

**Associate of Applied Science in Nursing RN
Student Handbook**



2020 - 2021

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TABLE OF CONTENTS

	Page
ACKNOWLEDGEMENT	4
PURPOSE.....	5
MISSION STATEMENT	6
FACULTY	7
LINKS.....	8
OVERVIEW	9
PHILOSOPHY.....	10
CONCEPTUAL FRAMEWORK.....	11
PROGRAM OUTCOMES.....	14
ANA CODE FOR NURSES.....	15
PROGRAM REQUIREMENTS.....	16
COURSES.....	19
COURSE DESCRIPTIONS.....	21
SYSTEMATIC EVALUATION PLAN.....	22
HEALTH REQUIREMENTS.....	25
CPR.....	26
LIABILITY INSURANCE.....	26
GRADUATION/NCLEX	26
WITHDRAWAL PROCEDURES.....	26
GRIEVANCE POLICY	27
EVALUATION & GRADING.....	27
ACADEMIC HONESTY.....	28
ATTENDANCE POLICY	29
TARDY POLICY	29
MISSED EXAMS/QUIZZES	29
MISSED CLINICAL	30
CHILDREN IN THE CLASSROOM.....	30
OFF CAMPUS ACTIVITIES.....	30
MISCELLANEOUS REQUIREMENTS	30
STUDENT NURSE ASSOCIATION.....	31
PEER EDUCATION	31

SUBSTANCE ABUSE.....	31
NON-DISCRIMINATION POLICY.....	31
CRIME CONVICTION STATEMENT.....	32
BACKGROUND CHECK POLICY.....	32
CBC 17-87-313.....	32
SEXUAL HARRASSMENT POLICY.....	35
COMMUNICATIONS.....	36
STUDENT EXPECTATIONS.....	36
ABILITIES AND SKILLS.....	36
PRACTICUM RULES.....	37
DRESS CODE.....	37
SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS.....	39
ACCOUNTABILITY.....	40
FINANCES.....	41
DEPARTMENT FACILITIES & LEARNING RESOURCES.....	43
ACCIDENTAL SHARPS INJURIES & HIV/HBV EXPOSURE POLICY.....	45
CONFIDENTIALITY POLICY.....	46
INJURY & ACCIDENT POLICY.....	47
MRSA PROTOCOL & POLICY.....	48
APPENDIX A: HOW TO STUDY FOR NURSING COURSES.....	49
APPENDIX B: HEPATITIS B VACCINE WAIVER.....	50
APPENDIX C: COUNSELING RECORD.....	51
APPENDIX D: INSTRUCTOR EVALUATION OF PRACTICUM.....	53
APPENDIX E: UNSAFE BEHAVIOR REPORT FORM.....	54
APPENDIX F: CRITERIA FOR EVAL. UNPROFESSIONAL CONDUCT.....	56
APPENDIX G: STUDENT AGREEMENT.....	58
APPENDIX H: APPEALS COMMITTEE.....	59

ACKNOWLEDGMENT

I have received a copy of the Associate of Applied Science in Nursing RN Student Handbook (2020 - 2021 revision) and will familiarize myself with the information therein. I understand that the Student Handbook constitutes the general policies and procedures for students in the nursing program and having signed this document accept these policies.

(Signature)

(Printed Name)

(Date)

Please sign and email a this form in PDF format to your instructor. This signed form will be retained as part of your permanent record.

Purpose

Welcome to the Arkansas Tech University-Ozark Campus Associate of Applied Nursing program. This handbook has been prepared by the faculty and students to provide you with information that you will need to function effectively as a student in the AAS in Nursing Program. This handbook contains the policies, procedures, and guidelines for the Nursing Department. You should read the handbook thoroughly and remain familiar with its contents throughout your enrollment in the nursing program. Any new or revised policies, procedures, or guidelines will be posted, discussed with the class representatives, and presented to the classes.

The handbook of the ATU-Ozark Campus AAS in Nursing program has been developed to supplement the information contained in the ATU-Ozark Student Handbook, and to provide information relevant to the nursing department.

If after reading the handbook, you have questions, please contact your faculty advisor or one of the other faculty members

Arkansas Tech University-Ozark Campus

Campus Mission Statement

Arkansas Tech University, a state-supported institution of higher education is dedicated to nurturing scholastic development, integrity and professionalism. The university offers a wide range of traditional and innovative programs which provide solid educational foundation for life-long learning to a diverse community of learners.

Registered Nursing Mission Statement

To provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

Faculty

The following Ozark faculty currently teach in the A.A.S. degree program:
(Date of hire follows name).

Lesley Krohn, D.N.P., R.N., C.P.N.

August 2012

Registered Nursing Program Chair

D.N.P. University of Missouri

M.S.N. University of Missouri

B.S.N. Arkansas Tech University

R. Blaine Snyder, B.S.N., R.N.

August 2018

Registered Nursing Instructor

B.S.N. Arkansas Tech University

A.D.N. University of Arkansas Fort Smith

Arkansas Tech University Program Links

Arkansas Tech University Ozark Nursing Website:

<http://www.atu.edu/ozark/academics/p-regnurse.php>

NCLEX Information:

<http://www.ncsbn.org/nclex.htm>

Arkansas Tech University Russellville RN to BSN Website:

<http://www.atu.edu/nursing/rn-bsn.php>

Guides for APA Formatting

A variety of tools are available online to assist the students in utilizing APA format. Students are required to use current APA format to cite resources/references in all nursing courses.

Arkansas Tech University

<https://libguides.atu.edu/apa>

Purdue University

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Overview of the Department of Nursing

The Department of Nursing on the Arkansas Tech University – Ozark campus offers associate degree study in nursing to qualified graduates of practical nursing programs. This program leads to a degree of Associate of Applied Science in Nursing and has received Initial Approval from the Arkansas State Board of Nursing and the Arkansas Department of Higher Education.

Effective March 13, 2019, this nursing program is a Candidate for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN). This Candidacy status expires on March 13, 2021.

Generally, nursing students begin study at the University with foundation courses consisting of Nursing Department platform courses or paramedic courses and the RN 2006 Paramedic to RN course, general education requirements, and having completed successfully a practical nursing program. The classes provide the basis of knowledge on which nursing theory and skills are built.

Once the practical nursing program and platform courses are completed, the student applies for admission into the technical phase of the Nursing program (see Admissions section for more in-depth information.)

The technical phase of the Nursing program is comprised of two semesters of full-time study which are designed to prepare students for beginning professional responsibilities in a variety of health-care settings and to provide the necessary foundation for transition into the online RN-BSN program offered by the Arkansas Tech University – Russellville campus.

Upon completion of the degree requirements, the graduate may be eligible to write the National Council Licensure Examination – Registered Nurse (NCLEX-RN) for licensure as a Registered Nurse.

Philosophy of the Registered Nursing Program

The mission of the Associate of Applied Science in Nursing program is provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

Nursing Philosophy

The faculty of the Department of Nursing at Arkansas Tech University – Ozark Campus seeks through its associate degree nursing program to implement the mission of the Ozark campus of the University, a mission committed to prepare students to learn the skills and acquire the knowledge to contribute to the workforce and to society.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Associate of Applied Science in Nursing program is committed to providing opportunities for students to enhance their critical thinking and communication skills in therapeutic interventions. The graduate will utilize the nursing process to assist individuals, families, and groups to meet their bio-psycho-social, emotional, spiritual, cultural, and environmental needs.

Nursing is a caring relationship that facilitates health and healing. Encompassing the acquisition and critical application of knowledge from nursing and the social, psychological, biological, and physical sciences, nursing meets the health needs of individuals, families, and groups. As a profession with responsibilities and privileges, nursing is concerned with promotive, restorative, and supportive practices aimed to optimize health in the recipients of care. Nursing is publicly accountable to the society it serves, obligated to improve nursing practice through acquisition, utilization, augmentation, and promotion of knowledge and skills, as well as the systematic study of the effects of these practices on human health.

Learning is essentially manifested in a change or reorganization of behavior and is best accomplished through active inquiry and participation in the learning process. Learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The teacher functions as a facilitator by establishing a learning climate of mutual respect regarding beliefs, feelings, and opinions, and by providing learning opportunities and guidance with regard to individual differences. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective, and psychomotor domains. The ultimate responsibility for learning rests with the learner.

Nursing education, an integral part of higher education, fosters the generation and application of scientific knowledge through the nursing process. These learning experiences are organized for an orderly progression through an increasing complexity of nursing situations. During the educational process, the student acquires knowledge of the independent and collaborative functions of the nurse.

Associate degree nursing education prepares a graduate to function as an entry level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered nursing practice, to be competent, self-directed, and

capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings.

The graduate should demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth, and will be encouraged at every step along the educational path to follow up this program by entering a baccalaureate program in nursing to demonstrate this quest for knowledge and growth.

This philosophy is very similar to and in fact mirrors, when possible, the philosophy of the Nursing program of the Arkansas Tech University – Russellville campus in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Conceptual Framework

The design of the conceptual framework at Arkansas Tech University's Department of Nursing is a construct composed of four major components: PERSON, HEALTH, NURSING, and ENVIRONMENT. Thus, the design of the program is an intersecting circular formation of the four major components. This conceptual framework is the same as the Arkansas Tech University – Russellville campus in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Description of the Framework Components

Person, a bio-psycho-social, emotional, spiritual, cultural, and environmental being, functions as a unique, integrated "whole". Person is an open system, changing and being changed by the environment. Person's relationships are influenced by stages of development at any given point in time and experience in the life cycle. Through interactions, persons attempt adaptation to maintain a high level of health. Health and illness are human experiences. Persons must adapt in order to survive. Adaptive processes occur on a continuum, from the moment of conception throughout life. Physiological, psychological, social, emotional, spiritual, cultural, and environmental forces shape the process of adaptation. Person's state of health is determined by the ability to adapt. According to the ANA Nursing's Social Policy Statement

(2003) "The presence of illness does not preclude health, nor does optimal health preclude illness" (p. 3). The life cycle is an orderly sequence of events beginning at conception and ending with death. Within this sequence, certain common cognitive, psychological, and motor developmental tasks can be identified. The mastery of these tasks is essential to the achievement of self-actualization and optimal health.

