

ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING PROGRAM INFORMATION

SPRING 2016



ARKANSAS STATE
UNIVERSITY
B E E B E

OFFERED AT

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This handbook is a supplement to the Arkansas State University-Beebe catalog. The University Catalog and the Student Handbook are the primary resources of information for the student concerning student activities and academic programs. The handbook for the students of the Practical Nursing Program is a supplemental aid to the student and does not replace or preempt the University Catalog or the Student Handbook. The student is responsible to being informed about academic requirements, both general and specific, for the completion of the program. The faculty is available for advice, guidance, and consultation.

PRACTICAL NURSING PROGRAM OVERVIEW

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing program. The Practical Nursing Program prepares individuals for the practice of Licensed Practical Nursing. It provides the nursing student with the basic knowledge and skills for the entry level practical nurse. Upon satisfactory completion of the Practical Nursing Program, the student will be awarded a technical certificate. Following completion of the program an individual is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN).

The program integrates clinical experience with classroom theory. The students may obtain clinical experience in hospitals, nursing homes, outpatient surgery centers, public school nursing offices and other healthcare settings. Following completion of all requirements, LPNs may find work in a variety of situations. For example, graduates of this program are now employed in hospitals, nursing homes, doctor's offices, public health departments, and various government programs.

Program start dates and graduation dates are dependent upon whether you are attending the full-time day program or the part-time night program. Specific dates may be obtained from Student Services.

All policies and procedures that are written in the Arkansas State University-Beebe (ASUB) student handbook applies to the ASUB Practical Nursing Student. The Practical Nursing guidebook is prepared to guide the student in the program's policies and procedures.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: **Practical Nursing Objectives**
Date Revised/Reviewed: **January 2016**

The Practical Nursing Program endeavors to develop a practical nurse who:

- Functions as an effective member of the health care team in providing care to persons with common nursing problems and to assist the registered nurse or physician with more complex problems.
- Implements effective communication skills regarding health care with members of the health care system and the community.
- Recognizes that each person is a holistic, ever-changing being who is affected by environmental changes and is able to apply this concept competently in wellness and in illness using critical thinking skills.
- Acquired adequate knowledge and skills relevant to the health care field, gained through study and utilization of scientific principles, to render safe care.
- Observes and responds to the person's needs on an individual basis using the nursing process, which incorporates critical thinking skills.
- Demonstrates ethical, legal and professional standards of nursing practice (professionalism)
- Accepts responsibility for his /her own personal growth, understands the need for continuing education, and adheres to the moral standards and principles of the profession.
- Adheres to the nursing code of ethics and the Arkansas Nurse Practice Act.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: **Practical Nursing Philosophy**
Date Revised/Reviewed: **January 2016**

OVERVIEW OF PROGRAM PHILOSOPHY

- The faculty of the ASU-Beebe Practical Nursing Program accepts and believes the underlying philosophy of the Arkansas Department of Higher Education. The faculty believes that every person has value and that nurses should strive to maintain this to the highest degree of physical and cultural experiences. When certain changes occur, mankind may not maintain his/her independence in life and will require assistance from others.
- The faculty believes that nursing provides preventive, rehabilitative, and supportive measures to assist an individual in functioning at his/her own optimum level of health or face death with dignity. Nursing is an art and science shaped by quality education, research and technology which incorporates the nursing process to assist individuals in meeting their basic human needs. Nursing boundaries are influenced by ethical and legal issues and are directly affected by the scope of nursing practice. The profession of nursing is concerned with assisting clients to achieve an optimal state of function by responding to the actual or potential health problems across the life span
- The faculty believes that the practical nurse is a distinct member of the health care team whose goal is to recognize aspects of the individual's health. The individual is a unique being with basic needs common to all age groups within the life cycle. Nursing education and care exists to study responses of mankind holistically.
- The faculty believe that individual educational experiences may be influenced by personal experiences, culture and hereditary factors as well as an individual's perception and reaction to change. These processes influence an individual's capacity to make decisions, predict and accept possible outcomes. Therefore an educator considers these when guiding the student through a learning environment. It is believed that learning is an individual process enhanced by an organized program of nursing offered at levels of increasing complexity. The faculty is responsible for planning, implementing, and evaluating the learning experience of the student.
- The faculty believe the educational experience is enhanced through partnerships with other university departments, hospitals, nursing facilities and community organizations providing the highest quality health education and practices.

OVERVIEW OF PROGRAM PHILOSOPHY CONT.

- The faculty believes nursing education builds basic concepts of fundamental experience to introduce the LPN to the role of nursing. This is accomplished by introducing students to the basic principles of nursing focusing on the concepts of human needs, the nursing process, growth and development, stress and adaptation, safety, delegation, communication and basic nursing skills. Nursing education emphasizes leadership, communication and critical thinking and provides the nurse with the ability to identify change the client's environment or well-being.
- The faculty believes that the graduate is prepared to meet or exceed the basic competencies developed by the Arkansas State Board of Nursing. The Practical Nursing program has full approval by the Arkansas State Board of Nursing.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Requirements for Admission**
Date Revised/Reviewed: **January 2016**

Admission to the Practical Nursing program is a competitive selection process based on Accuplacer and Wonderlic scores. Students will maintain contingent admission into the program until the following are satisfactory: Criminal Background check, Math Mastery exam and Nursing Pre-session. Because of this competitive selection process and limited student program seats, not all applicants will be accepted into the program.

Requirements for Admission to ASU-Beebe

- Submit an ASU-Beebe application for enrollment. This may be done on-line at www.asub.edu
- Submit an official complete high school transcript (seven semester transcript for high school seniors with the final transcript to follow after graduation) indicating date of graduation or copy of GED scores or American Correspondence Certificate. Submit college/university transcripts.
- Submit immunization records. Provide immunization record with required MMR (including a booster, second dose for measles) and current negative result TB test.
- Complete all entrance testing requirements as stated in the ASU-Beebe catalog.

Requirements for Admission to the ASU-Beebe Practical Nursing Program

- Submit the online application for entrance into the Practical Nursing Program from the Nursing webpage. A new online application must be submitted each semester. Applications will continue to be accepted until the class is filled. Applications received by the priority deadline will be considered for admission first.
- All applicants must submit recent (within the one year of semester class start date) Accuplacer and Wonderlic scores. To be considered for program admission, applicants must score minimum requirements as outlined by the nursing department.
- Special conditions apply to the admission and enrollment of international students, including a minimal TOEFL (Test of English as a Foreign Language) score of 500, proof of medical insurance, a signed authorization for medical services, and proof of financial resources. Complete details of special admissions and enrollment procedures are available from the Admissions Office.
- Applicant must be at least 17 years of age.

Final Admission status will be granted upon:

- Proof of American Heart Association Healthcare Provider CPR, which does not expire during program enrollment.
- Proof of Tuberculin skin test within last 12 months
- Proof of current Tetanus injection
- Completion of Math Mastery requirements as outlined by the Nursing department
- Completion of Practical Nursing Pre-Session
- Criminal Background check completion. A student may be granted approval for admission to program with a positive background check, however may not be able to complete program objectives due to practicum partners criminal background history requirements.

The Arkansas State Board of Nursing maintains specific standards regarding criminal history which may disqualify an individual from obtaining a nursing license. The State Board of Nursing requires a criminal history background check upon application for licensure. Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the licensure applicant in the commission of any offense.

Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

- Capital murder as prohibited in §5-10-101;
- Murder in the first degree as prohibited in §5-10-102 and murder in the second degree as prohibited in §5-10-103;
- Kidnapping as prohibited in §5-11-102;
- Rape as prohibited in §5-14-103;
- 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;
- Endangering the welfare of a minor in the first degree as prohibited in §5-27-203 and endangering the welfare of a minor in the second degree as prohibited in §5-27-204;
- Incest as prohibited in §5-26-202;
- Arson as prohibited in §5-38-301;
- Endangering the welfare of incompetent person in the first degree as prohibited in §5-27-201; and
- Adult abuse that constitutes a felony as prohibited in §5-28-103.

Applicants of the Arkansas State University – Beebe Practical Nursing program seeking admission may be requested to participate in specific pre-enrollment assessments to fulfill program or external agency requirements.

Application information is available at <http://www.asub.edu/academics/divisions-programs/advanced-technology-&-allied-health/practical-nursing>

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Criminal Background Checks**
Date Revised/Reviewed: **January 2016**

Background checks will be conducted on applicants who are selected to enroll in the Practical Nursing program. Applicants who do not meet further admission requirements to the program will not undergo a background check. Checks will also be conducted on students seeking to re-enroll in the program. Background checks are a mandatory requirement of many of the clinical institutions where the practicum courses are held. Therefore, if an applicant's/student's criminal background check is unsatisfactory, he/she will not be able to complete the program since the individual will be unable to attend the required practicum components of the program.

Procedure for criminal background check

1. Criminal Background Check reports may be obtained from the Arkansas State Police and/or from any other Criminal Background Reporting Agency. Under the Fair Credit Reporting Act and related state laws, ASU-Beebe cannot request any information from the Arkansas State Police and/or from any other Criminal Background Reporting Agency without the individual's written consent. As a result, a student is requested to fill out and sign the criminal background check form and present it to the ASU-Beebe Division of Advanced Technology and Allied Health department.
2. Background checks will be conducted by ASU-Beebe and affiliated practicum partners.
3. Applicants/students must read and complete a form authorizing ASU-Beebe permission to proceed with a background check. By signing the form, the applicant/student authorizes the disclosure of the information.
4. The applicant is responsible for all fees associated with the criminal background check.
5. The results of a background check will be disclosed to persons having a legitimate need for the information. Persons or entities having a legitimate need include any practicum partners that requests the results of the information as a screening process before allowing students into the facility. ASU-Beebe will not transmit the information to any outside agency or person not associated with the administration and operation of the practical nursing program without the applicant's/student's written consent, except for those individuals or agencies permitted by applicable law, or State, Federal or regulatory agency guidelines.
6. The application requests the disclosure of any misdemeanors or felony convictions, other than minimal traffic violations. Misrepresentations or omissions may be grounds for denying an applicant/student admission or continuation in the program.
7. Enrolled students are encouraged to maintain good professional standards. Misdemeanors or felony convictions, other than minor traffic violations should be discussed with the Director of Nursing, within thirty days of occurrence. Non-disclosure or falsification of any records regarding criminal offenses may warrant a practicum partners to limit participation of a student within the facility. This occurrence would render the student unable to complete the program objectives

Criminal Background History Acknowledgement

Graduation from the practical nursing program does not guarantee a student will be allowed to take the licensure examination. If a graduating student has a criminal record, the Arkansas State Board of Nursing may not allow the student to sit for the licensure examination to become a licensed nurse. A Copy of the relevant law may be found in the Arkansas Nurse Practice Act ACA 17-87-312.

