within that student's expected skill levels. Each student will be informed of and expected to maintain Universal Precautions in the performance of all patient care. It is the student's responsibility to thoroughly prepare themselves at the appropriate learning level, for the nursing care of their assigned patients and to take appropriate precautions against personal injury and illness. It is important to note, through no fault of the college, instructors, or clinical agency that the possibility exists that a student could accidentally injure or expose him/herself to disease. If an injury occurs in the clinical setting, the facility may require emergency room care and/or medical follow-up. The cost of this and any other care is the responsibility of the student. All students, therefore, should have personal health coverage.

5. **Updating Health Information**

It is the student's ongoing responsibility to keep the required health information current. CPR status must be updated annually. TB testing will be required upon admission to the program and when required by clinical facilities in subsequent clinical semesters.

6. **Immunizations**

Students are required to provide documentation of all immunizations by the date provided by their instructor. The following vaccinations are required for all ASUN nursing programs:

- Flu
- Varicella
- Hepatitis B or waiver
- TB skin test or Chest x-ray

Personal Attributes and Professional Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate professional behaviors and personal attributes. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

The nursing student must assure that interaction with assigned patients is maintained at a professional level. The nursing student must recognize that all patient information is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that patient. In addition, nursing student/patient interaction is restricted to the clinical hours when the student is assigned to care for the patient. Personal contacts (phone calls, visits, etc.) outside of assigned clinical hours are inappropriate, and are a violation of confidentiality and expected professional behavior.

It is expected that the nursing student will demonstrate an interest in and enthusiasm for the study of nursing. The nursing faculty expects the nursing student to be dependable; that is, he/she is

seldom absent and arrives for all classroom and clinical experiences on time. The nursing student must conduct himself/herself professionally and follow all policies of the clinical agencies.

The student is responsible for learning. However, the nursing faculty is available to assist and support each student in mastering the requirements of the nursing program. All students are assigned a nursing faculty advisor and are encouraged to seek their advisor if they are having difficulty with any aspect of the program.

The nursing faculty recognize that personal problems may have a detrimental effect on a student's academic performance. The student must determine solutions to a personal problem. Nursing faculty will listen and offer guidance to promote resolution at the discretion of the student if he/she chooses. Students also have access to counseling services through ASUN. For more information, consult our website at <https://www.asun.edu/counseling-services>.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program.

Dress Code for Nursing Students

The following regulations apply to all students in the Nursing Programs at ASUN. The appearance of the students enrolled in the nursing programs should reflect their aspirations to attain professional standards. Professional appearance includes much more than the clothing one wears. It includes grooming, hygiene, and having a positive demeanor toward others. One's professional appearance can affect both the safety and comfort of the patients we serve. Therefore, in addition to the items described in the following dress code, the student is expected to avoid any dress related practices that would be considered too extreme to fall within professional standards. The student must also comply with the dress code of any institution where they are assigned to do clinical.

- Hair: The hair is styled in a neutral manner appropriate to maintaining asepsis, safety, and patient comfort in the clinical setting. Example: long hair must be secured on the back of the head. No swinging ponytails or long braids. Hair must be out of the face and off the neck. No artificially unnatural colored hair (blue, green, etc.) may be worn in the clinical settings. Braids and dreadlocks must be neat and pulled to the back of the head. Head coverings must be a neutral color and clean.
- Facial Hair: Mustaches and beards, if worn, must be clean and neatly trimmed.
- Cosmetics: Cosmetics, if worn, must be subtle.