Communication is a process by which persons gather information and share ideas, opinions, values, and feelings with others. Person's ability to communicate produces vital forces which can be utilized for positive benefits to self and society. The person has freedom of choice in making decisions related to personal health. This freedom to choose influences the nurse's ability to assist the client to optimal health. Nurses must respect the person's right to make decisions that might conflict with the nurse's own value system. The nurse acknowledges there are times when a person may not make logical choices that would improve health, however, the right to make such choices must be protected.

Health is a condition of physical, mental, and social well-being that reflects adaptation to environmental, physical, and psychological factors. Health is not a static condition; it is dynamic in nature and may change over time in response to new situations, new challenges, and aging. Health is culturally defined and reflects a person's ability to perform daily activities in culturally expressed ways.

Nursing Six essential features of professional nursing practice are identified in ANA Nursing's Social Policy Statement (2003): provision of a caring relationship that facilitates health and healing; attention to the range of human experiences and responses to health and illness within the physical and social environments; integration of objective data with knowledge gained from an appreciation of the patient or group's subjective experience; application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking; advancement of professional nursing knowledge through scholarly inquiry; and influence on social and public policy to promote social justice (p.5). The bio-component of the person directs nursing's attention to the physical needs. The emotional and psycho-component requires that the nurse regard the interrelatedness of mind and body. Cultural and social

aspects must also be taken into account in the delivery of nursing care. Since the spiritual component gives quality and aesthetic features to life, it too must be considered. The concept of spirit refers to that which gives meaning, purpose, and direction to life--it may be understood in a religious, philosophic, or humanistic sense. The beliefs of the nurse in regard to various aspects of life's spirituality will be motivators in the kinds of care delivered to clients. Therapeutic touch, sensitivity to client's needs, religious affiliations, compassion for suffering persons, and comfort measures are all contained in the realm of spiritual aspects. "Nursing behaviors reflect nursing roles and practices utilized to promote health, prevent illness, or assist with activities that contribute to recovery from illness or to achieving a peaceful death" (ANA 2003, p. 76). "Restorative practices modify the impact of illness or disease. Supportive practices are oriented toward modification of relationships or the environment to support health. Promotive

practices mobilize healthy patterns of living, foster personal and family development, and support self-defined goals of persons, families, and communities" (ANA 2003, p. 74). Nursing behaviors are acquired and synthesized by the nurse in the delivery of appropriate nursing care. The major roles within the scope of nursing behaviors include manager, communicator, teacher, health care provider, researcher, advocate, and collaborator. Research methodology and utilization of well-designed nursing studies are necessary to provide a scientifically based order and reason to the practice. The activities of nursing encompass the traditional roles and the augmented interdependent roles in collaboration with other members of the health

care team. The scope of these activities is flexible and responsive to the changing needs of society. The expanded role of the nurse includes independent functions which assure continuity of care of the client, family, group, or community, in a variety of health care settings. Nurses provide care in both basic and advanced nursing practice. Within either basic or advanced practice, the nurse may choose a specialty area. Examples of settings for the practice of basic nursing include homes, schools, hospitals, institutions, community based health centers, and businesses. The professional nurse provides quality nursing care utilizing critical thinking. It is based on scientific principles and focuses on optimal health. The nurse functions as a leader in the provision of nursing care that is planned, goal directed, and specific to the needs of the particular patient, family, group, or community. The nursing process provides the methodology for nursing care. The nursing process consists of five steps: assessment, diagnosis, planning, implementation, and evaluation. During assessment, data collection, and organization leads to the formulation of the nursing diagnosis. Having diagnosed the client's needs and problems, the nurse develops a plan. Within this step of the nursing process, priorities are set. Patient outcomes are determined collaboratively with the patient whenever possible. The outcomes provide the nurse with the necessary direction to plan and implement interventions. The nursing process is unique; the care of the client becomes personalized and meets the client's perceived needs. Finally, evaluation of the client outcomes leads to re-assessment and then application of the process in a cyclic manner. The nursing process provides for input, evaluation, and utilization by the client and by all members of the

health care team. This process can be utilized in any setting where nursing care is provided to persons, families, groups, or communities (ANA 2003).

Environment takes into account the external world of persons. The world encompasses the society in which the Person lives. This includes the culture, set within a particular geographical location. The environment consists of a group of persons who share certain commonalities, such as goals, values, political ideologies, and socio-economic status. The community is an interactional unit of this world consisting of health care consumers, health care providers, and health care settings. The structural unit of the community is the family in various traditional and nontraditional family forms. Because a person's life depends upon the environment, one cannot view the person apart from it. Throughout the life cycle, the person changes and adapts to the environment. The person's response to the environment impacts on the possibilities for health which then guide the nurse in making appropriate nursing intervention.

**Adopted from the Arkansas Tech University BSN program July 2012 in an effort to keep the ATU – Ozark AAS program and the ATU – Russellville BSN program as similar as possible.

Arkansas Tech University-Ozark Campus
Associate of Applied Science in Nursing Program Outcomes

Learners in the Nursing program will:

- Demonstrate the ability to deliver competent nursing care in a manner that minimizes risk to patient, self, and others independently.
- Demonstrate effective communication, both oral and written.
- Demonstrate the ability to provide theory based, individualized, culturally sensitive therapeutic nursing care to patient and families.
- Demonstrate ability to think critically and manage diverse patient populations in a variety of health care settings.
- Effectively utilize all stages of the nursing process (assessment, diagnosis, planning, implementation and evaluation) when caring for a wide variety of patients.
- Adhere to legal and ethical standards.
- Participate in activities addressing quality of care, leadership in nursing, and demonstrates professionalism.
- Utilize research strategies and informatics to continuously monitor and improve the quality and safety of clinical practice.
- Value lifelong learning and the pursuit of higher education.

ANA Code for Nurses

The 2001 American Nurses Association Code is as follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Program Admission Requirements

The following is required for admission to the proposed A.A.S in Nursing:

Application for Admission to the University (if not already enrolled at ATU-Ozark)

Official High School Transcript with 2.0 or better GPA or GED

Official transcripts from other colleges attended

Test scores from ACT or COMPASS (no more than 5 years old)

Minimum of 15 ACT or COMPASS equivalent (no more than 5 years old)

Placement Scores

The following scores will be used for placement in English, Math, and, if required, Reading, courses:

ACT	COMPASS	COURSE
19 ACT English	(75 Writing)	ENGL 1013
19 ACT Reading	(82 Reading)	READ 0103
19 CT Mathematics(41 Algebra)		MATH 1113

Complete Nursing admissions requirements:

- Eligibility for admission to Arkansas Tech University- Ozark Campus
- Completion of pre-requisite general education coursework with a minimum of a "C" or better in each course and a 2.75 GPA; Conditional acceptance may be granted to those students who are in the process of completing remaining pre-requisite coursework. Failure to maintain "C" or better and a 2.75 GPA upon completion of remaining pre-requisite coursework may lead to forfeiture of RN program admission offer.
- Hold a current, unencumbered Arkansas LPN license OR Hold a National Paramedic Registry Certificate and have 3 years current healthcare work experience.
- Graduated from an approved PN school in the last 12 months OR worked a minimum of 1000 hours as an LPN in acute care/long term care in the past 12 months
- Completion of LPN to RN Program Application for Admission
- Completion of appropriate LPN or Paramedic HESI testing
- Be at least 18 years of age
- Students who speak English as a second language shall meet the same admission criteria as other students.

Admission ranking is based on HESI scores, followed by GPA of platform coursework and Date/Time of application in case of tie.

Definition of Acute Care or Long Term Care Facilities

Long term care facilities include:

- nursing homes
- skilled nursing facilities

Acute Care is defined as a facility or position that requires time sensitive and rapid intervention to prevent illness, injury or death. Examples include, but are not limited to:

- inpatient hospitals, including inpatient medical hospitals, inpatient rehabilitation hospitals, inpatient psychiatric hospitals, and long term acute care facilities
- urgent care facilities
- ambulatory surgery centers
- dialysis centers
- home health agencies
- hospice

Primary care and specialty care clinics are not considered acute care facilities. Even though clinics may occasionally see patients who require some components of acute care, they are not positioned to assume the role of acute care provider.

This is not intended to be a comprehensive listing of every single acceptable type of nursing care. If you have a question, please contact Sharyl Moffit at 479-508-8500 x 6105 and your employment history will be evaluated on a case by case basis.