As a student, I understand that certain practicum sites could refuse to allow me access for a practicum experience. Therefore it may make it impossible for me to complete the practicum portion of my education and therefore not graduate.

Upon graduation, a state licensing agency could refuse to grant me a license. As a licensed professional, certain health care institutions could also refuse to grant me privileges to practice as a licensed nurse.

There could be other, unforeseen, impacts of this incident on my ability to practice as a professional.

I, _____ have reviewed and understand Arkansas State University-Beebe's Criminal Background policy as well as the Arkansas Board of Nursing's Nurse Practice act ACA §17-87-312 regulations related to Criminal Background Activity. I understand that graduating from the Arkansas State University Beebe Practical Nursing Program does not assure the Arkansas State Board of Nursing's approval to take the licensure examination.

Print Name

Signature

Date

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Physical and Mental Abilities**
Date Revised/Reviewed: **January 2016**

An individual obtaining an education in nursing should be aware of the mental and physical abilities required. These same abilities will likely be needed to for a successful professional career.

Mental and Physical Abilities of the Practical Nursing Student:

- Observation necessitates the functional use of the sense of vision and tactile sensation. Ability to observe a client accurately at a distance and close at hand. Performing close and distant visual activities which may include but not limited to: people, paperwork, objects, depth and color perception.
- Working in a standing position and walking extended periods of time.
- Lifting and transferring patients up to 6 inches from a bending position, then pushing/pulling/pivoting weight up to 3 feet. Students must be able to lift and carry a minimum of 35% of their own body weight. Lifting and transferring patient to accomplish bed-to-chair and chair-to-bed transfers.
- Applying up to 10 pounds of pressure to bleeding sites and in performing CPR.
- Responding and reacting immediately to auditory instruction, requesting, and/or monitoring equipment, performing auscultation without auditory impairment.
- Performing up to twelve hours in a clinical setting.
- Discriminating between sharp/dull and hot/cold when using your hands.
- Performing mathematical calculations without the use of a calculator to prepare medications and administer the medications.
- Communicating effectively, both orally and in writing, using appropriate grammar and vocabulary.
- Reacting appropriately and professionally under stressful situations.
- Be able to critically think and use therapeutic nursing judgment.
- Compassion, integrity, concern for others, interpersonal skills, interests and motivations are all personal qualities necessary for professional nursing.
- Should an individual experience a condition which limits performance ability or health status or presents possible risk factors to individuals within the surrounding environment, he/she must be under the care of a licensed healthcare provider. The individual must also provide written release from the health care provider to maintain enrollment status within the Nursing program.

STUDENT SIGNATURE DATE

Miscellaneous Item Cont.	Approximate Expense
Classroom shoes (First Semester)	\$10.00 and up
Watch with second hand: No digital watch (First semester)	\$10.00 and up
Influenza Vaccine (Seasonal)	\$50.00 and up
1" 3 ring white binder with plastic sleeve on front (First Semester)	\$5.00
Hepatitis Injection-optional, available for fee (series of 3 - \$75 ea) (Begin First Semester)	\$75.00
Arkansas Licensed Practical Nurses Association membership fee (First Semester)	\$15.00
Arkansas Licensed Practical Nurses Association Spring/Fall Conferences Conferences may be located outside of local area. Travel expense may be required	\$200.00

End of Program Expenses	Approximate Expense
Graduation White Uniform	\$50.00 and up
Graduation Cap & Gown	\$50.00
National Council Licensing Examination Fee (not included in overall expense)	\$200.00
Arkansas State Board of Nursing Application Fee (not included in overall expense)	\$100.00
Federal Background Check Fee (not included in overall expense)	\$41.25

**STUDENT HANDBOOK POLICIES AND PROCEDURES
 ARKANSAS STATE UNIVERSITY-BEEBE
 PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: Program Curriculum & Course Descriptions
Date Revised/Reviewed: January 2016

This program has a building block approach. Successful completion of each course with a “C” is required for advance into the next course. Prior knowledge of principles learned in pre-requisite and co-requisite courses are incorporated to allow the student to do critical thinking and perform holistic care.

Spring 2016 Start - Searcy Campus					
Total Credit Hours 46					
Spring Semester		Summer Semester		Fall Semester	
Course #	Title	Course #	Title	Course #	Title
Credit Hrs		Credit Hrs		Credit Hrs	
LPN 1003	Clinical Nursing I	LPN 2402	Nrsg of Mother & Infant	LPN 2210	Nursing II
LPN 1103	Basic Nursing I	2		10	
LPN 1104	Body Struc & Func	LPN 2301	Mental Health	LPN 2307	Nursing III
4		1		<u>7</u>	
LPN 1113	Pharmacology I	LPN 2107	Nursing I		
LPN 1201	Geriatrics	<u>7</u>			
LPN 1202	Nutrition				
LPN 1203	Basic Nursing II				
<u>3</u>					
Total Hours	19	Total Hours	10	Total Hours	17

Fall 2016 Start – Searcy Campus Program Curriculum under revision Total Credit Hours 46
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Heber Springs Campus - Partime/Weekend Program Spring 2017 Start Total Credit Hours 46 Program curriculum under revision

Practical Nursing Course Descriptions

LPN 1003 CLINICAL NURSING I TOTAL HOURS: 144
This course is a practicum component with an emphasis on procedural skills. As the student progresses from basic skills to complex skills will be incorporated into patient care being delivered. The student will develop the ability to adapt nursing procedures incorporating critical thinking to give holistic individualized patient care. This course is a pre-requisite for all subsequent courses. Prerequisites: LPN 1201 Nursing of the Geriatric Patient, LPN 1104 Body Structure and Function, LPN 1103 Basic Nursing Principles and Skills I, LPN 1113 Pharmacology I

LPN 1113 PHARMACOLOGY I TOTAL HOURS: 49
This course develops competencies to safely administer medications to patients of all ages. Students will use formulas for conversion of measures from the household, apothecary and metric systems to accurately calculate medication dosages. Practical application of medication administration, including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory. * This course is a pre-requisite for all subsequent courses.

LPN 1103 BASIC NURSING PRINCIPLES AND SKILLS I TOTAL HOURS: 111
This course introduces the principles of personal and professional development including therapeutic communications, legal aspects, ethical concepts, and nursing responsibilities with emphasis on the patient, family, and co-workers emphasized. Included in this course is a study of growth and development, fundamental skills, principles, and attitudes needed to give nursing care with skill, safety, and comfort for the patient of all ages. Utilizing the nursing process, the student will have the ability to meet environmental, hygienic, activity and nutritional needs for the client throughout the life span. These skills will be further enhanced by the study of health assessment and documentation. Concepts from this course including the vocational responsibilities of the practical nurse and growth and development concepts are integrated in all nursing courses. *This course is a prerequisite to Basic Nursing II and all subsequent courses.

LPN 1104 BODY STRUCTURE AND FUNCTION TOTAL HOURS: 63
This course is a study of basic anatomy and physiology of the human body and all its systems. Each unit in this course is designed to include the study of major parts in the specific system of the body and interlocks the dependency of one system on another with contributions of each system to the well-being of the body as a whole. This course, also, begins the application of anatomy and physiology facts to the nursing process and its relationship to medical surgical nursing. Emphasis is placed upon the assimilation of information with the beginning stages of cognitive deduction as it relates to medical- surgical nursing. Lab values and diagnostic testing parameters are introduced in this course. *This course is a pre-requisite for all subsequent courses

LPN 1201 NURSING OF THE GERIATRIC PATIENT TOTAL HOURS: 20
The study of the aging process is called gerontology. The study of disease processes associated with the elderly is called geriatrics. The nurse must have an understanding of the normal processes related to aging in order to be able to recognize the individual who is experiencing a deviation from that norm, and to assist that person to meet his/her needs. Discussions include normal aging processes, characteristics of age, special problems associated with aging, and the nursing care of the aging patient. An introduction of common geriatric disorders, medications related to the disorder and nursing care is included. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. *This course is a pre-requisite for LPN 1003 Clinical Nursing I and all subsequent courses.

LPN 1202 NUTRITION IN HEALTH AND ILLNESS TOTAL HOURS: 33
This course covers the principles of good nutrition for all age groups and the principles and modifications for therapeutic purposes including religious, ethnic, or cultural variations. Nutritional concepts are integrated throughout the entire practical nursing program. The basic principles of nutrition to give the students an understanding of basic nutritional facts that are required to evaluate food requirements and to make wise judgments about eating habits are introduced. The newest trends in health care stress the importance of nutrition education. Using nursing process and critical thinking skills, this study allows the student to focus on normal nutrition, prevention of disease, the responsibility for one's own nutritional health, and the role of nutrition in the ill client. Emphasis is placed upon the application of nutrition information into the nursing context, incorporating lab values and diagnostic testing parameters. *This course is a pre-requisite for all subsequent courses.
Prerequisites: LPN 1201 Nursing of the Geriatric Patient, LPN 1104 Body Structure and Function, LPN 1103 Basic Nursing Principles and Skills I, LPN 1113 Pharmacology I

LPN 1203 BASIC NURSING PRINCIPLES AND SKILLS II TOTAL HOURS: 72
This course is a study of increasing complex skills and principles beginning with basic skills and progressing to the complex skills incorporating critical thinking to give safe, skillful holistic nursing care to patients of all ages using the nursing process. The student will develop the ability to adapt nursing procedures to various situations with skill, safety, and concern for the patient in a variety of practicum settings. Concepts taught in Basic Nursing Principles and Skills I will be integrated and reinforced throughout the course. *This course is a pre-requisite for all subsequent courses. *Prerequisites: LPN 1201 Nursing of the Geriatric Patient, LPN 1104 Body Structure and Function, LPN 1103 Basic Nursing Principles and Skills I, LPN 1113 Pharmacology I

LPN 2301 MENTAL HEALTH TOTAL HOURS: 21
Health has three facets: body, mind, and emotions. Mind is the reasoning part of the individual and the part used to make decision. A healthy state of mind assists us to achieve the ability to compensate for tension, disappointments, and stress occurring in our daily lives. Individuals unable to make decisions that help them function independently and fit into the world are mentally ill. This course is designed to include common conditions of mental health and mental illness, prevention of such conditions, and the diagnosis, treatment, and nursing care of patients suffering from abnormal mental and emotional responses. *This course is a pre-requisite for all subsequent courses. *Prerequisite: All first term courses.