- Jewelry:** A watch with a second hand for taking pulses and respirations is required. A plain wedding band and a single set of small post earrings worn in the lower earlobe are the only jewelry that may be worn.
- Nails:** Nails should be kept short, no longer than the fingertip, clean and well rounded. Nails should not be visible when viewed from the palm of the hand. Nail polish and acrylic nails are not permitted.
- Fragrance:** Fragrance-free products are to be used due to sensitivities by patients and staff members. Students cannot smell of smoke at any time during the clinical day.
- Uniform:** All students must wear ASUN approved uniforms. Sweaters are not permitted. A clean white shirt may be worn under the uniform. Embroidery of the ASUN logo will be on the left side of the chest on both the scrub top and lab coat. Bandage scissors, leak-proof black pen, and small notebook are also considered a vital part of the uniform. ASUN issued student nurse IDs must be worn in the clinical and campus settings at all times. If a student is without an ID, accommodations for a new ID may be made at the discretion of the faculty. Students may be asked to leave the facilities if an ID is not present. IDs must be worn on the top-right chest area.
- Shoes:** Mostly white nonporous nurse's shoes are required for all students in the clinical facilities. The shoes must be kept clean. Other "sporty" shoes ("crocs", sandals, clogs, etc.) and open-toe shoes are not acceptable. Neutral tennis shoes may be worn in the classroom settings.
- Hosiery:** White socks that reach above the ankle are to be worn with the uniform.
- Lab Coats:** Traditional RN: White laboratory coats with ASUN student nurse logo must be present. PN: Grey/Pewter faculty-approved laboratory coats with ASUN student logo must be present. Logos must be applied by an ASUN approved vendor.
- Body Piercing:** Visible tattoos and body piercings- i.e., eyebrows, lip, tongue, ears, nose, etc. are not deemed as professional appearance and therefore are unacceptable. (This includes daith piercings)

Smoking and Tobacco Use

ASUN Campuses

All ASUN campuses are smoke-free areas. All students on campus for any reason are prohibited from using tobacco in any form while on school grounds. If any student wishes to use any tobacco products, they must do so off-campus, during authorized breaks only.

Clinical Facilities

All clinical facilities are smoke-free campuses. Students are not allowed to smoke in clinical settings even on breaks or during lunch. The smell of smoke is difficult to cover-up, and while in the clinical setting, strong smells (like smoke) is very overbearing for some patients. Any student that is caught smoking or smells of smoke will be sent home for the day and receive an occurrence for that day.

Attendance

Regular attendance in the classroom, lab, and clinical or practicum settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (theory, lab sessions, and clinical). If a student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. If the student is ill, the student must notify the instructor/clinical instructor as soon as possible.

If the student is late, absent, or leaves early, they will receive an occurrence for the day. Students can only accumulate one (1) occurrence in a 24-hour period. Four (4) occurrences (classroom and Clinical combined) will result in dismissal from the program. Below is a breakdown of the level of due process for each occurrence.

Occurrence Number	Due Process Level
1 st	Verbal Warning
2 nd	Written Warning
3 rd	Final Written Warning/Probation
4 th	Dismissal

Clinical Starting Time: When students are assigned a starting time in the clinical area, this time is not the arrival time. Students are to arrive in sufficient time to be ready to begin their clinical experience at the starting time. Dependent upon the experience and the particular clinical unit, the arrival time may be from fifteen minutes to a half-hour prior to the starting time.

Inclement Weather: In the event of the Official Closing of the college due to inclement weather, nursing students should not report for clinical. Clinical will be cancelled. The decision to cancel class will be made by the ASUN Chancellor. If the college has a delayed start time, the student will report to the clinical setting when the college opens.

If the announcement is not given in an adequate amount of time, students are expected to use good judgment in deciding whether to travel to the clinical facility. However, if the instructor is unable to reach the hospital, the students may not care for patients and should not remain at the clinical unit, unless another instructor is present and able to assume supervision.

Courtesy

Students will address faculty and administration, clinical facility staff, and clients by title and name (Miss, Mr., Ms., Mrs. Dr. (unless permission is given to address differently). Nicknames or first names are not to be used unless requested by the client. Endearing terms such as “honey, sweetie, etc.” are not appropriate.

Academic Progression/Graduation Requirements

To ensure nursing students maintain satisfactory progress in the program and to meet college responsibilities, the nursing faculty has established academic progression/graduation requirements. It is the college’s responsibility to:

- Graduate safe entry-level nursing practitioners
- Provide evidence when students are failing

- Use resources wisely
- Monitor student progress to ensure academic progression

Course Evaluation Criteria

The following grading scale is approved by the Nursing Department for use in all of its Nursing Programs, which are awarded a letter grade.

Letter Grade	Percentage	GPA
A	93-100	4.0
B	85-92	3.0
C	78-84	2.0
D	70-77	1.0
F	69 and below	0.0

A grade of “C” (78) or better is required for successful completion of each nursing core course; any grade less than 78% is not acceptable. Each nursing core course final grade will be rounded to the nearest whole number.