Acceptance

Applicants that are selected for admission must notify Arkansas Tech University – Ozark campus that they will be attending to verify and accept placement. Upon acceptance to the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
- Verification of Two step tuberculin skin testing for initial testing then annually thereafter, or a negative T-spot test or up-to-date wellness screening through the Arkansas Department of Health
- DTAP within the last 10 years
- Hepatitis B-Vaccine (3 doses) with completed bring documentation; if Hepatitis B Vaccine declined, student must sign and submit Hepatitis B Waiver
- MMR- 2 doses to everyone born during or after January 1, 1957
- VZV- 2 doses or positive titer (*varicella-zoster, vaccine for VZV, and chickenpox*)

Academic Progression

In order to progress within the nursing curriculum, the student must meet the following criteria:

- The student must maintain a “C” in all nursing theory classes and practicums to progress to the next level of courses
- A failed/attempted nursing course must be repeated the next time the course is offered, based on availability of space in the course. A nursing course may be repeated only once, and only two nursing courses may be repeated. Following a second failure/attempt in that nursing course the student will be dismissed from the program.
- An attempted course is defined as “any enrollment in any course and dropping it or changing it to an audit after the first day of the 8th week of the semester during the Fall or Spring semester, or failure of the course with a D or F.
- Students must achieve a passing grade of “C” in all the Theories and corresponding Practicum courses in order to progress within the program. Students who repeat a Theories course are required to show practicum competency in order to progress. Students who repeat Practicum are required to show theoretical competency in order to progress.
 - Practicum competence can be attained by: 1) taking for credit the corresponding practicum course or 2) taking a comprehensive practicum exam administered by the practicum instructor and achieving a 75% on the exam.
 - Theoretical competence can be attained by: 1) taking for credit the corresponding theoretical competencies and maintaining a 75% average on all exams or 2) taking a comprehensive theory exam for the corresponding theoretical courses and achieving a 75% or greater.
- The drug calculation test will be given in Pharmacology I a total of three times. Before practicing in the clinical setting, the student must demonstrate competence in medication administration by passing the exam with a score of 92%. Prior to the second week of clinical, the drug calculation test must be passed with a score of 100%. Failure to make 100% on the drug calculation test by the third attempt will result in failure of Practicum I.
- To successfully complete the Nursing program all level two nursing students will take the ATI-RN Assessment Standard Test. The examination simulates the NCLEX-RN and provides feedback for the student of their overall knowledge and comprehension of the nursing courses. The examination is given at the end of the second semester prior to final exams. The passing score for the ATI-RN Assessment Standard Test is determined by the nursing department using the data from the national standardized test.
- Applications for submission to the State Board of Nursing to write the NCLEX exam and receive a temporary permit will be released only after the student has successfully passed the ATI-RN Assessment exam. Any student not achieving a passing score on the 1st attempt must complete a review as set by the faculty prior to a 2nd attempt on the exam. Any student not achieving a passing score on the 2nd attempt at the exam must meet with faculty to discuss the review

necessary prior to subsequent attempts. The student must wait at least three weeks between the 2nd and 3rd attempt.

- All coursework must be passed with a “C” or higher in each level to progress to the next level.
- The nursing program must be completed within two years of entry into the technical phase of the program.
- The student must continue to hold an active unencumbered LPN license throughout their time in the program.
- See Appendix I for specific information on appeals committee

Readmission Candidates

A student who fails or leaves the program for any reason must re-apply for admission. A student who withdraws from any nursing course with a grade less than a “C” may not be eligible for re-admission. This will be determined on a case by case basis after reviewing the student’s course work and practicum performance and evaluations. A student who leaves the program for any reason with a disciplinary action on record will not be eligible for readmission.

Transfers

Due to differences in nursing curriculum at other nursing programs, ATU-Ozark will not accept transfer students into the LPN to RN program. Students who were enrolled at another program will be required to follow the same requirements and admission procedures as students who have never attended another nursing program.

Graduation Policy

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion of all coursework and successfully completing the ATI-RN Assessment Standard Test, the student’s status will be submitted to the Arkansas State Board of Nursing. Students are reminded that graduation from the Arkansas Tech University – Ozark campus with an A.A.S. in Nursing does NOT automatically enable the student to sit for the NCLEX-RN exam. This is determined by the Arkansas State Board of Nursing. The student must successfully complete 30 hours at Arkansas Tech University in order to graduate.

Associate of Applied Science Degree – Registered Nursing				
Prefix	Number	Title	Credit hrs	Semester taken
MATH	1113	College Algebra	3	1 Fall/Spring
ENGL	1013	Composition I	3	1 Fall/Spring
PSY	2003	General Psychology	3	1 Fall/Spring
BIOL	2404	Human Anatomy & Physiology I	4	1 Fall/Spring
BIOL	2414	Human Anatomy & Physiology II	4	2 Fall/Spring
ENGL	1023	Composition II	3	2 Fall/Spring
BST Or COMS	1303 2003	Introduction to Computers Microcomputer Applications	3	2 Fall/Spring
PSY	3813	Lifespan Development	3	3 Fall/Spring
BIOL	3054	Microbiology	4	3 Fall/Spring
SOC	1003	Introduction to Sociology	3	3 Fall/Spring
CHEM	1113/ 1114	Survey of Chemistry	4	3 Fall/Spring
RN	2006	Paramedic Transition to RN*	6	3 Spring
			37 (43*)	
		APPLICATION TO ADN RN PROGRAM	Credit hrs	
RN	2113	Introduction to Professional Nursing	3/45	Fall
RN	2112	Pharmacology I	2/30	Fall
RN	2116	Theories and Concepts for ADN I	6/90	Fall
RN	2115	Practicum for ADN I	5/225	Fall
RN	2212	Pharmacology II	2/30	Spring
RN	2216	Theories and Concepts for ADN II	6/90	Spring
RN	2215	Practicum for ADN II	5/225	Spring
RN	2211	Nutrition	1/15	Spring
			30	

***Required only for Paramedic transition students
67 Credit Hours (73 for Paramedic students)**

Students will be required to complete 37 credit hours of prerequisite course work with a minimum of a “C” or better in each course and a 2.75 GPA prior to admission to the technical phase of RN program. Students must also hold a current, unencumbered Arkansas LPN license and must have either a) graduated from an ASBN approved PN school in the past 12 months OR b) worked a minimum of 1000 hours as an LPN in the 12 months prior to application OR hold a National Paramedic Registry Certificate and 3 years current healthcare work experience.

Course Descriptions

RN 2113 Introduction to Professional Nursing

A three hour course which introduces the student to selected basic concepts of professional nursing. Purpose of the course is to introduce nursing concepts to nursing majors. This course focuses on nursing as a caring profession, nurses' roles and functions, ethics, standards, legal aspects, holism, wellness, health care settings, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of Tech's Department of Nursing will be explored. Lecture 3 hours.

RN 2112 Pharmacology I

This course focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for care will be included. Lecture 2 hours.

RN 2116 Theories and Concepts for ADN I

Co-requisite: RN 2115 This course, utilizing the nursing process, builds upon the knowledge of the LPN and includes the bio psycho social and spiritual needs of the family. The course emphasizes family development, the childbearing experience, and the child's unique response to the internal and external environment. Lecture 6 hours.

RN 2115 Practicum I

Co-requisite: RN 2116. A clinical course which facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112, RN 2116 and RN 2113. 15 practicum hours equal to 5 credit hours.

RN 2212 Pharmacology II

This course is a continuation of Pharmacology I and focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. the relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for the care will be included. Lecture 2 hours.

RN 2216 Theories and Concepts for ADN II

Co-requisite: RN 2215 The course focuses on the prevention of illness, maintenance of health and the restoration of wellness in the care of clients and families experiencing major dysfunctions in adaptation. The nursing process is the methodology used to assist clients and families toward achieving optimal health. Principles of growth and development throughout the life cycle, utilization of research findings, principles of communication in crisis, and the role of the nurse in crises situations are included in the course. Psycho social theories and concepts relevant to the care of the emotionally disturbed client and family are explored in depth. Lecture 6 hours.

RN 2215 Practicum for ADN II

Co requisites: RN 2216. This is a clinical nursing course which provides the opportunity for the integration of theories and concepts in the application of the nursing process in the care of the emotionally and/or physically dysfunctional client, family or group who are undergoing adaptation difficulties due to major deviations from wellness. The health care is delivered according to scientific principles, research findings, and accepted standards of care. Nursing behaviors and nursing roles are

emphasized which are appropriate to the level of the students. Learning experiences are gained through caring for clients. 15 practicum hours equal to 5 credit hours

RN 2211 Nutrition

Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance, restoration of nutritional health, and in the prevention of nutritional deficit. Exploration is conducted of the social, religious, and cultural factors which affect the family's nutritional health. Lecture 1 hours.

**Arkansas Tech University – Ozark Campus Registered Nursing Program
Systematic Plan of Evaluation – Revised February 2020**

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #1 Demonstrate the ability to deliver competent nursing care in a manner that minimizes risk to patient, self, & others independently <i>(Review: May of even years)</i>	Mountain Measurement score for reduction of risk potential.	Program score above 50 th percentile on measurement of reduction of risk potential.	Annually
	Mountain Measurement score for safety and infection control.	Program score above 50 th percentile on measurement of safety and infection control.	Annually
	Capstone simulation.	85% of students will be graded achieve a ¾ or 4/4 on safety grade of capstone simulation.	Annually at the end of the spring semester.
	ATI Dosage Calculation Test	90% of students will achieve a score of 100% by the third attempt.	Annually in October.
EPSLO #2 Demonstrate effective communication, both oral and written. <i>(Review: May of even years)</i>	Capstone simulation	65% of students score 3/4 or 4/4 on verbal communication with partner during capstone simulation.	Annually at the end of the spring semester.
	Capstone simulation	80% of students will score greater than or equal to 8/10 on a care plan initiated during capstone simulation.	Annually at the end of the spring semester.
	Mountain Measurement score for psychosocial integrity	Program score above 50 th percentile on measurement of psychosocial integrity	Annually
	ATI Nurse’s Touch: Professional Communication report	Cohort average of 75% or better for each module.	Annually in December.
	APA Paper written in RN 2113	80% of students will achieve a score greater than or equal to 75%.	Annually in December.

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #3 Demonstrate the ability to provide theory-based, individualized, culturally sensitive, therapeutic nursing care to patient and families. <i>(Review: May of even years)</i>	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	Mountain Measurement score for basic care and comfort	Program score above 50 th percentile on measurement of basic care and comfort.	Annually
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	ATI The Communicator Respecting Clients' Cultures module	Cohort average of 75% or higher	Annually in May.
	Family Care Plan	80% of students will achieve a score of 75% or higher after upon completion of pediatric and maternal/infant practicums.	Annually in December.
EPSLO #4 Demonstrate the ability to think critically and manage diverse patient populations in a variety of health care settings. <i>(Review: May of even years)</i>	ATI Critical Thinking Assessment	Cohort average will improve by 2% at program completion from test taken at the beginning of program.	Annually in May.
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	ATI Proctored Assessments	50% of students will achieve Level 2 or higher, suggesting readiness to manage care for diverse populations.	Annually in May.
	ATI Proctored Assessments	75% of students will achieve Level 1 or higher	Annually in May.