LPN 2107 NURSING I THEORY TOTAL HOURS: 63 PRACTICUM TOTAL HOURS: 136

This course incorporates fundamental knowledge learned in prior courses, and prepares the student in the nursing management of patients throughout the life span. The theory components of this course will be the medical surgical arena and the pharmacological arena and are arranged according to the body systems most closely associated with the symptoms and specific diseases with integration of pharmacological, nutritional, critical thinking and communication theories. The units in the theory components include an introduction to medical surgical nursing, the surgical patient, emergency nursing, and disorders of the immune system, hematologic system, endocrine system and respiratory system. Theory components will correlate assessment, planning, and implementation of the nursing care to include necessary skills, and the impact of nutrition and pharmacological aspects to enhance the holistic nursing care of the patient throughout the life span. The medical surgical theory component of this course assists the student to have a basic understanding of the pathophysiology, diagnostic methods, signs and symptoms, and medical and nursing care of patients with distinct diseases of the body systems.

The pharmacological theory component assists the student to have an understanding of medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. Each unit of the theory components are designed to assist the student in understanding his/her role in assessing needs, planning and implementing nursing care for patients with specific illnesses. Using critical thinking skills students will utilize the nursing process to learn the holistic nursing care of the patient throughout the life span. The practicum component of this course has an emphasis on the medical and surgical problems for patients throughout the life span including care of the obstetrical patient and pediatric patient. Nursing care is delivered with focus on specific standards of care for the diagnosis and age of the patient. *This course is a pre-requisite for all subsequent courses.

*Prerequisite: All first term courses.

LPN 2210 NURSING II THEORY TOTAL HOURS: 72 PRACTICUM TOTAL HOURS: 224

This course is a continuation of Nursing I and will include an in-depth study of the concepts of illness and nursing care for patients throughout the lifespan with neoplastic, nervous system, cardiovascular system, gastrointestinal system and musculoskeletal disorders with integration of pharmacological, nutritional, critical thinking and communication theories. The theory components of this course will be the medical surgical arena and the pharmacological arena. The medical surgical theory component of this course assists the student to have a basic understanding of the pathophysiology, diagnostic methods, signs and symptoms, and medical and nursing care of patients with distinct diseases of the body systems.

The pharmacological theory component assists the student to have an understanding of medications used to treat medical-surgical disorders and nursing assessments required to evaluate whether an expected or unexpected effect has occurred. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span.

To meet the practicum objectives, students must pass the Nursing of Mother and Infant and Mental Health courses. The practicum component has an emphasis on the medical/surgical patient, psychiatric patient, the obstetrical patient and the pediatric patient. This component of the course is designed to assist the student in applying principles from the theory components and laboratory setting to actual patients in healthcare settings. *This course is a pre-requisite for all subsequent courses. *Prerequisite: LPN 2107 Nursing I

LPN 2402 NURSING OF MOTHER AND INFANT

TOTAL HOURS: 30

This course includes the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing care are anatomy and physiology, communication skills, prenatal care, labor and delivery, postpartum care, family planning, and care of the newborn.

*This course is a pre-requisite for all subsequent courses.

*Prerequisite: All first term courses

LPN 2210 NURSING III THEORY TOTAL HOURS: 36 PRACTICUM TOTAL HOURS: 240

This course is a continuation of Nursing II and will include an in-depth study of the concepts of illness and nursing care for patients throughout the life span with integumentary system, urinary system, reproductive system, and sensory system disorders. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span.

Nursing care in acute, subacute or convalescent stages of illness with integration of pharmacological, nutritional, pediatric and communication theories will be discussed. This course assists the student to have a basic understanding of the pathophysiology, diagnostic methods, signs and symptoms, and medical and nursing care including pharmacology concepts of patients of all ages with distinct diseases of the body systems. Each unit uses the nursing process to assist the student in understanding his/her role in assessing needs, planning and implementing nursing care for patients with specific illnesses.

The medical surgical and pharmacological theory portion average of the course must be passed to continue into the clinical component of Nursing III.

The practicum component of Nursing III is a continuation of the practicum component of Nursing II and will include an increase in patient assignment load to develop time management skills and assist the student in the transition from student role to Licensed Practical Nurse role. The practicum component is designed to assist the student in applying medical and surgical care and pharmacological principles learned in the classroom and laboratory setting to actual clients in healthcare settings; and to assist the student in transition from student to graduate, recognizing the resultant changes in responsibility to self, clients and other health care team members. This portion of the program will include a 102 hour preceptorship which is designed to assist the student in transition to the LPN role.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: **Program Time Schedule**
Date Revised/Reviewed: **January 2016**

CLASSROOM AND HOSPITAL TIME SCHEDULE

Practical Nursing students spend a portion of the program in the classroom and clinical practice which include but are not limited to laboratory simulation experiences, healthcare facilities, community services and organizations which may include but not limited to: Unity Health Medical Center, Searcy Healthcare, The Crossing at Riverside Health and Rehabilitation, Oakdale Nursing Facility, and Southridge Nursing and Rehab.

Essential Functions

Theory Classes may be established as a 6 to 8 hour time requirement. Examples of start and stop times are 7 to 3 or 8:00 a.m. to 4:00 p.m. Classroom days for the evening/weekend program may be established as a 5 to 8 hour time requirement. Examples of start and stop times are 2 to 10 pm or 3 to 9pm. Weekend class(es) may range from 7 to 3 or 8 to 5pm. Classroom days will vary due to the courses and semester scheduled. Days and times are subject to change. Each student will be provided a schedule regarding class and clinic schedules.

The times for the practicum experience vary depending on rotation plans. Day or evening rotations may vary from 8 to 12 hour shifts depending on enrollment in the full or part-time program and space availability.

Students are encouraged to arrive fifteen (15) minutes early to obtain the necessary information needed to care for their assigned patients.

Practicum rotation assignments will be made the day prior to or the beginning of practicum rotation. A student may go to the site and obtain assignment information prior to the assigned rotation. The student may not participate in any duties during this time. Appropriate attire of ASUB Practical Nursing Program logo polo shirt, black scrub pants and school approved uniform lab coat with visible name tab must be worn.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Grading Policy**
Date Revised/Reviewed: **January 2016**

Each student is expected to make satisfactory progress toward the completion of the program. A student must have a 2.0 GPA in each course in order to fulfill graduation requirements and an overall 2.0 GPA for the entire transcript, not just the nursing courses. A higher GPA may be required in order to retain some scholarships (see Financial Aid section of catalog for specific scholarship requirements).

The Practical Nursing faculty desire students to be successful and to pass the licensure examination. For success to occur, students must learn to study and request help when experiencing difficulty with a course. Students must take an active role in learning and recognizing learning needs. Once the need is identified, interventions should occur immediately. Students receive course averages at mid-course and at the end of the course. Students are encouraged to keep up with grades. At any point in the course if a student feels they are not performing adequately or have below a passing grade consultation with faculty is encouraged. A student may be counseled regarding a below passing average in a course or in the program. The Practical Nursing program is based on a building block curriculum. Each course must be successfully completed with the grade of a “C” to progress to the next course.

Essential Functions

- Students are required to maintain a scholastic average of a 2.0 GPA (“C”) in each course. All prerequisite courses must have a 2.0 GPA (“C”) average to enter into subsequent courses.
- The course in which the student has been unsuccessful must be repeated.
- Failure to complete any course with at least a 2.0 (“C”) will prevent the taking of subsequent courses due to pre-requisite requirements.
- A student may apply to reenter when the failed course is offered again if space is available and preadmission criteria are met and all admission criteria has been met.
- If a course is not reentered within one (1) calendar year of the first day of the last semester attended, the entire program will have to be repeated.
- A student must complete the entire program within 2 years of the initial entry date or all the courses will have to be retaken.
- The Comprehensive Assessment exam must meet national passing standard for successful completion of each semester.

GRADING SCALE

The following grading system will be utilized to evaluate students:

LETTER GRADE	PERCENT	QUALITY POINTS
A	90% - 100%	4
B	80% - 89%	3
C	70% - 79%	2
D	60% - 69%	1
F	0% - 59%	0

Final Course grades below a 70% will result in the student's ability to progress through the program. Students will be required to successfully complete a Practical Nursing Competency exam before graduation to meet the program requirements.

Status Conditions - Non-Grade Designations:

I	Incomplete	Not computed
W	Withdrawal	Not computed
AU	Audit	Not computed
NR	Not Reported	Not computed

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted. Remedial coursework is not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

ATI learning system is required and incorporated throughout course curriculum. Student is expected to follow ATI assessment and review policies.

The Arkansas State University Beebe Practical Nursing Program adheres to the University Academic Integrity Policy as outlined in the handbook.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Withdrawal and Readmissions**
Date Revised/Reviewed: **January 2016**

Students withdrawing from training must report to the Program Director of Nursing and Student Services Office to ensure appropriate steps are taken to limit interruption of training.

WITHDRAWAL

- A student officially withdrawing from training due to hardship or illness may be considered for re-enrollment at the appropriate time in the curriculum with the appropriate approval
- Students not officially withdrawing will receive a grade of "F" on their official transcript. This may prevent re-entry into the Practical Nursing Program.
- Students withdrawing from a course that does not meet for the entire semester must withdraw on the classroom day before the final exam as long as the date is within university policies for withdrawal. The date for withdrawal for those classes will be found in the course syllabi and/or the university calendar.

