

**ARKANSAS STATE UNIVERSITY-BEEBE**

**NURSING PROGRAM  
STUDENT HANDBOOK  
PROGRAM POLICIES & PROCEDURE**

**SPRING 2024**



**ARKANSAS STATE  
UNIVERSITY  
BEEBE**

**HEBER SPRINGS ♦ LRAFB ♦ ONLINE ♦ SEARCY**

**OFFERED AT**

**ARKANSAS STATE UNIVERSITY-BEEBE  
SEARCY CAMPUS  
1800 EAST MOORE AVENUE SEARCY, AR 72143  
501-207-6200**



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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 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.

## NURSING PROGRAM OVERVIEW & PHILOSOPHY

Spring 2024

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing and the Licensed Practical Nursing/Paramedic to Associate of Applied Science in Registered Nursing program. Each program prepares individuals for the practice of the identified program.

### **Practical Nursing Program**

#### **Mission & Vision**

The Practical Nursing program values and adheres to the overall University mission statement, which is “Transforming lives through quality learning experiences.” provides basic knowledge and skills for the entry level Practical Nurse. Education is provided using a variety of delivery methods to diverse populations with the goal of preparing graduates to provide safe and effective care as an entry level nurse.

The program provides a supportive environment for learning which prepares students for licensure and entry into the workforce. Clinical experience and future employment opportunities consists of hospitals, nursing homes, outpatient surgery centers, public school nursing offices and other healthcare settings.

#### **Program Learning Outcomes**

1. Functions as an effective health care team member in providing care to persons with common nursing problems and assisting the registered nurse or physician with more complex problems.
2. Implements effective communication skills regarding health care with members of the health care system and the community.
3. Recognizes that each person is a holistic, ever-changing being affected by environmental changes and can apply this concept competently in wellness and illness using critical thinking skills.
4. Acquired adequate knowledge and skills relevant to the health care field, gained through study and utilization of scientific principles, to render safe care.
5. Observes and responds to the person’s needs on an individual basis using the nursing process, which incorporates critical thinking skills.
6. Demonstrates ethical, legal and professional standards of nursing practice (professionalism).
7. Demonstrate safe and effective care through simulated learning experiences and hands on patient care.
8. 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.
9. Adheres to the nursing code of ethics and the Arkansas Nurse Practice Act.
10. Demonstrates effective use of informatics/technology.

#### **Practical Nursing 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, humankind 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 humankind holistically.
- The faculty believe in providing an education that will transform the lives of individuals through quality learning experiences.
- 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, community organizations as well as simulation experiences which work together in providing the highest quality health education and practices.
- 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 which focuses on the following: concepts of human needs, nursing process, growth and development, stress and adaptation, safety, delegation, communication and basic nursing skills. Nursing education emphasizes several aspects of nursing which include leadership, communication and critical thinking as well as the nurse's ability to identify and change the client's environment, health and/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.

**Licensed Practical Nurse/Paramedic to  
Associate of Applied Science in Registered Nursing**

**Mission & Vision**

The Arkansas State University-Beebe (ASUB) Licensed Practical Nurse (LPN)/Paramedic to Registered Nurse (RN) program maintains the value of the overall University mission, which is “Transforming lives through quality learning experiences” (Arkansas State University-Beebe, 2014). The program adheres to the University mission by focusing on transforming the LPN/Paramedic into RN practice by providing quality education that influences critical thinking and metacognition. The learning process prepares the student for a successful career as an Associate of Applied Science degree nurse and provides foundational knowledge required for transition into a baccalaureate degree via articulation agreements with four-year Universities.

The program exists to produce nursing graduates who are on the forefront of new technological advances in healthcare and uses evidence-based practice to promote the health and well-being of patients across diverse populations. Providing student-centered high-quality learning experiences, as well as nurturing self-awareness and responsibility of lifelong learning, will provide an impact on the quality of healthcare services within surrounding communities. The program provides a seamless progression into the healthcare field and is an avenue for educational advancement.