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COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #5 Effectively utilize all stages of the nursing process when caring for a wide variety of patients. <i>(Review in May of odd years)</i>	Mountain Measurement score report for nursing process	Program score above 50 th percentile on measurement every phase of the nursing process.	Annually
	Family Care Plan	80% of students will achieve a 75% or higher on the Family Care Plan.	Annually in December
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	Capstone simulation	80% of students will score greater than or equal to 8/10 on a care plan initiated during capstone simulation.	Annually at the end of the spring semester.
EPSLO #6 Adhere to ethical and legal standards. <i>(Review: May of odd years)</i>	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	Mountain Measurement score for psychosocial integrity.	Program score above 50 th percentile on measurement of psychosocial integrity.	Annually
	Mandated Reporter Training	100% of students will complete the Mandated Reporter Training.	Annually in December after completing RN 2006
	ATI Fundamentals Proctored Assessment	75% of students will score a Level 2 or higher on the ATI Fundamentals Assessment	Annually in December.
EPSLO #7 Demonstrates professionalism through participation in activities addressing quality of care and leadership in nursing. <i>(Review: May of odd years)</i>	Mountain Measurement score for reduction of risk potential.	Program score above 50 th percentile on measurement reduction of risk potential.	Annually
	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	ATI Nurse's Touch: Becoming a Professional Nurse	Cohort average of 75% or higher for each module.	Annually in December after completing RN 2006

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #8 Utilize research strategies & informatics to continuously monitor and improve the quality & safety of clinical practice. (Review: May of odd years)	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	Mountain Measurement score for safety and infection control.	Program score above 50 th percentile on measurement of safety and infection control.	Annually
	ATI Nurse's Touch: Informatics and Technology	Cohort average of 75% or higher for each module.	Annually in May.
	Research Articles in RN 2215 Practicum II	80% of students will score 80% or higher on all research article assignments in the RN 2215 Practicum II course.	Annually in May

Health Requirements

Proof of Immunizations, TB Test and Flu Shot

Proof of immunization and TB Skin Test results are required 30 days prior to the first clinical day. The **nursing office** must also have in your clinical file immunization records documenting (2) immunizations against the measles (MMR) unless born before January 1, 1957. These copies are not automatically sent to the nursing office from the office of Student Services. The student is responsible for providing the nursing office with this record. The State of Arkansas has mandated that every employee and student assigned to clinical rotations in a long-term care facility show proof of immunization against the flu.

The student must submit proof in the form of an immunization record (*scanned copy*) to the practicum instructor by the deadline set for submission of immunization records. Failure to have these immunizations available to the practicum instructors by the deadline could result in the student not being assigned practicum rotations. If this occurs the student will be unable to meet the program objectives, therefore, failure to result in dismissal from the nursing program.

CDC Recommendations

- Two step tuberculin skin testing for initial testing then annually thereafter; or a negative T-spot test or up-to-date wellness screening through the Arkansas
- Td-Tetanus recommended if 10 years since last immunization
- Hepatitis B-Vaccine (3 doses) with series documentation; if Hepatitis B vaccine declined-student must sign Hepatitis B Waiver
- MMR- 2 doses to everyone born during or after January 1, 1957
- VZV- 2 doses or positive titer (*varicella-zoster, vaccine for VZV, and chickenpox*)
- Influenza Vaccine yearly during the fall semester is required by clinical facilities.

Immunizations are available by appointment from the ATU Health & Wellness Center
Dean Hall Room 126
402 West O Street, Russellville, Ar. 72801
Phone 479-968-0329

Cardiopulmonary Resuscitation (CPR)

American Heart Healthcare Provider CPR is required as a prerequisite prior to entry in the Nursing Program. Each student must have verification documentation of current American Heart Healthcare Provider CPR (adult, child, and infant) on file with the practicum instructor once admitted to the program. The verification must be valid through the length of the month program or will require renewal in order to complete the practicum rotations. .

Liability Insurance

Each student in the nursing program is required to carry liability insurance. The fee for this insurance included in the student fees, and must be paid when registering. (*See supply/Fees list*)

Graduation/NCLEX

To be eligible for graduation, the student must complete the following steps:

Comply with all Arkansas Tech University requirements for an associate degree in nursing:

1. Complete the requirements of 37 hours of platform coursework as specified in the University catalog.
2. Submit the specified forms to the Registrar's office.
3. All second semester students are required to complete the ATI Comprehensive Predictor Assessment. A passing score on the ATI Comprehensive Predictor is required in order for the student to be cleared to the Arkansas State Board of Nursing and take the NCLEX-RN. The passing score for the exam is set by the Department of Nursing and reflect predicted NCLEX-RN success. The passing scores are published each semester in the course syllabi.
4. A processing fee, payable to Student Accounts, is assessed when the application for graduation is approved.
5. Upon completion of the nursing degree requirements, the graduate may be eligible to apply for the National Examination for Licensure as a Registered Nurse. The fees to sit for the NCLEX and to obtain a license from the Arkansas State Board of Nursing are subject to change. Students will be provided with further information and the necessary forms in the 2nd semester of the nursing program.

Student Withdrawal Procedures

When a student leaves the nursing program for **any reason**, the withdrawal procedure will be as follows:

1. The student will inform the advisor, instructor, or Department Chair of the need or desire to be withdrawn from the program.
2. The advisor or instructor will contact the student and arrange for an exit interview and summary to be prepared by the coordinator. The coordinator will complete the exit interview and survey forms. A copy of the exit interview and survey will be placed in the student's file and in the nursing office.
3. The student should be aware that withdrawing from the program means that the student must re-apply for admission to the Nursing program. If the student has a disciplinary action on file

within the program upon withdrawal, the student will not be eligible for readmission into the program.

4. The student will be referred to the Office of Student Services Registrar's Office to officially withdraw from the nursing courses or school, if applicable. Student Services will notify the nursing department when this procedure is complete.
5. The student should be aware that if the grade at the time of withdrawal was below "C" the grade for the course(s) will be reflected as calculated at the time of withdrawal, which could possibly reflect a failing grade on the student's transcript. ***Withdrawal with a grade of less than "C" may prevent the student being accepted for re-entry into the nursing program. This will be determined by the nursing faculty after a review of the student's course work and practicum performance and evaluations.***
6. The student should note that not completing the above outlined process will make the student ineligible for reenrollment in the nursing program.

Grievance Policy and Procedure

The Department of Nursing grievance policy and procedure is consistent with that of the University. This policy provides the student with a way of appealing grades received or a grievance concerning a University employee or institutional regulation. This procedure is to be used for any conflict resolution. The student is referred to the ATU catalog for the policy in detail.

Evaluation and Grading

1. Course and Faculty Evaluation

The nursing faculty believes that evaluation of courses and of the teaching process is an integral part of nursing education. Based on this belief, the faculty evaluations are completed each semester through the office of Academic Services. These evaluation forms are supplied by the Office of Academic Services and are used to record the evaluation information.

The nursing faculty evaluates the program using the Weave assessment tool. The data is collected using information from instructor course grades, CAP testing at the end of each semester and the RN Assessment Test at the end of the training program. This information is used to review the overall program and to identify areas within the program that have a need for revision, or to make curriculum changes.

Faculty members also evaluate the courses in which they teach. The data is summarized by faculty, and, addition to other variables is used to make needed course revisions and to improve teaching methods.

2. Student Evaluation

All students in the nursing program receive ongoing evaluation of their progress throughout each semester. The evaluations may be verbal and or in writing.

Practicum Evaluations

This evaluation is based on how well the student has met the practicum objectives and followed the policies and procedures for the specific rotation. Practicum evaluations are done by the practicum instructors at the end of each clinical rotation. This is done in written form and a value is calculated and equated to the program grading scale. The evaluation is discussed with the student and both the instructor and the student sign and date the form. A copy of these practicum evaluations are placed in the student's practicum file. The student may request a copy of the evaluation.

Theory Evaluations

Classroom evaluations are largely related to the grade the student is maintaining in the class. The promptness of completion of assignments, and class attendance is evaluated.

Grading Scale

- A = 90-100
- B = 80-89
- C = 75-79
- D = 68-74
- F = 67 and below

Grades less than 75% will not be rounded. Each individual syllabi will contain additional information on grading, course requirements, etc.

A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. For all nursing courses "passing quality" is defined as a grade of 75% or above on previously completed work. Before a grade of "I" may be recorded, the student and instructor must determine course requirements to be completed and the completion date.

Students who receive a grade of "I" in a course must remove the "I" before they will be permitted to progress to the next level. **An "I" will not be given if the earned course grade at the end of the grading period is less than a "C".**

Midterm grades will be posted electronically to the Banner system. No grades will be given by *phone or to another student*.

Academic Honesty

Students are expected to be honest and truthful in both the classroom and during practicum experiences. They are expected to adhere to the Code of Ethics and Standards of care. Students should refer to the Arkansas Tech University-Ozark Campus Handbook for more specific regulations regarding academic honesty.

Students are expected to:

- a. Perform their assigned tasks in practicum as instructed or as deemed acceptable related to theoretical principles. Students should have the permission of their practicum instructor before using assistance from the staff.
- b. Notify the instructor immediately of any practicum error made.
- c. Present written work that is theirs alone.
- d. Be honest and truthful when documenting nursing care or giving oral or written reports.
- e. Perform assignments using only material and or information formatted by the student, not copies of another student's work.
- f. When using Black Board for assignments or testing complete on-line assignments on their own.
- g. Document material correctly. Plagiarism is defined as stealing and presenting as one's own ideas or words of another, or not documenting material correctly.