READMISSION

- Any applicant seeking readmission to the program must meet the PN selection criteria for program admission and apply to the program.
 - A student may apply for re-entry a maximum of two times.
 - Reentry must be within one (1) calendar year of the first day of the last semester attending or the entire program will have to be repeated
 - Student Records and Performance Review: A review of the student's records and past performance will be conducted by the Faculty Board. The appropriate semester for possible admission will be determined. If no courses are available during a semester that the potential readmitted student needs, the student will not be admitted to that semester but can apply for the following semester. The student will receive appropriate notification and explanation of Faculty Board approval or disapproval.
 - Verification of Prior Knowledge: Verification of prior knowledge must be confirmed prior to admission approval. Competency evaluation may include but is not limited to: passing a practicum competency exam and skills competency for the course prior to the course being re-entered.
 - Student will be responsible for contacting Director for criteria related study plan related to competency evaluation.
 - Time limits: If the student has been out of the Practical Nursing program greater than one year, the program must be re-taken in its entirety.
 - Seat Availability: Re-admission is dependent upon seat availability and subject to approval by the nursing faculty board, and the Advanced Technology & Allied Health Director.
 - All University requirements must be met prior to re-admission.
 - Refer to Substance Abuse Policy for re-admission related to positive drug screen.

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: **Advanced Placement**
Date Revised/Revised: **January 2016**

It is the policy of the Practical Nursing program not to accept advance placement or transfer students. Students must complete the entire Practical Nursing curriculum through the ASU-Beebe Practical Nursing Program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Graduation Requirements**
Date Revised/Reviewed: **January 2016**

It is the responsibility of the student to ensure that all requirements for graduation are met. Students are eligible for graduation from the Practical Nursing Program with a Technical Certificate when all of the following criteria are met:

- Completion of application to graduate from the university.
- Completion of all requirements as set by the university.
- Completion of all courses with a minimum of 2.0 (“C”) or higher.
- An overall 2.0 GPA for the entire transcript, not just the nursing courses.
- Skills checklist for each semester completed and turned in at the set deadlines.
- Documentation of Comprehensive Assessment exam with Passing NCLEX standard
- Students must clear all charges against their accounts with the University prior to graduation.
- The student will be required to complete all steps required for NCLEX and the Arkansas State Board requirements prior to program completion. These include but are not limited to:
 - Criminal background check completed and submitted per the Arkansas State Board of Nursing requirement.
 - The National Council of State Boards of Nursing (NCSBN) NCLEX-PN forms have been completed on-line.
 - The Arkansas application for licensure is completed according to Arkansas State Board of Nursing protocol along with the fee for application and a temporary license if the student desires one.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: Complaint Process/Student Grievance
Date Revised/Reviewed: January 2016

Since the faculty has the primary responsibility for the quality of instruction and the educational process, it is imperative that any question of academic rights or professional competency be judged by fellow professionals. Therefore, any student who believes that his/her academic rights have been violated or who has a complaint concerning the quality of instruction should follow the Chain of Command as outlined within the Practical Nursing department.

- The initial complaint should be taken to the faculty member first. If a mutually agreed upon decision cannot be met then the student should consult with the Director of Nursing. According to the nature of the complaint, the Director may choose to consult with the Faculty Board for a general consensus regarding a decision for settlement. If the Faculty Board meets, a decision in writing will be given to the student as well as the Division Chair. If the student desires disagrees with the decision and a settlement cannot be reached the student is advised to consult with the General Technology and Allied Health Division Chair. If a mutually agreeable settlement is not reached, the student may submit a written complaint to the Vice Chancellor for Academic Affairs. The Vice Chancellor is obligated to investigate the complaint. Should the investigation result in the conclusion that a hearing for a student be held, the student shall meet with the University Hearing Committee (Academic) in the presence of the faculty member concerned. If the student wishes to appeal the decision of the Vice Chancellor for Academic Affairs or the University Hearing Committee, he/she may appeal in writing to the Chancellor with ten (10) days of the decision.
- If a grievance is based on discrimination because of race, color, religion, age, disability, sex, or national origin, the student should contact the Human Resources Office when the written complaint is submitted to the Vice Chancellor for Academic Affairs. If the complaint goes before the University Hearing Committee (Academic), the two parties in the case may each choose one member to serve on the committee to hear the case. Complaint forms can be obtained in the Human Resources Office and, upon request, a staff person there will assist in the preparation of a complaint and explain the steps involved in the grievance procedure.
- The Human Resources Office will maintain files on all complaints and will monitor their outcome once they have reached this level.
- In all cases, the time frame established for faculty grievances, which is outlined in the Faculty Handbook, will be followed.
- Recorded complaints will be limited to those made formally in writing, signed by the student and submitted to one of the designated Institutional Compliance Officers. The University currently has numerous grievance procedures in place. Referrals to these procedures will be noted by the Institutional Compliance Officer and will not be considered as a complaint for purposes of this policy. The underlying component of this policy assumes that when an Institutional Compliance Officer has become involved, the complaint has not been satisfactorily resolved through established procedures. The Institutional Compliance Officers are the Chancellor, the Vice Chancellor for Student Services, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Administration, and the Vice Chancellor for ASU-Searcy. Questions concerning these policies should be directed to the Vice Chancellor for Student Services, who serves as the Institutional Compliance Coordinator.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Attendance Policy**
Date Revised/Reviewed: **January 2016**

The Practical Nursing faculty believe for student success to occur, students should attend all scheduled class and practicum days. Absences affect a student's progress and success in a course and can be a major factor in obtaining a job after completion of a student's program of study.

- Attendance at all lectures and laboratory sessions is expected and is regarded as a course requirement. Students enrolled are expected to be on time, and remain in class for the scheduled time.
- The course syllabus will specify the number of hours that can be missed before a student is dismissed from the course. Attendance records are kept.
- During a semester, a student may miss no more than ten percent of the course clock hours prior to being dropped from the course. Absences in excess of that number will result in the student being dropped from class with a grade of "F". Example, a student will be dropped upon the seventh hour of absence in a sixty hour course. See course syllabus for specific details.
- Time missed will count in 15-minute increments. Ie: 5 min = 15 min or 19 minutes = 30 minutes. The course syllabus will specify the number of hours that can be missed before a student is dismissed from the course.
- Excess Absences: A student may initiate the Drop appeal process by providing a formal written request to the Director of Nursing within 48 hours of the excess absence. The appeal process will be reviewed by the Practical Nursing Attendance Review Panel. The student will be allowed to remain in the course until a formal review committee decision has been made. The student will be required to submit in writing an explanation and documentation regarding absences. The absence appeal will be submitted to the Practical Nursing Attendance review panel. This panel is made up of the Director of Nursing, Director of Student Services, the Resource Coordinator and the faculty member(s) whose class the absences effected. The review committee will consider the students documentation and performance in the program. The student may request to discuss the absences with the review panel in person as well as in writing. After reviewing the information the panel will provide a formal letter of explanation regarding the decision made.
- In determining whether a student should receive a failing grade, consideration should be given to the professionalism of the student as well as the quality of academic work being accomplished by the student and extenuating circumstances related to absences from class.
- The instructor will file a "Drop Report" form when the student is dropped from the class. Copies of this report will be filed with the University Registrar.

CLASSROOM ATTENDANCE POLICIES

- The instructor reserves the right to lock the classroom door after the course start time and students not in the classroom will be counted as absent until the door is unlocked.
- Students will be responsible for signing in and out for each theory course they are taking on an attendance card or timeclock system. If the card system is used the card will be turned into the instructor at the end of the class time or when the student leaves class. If the time card is not returned or returned incomplete for the day's attendance or the student fails to clock in and out within the timeclock system, the student may be counted absent for that class period.
- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class or leave early. This policy re-enforces that punctuality and regular attendance to class are important factors to help improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students.
- In the event of tardy/absence it is the student's responsibility to contact the instructor prior to the time the class is to begin. The student will need to obtain handouts or assignments issued. If an exam or assignment was scheduled at the time of absence it is the student's responsibility to contact the instructor for further direction. The student will have phone numbers on the syllabi to contact the instructors as necessary.
- "Tardy" is defined as arriving late to class or leaving early or leaving class unnecessarily.
- This includes leaving early for and returning late from break. A student may be counted Tardy for excessive restroom usage without discussing need with instructor prior to class.
- A student should not leave the classroom greater than 3-4 times during the semester or within 10 minutes of break time or the end of class for restroom use.
- If a student is Tardy it shall be recorded on the student's time card or time clock system and will count as time missed. The classroom clock will be used as the guide for all arrival and dismissal times.
- The student is encouraged to arrive to each class at least 15 minutes early. If student is tardy 3 times they will be subject to counseling. If a student is tardy 5 times or more they will be subject to permanent dismissal from the class.

PRACTICUM ATTENDANCE POLICIES

- Students who fail to notify the instructor of a tardy or absence prior to the start of the scheduled practicum rotation day, the student will be considered a "No Call, No Show" and will be counseled. In accordance with health care facility policies and recommendations, students will be dropped from the program if a total of 3 "No Call, No Show" occurs during clinic rotations during the program. For example: if a "No Call, No Show" in Clinical Nursing I occurs then another in Nursing II clinic rotation, the student will be dismissed on at the next (third) "No Call, No Show" occurrence.
- Students will be required to sign in and out for the practicum rotations on the approved program form. If a student fails to sign in and/or out an absence will be recorded. If the student signs in but fails to sign out a minimum of 4 hours will be recorded as absent. If the student signs out but fails to sign in a minimum of 4 hours will be recorded as absent.
- Student's are required to use the following email to inform faculty of absences or tardy during clinic/practicum rotations. "pnabsent@asub.edu." If the email is not used for informing faculty of absence the student will be considered a "No Call No Show."
- Any clinical/practicum hours missed will be made up at the end of each semester.

MISCELLANEOUS ATTENDANCE INFORMATION

- Students will not be allowed to attend class or practicum with a temperature of 99.8 or above and must notify the instructor of the absence prior to the start of class.
- Students will not be allowed to attend class or practicum if the student has been diagnosed with an infectious disorder; open draining wounds that are not contained by a dressing or any condition that would interfere with the student's ability to meet the course objectives for that day. Examples include but are not limited to: strep throat not being treated with antibiotics, fever blisters, draining wound on hand that would not permit the student to do hand hygiene and practice CDC guidelines for infection control and many others.
- Attendance for students receiving Veteran's Administration (VA) benefits will be subject to review by VA officials.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: Inclement Weather
Date Revised/Reviewed: January 2016

The Practical Nursing faculty want students to be safe in the event of inclement weather. It is up to the individual student to determine whether to attend class when the school is open but where the student lives is experiencing inclement weather.

Essential Functions

In the event the weather is so severe that the school administration feels life and property may be in danger, the Vice Chancellor for Academic Affairs or his designee may cancel classes until weather conditions improve.