The vision for the ASUB LPN/Paramedic to RN program is to provide quality education to diverse populations, enhancing healthcare within the surrounding communities. The program will promote a seamless transition for licensed LPNs and certified Paramedics to the Registered Nursing role. The program will promote collaborative community partnerships within the healthcare workforce (Arkansas State University-Beebe, 2019).

The core values of ASUB’s vision are reflected in the LPN/Paramedic to RN program. Serving others with integrity, diversity and global awareness will be expressed in the educational relationships with students and healthcare. Excellence in education will be practiced by providing evidence-based practice standards. Students will maintain access to up-to-date educational standards in a student-centered culture (Arkansas State University-Beebe, 2019).

Arkansas State University Beebe’s LPN/Paramedic to RN Associate of Applied Science degree program views the intertwining of theories approach to be beneficial to the education and profession of the nurse. Benner’s Novice to Expert approach is represented throughout the curriculum based on the ability of the nurse to progress through multiple degrees of knowledge and understanding. Bandura’s social interaction and Garner’s multiple intelligence theory will be utilized to build upon the strengths of the individual and their surroundings. Watson is represented throughout the curriculum as a necessary attribute in the nursing profession and patient care (Billings & Halstead, 2016).

**Program Learning Outcomes**

Graduates of the Arkansas State University Beebe Registered Nurse program will:

1. Integrate and adhere to practice and professional standards of the Registered Nurse by incorporation of accrediting and approving body’s rules and professional standards.
2. Recognize each person is a holistic, ever changing being who is affected by the environment, society and healthcare.
3. Apply nursing concepts competently within the wellness and illness continuum.
4. Relate health promotion and disease prevention strategies to current healthcare trends, illnesses and treatments.
5. Provide and evaluate holistic nursing care based on evidence-based practice standards, diverse populations and healthcare needs.
6. Demonstrate lifelong learning and the role it plays in advancing a culture of professional excellence and achievement through mutual collaboration within the university, community, and interprofessional entities.
7. Engage in advanced technology and informatics to provide safe nursing care and effective information management.
8. Implement communication skills with interprofessionals to increase awareness of patient needs and promote effective and safe care management.

**Licensed Practical Nursing/Paramedic to  
Associate of Applied Science in Registered Nursing  
Program Philosophy**

- The faculty accept and believe the underlying philosophy of the Arkansas Department of Higher Education (ADHE) and the Arkansas State Board of Nursing (ASBN). Faculty assist in the development and revision of curriculum as related to Registered Nursing standards of accrediting and approving bodies.
- The faculty believe the Associate of Applied Science Degree Registered Nurse is a distinct member of the healthcare team whose goal is to recognize aspects of the individual's health in order to promote health and illness prevention.
- The faculty believe the educational experience is enhanced through collaboration with other university departments, community organizations, healthcare facilities and professionals by providing interprofessional high quality health education and lifelong learning opportunities.
- The faculty adheres to providing quality education, which builds upon the strengths of each student, to promote critical thinking and metacognition. Benner's Novice to Expert theory of learning is followed to assist in the stages of critical thinking and to promote knowledge retention, workforce involvement and degree progression. Garner's multiple intelligence theory is also utilized to promote the growth and creativity of the student within the learning environment.
- The faculty believe learning is a process that builds upon itself and must reflect meaningful experiences. Students are adult learners involved in lifelong learning and must be proactive and seek out experiences which will reflect the use of evidence-based practice.
- The faculty believe in the vital component of social interaction as outlined in Bandura's Social learning theory. Each student provides a valuable experience in the educational setting through interaction with other students, providing multiple perspectives and by nurturing one's own self-awareness.
- The faculty believe each student's education is influenced by personal experiences, culture, perceptions, decision making ability and the impact of possible outcomes. Educators believe consideration must be given to each student regarding these influences to be successful in nursing education. Learning is an individual process that may be developed by providing an organized program offered at levels of increasing complexity. The faculty is responsible for planning, implementing and evaluating the learning experience.
- The faculty believe in the use of informatics and advanced technology in the provision of nursing and patient care.