Written Evaluation (Exams, Tests, or Quizzes) Criteria

Students are expected to take examination, tests, and quizzes when scheduled. Please always have a backup plan for daycare, transportation, and any other circumstance. Exams, Tests, and quizzes are not given early. If the student is absent the day of an examination or test, it is their responsibility to contact their instructor to reschedule the exam. The student must take the exam prior to the next scheduled exam, or will receive a grade of zero (0) on the exam. For all make-up exams, **10% of points** possible are deducted from that test grade.

Students who arrive late are expected to finish the exam within the time allotted for the exam. If a student arrives greater than 10 minutes after the scheduled start time, it will be at the instructor’s discretion if the student is allowed to test at that time. If the instructor decides that the student cannot test at that time, the student will receive the same **10% deduction**.

Unscheduled quizzes will be given at the discretion of the instructor. Any student who is absent from an unscheduled quiz will receive a grade of zero (0) for the quiz and will be unable to make up the quiz.

Test Score Challenge

If a student believes there is a discrepancy with their test score, they should email the faculty within one week of the test. After this time, the test score may not be challenged.

Test Challenge

Faculty reserve the right to accept or decline test challenges.

ATI Assessment

Students in the Nursing Programs are required to take ATI competency tests, which are used to evaluate the student’s knowledge of a particular content area, as well as foundation knowledge. These tests are scheduled throughout the program, generally when the lecture content related to that area has been completed. General knowledge tests, such as Fundamentals or Nutrition, may be scheduled at any time

throughout the program. Students should refer to their program-specific course calendar. Practice tests are available through ATI. In addition, ATI provides students with a plethora of review and study resources, including Nurse Logic 2.0. ATI also customizes remediation for each student based on test performance. The following conversion will be used for assigning a grade to the ATI proctored content exams.

Score	Grade
Level 3	100% A
Level 2	89% B
Level 1	78% C
Below Level 1	70% D

ATI practice exams will be the admission ticket for all ATI proctored exams. Failure to submit an ATI practice exam with a score of 90% or greater will result in the student being denied testing privileges for that exam. At this point, the guidelines mentioned in the above section will be enforced as if the student was absent on the day of the exam.

If a student receives a score of either a Level I or Below Level I on any proctored mastery exam, the student will be required to complete their ATI Focused Review. The student must submit documentation of completion of the focused review, and take an alternate version of the mastery exam on the date assigned by the faculty. If the student scores below a Level 2 on the retake, they must complete focused remediation.

- For students that score a Level I or Below on any ATI proctored assessment, they must complete ATI’s focused remediation. Upon completion of the focused remediation, the student must take the remediation quiz and score an 80% or higher to be eligible to retake the ATI proctored exam. Proof of remediation must also be accessible via the student’s ATI transcript.

Project and Assignment Evaluation Criteria

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules, or individual assignments/projects.

Note: Process related to late assignments were written to protect the student who is consistently on time with assignments and for examination — exceptions to the policies above may be granted at the discretion of faculty.

Skills Laboratory Evaluation Criteria

Laboratory skills are practiced on campus. Skills that require successful demonstration will be identified in course syllabi. Skill evaluation tools will be made available for students prior to the evaluation for competency.

Students may have available open lab times and scheduled lab times to practice skills. Please see the instructors’ syllabi regarding open lab availability.

All skills learned and evaluated in coursework are expected to be maintained throughout the entire program, including after the course has been successfully completed. Periodic assessment of these skills may occur throughout the program. Continued skill competency is necessary to ensure the safety of the patients as the student progresses through the program.

Skill competency testing may include, but not limited to:

1. Medication Math Examination

2. Nursing Skill Competencies

Students must remediate and pass all evaluated skills in which they fail to demonstrate competency. Some competencies have a limited amount of attempts for passing; see course syllabi for individual testing limits. Students who complete remediation and are still unable to demonstrate competency will **not** be allowed to continue in coursework.

Simulation/Skills lab

All lab spaces and simulation areas are to be treated as a live healthcare environment. All policies pertaining to patient confidentiality and infection control will be adhered to in the simulated setting. Students will complete an agreement form stating understanding of simulation confidentiality (See Appendix E).

Student Information Release

For nursing students to attend any ASUN clinical site, the college must submit documentation to the facility on criminal background, immunization status, and BLS certification. Students will complete the release of information permission form (Appendix E), which allows ASUN to send this information to approved clinical sites.

Clinical/Practicum Laboratory Evaluation Criteria

Clinical/Practicum courses are graded in accordance with specific course objectives and per each course syllabus.