- If there is snow or ice in your place of residence:
 - Check the ASU-Beebe website (www.asub.edu) for information campuses closing.
 - Listen to the radio station or TV station that is listed below to find out if the Searcy or Heber Springs campus has been closed due to weather.
 - If no announcement has been made by 6:30 a.m. assume that school is being held and try to attend.
 - When the campus at ASU-Searcy is in session, documentation may be required for students that are unable to attend school due to inclement weather.
- Radio and TV stations to listen to:
 - KARK (Channel 4)
 - KATV (Channel 7)
 - KTHV (Channel 11)
 - K97.7 (Searcy radio station)
 - KWCK 99.9 (Searcy radio station)
 - 107 (Searcy radio station)
 - 106.1 (Fairfield Bay radio station)

Students are encouraged to check the ASU-Beebe website (www.asub.edu) for school closures. Students are to notify faculty in the event the student will be absent for class or clinical as outline in the attendance policy.

NURSING PROGRAM INCLEMENT WEATHER CLINICAL/PRACTICUM EXPERIENCE

In the event of inclement weather predictions the nursing program may schedule an alternate practicum experience. It is the student's responsibility to check email and the learning management system announcements the evening and morning prior to practicum for directions related to the practicum rotation experience.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Classroom Policies**
Date Revised/Reviewed: **January 2016**

In addition to all institutional policies as stated in the Student Handbook the following classroom policies are required. Practical Nursing students are expected to exhibit professional behaviors whether in the classroom or at the clinical setting. The Code of Ethics for nurses applies to any setting the student may be involved.

Essential Functions

- Classes being promptly attended. Students are expected to be ON TIME and PREPARED.
- Written assignments must be handed in on time; if late; the assignment may not be accepted and a zero will be given for the assignment. Refer to course syllabus for course guidelines.
- Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in **pencil or black ink only**.
- Students are responsible for material missed; the student is responsible for requesting any hand-outs from the class missed.
- The instructor reserves the right to lock the classroom door after the course start time and students not in the classroom will be counted as absent until the door is unlocked.
- Students will be responsible for signing in and out for each theory course they are taking on an attendance card or timeclock system. If the card system is used the card will be turned into the instructor at the end of the class time or when the student leaves class. If the time card is not returned or returned incomplete for the day's attendance or the student fails to clock in and out within the timeclock system, the student may be counted absent for that class period.
- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class or leave early. This policy re-enforces that punctuality and regular attendance to class are important factors to help improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students.
- If a student is unable to take an exam in a course at the regularly scheduled time, he/she must personally talk to the course instructor prior to the time the course begins to make arrangements to take the test. If the instructor is not available, you must personally talk to the Director of Nursing to make arrangements to take the test. You cannot ask a classmate to give the instructor a message, or leave a message on the telephone or send an e-mail. Person to person contact must be made prior to the course start time. See course syllabi for telephone numbers and exact policy.
- Students should treat each other, instructors and staff with respect. Be aware of how your classroom/clinical behavior affect others. You are required to conduct yourself in an adult professional manner. Language should be professional at all times. Refrain from side conversations. Be attentive to whoever is speaking, whether it is the instructor, fellow student or guest speaker.
- Food is NOT allowed in the classroom or laboratory unless there is a special occasion such as potluck for the class. Non-alcoholic beverages in closed, unbreakable container with a secured lid and no visible labels may be brought into the classroom/lab. No open containers allowed.

- Chewing gum or eating candy is NOT allowed in class. It is very distracting for classmates especially when taking exams.
- Sleeping in class or disturbing other students by carrying on private conversation may result in the student being asked to leave the classroom or permanent dismissal from the course.
- Respect the property of others.
- The nursing department is a scent free building. NO perfumes, colognes, perfumed soaps/lotions or hair products, may be worn in the building. Please be aware of scented detergents or fabric softener odors as well. The student may be sent home if arrives to the building with these on and the hours will be counted against the student's time.
- A student must have internet access available for completion of program assignments. The University library and resource centers are available at designated times.
- Email and Learning Management Access system must be checked daily throughout program enrollment.
- Computerized testing may be used via the University Learning Management System. Students will be expected to know their ID number and password for access to the university program. Exam guidelines will be discussed with each course syllabi.
- Test grades will be posted to the University Learning Management System.
- Tests may be reviewed after school hours and questions regarding your grade or the test may be addressed at that time. The student must make an appointment 24 hours in advance with the instructor to give the instructor time to find the individual's answer sheet and the answer key to the examination if the exam was pencil and paper or to set up the availability to review the exam through the university testing program. See course syllabi for more information.
- Pop tests may be given at any time and may count as part of the student's grade.
- Tests may be given with a scantron answer sheet. It is the student's responsibility to ensure completeness of the test and proper erasures on the answer sheet occur. If you make an error and erase, to avoid any discrepancies as to which answer you selected, you must place the letter of the answer you have selected at the end of the row on the right hand side of the scantron form.
- Tests may have a time limit for completion of the exam.
- Handwriting should be legible or the assignment will not be graded.
- You are expected to clean up the personal space utilized for learning. This includes classroom and laboratory settings.
- The beds in the laboratory are for learning experiences and not for personal use. DO NOT lie on the beds.
- The skeleton and mannequins available for teaching purposes are expensive and should NOT be played with, posed, or abused. If you are found destroying these pieces of equipment, you may be held financially responsible for the damages.
- Rooms should be left in the arrangement they were found. Beds should be returned to their original position with overbed tables over the bed. It is understandable that beds may be moved to perform certain procedures, but should be returned to the original position after use.
- Due to more societal violence in our nation, cell phones may be brought to class; but must be on VIBRATE MODE only. Each classroom is equipped with a phone in case of campus violence or an emergency. Students will be required to make phone calls and answer messages during break times and lunch time. The student is encouraged to discuss the possibility of an emergent phone call with the instructor prior to the beginning of class so arrangements can be made. For unseen emergencies, the student should give the campus' main number (501)207-6200 and the Director of Nursing's number:

(501)281-6280 to family/friends for notification of personal emergent situations. All efforts will be made to contact the student as soon as possible.

- The student will be counted absent 3 hours if any of the following occur: (1) the student's cell phone rings while in class and it is not the university's emergency notification system. (2) the student is noted to be reading text or answering text messages on any smart device or electronic device during class time. (3) if a student leaves class to answer their phone other than during breaks or lunch time for an issue not previously discussed with the instructor.
- Students may not access their phones during exams.
- Students should meet bathroom needs at the scheduled break time. It is disrespectful and disruptive to classmates to leave class during exams or class activities.
- Students are not eligible for wages for clinical experiences as it is part of the educational process.
- All policies in the ASU-Beebe Student Handbook will be followed.
- Children are not allowed to accompany a student to class.
- Refer to course syllabus for further cell-phone guidelines.

ATTENDANCE RECORD

Name of Student _____

Date Program Entered _____

Date Completed _____

Record each day attendance on this form. You will be responsible for submission of this document at the end of each semester.

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Time Missed
August																																
September																																
October																																
November																																
December																																
January																																
February																																
March																																
April																																
May																																
June																																

T- Theory

P-Practicum

A-Absent

H-Holiday

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: Classroom Dress Code
Date Revised/Reviewed: January 2016

The Practical Nursing program is a professional educational program with an objective of developing a practical nurse that will adhere to the standards and principles of the profession. To meet this objective, students are taught attributes of professionalism, which include dress code policies, throughout the program. Professional attire is a requirement in the practicum partner sites utilized by our program and the facilities have recommended a dress code policy.

Essential Functions

- The Practical Nursing program has guest speakers and visitors from time to time. Our goal is to portray to the community an environment of professionalism and pride in our chosen career.
- The faculty want students to be proud of their appearance and profession. Students are expected to look, act and talk professionally at all times.
- Students are expected to be neat, clean, and maintain good hygiene.
- Classroom attire will consist of a solid colored black or gray scrub/nursing uniform attire.
 - Student uniforms are to be clean and neat. No safety pins or tape on tears or hemlines. Uniform is to fit loosely. One should be able to pinch an inch of material on both sides along all seams lines.
 - SOLID COLORED black or gray scrub/nursing pants are required. They should fit at the waist, not on the hips.
 - SOLID COLORED white or black shirt (short or long sleeve) may be worn under the scrub top only. It may not be a waffle weave shirt.
 - The shirt being worn under the scrub top may NOT be longer than the scrub top or have any logos or writing on it.
- - A uniform lab coat may be worn over the scrub top. It must be SOLID COLORED: black, gray, or white with no logos. You may wear your clinical white lab coat.
 - A jacket, coat or sweater of appropriate uniform color without emblems or logos may be worn in the classroom.
 - Pant length will be touching top of the shoe at the arch. Pant legs may not touch the floor.
- During the second term, the student may wear black scrubs pants and the logo polo shirt on the classroom day prior to the practicum rotation.
- Clean tennis shoes must be worn. They may NOT be tattered.
- Appropriate underclothing must be worn. This means bras for the women and underpants for both sexes.
- Caps or hats may **not** be worn in the classroom.
- Dress code for attending professional conferences will be announced. It may consist of professional business attire or the school black uniform pants with logo polo shirt.

- Violations of the dress code policy will result in disciplinary action. Examples of disciplinary action are: (1) the student being sent home to change clothing, (2) counseling, (3) clinical occurrence or (4) dismissal from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Clinical/Practicum Policies**
Date Revised/Reviewed: **January 2016**

Clinical policies are derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline and the Practical Nursing Advisory Board.

- Students will abide by the Arkansas Nurse Practice Act.
- Students are required to spend a predetermined number of hours in the practicum setting. This may consist of rotations in various hospitals, nursing homes, and community settings.

Essential Functions:

Practical Nursing clinical attendance:

- The times for the clinical experience vary depending on rotation plans. Day or evening rotations may be 8 to 12 hour shifts.
- Attendance records are kept.
- Students are expected to notify the clinical instructor one (1) hour before the scheduled clinical shift begins if they are unable to attend. If the student is a "No Call No Show", the student will receive a clinical occurrence. See Attendance policy for further explanation.
- A student will not be allowed to attend practicum if greater than 2 hours of the rotation day is missed. Students reporting late on duty **MUST** report to the instructor and the charge nurse prior to performing any patient care. Students are considered late until notification of the instructor occurs.
- Any clinical/practicum hours missed must be made up at the end of each semester.
- See attendance policy for requirements. Course grades will be awarded after completion of all required clinical make up.
- Student's are required to use the following email to inform faculty of absences or tardy during clinic rotations. "pnabsent@asub.edu." If the email is not used for informing faculty of absence the student will be considered a "No Call No Show."