For the first occurrence of academic dishonesty, the student will be counseled, and a grade of “F” will be given for the work and be given a written warning disciplinary action within the program. On a second occurrence the student will be dismissed from the program and not eligible for reenrollment. Students are referred to the ATU catalog and handbook for the policy in detail.

Attendance Policy

Theory

Regular and timely attendance in theory classes is considered essential if students are to receive maximum benefit from the nursing courses. ***It is at the instructor’s discretion only, whether a student who is tardy may be allowed to complete a scheduled quiz or test.*** Students are responsible for obtaining any missed information ***after*** class. It is also at the instructor’s discretion to determine what percentage of theory can be missed in an individual course and how that percentage will affect the final grade in the course. ***(See individual course syllabus)***

Clinical

Missed practicum experiences may seriously affect the student’s ability to meet the course objectives and may jeopardize the student’s grade for the course. Each student must be responsible for their own learning experiences. It is your responsibility to make the most of all educational opportunities. Attendance in class is a reflection of your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend ALL CLASSES AND CLINICAL EXPERIENCES.

The student is responsible for knowing the attendance policy for each course or practicum level.

The instructor supervising the practicum experience will keep practicum attendance daily. Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. “Sending word” by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

The maximum number of practicum days/ hours missed cannot exceed **(16) hours**. The student will be given a written warning after the first 12 hours missed. If the student misses greater than 16 hours he/she may be dropped from the practicum course. ***(See section on Missed Clinical)***

Tardy Policy

Regular and timely attendance, in theory classes and clinical, is considered essential if students are to receive maximum benefit from the nursing courses. The individual course syllabus will identify the tardy policy for classes. The student is considered tardy if he or she arrives at the practicum site more than 15 minutes after the scheduled start time. Excessive tardiness (***greater than (2) two***) will result in the student not be allowed to remain in the practicum area for that day. This day would then be considered an absence and be reflected on the student’s practicum evaluation and grade for the practicum portion of the course.

Missed Exams/Quizzes

The course syllabus will provide information for each course and the instructor’s policy for missed exams and or make-up. ***The ability to make up a quiz or exam is at the instructor’s discretion and will be stated in the course syllabus as well as the timing and grading for the missed work.***

Missed Clinical

A practicum facility may require an orientation to its properties for the students and practicum faculty. The orientations are scheduled with the facilities and in most instances are only scheduled once each semester at the time given by the practicum agency. Each student is expected to attend these orientations. If a student misses an orientation to a facility, they will not be able to complete practicum rotations at that facility *until that orientation is completed. Rescheduling an orientation may not be an option. This is at the discretion of the practicum instructor and the nursing facility.* Missing the orientation may disqualify the student for clinical.

Missed practicum experiences may seriously affect the student's ability to meet the practicum course objectives. The practicum instructor will give a make up assignment for any missed practicum days. This make up assignment must be completed by the deadline given, but this will not erase any of the missed hours the student was not in attendance at practicum.

Specific requirements and objectives for each practicum level will be stated in the syllabus. Practicum hours are kept by the practicum instructors and totaled.

If the student is going to be absent for a practicum assignment, the student must notify the unit to which he or she is assigned at the practicum site and the practicum instructor. This must be done at least **1 hour** prior to the time the practicum experience is scheduled or will result in a no call/no show. Two no call/no show absences are grounds for dismissal from the program.

Children in the Classroom

Children are not allowed in the classroom or lab during any class, seminar, group work session or any scheduled learning experience.

Off-Campus Activities

School activities (including those off campus), must follow the rules and regulations, as stated in the Student Handbook and The Associate of Nursing Department Student Handbook. Any violation of these policies may result in disciplinary action including dismissal from Arkansas Tech University-Ozark Campus. Some activities require overnight stays, *there are to be no guest or family members accompanying the students or staying with the student's during these events. (See Student Services Memorandum).*

Miscellaneous Requirements

Intermittently, throughout the student's career in nursing, the student may be required to participate in learning activities that are an extension of the usual course offerings. For example, the student may be required to attend a conference that contains content related to nursing knowledge. These learning experiences are carefully chosen and are believed by the faculty to be valuable additions to the course content.

Students are required to have laptop computers and bring them to class. Laptops may be purchased in the bookstore. Web cameras are also required if computer is not equipped.

Student Nursing Association

Each student enrolled in the Arkansas Tech University-Ozark Campus Associate of Applied Science in Nursing Program becomes a member of the State RN Association. The association promotes the role of the RN and the RN student. The parent organization is the American Nurses Association (ANA).

Each student is enrolled as a student member, which gives them the opportunities to attend educational workshops, and interact with students from across the state. The organization holds annual meetings and each student may be expected to attend these events.

Peer Education

Students may also be asked to participate in the education of their peers by acting as subjects in the fundamental skills courses or working on group presentations and projects. The activities are viewed as beneficial to all of the students concerned.

Substance Abuse

Arkansas Tech University-Ozark Campus is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as part of any of its activities or sponsored activities away from the campus. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as part of any of the University's activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under the age of 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Nursing Department recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The faculty is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The Nursing Department strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. Any student who demonstrates behaviors or actions that cause concern or possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the Chief Student Officer in the office of Student Services.

In order to protect the staff, faculty, clinical agency, and clients, the students and faculty have devised an "Unsafe Student Behavior" form to be completed in the event a student displays behaviors that could cause harm to self or others. This form will be completed, witnessed by another person, and the student will document his/her version. This form will be sent to the Chief Student Officer and a copy will be placed in the student's practicum file. Substantiation of this unsafe behavior will result in dismissal from the Nursing Program. (*See Appendix: E*)

Nondiscrimination Policy

The Registered Nursing Program at Arkansas Tech University-Ozark Campus does not discriminate on the basis of color, sex, race, age, religion, national origin, disability, genetic information or veteran status in any of its practices, policies, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational service. Arkansas Tech University-Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights

Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request. Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, e-mail affirmative.action@atu.edu

Crime Conviction Statement

All nursing students should be aware that the Arkansas State Board of Nursing requires all applicants for the NCLEX-RN to have a criminal background check performed. If the applicant has ever been convicted of a crime, the Board will review each application individually and make a decision as to whether the applicant is eligible to take the NCLEX exam and to practice nursing in the State of Arkansas

Students who intend to pursue a nursing license in the State of Arkansas are required under Arkansas law to submit to a criminal background check. Any student who has been convicted of a crime should notify his or her advisor upon admission to the nursing program. This information is kept strictly confidential. The student will be advised and counseled as to the method petitioning the board to write the NCLEX exam.

Background Check Policy

Each student admitted to the program will complete a criminal background check. This record must be available to the clinical facilities on the first day of the student's initial practicum rotation. Falsification of this information will be cause for dismissal. (*This criminal history check does not apply to the background check required by the Arkansas State Board prior to being certified to write the NCLEX exam.*) The instructions will be given with the orientation material.

If this information is not available on the first day of practicum the student will not be allowed to attend until they can supply the identification check. If at that more than 16 hours of practicum have been completed and the student has not attended practicum he/she will be dropped from the practicum component of the program.

17-87-312. Criminal background checks.

(a)

(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.

- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
 - (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
 - (2) The permit shall be valid for no more than six (6) months.
- (g)
 - (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
 - (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
 - (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
 - (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
 - (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
 - (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
 - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
 - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

17-3-102. Licensing restrictions based on criminal records.

An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 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 as prohibited in § 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 as prohibited in § 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) 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;
- (23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
- (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) Theft of property as prohibited in § 5-36-103;
- (29) 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;
- (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; and
- (36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

(B) The individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

(A) The age at which the offense was committed;

(B) The circumstances surrounding the offense;

(C) The length of time since the offense was committed;

(D) Subsequent work history since the offense was committed;

(E) Employment references since the offense was committed;

- (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:
- (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) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

Sexual Harassment Policy

The policy of Arkansas Tech University-Ozark Campus is to maintain the University as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all form of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution

Communications

Maintaining good communications between the students and faculty is essential. Methods of sharing information within the Department include:

1. Memos posted on the classroom bulletin board.
2. E-mail to the individual student or class by instructor through the Blackboard system.
3. Individual student-faculty conferences. These are scheduled throughout the semester to discuss progress, counseling, or advisement.
4. The individual instructor's e-mail address and office phone number will be listed in the course syllabus.

Student Expectations

The Nursing Department affirms that all students in the Nursing Program must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty and the State Board of Nursing for safe nursing practice.

[Bower, D. L. & Denega, D. (1988)]

If at any point in the nursing program, a faculty member observes, or has reported to her/him that the student does not possess any of these abilities and skills listed; this finding will be reported to the Chair of the Department. The Department Chair will then confer with the instructor and the other members of the faculty and the student to assess the student's situation. During this assessment, individual consideration will be of primary concern.

If it is determined that the student indeed is unable to demonstrate the abilities listed, the student will be referred to the Chief Student Officer in the Office of Student Services, and those persons that he/she feels necessary to determine a course of action that will better benefit the student.

Abilities and Skills

Nursing as a knowledge based, and technical skilled profession requires the student to have adequate intellectual, physical, and motor skill abilities to meet the requirement of the curriculum. The following abilities and skills are necessary to meet these requirements:

1. **Observation:** The candidate must be able to observe a client accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation. It is enhanced by the functional use of the sense of smell.
2. **Communication:** The candidate must be able to speak, to hear, and to observe clients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. **Motor:** Candidates should have sufficient motor function to elicit information from client by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to client in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving nursing care. Examples of fine motor skills would include, but are not limited to, preparation and administration of parenteral medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skill would include, but are not limited to, performing CPR, positioning the client in bed, assisting with ambulation, and transferring client

via wheelchair, stretcher or bed. Such actions require coordination of both gross and fine muscular movements, and the ability to use proper body mechanics in the performance of nursing activities.