Critical Learning Objectives

Certain performance behaviors are deemed essential in the practice of nursing. The student's clinical coursework involves the provision of nursing care for actual persons with real healthcare needs. These persons are often more vulnerable due to their state of health and/or circumstances. The student's classwork must also meet these critical learning objectives since patient care is discussed and reported in the classroom setting. Honesty, integrity, and confidentiality must be maintained in all nursing courses; whether it is working with patients or completing class assignments. Therefore, these essential behaviors are identified as CRITICAL objectives for each nursing course.

While it is understood that students are inexperienced and are involved in an educational situation, failure to consistently demonstrate these particular critical behaviors could have severe detrimental physical and/or psychological effects on another person. Therefore, students are required to demonstrate these CRITICAL objectives at a satisfactory level in all nursing courses:

- a) Demonstrates integrity/honesty/accountability/humility
- b) Maintains patient safety
- c) Maintains patient confidentiality, privacy, respect, and dignity

Critical performance issues that put the safety and welfare of patients at risk can result in immediate probation or failure. The instructor and Director of Nursing will assist with decisions requiring such level of response.

Supervision of Medication Administration/Invasive Procedures

ASUN policy requires that the student have supervision throughout the act of preparing and administering medications. The clinical instructor or the instructor's licensed designee can provide supervision. The student is responsible to seek such supervision and delay the medication administration if supervision is not available throughout the procedure. In this case, the primary nurse must also be informed of the medication delay.

Supervision is expected for new and invasive complex procedures. The student is expected to be prepared and knowledgeable regarding any assigned procedures. The student must confer with the instructor regarding the amount and method of supervision required. Giving medications and performing procedures without adequate supervision is a violation of the Critical Objective: Maintains Patient Safety. **Violation can result in course failure and program dismissal.**

Documentation of Classroom, Lab and Clinical/Practicum Performance

Each nursing course syllabus identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi.

Faculty believes students benefit from feedback related to performance and behavior. Faculty will objectively and clearly identify and document student performance and behavior, which supports program success and that which may hinder maximum professional growth and competency. Instructor and student will review documentation; a copy will be placed in the student file.

Academic Progression/Graduating Requirements

Students must earn a minimum grade of "C" (78%) in each PN/RN course, in order to progress in the program sequence. Each student is expected to track his/her academic progress throughout each semester. If a student is deemed to be at risk for failure to academically progress, they will be placed on an academic remediation plan, at the discretion of the instructor.

Students must have completed all required courses with a minimum of a "C" (78%). Upon completion, the student's status will be submitted to the State Board of Nursing, declaring that the student wishes to sit for the licensing examination. Students must abide by all policies and procedures of the program to be eligible for graduation.

Remediation

There are two types of remediation: required and recommended. With recommended remediation, the instructor may identify a need for improvement. It is the student's choice whether to follow through with those suggestions. With required remediation, (this usually involves a safety issue or difficulty with a skill) the student must complete the remediation plan by the assigned date. If this does not result in an improvement to a consistently "satisfactory" level, the instructor will develop an appropriate due process document (e.g., written warning, probation, dismissal) that specifically identifies the performance areas that continue to be unsatisfactory and the expectations that must be met for the student to progress. If this inconsistency is the failure to meet the terms of a performance improvement plan or violation of the terms of probation, this could result in dismissal from the program due to unsatisfactory program progression.

Nursing Due Process

When the instructor notices that a violation of expected performance persists (clinical or classroom), the due process will begin. The due process consists of a verbal warning, written warning, probation, and/or dismissal from the program. If appropriate, the instructor will begin with a verbal warning but this may not always be the case. Due process will begin at the level of severity for the situation. Faculty will complete a “Behavioral Contract” and/or “Academic Contract” with the student upon the first violation. The contracts vary depending on the violation (academic grades vs. tardiness).

Examples of “Academic Contract” violations:

- Poor exam performance.
- Any overall grade 80% or below in the practicum or theory settings. Clinical Instructors and Site faculty may complete the contract on the student.

Examples of “Behavioral Contract” violations:

- Any unprofessional behavior violating the *Arkansas Nurse Practice Act*. The rules can be found on the Arkansas State Board of Nursing Website <https://www.arsbn.org/laws-rules>.
- Any violation of ASUN Nursing Graduate competencies.
- Any violation of the ASUN General Policies and Procedures found in Section III of this handbook.
- Violation of the attendance policy.