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

**Policy/Procedure:** Requirements for Admission  
**Date Revised/Reviewed:** Spring 2024

Admission to the Nursing program is a competitive selection process based on the entrance test exams and prior educational experiences. Because of this competitive selection process and limited student program seats, not all applicants will be accepted into the program. Each student is required to meet all guidelines as listed below or will be deemed ineligible to enter the nursing program.

**General Requirements for Admission to ASU-Beebe**

- Submit an ASU-Beebe application for enrollment. This may be done on-line at [www.asub.edu](http://www.asub.edu).
- Submit an official complete high school transcript (seven semester transcripts 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.
- All transcripts, scores and any other documentation required in the admissions process for the University must be on file at the time of the nursing application to be considered complete and eligible for consideration
- Current Accuplacer, ACT or approved entrance exam as required for University admission.
- Submit immunization records. Provide immunization record with required MMR (including a booster, second dose for measles) and current negative result TB test.
- 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.

**Nursing Programs Application and Entrance Testing Information**

- The Nursing application process and entrance testing dates are as follows:
  - Summer Cohort: February 1 through May 1
  - Spring Cohort: September 1 through December 1
- Applications for all Nursing programs will continue to be accepted until the class is filled. Applications received by the priority consideration date will be considered for admission first. All University general admissions criteria must be completed for consideration.
  - Summer cohort – April 15
  - Spring cohort - November 1
- Students are required to provide other names used when applying to the Nursing program. It is imperative the student ensure last name(s) are correct in the ASUB system and that legal name is used on application. If the student fails to provide this information the student may be deemed ineligible for admission.
- Applicants must be at least 17 years of age.
- If the prospective student has been in another Nursing or Allied Health program, a letter of good standing must be provided prior to acceptance consideration. This must be submitted regardless if the training was completed or not. All transcripts will be reviewed for prior Nursing and Allied Health courses. If a student does not provide a letter of good standing and/or does not mark the application as such, the student will be deemed ineligible for admission to the program. If the student is not found to be in good standing, the student information will be reviewed by the faculty board and administration to determine enrollment eligibility.
- Practicum partners may require proof of vaccination for infectious diseases to attend practicum rotations. These may include but are not limited to COVID-19 and influenza vaccines. Unfulfilled vaccination requirements may limit student practicum rotations and objective completion, therefore impeding program completion.



### **Practical Nursing Specific Program Admission Criteria**

- Applications are submitted online via the ASUB.edu Practical Nursing webpage. A new application must be submitted each semester.
- Entrance testing will consist of the HESI A2 and must be taken at an ASUB testing center. Testing is completed on Tuesday and Thursday during the dates as listed above. A student may test two times during the semester prior to the program start date. For more information the student may visit <http://www.asub.edu/testing-services/testing-center-policies.aspx> . Students do not need to submit scores with the application. Scores are obtained through the testing center or HESI testing program.
- To be considered for program admission, applicants are highly encouraged to score proficiency and probability of program success as outlined by the nursing department. The recommended scores on the HESI A2 which indicates the probability of passing nursing courses are Reading Comprehension - 70%, Grammar - 70%, Vocabulary & Knowledge - 70%, Math - 70%, Critical Thinking – 760. Individuals with minimal scores and higher will be given first priority.
- It is the student’s responsibility to sign up and pay for the correct exam related to the program desired. Upon testing, the prospective student must identify which program entrance exam to be taken. Prospective student scores, GPA and prior course history will be considered for acceptance. Students must have a minimum GPA of 2.0 to be considered for admission. Students will be ranked according to the above criteria and acceptance will be granted related to score totals. All University admission requirements must be met for program admission.