4. **Intellectual:** The candidate must possess the ability to use the knowledge gained and apply that knowledge to the various situations that may arise in the practicum situation, e.g. when and what interventions must take place for a favorable outcome for the client.
5. **Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities relating to the care of the patient, classmates, co-workers, and other members of the healthcare team. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the practicum problems of many patients. (*See Accountability Section*)

Practicum Rules

1. Students must report to the assigned practicum area no later than 15 minutes after the start time, unless otherwise noted. (*See attendance and tardy policies for practicum*)
2. All absences and tardiness will be reflected on the practicum grade.
3. Please adhere to the allotted times for breaks and lunch. This means a 15 minute break in the morning and afternoon, and a 30 minute lunch break. Abuses of these times will be reported.
4. **CELL PHONES** will not be allowed in the practicum areas. Calls may be made during breaks. *Receiving or making calls while in the practicum area will result in disciplinary action.*

Dress and Professional Appearance

Students are expected to present a clean and neat appearance in the classroom and in the practicum settings. It is the student's responsibility to order and receive the uniforms and accessories prior to the first day of rotation.

The student classroom uniform consists of a steel grey scrub-style, straight leg pant uniform with the ATU Department of Nursing insignia. The student can wear shoes of choice, but no flip flops or houseshoes/slippers allowed. Jackets can be worn within the classroom, but no pullover jackets or sweatshirts are allowed. Jackets and undershirts in the classroom can be color and design of student's choice, but no inappropriate patterns or logos are allowed.

Clinical uniform requirements are:

- a. Solid, steel grey scrub-style, straight leg pants uniform. No colored stitching or trim. Pants waist must be kept at the waist.
- b. ATU Nursing insignia on left sleeve of uniform.
- c. One black lab jacket with ATU Nursing insignia on left sleeve.
- d. Plain, clean, green or yellow long or short sleeve shirts may be worn under scrubs and not hang longer than the uniform top at the waist.
- e. Black, closed toe nursing shoes; clean and in good repair. Crocs with holes are not allowed. Clogs and slinged heeled shoes and black leather tennis shoes with conservative trim may be worn.
- f. Name badge with student's name, picture, and ATU Nursing Student, will be worn on upper left chest.
- g. Hair shall be pulled back away from the face and off the shoulder if it is longer than shoulder length.

- h. Students must wear a watch with a second hand to clinicals.
- i. Students must bring stethoscope and penlight to clinicals.
- j. Fingernail polish shall not be worn. Fingernails should be short. No artificial nails.
- k. Students may not have tongue piercing. If the tongue has been pierced, studs, rings, etc. must be removed during clinicals, and any activity associated with the Arkansas Tech University Department of Nursing.
- l. There are to be no visible body piercings. Students may wear one earring in each ear. Jewelry is ONLY to be single stud earrings, a wedding band, and a watch.
- m. Male students must be clean-shaven, or beards and mustaches must be short, well- trimmed.
- n. No perfumes, colognes, or other strong or offensive (body odor, cigarette, hairsprays) odors will be allowed.
- o. All visible tattoos must be covered with the exception of those that would interfere with hand washing.
- p. No gum.
- q. White, natural or black colored socks or stockings must be worn at all times. If wearing a dress or skirt, must wear stockings.
- r. Unconventional hair colors (pink, blue, red, orange, green, purple, etc.) will not be allowed.
- s. Make-up should be used to enhance natural look and be of conservative nature.
- t. No visible undergarments are allowed.

Exceptions to the student uniform can be made as designated by the practicum agency's dress code. For example, professional looking street clothing and a lab jacket may be worn in some agencies. Tennis shoes and/or jeans are not acceptable with lab coats. If dress code of a practicum site will vary from listed dress code, the student will be notified and expected to meet expectations. Any appearance the practicum instructor deems unprofessional may be asked to leave clinical.

The required accessories (watch, stethoscope or penlight) may come from the company of the student's choice. The Department of Nursing insignia is sold only in the ATU Bookstore. It must be sewn on the left sleeve of the uniform and lab jacket halfway between the shoulder and the elbow.

A Nursing photo ID badge will be provided in the Health Science & Wellness office. Pictures for these will be taken during the first week of class. Faculty will let students know when and where to go for this. If the Nursing photo ID badge is lost, a new one may be purchased from the Health Science & Wellness office. Students must have this ID badge this prior to the first day of clinical. Failure to have ID badge at a practicum site will result in the student being sent home with hours of practicum missed counting as hours of absence.

Documentation

When signing any documentation in the practicum setting, the student should sign his/her name followed by "ATUONS". This also applies to students who are already licensed as LPN. Licensed students may not sign their licensure initials after their name while functioning in the student role in the practicum setting.

Example: Mary Green, ATUONS

Nails and Artificial Nails Policy

Students are not permitted to wear artificial fingernails or long natural nails. Fingernail polish is not to be worn on practicum days. A good rule to follow is that when the fingers are held up, no nails can be seen past the fingertips.

Cellular Phones

Cellular phones are not allowed in the classrooms or clinical. Students found to have cellular phones, smart watches, or similar devices in testing areas will receive a zero on the exam and will be asked to leave the testing area immediately. *Student's found making or receiving calls on personal cell phones in the practicum area will be removed from the area for the remainder of the practicum day.* Students should give the nursing department, front desk, or the practicum instructor's number to persons who would need to call in case of an emergency. (*See individual syllabus for classroom policies concerning the use of cell phones.*)

SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS*

Nursing Student's Responsibilities: Failure to comply with the requirements of any of the following items or other policies in the Registered Nursing Student Handbook and the Catalog may result in a conference with the Department Chair or his/her designee to discuss the difficulty. Should the problems warrant an immediate action, the Department Chair may recommend to the office of Student Services that the student be placed on disciplinary probation or dismissed from the university.

The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Arkansas Tech University-Ozark Campus Practical Nurse Program.

Attentiveness-The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of the presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor-The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in-group situations and makes good use of feedback and evaluations.

Maturity-The student functions as a responsible, ethical, law-abiding adult.

Cooperation- The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness-The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility- The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Authority- A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance- The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication- The student demonstrates an ability to communicate effectively with peers, teachers, patients, and others.

Professional Role- The student conducts self as a professional role model at all times and in compliance with the Standards of Practice and the Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. The student demonstrates the personal, intellectual and motivational qualifications of a Licensed Practical Nurse.

Judgment- The shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal academic life

Ethics- The student conducts self in compliance with the ANA code of ethics.

Moral Standards- The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Arkansas Tech University-Ozark Campus Department of Nursing reserves the right to dismiss a student at any time on the grounds the University and Department of Nursing judge to be appropriate. Each student by his/her own admission to the University Nursing Program recognizes this right of the University and the Department of Nursing.

***Adopted from UAMS, September 23, 2005**

Accountability

Students must maintain the highest standards of integrity, ethical, and legal behavior at all times in the classroom and in the practicum areas. The following are examples of some related issues: ***The practicum Instructor/or instructor has the responsibility for maintaining the practicum rotation and is considered to be the person in charge during the practicum rotation.***

1. When given a practicum assignment the student will fulfill that assignment without objection or questioning. ***Arguing with the practicum instructor, agency personnel, or other inappropriate behavior in the practicum area will not be tolerated.*** This behavior could result counseling and/or in dismissal from the program.
2. **If asked by the instructor in charge of the practicum area to leave the area, the student will do so. The instructor will discuss the situation with the student away from the practicum area.**
3. Upon completion of the practicum assignment, the student will give a report to the appropriate staff person regarding care given and other pertinent information necessary for continuation of care. The student will also report to the appropriate staff member when leaving the assigned area for breaks and or lunch, or going with a client to another area of the facility. **Breaks and lunches will be of appropriate length and should be taken on the facilities property, unless otherwise noted by the instructor.**
4. Classroom: ***(See section on classroom and lab policies)***
5. Information regarding clients and families must be kept strictly confidential.
6. Students are expected to comply with the Health Insurance Portability and Accountability Act. **(HIPPA)**

Failure to comply in any of the above listed areas will result in the student being counseled, placed on probation if warranted or dismissed from the program. If the student is placed on probation for an infraction and the behavior is again demonstrated or not corrected in the specified period this will be permanently dismissed from the program.

Finances – Financial Aid

Fee Structure	Technical	Undergraduate (Gen Ed)
Tuition	\$122 per credit hour	\$226 per credit hour
Infrastructure Fee	\$10 per credit hour	\$10 per credit hour
Instructional Support Fee	\$11 per credit hour	\$10 per credit hour
Facilities Fee		\$16 per credit hour
Student Support Fee	\$9 per credit hour	\$9 per credit hour
Technology Fee*	\$17 per credit hour	\$17 per credit hour
Allied Health **	\$28 per credit hour	
CTE General Tech Fee **	\$15 per credit hour	
Distance Learning Fee	\$10 per credit hour	\$10 per credit hour

*If pursuing a technical degree on the Ozark campus

**Certain Ozark Campus coursework only

Certain courses may also have fees attached. See individual course descriptions to determine whether a course fee is applicable.

For more information, contact the Office of Student Services at (479) 667-2117.