Students are not required to sign the contract; however, the contract will become a part of the permanent student file.

Whenever the due process is implemented, the event details are clearly described, and the student and instructor must develop a performance improvement plan. The plan may include remediation in the lab or an individualized plan to help the student correct any deficiencies identified. Defined “next steps” must be included within the plan, so the student has a clear understanding of their status within the program. Any warning within the due process will remain active during the entire time the student is in the nursing program. Once signatures are obtained on the due process document, it is placed in the student’s file, and a copy is given to the Director of Nursing.

If a student violates a warning, they will be issued a more severe warning (e.g., verbal is violated, the student may be given a written warning or placed on probation dependent on the situation.) Violation of probation will result in dismissal from the program.

Dismissal

A student may be dismissed from the program for but not limited to the following reasons:

- Achievement of less than a 2.0 cumulative grade point average
- An overall final grade of less than 78% for each course
- Positive result for a drug screen
- Cheating or Plagiarism
- Failure to meet terms of any due process documentation and/or plan for improvement
- Failure to satisfactorily demonstrate any CRITICAL objective in any nursing course.
- Violation of any act noted in the Arkansas Nurse Practice Act.

- Demonstration and/or evidence of any behaviors that are deemed by the nursing faculty to be dangerous to the student, peers, and/or patients.

Student Academic Grievance Procedure

It is the policy of Arkansas State University-Newport to provide students with an opportunity to resolve an alleged violation of college academic policy and/or procedure, or to resolve any alleged case of inequitable treatment. The process outlined below is specifically designed to address academic concerns, instructional issues, or grade appeals. (It is NOT to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial aid appeal, or discrimination/harassment complaint as described in other areas of the college catalog or student handbook.) The grievance process must be initiated no more than forty-five days following the incident. Please refer to the Course Catalog for detailed steps in the process. https://files.asun.edu/academics/catalogs/ASUN_2020-2021_Academic_Course_Catalog_Fall.pdf

The Academic Misconduct Appeals Process

It is the policy of Arkansas State University-Newport to provide students with an opportunity to appeal an incident of academic misconduct that has resulted in a formal student sanction. ASUN encourages informal resolution of disputes when possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the appeal process and ASUN must ensure that a student will not suffer repercussions because he or she chooses to file an appeal in good faith. Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the Arkansas Department of Higher Education, shall not be grievable matters. Please refer to the Course Catalog for detailed steps in the process. https://files.asun.edu/academics/catalogs/ASUN_2020-2021_Academic_Course_Catalog_Fall.pdf

Student Governance

Nursing students are encouraged to be involved in campus life and should make every effort to attend school functions. Each nursing program at all campuses will participate in the student governance practice by electing class officers for the length of the program.

Election:

Each nursing program on all campuses will elect student officers. Each officer's specific duties are outlined as follows:

President: It shall be the duty of the functioning president to preside over all meetings. The president will coordinate all club activities by keeping in contact with other officers, the membership, and the faculty.

Vice-President: The functioning Vice-President will assist the President in the discharge of his/her duties and will assist in presiding over the meetings.

Secretary: The Secretary will prepare and read minutes of the meetings, have an agenda available for the President at each meeting, attend to official correspondence send out meeting notices, count and record votes at election, prepare reports, keep a secretary's book of minutes of the last meeting, list of committees and their reports, copies of organizational guidelines.

Historian: The historian will be the keeper of the photo album and will be responsible for taking photos at organizational functions, keeping publicity clippings on the album and handling publicity for the class. There may be more than one Historian depending on the size of the class.

Student Representative: The student Representative will serve as a liaison between the class and the Nursing Department. The student Representative will attend and participate in all nursing department meetings. They will report to the class about decisions made in the department meetings, as well as bring student concerns to the nursing department.

Appendix A

ASUN Department of Nursing

Urine Drug Screen Policy

I. Introduction

The Nursing and Health Professions Division at ASUN recognizes its responsibility to provide a healthy and safe environment within which students may learn and prepare to become members of the nursing profession. The Nursing Department is committed to protecting the safety, health, and welfare of faculty, staff, students, and others who are encountered during scheduled learning experiences.