### **Licensed Practical Nursing/Paramedic to Registered Nursing Specific Program Admission Criteria**

- All prerequisites must be completed before applying for the LPN/Paramedic to RN Nursing program. The prospective student must have a minimum GPA of 2.0 in prerequisites as listed for the program and an overall GPA of 2.0. Prerequisites must be completed with a grade of C or better.
- Any applicant seeking transfer credit for prerequisite courses must submit official transcripts to the Registrar’s office. Prerequisite courses in progress during the semester before the program start date will be considered with a midterm grade of “C” or higher. Conditional admission may be granted pending successful course completion with a “C” or higher.
- Each applicant must take the HESI entrance exam specific to their program application. Please ensure when registering for the exam you are specific as to which program and exam you need to take.
  - Entrance Exams are as follows:
  - HESI Entrance Exam – No minimum score required. However, to be considered for program admission, applicants must score proficiency and probability of program success as outlined by the nursing department. Points will be awarded related to test scores.
    - LPN: LPN to ADN HESI Entrance exam
    - Paramedic: EMS to ADN Entrance exam
  - Accuplacer Reading Exam – minimum score of 227 required. (Students with qualifying English courses may not be required to complete the Accuplacer).
- Testing information, instructions and dates for administration may be found on the ASUB testing center webpage at <http://www.asub.edu/testing-services/> .
- Selection Process
  - Selection of qualified applicants for admission is based on a point system which includes scores on required admission testing and prerequisite GPA and prior course history.
  - LPN requirements:
    - An unencumbered LPN license in the state of Arkansas or mutual state licensure recognized by the ASBN or be a recent graduate (within three months) of an approved LPN program.
    - Complete the Elsevier HESI LPN-ADN entrance exam with qualifying entrance score.
    - Example of study material are Saunders PN-NCLEX review
    - Minimum of 4 months (600 hours) experience as a Licensed Practical Nurse over the last two years or be a graduate of an approved LPN program within the last three months. Experience must be direct patient care centered. No hours served as an orientation to employment will be considered. If admitted as a recent graduate, must have LPN license or exam scheduled for

admittance as well as document from approved LPN program with number of clinic hours completed during LPN program. Continued enrollment is contingent on new LPN graduate licensure as an LPN.

- Paramedic requirements:
  - Must hold a Paramedic state licensure number with the Arkansas Department of Health as well as current registration as a paramedic with the National Registry of EMTs.
  - Minimum of 4 months (600 hours) over the last two years. Experience must be direct patient care centered. No hours served as an orientation for employment or related training shall be considered.
  - Complete the Elsevier HESI EMS – ADN Entrance Exam with qualifying entrance score.
  - Example of study material is Pearson Vue EMT achieve for Paramedics or the Saunders PN-NCLEX review.

**Final Admission status will be granted upon:**

- Proof of **American Heart Association Healthcare Provider** CPR, which does not expire during program enrollment. CPR from agencies that follow AHA guidelines will not be accepted.
- Proof of Tuberculin skin test which will not expire during program.
- Proof of current Tetanus injection which does not expire during program.
- Proof of two Varicella vaccinations OR a titer.
- Clinic facilities may require additional immunization(s) or testing for rotations
- Completion of all entrance testing requirements.
- Completion of Nursing Orientation.
- Criminal Background check completion. A student may be granted approval for admission to the program with a positive background check, however, may not be able to complete program objectives due to practicum partner's 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 all information obtained concerning the licensure applicant in the commission of any offense to the board.

Arkansas State Board of Nursing Criminal Background rules and regulations published in the Nurse Practice Act are as follows:

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;

**17-87-312. Criminal background checks.**

- (a)
  - (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
  - (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
  - (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
  - (2) The permit shall be valid for no more than six (6) months.
- (g)
  - (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
    - (A) The affected applicant for licensure or his or her authorized representative; or
    - (B) The person whose license is subject to revocation or his or her authorized representative.
  - (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
  - (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
  - (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
  - (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

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

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

**Policy/Procedure:** Criminal Background Checks  
**Date Revised/Reviewed:** Spring 2024

Background checks will be conducted on applicants who are selected to enroll in the Nursing program. Applicants who do not meet admission requirements or who are considered alternate status will not undergo a background check until accepted as a student into the Nursing program. Checks will also be conducted on students seeking to re-enroll in the program if greater than six months from the last date of attendance has occurred. Background checks are a mandatory requirement for many of the clinical institutions where practicum courses are held. Therefore, if an applicant's/student's criminal background history is unsatisfactory, the student may not be able to meet practicum requirements. Additional background checks may be completed by the clinical facilities at the expense of the student.