Clinical Grade Standards:

- Appearance
 - a. Work performance and interactions: patient care, Assessment and Documentation, and Use of Time
 - b. Willingness to learn
 - c. Attitude
 - d. Knowledge of illnesses
 - e. Completeness of assignments
 - f. Relationship with staff and co-workers
 - g. Professional conduct
- Withdrawals/transfers/dismissal: Same as classroom policies as outlined under withdrawals and reentries in this booklet.

- Personal Appearance:
 - a. Students will be neat, clean and well groomed. Personal hygiene is to be maintained at all times.
 - b. NO perfumes, colognes, perfumed soaps/lotions or hair products, may be worn in the building. Please be aware of scented detergents or fabric softener odors as well. Students are to be scent free. This includes the odor of cigarettes, pipes, cigars, etc. The healthcare facilities do not want their employees and students smelling of smoke.
 - c. Uniform for students as requested by practicum partners and Advisory Committee.
 - White Uniform purchased from the designated uniform company displaying ASU-Beebe SPN insignia on the left sleeve. Male students will wear White uniform white plain undershirts. No designs on the undershirt. The uniform must be cleaned and pressed.
 - The uniform should fit appropriately.
 - Student uniforms are to be clean and pressed at all times. No safety pins or tape on tears or hemlines. Uniform is to fit loosely. One should be able to pinch an inch of material on both sides along all seams lines.
 - Length of dress should be becoming of a nurse and no shorter than mid-knee. Pant length will be touching top of the shoe at the arch. Pant legs may not touch the floor.
 - Foundation garments must be worn, white and adequate.
 1. Slips must be worn with dress or skirt.
 2. Beige or White briefs with no insignia or designs
 3. Beige or White bras with no insignia or designs and be supportive.
 4. Sleeveless white undershirt may be worn under uniform. Sleeves must be shorter than uniform top.
 5. White turtleneck or dickie may be worn under uniform top.
 - White pantyhose are to be worn with dress or skirt. Hose should be free of runs and snags.
 - If are worn, the student must wear white clean crew (mid-calf) socks without design or logos. Ankle socks are not allowed (when student is in sitting position leg exposure should not be visible).
 - Approved White leather nursing shoes or approved athletic shoes — clean and polished. Shoes must have backs and be white. No open back, half back or slides may be worn due to safety and infection control. Shoestrings should be clean at all times.
 - Name badge consisting of the laminated school picture I.D. must be worn on the left side and visible at all times. No additional pins or insignias may be worn on the uniform. No lanyards or pull cord name badge holders may be used due to safety issues.
 - Standard equipment includes: stethoscope, bandage scissors, black ballpoint pen, note pad, watch with second hand. NO digital watches.
 - NO jewelry except watch with a second hand and one ring may be worn. Elevated ring settings may not be worn due to potential patient injury and infection control. For female students only: Small pierced earrings (post type no larger than 1/4" diameter) only in gold/silver, nothing colored or bright. You may have two earrings in each earlobe only. NO other piercing may be visualized or worn. No hoop earrings may be worn. No spacers may be worn in any visible piercing locations.
 - Hair will be neat, clean, and pulled back. Hair should not fall past the eyes, face or on the patient when performing patient care or bending forward. Pony tails should not swing free (they must be pulled up), no large hair bows, ribbons, or large combs allowed. Headbands must be the

color of hair or black or white and pulled back on hair. No headbands will be allowed on the forehead.

- Make up must be moderate and natural looking. No bright colors may be used.
 - Personal hygiene: students are to be clean and well groomed. Male students will shave every day or have a neat, well-trimmed beard or mustache. Fingernails must be short, clean and without nail polish of any color including clear. No artificial nails or acrylics may be worn at any time during the practicum.
 - ALL visible tattoos must be covered the practicum experiences and when retrieving patient information. The tattoo cannot show. If numerous tattoos are present on the arms, a white long-sleeve or tattoo cover up sleeve is required to cover the tattoos. If a tattoo shows through the uniform, it must be covered.
- d. If the student's level of personal hygiene or failure to comply with the clinical dress code or style of appearance constitutes an unprofessional image or interferes with the ability to provide safe nursing care, the student will be asked to leave the clinical area and correct the identified deficiency. A student may be sent home and time counted absent if clinical policies are not followed.
- e. Dress code for obtaining patient assignments and reviewing patient information: black scrub pants, ASU Beebe polo shirt, white lab coat with school patch, name tag.
- f. Practicum partners may require compliance with institutional uniform policies. If the student does not meet institutional policies, the practicum site may request the student be sent home.

Conduct and Clinical Facility Requirements

- The student will maintain a professional attitude as well as a professional standard of patient care at all times during practicum hours.
- Students will have malpractice insurance prior to entering into the practicum partner sites. The faculty will make arrangements for the insurance and notify students of the cost. The student must pay for the insurance prior to being allowed in the practicum site. The insurance is good for one year. If the student is readmitted to the program they may have to pay insurance fees again prior to going into the practicum site.
- Students must have a current TB skin test for enrollment into the program. If the student's TB skin test expires, the student will be required to obtain a new one prior to being allowed to enter the practicum. The time missed will be counted as absence from the practicum.
- Students are required to undergo a background check prior to admission to the Practical Nursing Program. See Background check policy. Prior to going to the nursing home for clinical rotation the practicum partner may also require a criminal background check that the site will do. If there is a problem with the criminal background check the student will be dismissed from the program related to inability to meet course objectives.
- Students must be American Heart Association BLS CPR certified prior to admission into the program.
- Students will follow the Hepatitis B policy.
- Centers for Disease Control infection prevention precautions will be followed.
- Chewing gum and candy are not allowed.
- Smoking is not allowed during practicum.
- Loud talking and obscene language will not be tolerated and is grounds for immediate dismissal. If the student is not dismissed, a clinical occurrence will be given.
- Bathroom needs should be cared for at break and lunch time.

- Personal mannerisms and habits suitable for nursing are to be exhibited at all times.
- Address instructors and personnel with proper title: Mr., Mrs., Ms., Miss, and Doctor.
- Time allotted for lunch is thirty minutes only. One morning break of 15 minutes is permitted. No afternoon breaks. Lunch must be taken at the practicum site. Students may bring lunch or eat in the cafeteria. Hospitals give student discounts on meals. There may be times when you may not have a lunch time related to patient care.
- Post-conference will be held at the end of each clinic day unless otherwise announced. Location of post-conference will be announced daily. Students are to remain in the nursing unit until 15 minutes before conference begins.
- Attitude should have the traits of: enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, accepting of responsibility, and criticism.
- All students in each area are responsible for answering call lights. It could be an emergency.
- Personal calls are NOT allowed except for emergencies. Students should inform relatives and friends not to call the student while they are in the practicum site. They may contact the instructor if it is an emergency. The student will receive a clinical occurrence and/or be dismissed from the program if the student has a cell phone in their pocket.
- NO personal visitors are allowed at the practicum site. Students should inform relatives and friends not to come for visits with the student while they are in the clinical facility.
- Students may receive a variance or clinical occurrence related to practicum performance situations. Variances are defined as a warning related to particular areas of student weakness, which warrants needed remediation. A clinical occurrence is warranted for patient endangerment, safety violations, infection control practices and/or unprofessional conduct which indicate potential patient injury or major practice violations. Repeated variances throughout the nursing program may also warrant a clinical occurrence.
- Students will be counseled for each clinical variance. A variance is given when a student needs remediation in an area of clinical weakness. A variance will result in a deduction of 5% from their overall clinic grade. Example if the student has an 88 in clinic ($88 \times 0.05 = 4.4$). Overall grade will result in 83.4%.
- **Students will be counseled for each clinical occurrence. A clinical occurrence will result in a deduction of 10% points from their overall clinic grade. Example if the student has an 88 in clinic ($88 \times 0.10 = 8.8$) Overall grade will result in 79.2%. Students will be dismissed after three (3) clinical occurrences.** Examples of a clinical occurrence include but are not limited to:
 - Side rails left down on a patient that requires the rails to be up
 - Electrical equipment used improperly
 - Falls due to neglect or incomplete assessment
 - Failure to follow handwashing protocol or improper isolation technique
 - Failure to report abnormal assessment findings and properly treat
 - Medication errors
 - Violation of the HIPPA standards
 - Patient abandonment

- The student must practice within the outline scope of practice of the practical and student nurse. Skills are outlined on the skills checkoff list.
- Practice limitation for the student nurse will be implemented. Examples are:
 - NO student may perform vaginal exams.
 - No student is allowed to take or write orders concerning patients by telephone or verbally from the physician.
 - Students are NOT allowed to obtain a signature on consent forms or sign consent forms as witnesses.
 - Students are NOT to wear any identifiable part of the school uniform outside of assigned clinical/practicum activities.
- While in the practicum setting, students are expected to seek the assistance of their instructors for any nursing procedure that they have not been authorized to perform or any procedure that they feel insecure about performing. All invasive procedures require the presence of an instructor or their designee.
- Practicum partners and procedures as outlined in the Policy and Procedure manuals are to be followed. If any question arises regarding how to do a procedure, these are the manuals to which to direct your actions.
- Practicum partners may request the practical nurse school to withdraw any student whose performance is unsatisfactory or whose personal disregard for their regulations interfere with performance.
- Any student leaving the practicum site without contacting the instructor will be dismissed for abandoning his/her patients.
- Students are not eligible for wages for practicum experiences as it is part of the educational process.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Smoking Policy**
Date Revised/Reviewed: **June 2015**

Smoking is NOT permitted on university property. You may not smoke in your car parked in the university parking lot.

Essential Functions

Smoking and the use of all tobacco products is strictly prohibited anywhere on University property, including inside vehicles parked on university property.

- Smoking and the use of all tobacco products is strictly prohibited anywhere on University property, including inside vehicles parked on University property.
- Tobacco use includes, but is not limited to, the carrying by a person of lighted cigar, cigarette, pipe, or other lighted smoking devices or the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf smokeless tobacco.
- Smoking and the use of tobacco are prohibited in University vehicles.
- Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy. (Original policy adopted to comply with Arkansas Act 462 of 1987 and revised in 1991) (Adopted by ASU-Beebe Chancellor's Council on February 9, 2009.)