It is the policy of ASUN that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, classroom, or practicum setting is prohibited. Furthermore, in accordance with Act 593, any student performing his or her clinical practicum requirement in a position which has been designated by a clinical facility as “safety sensitive” cannot meet the standards of the program, and cannot successfully complete this requirement of the program, if that student is using marijuana during the clinical practicum rotation.” Other prescription medication should be taken per the instructions on the medication label and should not interfere with student performance. Any student violating this policy will be subject to discipline up to and including termination from the Nursing program. Students must follow the protocol of ASUN’s drug testing policy. Refusal to follow the policy or a positive drug-testing result will be grounds for termination from the Nursing program.

II. Testing Procedures

ASUN Nursing Department requires a student to submit a Urine Drug Screen under any or all of the following circumstances:

- **Mandated Program Admission Testing**
- **Random Testing as may be required by clinical agencies**
- **For Cause (see section V):**

Program Admission Testing

- Students will follow their instructor’s guidance and register with the approved third- party tester for Background checks and Urine Drug Screens.
- All Urine Drug Screens are to be completed by the date assigned
- All results will be sent to the Director of Nursing

Cost

The cost of the program-entry Urine Drug Screen is included in program fees.

Substances

Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, and as subsequently amended. Substance abuse is grouped into eleven classes: alcohol, amphetamines, or similarly acting sympathomimetic, caffeine,

cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP), or similarly acting arlcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The ASU-Newport has the authority to change the panel of tests without notice to include illegal substances as suggested by local, state, national reports, or circumstances.

Positive Results

Test results will be considered positive if any substance level is detected of substances defined above, excluding caffeine and nicotine. If the test results are diluted or adulterated, the student may be allowed one retest at his/her expense. A positive test may be run twice to verify substances. Split samples saved at the original lab may be sent to another approved lab for additional testing at the student's expense.

III. Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential to the extent allowed by state and federal law. The ASUN Director of Nursing will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a password-protected database.

IV. Positive Result Outcomes

The outcome of a positive drug screen may include any of the following: a verbal warning up to dismissal from the program.

V. Testing for Cause

Any nursing student who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing at the student's expense. The nursing faculty member's decision to drug test will be drawn from those facts in light of experience of the observer(s) and may be based on, but not limited to:

- Observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
- Erratic behavior, slurred speech, staggering gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance.
- Information that a student has caused or contributed to an accident because of substance abuse.
- Information that a student has been arrested or charged with a substance abuse-related offense.

Testing will be considered using the following procedure:

- The faculty member observes suspicious behavior. If circumstance permit, another appropriate person will be asked to confirm the suspicious behavior.
- The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location, ensuring privacy and confidentiality. The discussion will be documented, and the decision of whether to drug test will be made. The faculty member will then immediately notify the ASUN Director of Nursing.
- If the drug screen is negative for substances classified as provided in this policy, the student will be allowed to return to clinical learning experience without penalty.

- If the drug screen is positively classified as provided in this policy, the decision may include, but not limited to; a verbal warning up to dismissal from the program.
- Confidentiality will be maintained to the extent permitted by state and federal law.

Appendix B

ASUN Nursing Department

Instructor-Student Outcomes

The Nursing Department at Arkansas State University-Newport is committed to providing a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning. The nursing faculty, staff, and administration hold high regard to professional behaviors and attitudes, including duty, honesty, respect for others, and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas.

Effective learning is best fostered in an environment of mutual respect between instructors and learners. In the context of nursing education, the term “instructor” is used broadly to include peers, faculty members, nurses, and ancillary support staff, as well as others from which students learn. Students and instructors share the challenge of learning and teaching not only the art and science of nursing but also the acquisition of behaviors and value systems that characterize the ideal nurse.

This agreement serves both as a pledge and as a reminder to instructors and students that their conduct in fulfilling the nursing programs’ mission and student learning outcomes is an important quality within the department to enhance professionalism.

Guiding Principles

Duty: Nurse Educators have a duty not only to convey the knowledge and skills required for delivering the profession’s standard of care but also to instill the values and attitudes required for preserving the nursing professions social contract with its patients.

Honesty: Learning environments that are conducive to conveying professional values must be based on honesty. Students learn professionalism by observing and emulating role models who personify authentic professional values and attitudes.

Respect: Respect for every individual is fundamental to the ethic of nursing. Mutual respect between students, as novice members of the profession, and their instructors, as experienced and esteemed professionals, is essential for nurturing that principle. Given the inherently hierarchical nature of the instructor and learner relationship, instructors have a special obligation to ensure that students are always treated respectfully.