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 Nursing department.
2. 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 to the Program Director.
3. Background checks will be conducted by ASU-Beebe and affiliated practicum partners.
4. The applicant is responsible for all fees associated with the criminal background check.
5. Background check results may be disclosed to persons having a legitimate need for the information. Clinical rotation partners or University departments holding a legitimate relationship with the Nursing department may request a copy of the background check. These entities may utilize the information provided for purposes only related to facility and program guidelines. ASU-Beebe will not transmit the information to any outside agency or person not associated with the administration and operation of the Nursing program without the applicant's/student's written consent.
6. Students are expected to rotate through the Long-Term Care (LTC) facilities throughout the program. Therefore, each student will be required to complete an additional background check with each LTC agency. The fee for this background check will be determined at the time of completion and added to the student's University account. The Office of Long-Term Care (OLTC) criminal history guidelines will be followed for entrance into the Long-Term Care facility for practicum rotations. If a student does not meet OLTC requirements, the LTC facility may request the student not be permitted to participate in the practicum rotation(s) held in their facility. If this occurs the student will not be able to meet the course objectives. Long-term care facility guidelines are limited related to misdemeanors within the last five years and felonies within the last ten years. Criminal charges related to theft or battery may also limit clinical rotation participation therefore deeming the student ineligible to complete the program and course objectives.

**17-87-312. Criminal background checks.**

(a)

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

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

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;



The Office of Long-Term Care (OLTC) maintains specific standards regarding criminal history which may disqualify a student from completing clinical rotations. Students are expected to meet employment standard guidelines as outlined below. Please refer to OLTC outlined Criminal Record Check at <http://veterans.arkansas.gov/assets/uploads/2017/02/20170208131933-rules-and-regulations-for-conducting-criminal-record-checks-for-employees-of-long-term-care-facilitiespdf.pdf>

### **Office of Long-Term Care Criminal History Background information**

**201** Before making an offer of employment, the service provider shall inform an applicant that employment is contingent on the satisfactory results of criminal history record checks. Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere, regardless whether the record of the offense is expunged, pardoned, or otherwise sealed, to any of the offenses listed below by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

1. Capital murder, § 5-10-101;
2. Murder in the first or second degree, §§ 5-10-102 and 5-10-103;
3. Manslaughter, § 5-10-104;
4. Negligent homicide, § 5-10-105;
5. Kidnapping, § 5-11-102;
6. False imprisonment in the first degree or second degree, §§ 5-11-103 and 5-11-104;
7. Permanent detention or restraint, § 5-11-106;
8. Robbery, § 5-12-102;
9. Aggravated robbery, § 5-12-103;
10. Battery in the first, second or third degree, §§ 5-13-201, 5-13-202, and 5-13-203;
11. Aggravated assault, §5-13-204, or assault in first, second, or third degree, §§ 5-13-205, 5-13-206, and 5-13-207;
12. Introduction of controlled substance into body of another person, § 5-13-210;
13. Terroristic threatening in the first or second degree, § 5-13-301;
14. Rape, § 5-14-103;
15. Sexual assault in the first, second, third or fourth degree, §§ 5-14-124 – 5-14-127;
16. Sexual indecency with a child, § 5-14-110;
17. Violation of a minor in the first or second degree, §§ 5-14-120 and 5-14-121;
18. Incest, § 5-26-202;
19. Domestic Battery (all degrees), §§ 5-26-303 - 5-26-306;
20. Endangering the welfare of incompetent person in the first or second degree, §§ 5-27-201 and 5-27-202;
21. Endangering the welfare of a minor in the first or second degree, § 5-27-205 and 5-27-206;
22. Permitting abuse of a minor, § 5-27-221;
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or employing or consenting to the use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, §§ 5-27-303, 5-27-304, 5-27-305, 5-27-402, and 5-27-403;
24. Felony abuse of an endangered or impaired person, § 5-28-103;
25. Theft of property, § 5-36-103;
26. Theft by receiving, § 5-36-106;
27. Arson, § 5-38-301;
28. Burglary, § 5-39-201; Rules and Regulations for Conducting Criminal Record Checks
29. Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-501 et seq;
30. Prostitution, §5-70-102, Patronizing a prostitute, §5-70-103, or Promotion of prostitution (all degrees), §§ 5-70-104 – 5-70-106;
31. Stalking, § 5-71-229;
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this section.
33. Forgery, § 5-37-201;
34. Breaking or entering, § 5-39-202;
35. Obtaining a controlled substance by fraud, § 5-64-403;
36. Computer child pornography or failure to report computer child pornography, §§ 5-27-603 and 5-27-604;