Arkansas Act 134, October 1, 2005 is a law that prohibits the smoking of tobacco in hospitals and on their grounds.

- Keep in mind that as a student, you are not allowed to leave facilities during practicum. NO SMOKING during practicum. This includes breaks and lunch. Students are not allowed to leave for lunch.
- Many clients find that the smell of cigarette smoke makes them nauseated due to their impaired health. As a student, you are there to help them in the process of healing and recovery.
- If you are caught smoking at any practicum partner site, or have been smoking and smell of cigarette smoke at the facility, you will:
 - Receive a clinical occurrence
 - Sent home and counted absent for the day
 - If the practicum partner requests the student be removed from the facility in violation of the violation of the facility no smoking policy, the student will be unable to meet course objectives and will be dismissed from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Risk Management Policy – OSHA/BLOODBORNE
PATHOGENS/STANDARD PRECAUTIONS**

Date Revised/Reviewed: **January 2016**

Faculty want students to be safe when practicing nursing at practicum partner sites, therefore the CDC infection control guidelines will be followed.

Essential Functions

- Students will follow information for Blood Borne Pathogen guidelines. It is based on the OSHA standard for Universal Precautions:
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the Centers for Disease Control's regard to standard precautions:
 - Wash hands before and after each patient contact.
 - Wear gloves ANY time there is the likelihood of contact with body fluids.
 - Wear gloves and gown if clothing is likely to be soiled.
 - Wear gloves, gown and mask if body fluids are likely to be sprayed.
 - Dispose of soiled linen and bandages as dictated by individual facility policy.
- All body fluids shall be considered potentially infectious materials and standard precautions shall be used.
- Contaminated needles/sharps:
 - Will not be recapped
 - Will not be bent, sheared or broken
 - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique.
 - As soon as possible after use, a contaminated sharp will be placed in an appropriate sharps container.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
- Exposure to blood and body fluids:
 - Students will wash with soap and running water, hands or any other skin, or flush mucous membranes with water immediately.
 - As students are assigned to practicum partner sites, they will be required to follow that agency's infection disease policies and procedures.
 - Students who experience a blood/body fluid exposure while doing practicum will be handled according to the facility employee protocol.
 - Students are responsible for any charge incurred.
- **Students are encouraged to obtain their own health insurance. Injuries that occur in the skills laboratory or a clinical setting are not covered and/or paid by the agency of the university.** ASU-Beebe and its campuses do not maintain health clinics. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to all students. See the Vice Chancellor for Student Services for applications and information.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: Medication Administration
Date Revised/Reviewed: January 2016

- **Always have and use a current drug book**, look medications up and verify proper dosage, side effects, nursing implications and contraindications prior to giving any medication.
- Medications and Procedures
 - Medications will be administered after successful completion of theory knowledge and simulations.
 - Medication Administration in the acute care setting may be performed after successful completion of check off by the instructor. All procedures as stated in the medication administration clinical packet must be followed.
 - Students are expected to follow the ten (10) rights of Medication Administration.
 - Verify physicians' orders with the medication administration record prior to giving any medications.
 - Prepare medications in a quiet area away from noise and distractions.
 - Check patient allergies before giving medications; if there is no notation in the allergy section of the medical record, STOP and be sure to obtain an allergy history prior to administration.
 - Know the medication various names, correct dosage ranges, method of administration, how the medications works, side/adverse effects, pre-assessments and post-assessment to be done. The instructor will be asking questions regarding the medications.
 - Nursing interventions appropriate for the medication must be followed before administration. Examples: Digitalis—may not be given until after an apical pulse is taken for one full minute. If the rate is below 60, do not give; notify the primary nurse or charge nurse. Anticoagulants—must check laboratory results (INR) before giving. These are examples only and are not meant to be all-inclusive.
 - Insulin—must check blood sugar, and the dosage double-checked by a licensed nurse before giving.
 - Verify patient by asking their name and date of birth and checking the identification bracelet.
 - If a patient questions a medication or states it is different than one taken at home, STOP and recheck the medication order and patient history. Verify order again before proceeding to administer.
 - Carefully and promptly document medication administration.
 - NEVER give a medication that another nurse has prepared.
 - Students may skin test patients with an instructor observing, but a licensed nurse must read the skin test.

- **Notify** the clinical instructor immediately if an error occurs, assess the patient for effects of the error, make sure an incident report is filled out, and the primary nurse of the facility notified.
- A medication error is defined as, giving a medication with one or more of the following inaccuracies may include but not limited to:
 - incorrect medication
 - incorrect dose
 - incorrect route
 - incorrect time
 - incorrect patient
 - failure to properly document
 - medication omitted
 - failure to properly perform preassessments and follow-up assessments
 - failure to check physician's order with MAR
 - failure to identify the patient
- When a medication error occurs, the student is to stop giving medications immediately. The clinical instructor is to counsel, immediately if at all possible, with the student regarding what was done, how to avoid medication errors, review the 10 rights of medication administration and place documentation in the file with the incident report attached, if possible and the following actions will take place:
 - First medication error—clinical occurrence
 - Second error—probation r/t second clinical occurrence
 - Third error—dismissal r/t third clinical occurrence
- Students may be dismissed from school for medication errors. If the medication error could result in patient death or is life threatening, the student will be dismissed immediately.
- Failure to correctly follow medication administration guidelines and policies stated above will result in a clinical occurrence and be subject to dismissal from the program.

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Student Organization**
 Arkansas Licensed Practical Nurses Association

Date Revised/Reviewed: **January 2016**

Arkansas Licensed Practical Nurses Association (ALPNA) is the state Licensed Practical Nurse Association. Each student will be a member of the organization as outlined by the state organization. ALPNA has student divisions. The ASUB student division will abide by ALPNA student division guidelines as follows.

- Each student division will register with the state association board.
- Each student division will maintain objectives as set forth by the parent organization
- Each student division will maintain membership(s) of student nurses and maintain professionalism at all times when representing the organization
- Each student division is encouraged to practice autonomy and individuality.
- Each student division will foster the following objectives:
 - Promote the personal development of the student practical nurse
 - Promote interest, enthusiasm and respect for practical nursing as a rewarding career.
 - Develop an understanding of the need for and the value of a local, state and national organization and will prepare the student, upon graduation and licensure, for active participation
 - Promote the development of leadership skills among members
 - Foster friendship and educational activities among the members
 - Promote academic standards among members
 - Recognize the worth and maintain the respect of each member
- Student division membership shall consist of students who are enrolled in the practical nursing program of the student division
- Each student division *reserves the right* to elect student organization officers. Duties are outlined as follows:
 - President: It shall be the duty of the functioning president to preside over all meetings. The President will coordinate club activities by keeping close touch with other officers, the membership and the sponsors.
 - Vice-President: the functioning Vice-President will assist the President in discharge of his/her duties and will assist in presiding over the meetings.
 - Secretary: The Secretary will prepare and read the minutes of the meetings, have available for the President, the agenda for each meeting, attend to official correspondence, send out meeting notices, count and record votes at election, prepare reports, keep a secretary's book, minutes of the last meeting, list of committees and their reports, copies of organization guidelines.
 - Treasurer: The Treasurer shall receive and act as custodian of funds, and be responsible for their disbursement, keep financial records neat and up-to-date, devise, with the assistance of the membership and sponsors, appropriate fundraising activities, authorize expenditures as authorized, assist with preparing an annual statement of receipts and expenditures and protect the financial reputation of the division by seeing that its obligations are met promptly.

- Historian: The historian will be the keeper of the photo album and will be responsible for taking photos at organizational functions, keeping publicity clippings in the album and handling publicity for the division.
- Sponsors: Although sponsors are not elected officers, their responsibilities should include: becoming familiar with the history, principles, guidelines, activities, parliamentary procedures, assisting members in setting up practical and worthwhile programs of work, see that funds are protected, see that meetings are orderly and conducted in a business-like manner, counsel individuals and committees and encourage membership participation.
- Each student division may set designated meeting times to meet each program needs
- Each student division must abide by financial guidelines as follows
- Dues: Dues may be set at a rate no greater than the annual membership fee of the state association. Students should maintain membership in the state association.
- Fundraising Projects
 - The types of fundraising projects and the use of moneys earned are to be decided on by the majority of the members of the class
 - Fundraising activities will be held to a minimum as to not interfere with class assignments or class times and will abide by the rules for fundraising of the university or school where the division is located.
 - Types of fundraising activities will reflect the professionalism of nursing.
- Use of Money
 - Funds raised will be utilized for contributions to community projects or for benefit of each member(graduation pin, class activity, etc)
 - Expenditures must be approved by members and require a receipt be kept and filed.
 - Moneys may not be dispersed to each member.

The Arkansas State University – Beebe Practical Nursing Program requires membership in ALPNA. There is a convention in the fall and in the spring and attendance is expected. There may be an overnight stay required for these conferences. Activities include fundraisers, community service, and attending professional meetings which may involve evening hours.

Students are expected to act professionally when attending ALPNA conventions. All Policies in ASU-Beebe Student Handbook will be followed.

- Chapter 6 states: 6.7 - ALCOHOL AND DRUG STATEMENT:

Arkansas State University-Beebe prohibits possession, use and/or distribution of alcoholic beverages, in any form, and the use, manufacture, distribution, or possession of drugs without medical prescription in or about University grounds, instructional buildings, residence halls, or at any University-approved activity on or off-campus. Arkansas State University-Beebe alcohol and drug statement is in compliance with federal, state, and local laws, including but not limited to Minor in Possession of Intoxicating Beverages statute. Disciplinary action may be imposed by the University in addition to criminal penalties. The Student Success Center offers alcohol and drug education resources.

- Chapter 8 Article II of the Code of Conduct: Proscribed Conduct/Breaches of Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article III: Possession, use, and/or distribution of alcoholic beverages, in any form, in or about University grounds, instructional buildings, residence halls, or at any University-approved activity on or off campus;

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Standards of Conduct**
Date Revised/Reviewed: **January 2016**

Policies are derived incorporate professional standards, Nursing Code of Ethics, Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline and the Practical Nursing Advisory Board. The practical nursing shall adhere to conduct standards as outlined.