Responsibilities of Instructors and Students

Instructors (including faculty, clinical faculty, agency nurses, and ancillary support staff) should:

- Treat students fairly and without bias related to age, race, gender, sexual orientation, religion, disability, or country of origin.
- Maintain high professional standards in all interactions with patients, students, colleagues, and staff.
- Be prepared and on time.
- Provide relevant and timely information.
- Provide explicit learning and behavioral expectations early in a course.
- Provide timely, focused, accurate, and constructive feedback on a regular basis.

- Display honesty, integrity, and compassion.
- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery.
- Provide thoughtful and timely evaluations at the end of a course.
- Solicit feedback from students regarding their perception of their educational experiences and personal interactions.
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately (to a trusted faculty or a staff member). To the extent possible, this report is to be treated as confidential, recognize that there could be legal obligations to further disclose and investigate such reports.

Students should:

- Be courteous to staff, instructors and fellow students, employees of all clinical agencies, patients and their families and visitors, and anyone else they interact with at the clinical site, in class, or through social networking forums.
- Be prepared and on time.
- Be active, enthusiastic, curious learners who work to enhance a positive learning environment.
- Demonstrate professional behavior in all settings and anytime a student represents ASUN- i.e., wearing ASUN branded clothing, verbalizing they are an ASUN student, wearing ASUN uniform, etc.
- Recognize that not all learning stems from formal and structured activities.
- Recognize their responsibility to establish learning objectives and to participate as an active learner.
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of nursing.
- Recognize personal limitations and seek help as needed.
- Display honesty, integrity, and compassion; these attributes include the responsibility of reporting dishonest or unprofessional behavior to the appropriate individual.
- Recognize the duty to place patient welfare above their own.
- Recognize and respect patients' rights to privacy and maintain confidentiality as to patient records and information.
- Provide instructors of the Nursing Programs with constructive feedback as it is essential to the learning process.
- Understand that information covered under HIPAA or FERPA regulations may not be discussed on social media or any electronic communication.

Relationships between Instructors and Students

Students and instructors should recognize the special nature of the instructor-student relationship, which is in part defined by professional role modeling, mentorship, and supervision. There is a power differential, as expressed by the fact that instructors often evaluate student performance, and the results of their evaluation may affect the student's future. Conversely, students evaluate the quality of their instructors, which can affect the instructor's professional career.

Because of the special nature of this relationship, students and instructors should strive to develop their relationship as one characterized by mutual trust, acceptance, and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries. Managing boundaries, understanding the slippery slope of behaviors, which can lead to the perception of a

boundaries violation, and avoiding major boundary violations, is crucial to a good instructor-student relationship. Boundary violations or actions that may give the appearance of a boundary violation should routinely be avoided. Such behaviors may include, but are not limited to:

- Romantic involvements
- Business relationships, other than those that might emerge from joint educational projects
- Social contacts outside of the realm of learning or education
- Faculty or students accepting services or personal favors from each other, e.g., baby-sitting, house-sitting, pet care, and/or office work
- Accepting substantial gifts
- Special treatment of student that differs substantially from the usual instructor-student relationship with other students.
- Making exceptions for students because they are attractive or appealing

Appendix C
ASUN Nursing Department
Student Withdrawal Form

To be completed by any student wishing to withdraw from an ASUN Nursing program:

Student Name: _____ Student ID: _____

Nursing Program: _____ Campus: _____

I am requesting to withdraw from the nursing program due to the following reasons: _____

_____. I understand that I will be eligible to reapply to any nursing program that is offered at ASUN during the next application cycle.

**Note: If you are enrolled in a LPN program at ASUN and have applied to the Traditional RN program, you will not be eligible for acceptance into that cohort. You will have to wait for one complete application cycle (twelve months) before being eligible for acceptance into the Traditional RN program.*

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Director of Nursing: _____ Date: _____

Appendix D
ASUN Nursing Department
Student Dismissal Form

To be completed by faculty member when dismissing an enrolled student from an ASUN nursing program:

Student Name: _____ Student ID: _____

Nursing Program: _____ Campus: _____

Recommendation for student dismissal from the ASUN Nursing Program based upon the following reasons: (Select all that apply)