Student Supplies/Fees

2020-2021 Clinical/Theory

1. Steel grey Scrubs	Top	\$27.00
	Pant	28.00
2. Shoes		50.00
3. Watch with second hand		30.00
Lab jacket	Male/female	25.50
4. School patch		3.00ea
5. Stethoscope		25.00
6. Practicum criminal background check fee		40.00
7. Immunization Tracker fee		20.00
8. Practicum drug screening		55.00
9. Mercy Clinical Exchange Fee		35.00
10. ATI Assessment fee		2450.00
11. Books and Nursing Kit		708.00
12. Laptop		180.00

Cost of supplies, books, and ATI fees are approximated, actual cost may vary depending on retail cost and sales tax or publisher increases

Malpractice Insurance

\$30.00/year

Graduation Expenses

1. ATI Exit Exam (first two times included in fees)	50.00
2. Background check fee	36.25
3. Electronic fingerprints	15.00
4. NCLEX examination fee	200.00
5. State Application fee	100.00
6. Temporary license fee	30.00

The following information is taken directly from the Arkansas Tech University – Ozark campus course catalog. Please refer to that document at : <http://www.atu.edu/academics/catalog-ozark/index.html>

Reduction of Tuition and Fees for Official Withdrawal

The following reduction information specifically addresses courses that begin and end with the main term dates for Spring, Summer I, Summer II and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different than the main terms listed above may have different reduction periods. It is the students' responsibility to consult the Student Accounts or Registrar's Office for these reduction dates prior to withdrawing.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship will be returned to the appropriate account and not to the student. The amount returned to federal programs will be the amount of unearned Federal aid based on the number of calendar days of attendance up to the sixty percent point of the semester. Aid accounts will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a cash payment of Federal aid money will receive a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Student Accounts Office. The student will be ineligible to register for additional courses until the required payments are made.

Reduction of Tuition and Fees for Official Withdrawal - Spring and Fall Semesters

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Room and Board will be reduced on a pro rata basis. Thereafter, students officially withdrawing by the end of the twenty-fifth day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the twenty-fifth day of the semester. No reduction in fees will be made after the fifth day of the semester.

Department Facilities and Learning Resources

Audiovisuals Use

Many videotapes, DVD's and other audiovisual aids are available for student use to augment the information gained in theory and practicum courses. The use of these resources is strongly encouraged. (*Check individual syllabus for those that are required, and instructions.*) These are located in the TAS building room 164. ***Learning resources are not to be removed from the campus under any circumstances.***

Computer Use

The Department has computer facilities and equipment for students to use for computer aided instruction and review of course materials. Access to the Internet is also available.

Guidelines for Audiovisual/Computer use:

1. There is to be no food or drink at the computer stations.
2. Leave equipment in good condition.
3. Care should be taken to handle software appropriately, return disks to their original jackets or files and place in the designated place.
4. The audiovisual/computer area is a working area and each student deserves an atmosphere conducive to study. When working together students should do so quietly.
5. Students are responsible for their own paper for printing, if paper is left in the printer, the department does not take responsibility for replacing.
6. If a problem is encountered with a computer, software, or video equipment, leave a note on the computer indicating the problem and report the situation to the Health Science & Wellness office.

7. Log off computer before leaving the area.
8. Clean up after yourself-papers in waste basket, chair in proper place, no books, disks, etc., left out on tables or computer stations.
9. **Learning resources are not to be removed from the Campus.**

Skills Labs

The nursing skills lab is located in the HSW Room 207. Time may be scheduled with the practicum instructors for practice and/or check-off of instructor mandated skills. ***It is the student's responsibility to make arrangements for these times with the instructor. Equipment or supplies are not to be removed from the lab.*** The student should bring and use their items from their own skills kit.

Accidental Sharps Injuries and HIV/HBV Exposure Policy

Following an accidental sharps injury or exposure to blood/body fluids, the student should immediately report the situation to the faculty member in charge of the practicum assignment. The faculty member assists the student in completing the practicum agency's incident report form and seeks appropriate treatment for the injury, following the practicum agency's guidelines and ATU-Ozark Nursing Department Guidelines. The Nursing Chair is notified by the faculty member as soon as possible.

Forms that must be completed following a sharps injury or blood/body fluid exposure include:

1. The practicum agency's Incident Report form
2. The ATU-Ozark Nursing Department Practicum Incident Report Form.

Payment: Payment for drug therapy, lab tests, and physician visits are the responsibility of the student.

Student Signature: _____ Date: _____

(Student will sign and date a copy of this policy: copy will be kept in student practicum file)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

CONFIDENTIALITY POLICY

I understand that all clients and residents of all affiliating health care agencies are entitled to an absolute right to privacy.

I will not discuss patient information with anyone except on an as needed basis with one of the supervisors, facility managers, or practicum instructors. I will not use any form of media to capture images of clients or residents.

I will adhere to the regulations of the **Health Insurance Portability and Accountability Act. (HIPPA)** (*See accountability*)

If it is determined that I have breeched confidentiality of a client in any form or manner, I may be dismissed form the program immediately.

Student Signature:_____Date:_____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

Injury and Accident Policy

Any accident or injury occurring on a health care facility premises during scheduled practicum hours will be evaluated and or treated through the facilities Health/Emergency department. The cost of the services will be the responsibility of the student. Students are not protected under the facilities insurance or Workers Compensation.

Student Signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file.)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

MRSA Protocol and Policy

Any student with an open or draining wound that tests positive for MRSA will not be allowed in any of the practicum areas. The student will be required to submit a report from a physician verifying that the student is free from active infection before being allowed to return to clinical.

Student signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file)

APPENDIX: A

HOW TO STUDY FOR NURSING COURSES

Before Class

As minimum preparation for class, utilize the following guide for pre-reading the assignment before class.

1. Read the unit objectives in the course syllabus.
2. Read the introduction to the unit in the text
3. Read the title to the chapter(s). These will give you an idea of where the material is starting and where it is leading.
4. Review the anatomy and physiology and the pathophysiology for the system covered. Utilizing notes from previous courses can provide an adequate review.
5. Read each major heading in the chapter.
6. Look over any typographical aids, i.e., italic, boldface, etc. Pay particular attention to definitions of terms.
7. Look over any visual aids, i.e., graphs, pictures, diagrams, tables, figures etc.
8. Read the chapter summary.
9. Estimate how long it will take you to read the entire chapter and make a plan for when and where you will read the chapter.
10. For complete preparation, read the chapter before the lecture is presented in class.

After material is presented in class:

1. Review your lecture notes as soon as possible after the lecture and definitely before the next lecture.
2. Review any video or supplemental content that is posted on Blackboard.
3. Write down any questions that you have or flag any areas that need clarification.
4. Read the chapter if you have not done so, or re-read if needed.
5. Expand your notes and/or highlight text to further clarify other important material.

Before examinations:

1. Review lecture notes and text.
2. Apply the material to the client situations you have experienced in the practicum setting.
3. Reviews pharmacological agents presented in the material.
4. Make a list of applicable nursing diagnoses and be able to explain rationale for why the diagnoses apply.
5. List appropriate nursing interventions.

Finally, review the syllabus section pertaining to the topic. Analyze each objective to see that you have met that objective.

APPENDIX: B

**ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
NURSING PROGRAM
HEPATITIS B VACCINE WAIVER**

I, _____ a student of the Arkansas Tech University- Ozark Campus Practical Nursing Program, do understand that while at a practicum site, I am taking the risk of contracting the Hepatitis B virus. However, at this time I do waive my option to get the vaccination against Hepatitis B.

It is my decision to waive the Hepatitis B vaccine and I will not hold either Arkansas Tech University or any practicum site responsible in the event that I should contract the Hepatitis B virus.

Student Signature

Date

Instructor Signature

APPENDIX: C

**ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
NURSING PROGRAM**

COUNSELING RECORD

Student Name _____

Date _____

Faculty Name _____

Course _____

On _____, I met with the faculty for an evaluation of my conduct. The conditions of possible further disciplinary action or the conditions to remain in the program have been discussed with me.

This written statement is: Written Warning Critical Incident Probation

Conduct/Violation of Program Policy _____

Guidelines to Correct Conduct _____

Time Frame for correction of conduct to occur _____

Consequences for non-compliance or guidelines _____

Student Comment: _____

Student Signature _____ **Date** _____

(The signature only verifies that I have been counseled regarding the conduct above, not that I agree)

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until such time that I fail to meet the objectives and goals of the program.

Student Signature _____ **Date** _____

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

I have not met the conditions of this contract. I am aware that this results in:

Probation or **Dismissal from the program.**

Student Signature _____ **Date** _____

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

APPENDIX: D

INSTRUCTOR EVALUATION of PRACTICUM PERFORMANCE

Student _____

Area/Agency _____

Instructor will initial and date observations of practicum performance each grading period. Summary and comments can then be made and the performance record signed by both the instructor and student.

AREAS OF EVALUATION	Satisfactory	Marginal	Unsatisfactory
PERSONAL CHARACTERISTICS			
Attendance			
Flexibility			
Grooming			
Interpersonal relationships			
Promptness			
Response to criticism			
EXECUTION OF NURSING CARE			
Acceptance of responsibility			
Accuracy; safety			
Energy level; productivity			
Knows limitations; seeks appropriate guidance			
Observational skills			
Organization; use of time			
Theoretical knowledge			
COMMUNICATION			
Oral			
Written (documentation)			
a. spelling			
b. grammar			
c. appropriate use of medical terminology			

Comments (Strengths and Weaknesses): _____ *Practicum rating:*

_____ Satisfactory

_____ Marginal

_____ Unsatisfactory

Instructor's Signature _____ Date: _____

Student's _____

Signature _____ Date: _____

APPENDIX: E

**Arkansas Tech University-Ozark Campus
Department of Nursing
Unsafe Behavior Report Form**

Name of Student: _____

Name of Instructor: _____

Date: _____ Time: _____ Office: _____

Name and Title of Witness: _____

Please initial the behaviors(s) of the student identified above that you observed on the date indicated:

Disorientation		Extremely Nervous		Thick, Slurred Speech	
Belligerence		Glassy-Eyed		Profuse Sweating	
Poor Motor Coordination		Jerky Movement of Eyes		Sleepiness & Drowsiness	
Uncoordinated Gait		Unusually Talkative		Staggering Gait	
Odor of Burnt Rope		Mood Changes		Dilated Pupils	
Odor of Glue, Paint Solvent, ETOH		Flushed Face, Head or Neck		Poor Perception of Time & Distance	
Redness around Nasal Area		Use of Sunglasses at Inappropriate Times		Tremor of Fingers & Hands	
Unable to Perform Usual Routine Tasks		Unusual Body Position		Blank Stare Appearance	
Muscle Rigidity		Difficulty in concentrating		Hearing and/or Seeing Things	
Rapid Respiration		Needle Marks		Restlessness	
Confused		Panic		Inability to Remember	
Poor hygiene		Constricted pupils		Apathetic	
Difficulty grasping/holding objects		Improper student performance		Inappropriate response to questions	

Other: _____

Describe in detail the events that led to this report and explain your observations checked below.
You may write on the back of this form.