Essential Functions

- Calling an instructor after designated program hours is prohibited unless it is an absolute emergency and the matter cannot wait until the next day.
- Students should treat each other, instructors and staff with respect. They must be aware of how their behavior affects others. Students are required to conduct him/herself in an adult professional manner.
- Language should be professional at all times. Refrain from side conversations. Be attentive to whoever is speaking, whether it is the instructor or fellow student.
- Handwriting should be legible or course work may not be graded.
- The nursing lab and classrooms are for learning experiences only and not personal use. Do not lie on beds or pose mannequins or skeletons. A student may be held financially responsible for any damages.
- Students may feel some lecture/clinical content to be offensive. This content is shared in a professional manner and for educational purposes only.
- Violations of Professional Conduct
 - The student must comply with the guidelines. Failure to comply may result in corrective action as identified in the following lists. The accumulation of two counselings in a single semester related to student conduct or failure to follow established policies will result in a review of the student's behavior by the faculty board and possible dismissal from the program. Incidents may be reported to the Division Chair, Vice Chancellor of Academic Affairs and Campus Police as deemed necessary. The student may be subject to probation or dismissal from the program for any of the following
 - Failure to be honest
 - Cheating on an exam. Cheating is the same thing as stealing which will not be permitted and will result in immediate termination
 - Falsification of records or plagiarism in the clinic or classroom setting.
 - Insubordination
 - Unprofessional behavior
 - Being under the influence, use or possession of any type of alcoholic beverage, hallucinogen, barbiturate, amphetamine and all legend drugs not issued under a doctor's prescription will be prohibited on the ASUB campus, clinical facilities or program activities. Violation of this will result in termination from school. Substance Abuse policy is outlined in the Student Handbook
 - Students who engage in such acts as stealing, gambling, profanity, or personal combats make them liable to disciplinary actions
 - Unauthorized removal of material from school or clinical area

- Failing to adhere to good clinical standards in providing health care
 - Failure to immediately report an abnormal finding concerning a patient to the instructor and /or appropriate nursing staff member
 - Procedures performed incorrectly
 - Patient endangerment
 - Physical or verbal abuse of clients or others.
 - Failure to maintain client confidentiality.
 - Accepting money or gifts from clients.
 - Request by a practicum partner to remove the student from their facility and the inability of the student to meet course objectives
- Failure to follow instructions or any violation of rules established by the practical nursing program or nursing faculty.
- Attendance as previously stated
- Grades as previously stated
- Violation of the policies as stated in the school Conduct and Disciplinary Standards
- Procedures performed outside the Scope of Practice of a Practical Nurse
- Violation of policies in the ASU-Beebe Student Handbook or Practical Nursing Handbook

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: **Substance Abuse Policy**
Date Revised/Reviewed: **January 2016**

Policies are derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline and the Practical Nursing Advisory Board.

The Practical Nursing program believes in the overall school policy. It is the policy to maintain a drug and alcohol free environment. The Practical Nursing faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences.

Essential Functions

- The Practical Nursing program 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.
- Within the profession of nursing there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in educational activities whether on campus or in the clinical setting, nursing students are expected to be free from influence of chemical substances/drugs.
- Students will sign a form agreeing to abide by the policy for the length of the program.
- Professional expectations apply to nursing students. Students will be held to the same standards as a licensed nurse. For example, any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice ACT, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section IX.A and Section XV.A.6.m.
- In the Practical Nursing program, professional behaviors and the Arkansas Nurse Practice Act are taught. Students will abide by the rules of the Arkansas Nurse Practice Act. Another example, any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act ACA 17-87-309(a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j.
- Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a Nursing faculty member.
- If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation, the student will be immediately terminated from the nursing program and will receive a “F” in each course in which they are enrolled.
- The intent of the policy is not just to identify those students chemically impaired, but also attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Practical Nurse.

- All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.
- As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.
- Urine drug screens will be conducted during the school period. The approximate cost of each drug screen is \$40.00, which must be paid by the student.
- One screen will be done each term. The day will not be announced ahead of time. The Director of Nursing or the designee will announce that urine drug screens will be done and all students will be tested on the same day.
- The results of the screen will be sent to the Practical Nursing department head.

Testing for cause could be conducted using the following policy/procedure:

- The faculty member will have another faculty member or staff RN to confirm the suspicious behavior.
- The student will be asked to leave the area, go with a faculty member and witness to discuss the situation. All conversations will be held in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
- If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and all practicum partner policies, if appropriate.
- The student will be suspended from all practicum until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
- If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty.
- If any of the laboratory test is positive for substances classified in the Diagnostic and/or Clinical statistical Manual of Mental Disorders (DSM-IV), the decision will be: referral for medical evaluation, and immediate suspension from the program.
- Confidentially will be maintained.

Students who are dismissed from the program who at a later date wish to return to the program will be required to complete specific activities as directed by the Director of Nursing before being allowed re-entry.

Treatment, Referral & Reapplication

A positive drug screen will result in immediate dismissal from the program. If the student wishes to challenge the decision of the nursing program, the due process procedures of the college will be followed. The Faculty will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source.

A student will not be denied readmission based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, for a 6-month period of time, or a recognized substance abuse treatment program of choice. Evidence of participation must be sent to the school of nursing. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of signed initials of the chairperson of each group attended. Acceptable evidence for a treatment program of the student's choice will be a verifiable completion certificate.
- Demonstrate at least one (1) year of abstinence immediately prior to application.
- Demonstrate letters of reference from all employers within the last one (1) year.

Once readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the nursing program and practicum partner guidelines where assigned client care. The student will pay for testing.

Once readmitted, the student must abstain at all times from the use of controlled or abuse potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought.

Appeal Process

See ASUB Student Handbook.

Incident of Reoccurrence

A student who is re-admitted to the nursing program and has a positive test for substance abuse, will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

Substance Abuse Policy Model is adapted from the Nurse Administrators of Nursing Education Programs (NANEP) recommendations.

**SUBSTANCE ABUSE POLICY RELEASE FORM
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING PROGRAM**

I, _____ have read the Substance Abuse Policy of the Practical Nursing Program and agree as a student in the nursing program to comply with all aspects of the policy as it is written.

I agree that the laboratory designated by the Practical Nursing Program, a drug testing facility, is authorized by me to provide the results of the test to the Practical Nursing chair. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to (1) compliance of the college with federal and state law, and (2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program.

I will remain drug free for the length of the program.

I will submit a written statement from the physician if prescribed a mind-altering drug.

I understand that I will not be allowed to continue in the clinical area, if any prescribed medications interfere with my ability to ensure my safety or the safety of my patients.

I agree to random drug testing.

I authorize the release of my drug results to Arkansas State University-Searcy Practical Nursing chair. I authorize the release of my drug results to the Arkansas State Board of Nursing. I, also, agree to abide by the provisions for determining dismissal from the program and to follow the conditions for readmission as outlined.

I, hereby release Arkansas State University-Beebe, its Board of Trustees, officers, employees and agents from legal responsibility or liability arising from such a test, including but not limited it, the testing procedure, analysis, the accuracy of the analysis, or the disclosure of the results.

Signature

Date

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT

Policy/Procedure: State Board of Nursing Requirements
Date Revised/Reviewed: January 2016

Have you ever been convicted of a crime? This question is asked on the Arkansas State Board of Nursing application for Practical Nurse licensure. This application is completed after the successful completion of the program at ASU-Beebe and must be completed prior to the graduate taking the licensure examination.

Essential Functions

- Students convicted of a crime may enter and complete the Practical Nursing Program at Arkansas State University- Beebe. However, after completion of the program they may be required to meet with or appear before the Arkansas State Board of Nursing before being permitted to take the licensure examination. They may not be allowed to take the licensure examination. When application is made, the Board will notify the student of the paperwork necessary to complete and return to them. Persons convicted of a crime may not be eligible to take the NCLEX-PN for Arkansas licensure.
- The Student will be required to sign a form stating the following during orientation: "The criminal background check law (ACA17-87-312) contained in the Practical Nursing Handbook has been discussed. I understand that if I have ever been convicted of a crime, I may be denied eligibility for licensure. I may be required to meet with or appear before the Arkansas State Board of Nursing before the decision is made to grant me permission to take the licensure examination. The ASU-Beebe Practical Nursing Program does not make any guarantees regarding the outcome. This law has been reviewed and discussed."
- Anyone with questions regarding this may contact the head of the Practical Nursing department or the Arkansas State Board of Nursing at: 501-686-2700 or write them at University Tower Building, Suite 800, 1123 South University, Little Rock, Arkansas 72204.

17-87-312. Criminal background checks.

- (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (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 Department 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 Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (1)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person 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:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (14) Rape as prohibited in §§ 5-14-103;
- (15) Sexual indecency with a child as prohibited in § 5-14-110;
- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
- (17) Incest as prohibited in § 5-26-202;
- (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203;
- (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
- (22) 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;
- (23) Felony adult abuse as prohibited in § 5-28-103;
- (24) Theft of property as prohibited in § 5-36-103;
- (25) Theft by receiving as prohibited in § 5-36-106;
- (26) Arson as prohibited in § 5-38-301;
- (27) Burglary as prohibited in § 5-39-201;
- (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
- (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (30) Stalking as prohibited in § 5-71-229;
- (31) 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;
- (32) Computer child pornography as prohibited in § 5-27-603; and
- (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

(f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (1)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

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

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

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

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h)(1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure, or is 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 Department of Arkansas State Police.

(i) 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.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Rape as prohibited in § 5-14-103;

(E) 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;

- (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-203 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-204;
- (G) Incest as prohibited in § 5-26-202;
- (H) Arson as prohibited in § 5-38-301;
- (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
- (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

STUDENT SIGNATURE

DATE

**STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
PRACTICAL NURSING DEPARTMENT**

Policy/Procedure: **Witnessed Receipt of Student Handbook**
Date Revised/Reviewed: **January 2016**

I have received a copy of the ARKANSAS STATE UNIVERSITY-BEEBE PRACTICAL NURSING DEPARTMENT STUDENT HANDBOOK POLICES AND PROCEDURES.

I understand that I am to be aware and abide by each of the policies and program requirements contained in this book as well as other policies that may govern my program status.

I also understand that failure to comply with these policies can result in probation or dismissal from the PN program.

I have had to opportunity to ask questions which were answered to my satisfaction during Student Orientation.

STUDENT SIGNATURE

DATE

WITNESS SIGNATURE

DATE