37. Computer exploitation of a child or distributing, possessing, or viewing of matter depicting sexually explicit conduct involving a child, §§ 5-27-605 and 5-27-602;
38. Coercion, §5-13-208;
39. Terroristic act, §5-13-310;
40. Voyeurism, §5-16-102;
41. Communicating death threat concerning a school employee or student, §5-17-101;
42. Interference with visitation or interference with court-ordered custody, §§5-26-501 and 5-26-502;
43. Contributing to the delinquency of a minor or juvenile, §§5-27-209 and 5-27-220;
44. Soliciting money or property from incompetents, §5-27-229;
45. Theft of services, §5-36-104;
46. Criminal impersonation, §5-37-208;
47. Financial identity fraud, §5-37-227;
48. Resisting arrest, §5-54-103;
49. Felony interference with a law enforcement officer, §5-54-104;
50. Cruelty to animals, or aggravated cruelty to a dog, cat, or horse, §§5-62-103 and 5-62-104;
51. Public display of obscenity, §5-68-205;
52. Promoting obscene materials, §5-68-303 or Promoting obscene performance, §5-68-304;
53. Obscene performance at a live public show, §5-68-305;
54. Public sexual indecency, §5-14-111;
55. Indecent exposure, §5-14-112;
56. Bestiality, §5-14-122;
57. Exposing another person to human immunodeficiency virus (HIV), §5-14-123;
58. Registered sex offenders, §§5-14-128 – 5-14-132;
59. Criminal use of a prohibited weapon, §5-73-104;
60. Simultaneous possession of drugs and firearms, §5-74-106; and
61. Unlawful discharge of a firearm from a vehicle, §5-74-107.

7. 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.
8. 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 practicum partners to limit participation of a student within the facility. This occurrence would render the student unable to complete the program objectives.

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

**Policy/Procedure:** Physical and Mental Abilities  
**Date Revised/Reviewed:** Spring 2024

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

Mental and Physical Abilities of the 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.
- Wearing personal protective equipment for extended periods of time.
- 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. A release form may be obtained from the Director of Nursing.
- Mental and physical abilities must be maintained during the nursing program. Due to the requirements of practicum rotations no light duty will be granted. All students must be able to provide nursing care without physical, emotional or mental limitations.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

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

**Policy/Procedure:** Self-Preservation  
**Date Revised/Reviewed:** Spring 2024

**The importance of Self-Care for students is imperative during enrollment in the Nursing program. Self-Care should be a practice to maintain physical and spiritual well-being. All nursing students should practice holistic self-care throughout the entirety of the program.**

Students may be exposed to high-level stress situations. Too much stress can influence emotional and physical well-being. Symptoms may be exhaustion, dissatisfaction, and burnout as well as negativity. These symptoms may also impact the student's ability to learn and have a productive learning environment.

Reduction of stress assists in the student nurse's capacity to provide compassionate care and empathy for patients and empathy for patients and peers. This in return will improve the quality of care for patients.