Student Comment:

APPENDIX: F
CRITERIA FOR EVALUATING UNPROFESSIONAL CONDUCT

Unprofessional conduct refers to legal and ethical violations and other acts which are not in compliance with the practical nurse program policies. The behaviors listed below, (*but not limited to*) have been identified by the nursing faculty are considered unprofessional for students in the nursing program and will be cause for disciplinary action, and may result in counseling, probation and/or dismissal for the nursing program.

Incident/Occurrence	1st Offense	2nd Offense	3rd Offense
Minor Incidents			
<ul style="list-style-type: none"> • Chewing gum or unprofessional behavior in practicum • Exhibiting poor personal hygiene • Poor quality or incomplete patient care, failure to follow established procedures or expectations –patient not put at risk • Infection control policies or procedures not followed • Medications errors other than those listed under major category – patient not at risk • Using profanity and/ or bullying or verbal abuse in the classroom or practicum area • Arguing with nursing faculty. • Failure to demonstrate adequate preparation for practicum – patient not put at risk 	Counseling	Probation	Dismissal
<ul style="list-style-type: none"> • Violating the ATU-Ozark RN dress code: Visible piercing, tattoos, out of uniform in practicum • No name badge at practicum • Arguing with practicum faculty or site staff • Accepting or making personal phone calls while in the practicum facility or otherwise using cellphone in care area • Seeking medical advice when in the practicum area 	Counseled & sent home for practicum day	Probation	Dismissal
Major Incidents			
<ul style="list-style-type: none"> • Falsifying any Arkansas Tech University – Ozark Campus record • Cheating of any kind, in classroom or practicum 	Probation	Dismissal	---

<ul style="list-style-type: none"> • Inappropriate administration of medications (ex: cardiotonics, antihypertensives, insulins, narcotics, or any critical drip) • Administering medication to wrong patient • Failing to report a practicum error to faculty or agency 			
<ul style="list-style-type: none"> • Leaving practicum facility at any time without notifying appropriate faculty and personnel • Failure to demonstrate adequate preparation for practicum experience – risk for client, no injury/harm • Making decisions or failing to make a decision that could endanger a client • Attempting to perform skills or assignments in practicum without adequate preparation, assistance or supervision 	Probation & sent home from practicum day	Dismissal	---
Critical Incidents			
<ul style="list-style-type: none"> • Falsifying any information in a client record • Violating the ATU-Ozark RN Program substance abuse policy • Abandonment of patient after being assigned (ex: leaving facility without notifying faculty & nurse in charge after being assigned patient) • Violating patient privacy rights or breach of confidentiality (HIPAA) • Engaging in behavior that is disrespectful to client (ex: socioeconomic status, race, religion, personal beliefs or health) • Taking part in any activity that jeopardizes the health, safety and welfare of a client, staff, faculty, other student or self (this includes but is not limited to: possessing or using firearms, dangerous chemicals, explosives or any type of weapons in the practicum area or on campus) • Engaging in conduct with a client that is sexual in nature, or may be reasonably interpreted as sexual, any verbal behavior that is seductive or sexually demeaning, or engaging in sexual activities with a client • Violating the boundaries between the healthcare professional and the client, including but not limited to: giving the client your phone number, your address, inviting the client to your home or adding the client on social media accounts. 	Dismissal	---	---

APPENDIX: G

**ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
NURSING PROGRAM**

Student Agreement

I _____ have received and read the Arkansas Tech University-Ozark-Campus Nursing Department Policy and Student Handbook.

I understand that Arkansas law requires applicants for licensure by examination to submit to FBI and State criminal background checks. If the applicant has ever been convicted of a crime, the State Board of Nursing will review the application and make a decision as to whether the applicant is eligible to take the NCLEX examination and to practice nursing in the State of Arkansas. Any student who has been convicted of a crime should notify his or her advisor (or instructor) prior to completion of enrollment in the program. This information will be kept strictly confidential. The student will be advised of the method of petitioning the Board and counseled regarding the process. *Note: see Crime Conviction Statement-student handbook.*

I have been informed that some or all of the practicum sites may require a State background check for student using the facility. If this is necessary, I understand that I will be responsible for the fees associated with the background checks. **Outcome of background checks may determine practicum eligibility.**

The Nursing Department reserves the right to make changes, without prior notice, in the curriculum and program requirements. Changes are made when they are required by the State Board of Nursing and/or the changing needs of society or for the best interest of the students and the department to maintain a quality nursing education program.

The Nursing Department utilizes the practicum facilities and services of the Western and Eastern River Valley areas in order to meet the objectives of the program. The student should be prepared to travel to the practicum sites utilized. Students are required to provide their own transportation.

My signature indicates that I understand the rule and regulations of the Department of Nursing and the school policies as stated in the schools catalog and student handbook. I also understand that if given a verbal instruction by a Nursing Instructor at any time while I am a student at Arkansas Tech University-Ozark I will abide by that as well. I at any time I make the decision to disregard these rule, that this may be cause for dismissal from the Nursing Program.

Printed Name _____

Date _____

Student Signature _____

AAS Nursing Chairperson Signature _____

APPENDIX: H

Nursing Department Appeals committee

Purpose:

The **Appeals Committee** is formed for the purpose of reviewing student members of the Nursing department who have reason(s) which may be out of their control to appeal a departmental policy in regard to attendance, program requirements and practicum performance.

Committee Members:

The Committee will consist of two (2) members of the nursing faculty, 1 member of each of the other Health Sciences program faculty; EMT/Paramedic, Physical Therapy, and Practical Nursing, one appointed member of the student services staff when possible.

Meetings:

The committee will meet a *minimum* of once each semester, during the second eight weeks of the semester to review appeals that have been filed by the student(s). The date(s) for these meetings will be set to accommodate the committee member's schedules. The student(s) will be notified of the schedule meeting date(s).

The committee will review each appeal individually; the student will be notified of the findings in writing.

Attendance: *Each student is allowed a total of 16 clock hours in each of their two semesters of training. Sixteen hours absence allows the student to meet the minimum required practicum hours and objectives of the program over the two semesters of attendance.*

Rationale: Specific requirements and objectives for each practicum level will be stated in each of the syllabus. Practicum hours are kept by the practicum instructor's and totaled. Students will be given a copy of each of the practicum level syllabi.

Attendance Policy as stated in the Student Handbook

The maximum number of practicum days/ hours missed cannot exceed sixteen (16) hours. The student will be given a warning after the first 8 hours missed. If the student misses greater than 16 hours he/she may be dropped from the practicum course.

Appeal Committee Review Criteria

The student filing an appeal for review of attendance will have met the following criteria in order to be considered for review:

Clinical

1. The appeal must be in writing and submitted to the Nursing Chairperson to be filed within 48 hours of return to school or practicum after the occurrence; the written appeal should include an explanation of why they are seeking an appeal. The appeal form will be provided in the student handbook.
2. The student has satisfactorily met the practicum objectives for the level of practicum that is to be considered. If a student has been counseled, given a written warning, or placed on probation for practicum performance, failed to notify the practicum instructor or assigned facility of an absence as described in the student handbook, *i.e.*; **No Call, No Show** for clinical, the appeal **will not** be considered. *(This excludes the 8 hour absence warning notification by the practicum instructor)*
3. Has missed no more than a total of 24 hours of practicum in the semester.

4. Has maintained a minimum of 75% in the correlated course (theory). If the student has less than 75% in the related theory course the appeal will not be considered.
5. Has missed no more than (two) meetings of the related theory course. ***If the student has missed more than two class meetings the appeal will not be considered.***
6. If the student has been readmitted as a result of previous practicum failure due to attendance, **the appeal will not be considered.**
7. The student requesting an appeal will be expected to continue participating in practicum rotations and theory classes until the appeal has been reviewed and a decision made.

Theory

The student filing an appeal for Instructor Withdrawal due to class attendance must have met the following criteria in order to be considered for review:

1. The appeal must be filed in writing, within **48** hours of return to school/clinical; the written appeal should include an explanation of why they are seeking an appeal. The form can be found in the student handbook.
2. Has been granted reinstatement status under the guideline listed above, (*see practicum section*) class attendance was affected for the same reason that the student missed clinical.
3. Has maintained satisfactory progress in the theory course, a grade of at least 75%.
4. Has no outstanding work due in the theory course.

If the above listed criteria are met, the student may file an appeal for consideration by the Appeals Committee. The student if granted an appeal will be placed on probation for the period specified by the committee. Failure to adhere to the standards or to meet practicum and /or theory objectives for the course(s) will result in permanent termination of the student from the Nursing Program. The Nursing Chairperson retains the right to consider other students for appeal for reasons not listed above.

**Arkansas Tech University-Ozark Campus
Nurse Program**

Attendance Appeal Request

Student: _____ **Original Admission Date:** _____

Level: _____ **Dates of Absences:** _____ **Total Hours Missed:** _____

Date of Review: _____ **Date Notified** _____

Granted **Denied** **Probation**

Conditions of probation: _____

Course # (s)	Title	Practicum Hours Missed	Theory Hours Missed	Grade Avg. (% at time of request)

Student Signature: _____ **Date:** _____

Appeals Committee Signatures:

**Arkansas Tech University-Ozark Campus
Nurse Program**

Request for Attendance Appeal Form

Student: _____

Date of Occurrences: _____ **to** _____ **Total Hours Missed:** _____

Reason for Occurrence: *(Attach documents, if applicable)*

Student Signature: _____ **Date:** _____

Chair Signature: _____ **Date Received** _____