Academic Performance

Behavioral

Use the following space to provide a detailed description of student performance and any violations of the student handbook. Attach all supporting documentation as well as all remediation plans given to the student.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

**Note: advise the student of the appeal process and forward all documentation to the Director of Nursing.*

To be completed by the Director of Nursing only:

- I have received documentation from the faculty and have discussed the dismissal with faculty
- I have received a letter of appeal from the student with their supporting documentation
- I have conducted an investigation related to this dismissal
- I have met with the student to discuss the dismissal

After careful review of all documentation and investigating the circumstances of the dismissal, my decision with supporting notes are as follows:

Uphold the dismissal

Overturn the dismissal

If the dismissal is upheld, I have explained the appeal process to the student and provided them with information on how to proceed with the appeal process.

In good standing

Not in good standing

Director of

Date

Appendix E
ASUN Nursing Department
Acknowledgment Form

Student Name: _____

Student ID: _____

Part I: *Student Confidentiality in Simulation Agreement*

I understand that I will be participating in simulation scenarios and experiences throughout the nursing program. All experiences will be treated with confidentiality and non-disclosure as I would with any patient-client interaction. This includes the scenarios themselves (not sharing the specifics of the scenario) as well as what happens within the group of students that goes through the simulated and debriefing experiences (what students say and do during the scenario). For quality learning to occur, it is important that all students feel safe to be involved in the scenario without feeling that their nursing actions and statements will be evaluated and talked about by other students. If I fail to comply with this agreement, it will result in a warning and may prevent me from meeting course objectives and end in failure of the course.

Student Initials: _____

Part II: *Information Release Form*

I hereby grant my permission to Arkansas State University-Newport Nursing Department to submit copies of all my immunization records and/or the Waiver of Hepatitis Vaccination to all clinical agencies which I am assigned for clinical coursework. I hereby grant my permission to Arkansas State University-Newport Nursing Department to discuss my criminal background results with clinical partners as required to participate in clinical learning.

Student Initials: _____

Part III: *Health Insurance Portability & Accountability Act (HIPAA) for Health Facility*

My clinical education will be completed in one or more facilities approved by the Arkansas State University-Newport Nursing Department.

It is the responsibility of each student, in their assigned facility, to exercise appropriate judgment and conduct himself or herself in a manner that reflects the use of common sense and good judgment. The following information contains generalizations and should not be considered as all inclusive:

Students are to render care in a manner that enhances the personal dignity and rights of each patient. Any form of patient abuse and/or neglect will not be tolerated, and staff members are to support facility policy and procedures in this regard.

Counseling of the patient regarding personal problems or involvement of students with patients outside the facility is discouraged and unacceptable.

Appropriate language is to be used at all times in all facility areas (patient, professional, and public).

Students are not to divulge any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute grounds for civil action.

Discussions regarding patients are not to be held in the presence of other patients or any other person not privileged to this communication.

Problems of a patient are not to be discussed with another patient by the student.

Patients are not to be named or discussed with anyone outside of the facility setting or who do not have a legal right and reason to receive information about a patient.

Personal problems or concerns of staff members are not to be discussed with the patient group or any member of this group.

I agree to abide by the above Code of Ethics. I have read the above and acknowledge receiving a copy of it.

Student Initials: _____

Part IV: *Arkansas Nurse Practice Act*

I have reviewed the Arkansas Nurse Practice Act 3-17-87-312, concerning criminal background checks and understand the reasons for which the Arkansas State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.

Student Initials: _____

Part V: *Guarantee of Licensure*

I understand that successful completion of the Nursing Program at Arkansas State University-Newport does not guarantee licensure from the Arkansas State Board of Nursing.

Student Initials: _____

Part VI: *Guarantee of Employment*

I understand that successful completion of the Nursing Program at Arkansas State University-Newport does not carry with it any guarantee of employment.

Student Initials: _____

Part VII: *Mental and Physical Abilities*

I have reviewed and understand the mental and physical abilities that I must demonstrate during the nursing program.

Student Initials: _____

Part IX: *Hepatitis B Waiver*

I have decided to decline the Hepatitis B vaccination series. I wish to sign the Hepatitis B vaccination waiver form.

Student Initials: _____

Part X: *Nursing Policy Manual*

I have received and read the policies of the Nursing Program of Arkansas State University-Newport. I understand these policies, and I will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies.

Student Initials: _____

Student Signature: _____

Date: _____