- Students are encouraged to follow the guidelines listed below to assist with self-preservation:
  - **Communicate** – direct and clear communication with faculty, patients, and interdisciplinary team members should be maintained. This increases trust within the educational and healthcare environment, allowing students to carry out their tasks correctly and confidently. Any increased knowledge can help to reduce and clarify misconceptions.
  - **Stay organized** – having an organized educational experience allows students to complete tasks effectively. Keeping a checklist of tasks to be completed allows work to be done on a priority basis and in a timely manner.
  - **Set realistic goals** – set short-term goals on a regular basis. Setting unrealistic goals will increase stress levels and may lead to being overwhelmed and burnout.
  - **Practice relaxation techniques** – plan a specific time each day for rest and relaxation. This will decrease feelings of stress and promote learning.
  - **Exercise regularly** – Practice regular exercise. This can enhance positivity and uplift mood.
  - **Find a mentor** –Enlisting the help of a mentor offers a reliable go-to person who can listen and guide at overwhelming times. Mentors can not only increase personal development and aid in achieving long-term career goals, but they can also indirectly improve patient outcomes. Students are encouraged to utilize faculty as mentors during the nursing program.
  - **Physical** – Students are encouraged to have regular health screenings, eat nutritious meals, and maintain a healthy lifestyle.
  - **Mental** – Relaxation may be used to focus attention away from negative thoughts that may affect learning. Students are encouraged to focus attention away from fear-based, negative thought patterns. The student should promote joy and pursue counseling if necessary. ASUB student services offer counseling services for students experiencing personal problems that interfere with academic and social performance. Students may also be referred to outside resources. For more information, contact ASUB student services.

Students are encouraged to seek medical assistance from their healthcare provider should the need arise.

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

**Policy/Procedure:** Program Cost  
**Date Revised/Reviewed:** Spring 2024

The following are estimated costs for the program.

**PRACTICAL NURSING PROGRAM**

| <b>Total Approximate Program Expense</b>  | <b>\$10,959.50</b>         |
|---|----------------------------|
| <b>Tuition and Fees</b>   | <b>5649.00</b>             |
| Total Credit Hours = 46   |                            |
| LPN 1110 Fundamentals of Nursing I: 10 Credits  | \$1225.00                  |
| LPN 1209 Fundamentals of Nursing II: 9 Credits  | \$1106.00                  |
| LPN 2109 Nursing I: 9 Credits   | \$1106.00                  |
| LPN 2209 Nursing II: 9 Credits  | \$1106.00                  |
| LPN 2309 Nursing III: 9 Credits   | <u>\$1106.00</u>           |
| <b>Item – NOTE these are estimated cost only. Prices are subject to change</b>                              | <b>Approximate Expense</b> |
| Mosby’s 2024 Nursing Drug Reference 37 <sup>th</sup> Ed. – ISBN: 9780443118906 (First term)                 | \$50.00                    |
| Anatomy & Physiology for Health Prof 4th Ed, By Colbert, Ankney & Lee ISBN: 978-0134876818 (First term)     | \$75.00                    |
| Adult Health Nursing by Cooper/Gosnell, 9 <sup>th</sup> ISBN: 9780323811613 (First term)                    | \$110.00                   |
| Comprehensive testing package (program identified packet only) (First and Third Term divided into two pmts) | \$2530.00                  |
| Nurse Skills Pack, Pharm Box & IV therapy Bag (purchased through bookstore) (First term)                    | \$390.00                   |
| <b>Miscellaneous Item- Prices are subject to change</b>   | <b>Approximate Expense</b> |
| Penlight (First term)*  | \$7.00                     |
| Stethoscope (First term)*   | \$30.00 and up             |
| Bandage Scissors (First term)*  | \$6.00                     |
| Uniforms: (First term)  | \$345.00                   |
| Drug Screen (Performed randomly)  | \$45.00ea                  |
| LTC Background check (may have 2-3 throughout the program)  | \$25.00 ea                 |
| Malpractice Insurance (Paid during First term)  | \$30.00                    |
| Nursing Practicum Shoes (First term)*   | \$25.00 and up             |
| Earbuds or Headphones (First Term)*   | \$10.00 and up             |
| Shoes (First Term)*   | \$20.00 and up             |
| Watch with second hand: No digital watch (First term)*  | \$10.00 and up             |
| Influenza Vaccine (Seasonal-Fall Term)*   | \$50.00 and up             |
| 1” 3 ring white binder with plastic sleeve on front (First term)*   | \$5.00                     |
| Hepatitis Injection-optional (Begin First term)*  | \$75.00                    |
| Student Organization Fee  | \$25.00                    |
| Student Organization Conference Fee   | \$200.00                   |
| Computer per policy standards with video/mic accessibility*(purchased independently by student)             | \$800.00                   |
| <b>End of Program Expenses-Prices are subject to change</b>   | <b>Approximate Expense</b> |
| 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                   |
| Temporary Permit (Optional)*  | \$30.00                    |
| Federal Background Check Fee (not included in overall expense)*   | \$37.50                    |
| Fingerprinting*   | \$20.00                    |
| Processing fee may be included with above end of program expense  | \$10.00                    |

Students must also have internet capabilities or access to high-speed internet.

Updated Fall Semester 2023

**\*Denote Independently purchased**

**LPN/PARAMEDIC TO  
ASSOCIATE OF APPLIED SCIENCE IN  
REGISTERED NURSING**

|  |  |                            |
|--|--|----------------------------|
| <b>Total Approximate Program Expense</b>   | <b>(does not include pre-requisite expenses)</b> | <b>\$8595.50</b>           |
| <b>Tuition and Fees</b>  |  | <b>\$7680.00</b>           |
| Prerequisite Courses = 34 credit hours   |  | \$4080.00                  |
| NRSG 2006 Foundational Concepts of Nursing   |  | \$ 720.00                  |
| NRSG 2106 Nursing Concepts I   |  | \$ 720.00                  |
| NRSG 2206 Nursing Concepts II  |  | \$ 720.00                  |
| NRSG 2306 Nursing Concepts III   |  | \$ 720.00                  |
| NRSG 2406 Nursing Concepts IV  |  | \$ 720.00                  |
| <b>Item – NOTE these are estimated cost only. Prices are subject to change</b>                             |  | <b>Approximate Expense</b> |
| Mosby’s 2024 Nursing Drug Reference 37 <sup>th</sup> Ed. – ISBN: 9780443118906 (First term)                |  | \$50.00                    |
| Lewis’ Medical Surgical Nursing, 12 <sup>th</sup> Ed ISBN 9780323789615 (First term)                       |  | \$175.00                   |
| Maternal Child Nursing by McKinny, 6 <sup>th</sup> Ed ISBN 9780323697880(First term)                       |  | \$155.00                   |
| Comprehensive testing package (program identified packet only)(First and Third Term divided into two pmts) |  | \$2530.00                  |
| Nurse Skills Pack (purchased through bookstore) (First term)   |  | \$150.00                   |
| <b>Miscellaneous Item- Prices are subject to change</b>  |  | <b>Approximate Expense</b> |
| Penlight (First term)*   |  | \$7.00                     |
| Stethoscope (First term)*  |  | \$30.00 and up             |
| Bandage Scissors (First term)*   |  | \$6.00                     |
| Uniforms: (First term) *   |  | \$150.00                   |
| Drug Screen (Performed randomly)   |  | \$45.00ea                  |
| LTC Background check (may have 2-3 throughout the program)   |  | \$25.00 ea                 |
| Malpractice Insurance (Paid during First term)   |  | \$30.00                    |
| Nursing Practicum Shoes (First term)*  |  | \$25.00 and up             |
| Earbuds or Headphones (First Term)*  |  | \$10.00 and up             |
| Shoes (First Term)*  |  | \$20.00 and up             |
| Watch with second hand: No digital watch (First term)*   |  | \$10.00 and up             |
| Influenza Vaccine (Seasonal-Fall Term)*  |  | \$50.00 and up             |
| 1” 3 ring white binder with plastic sleeve on front (First term)*  |  | \$5.00                     |
| Hepatitis Injection-optional (Begin First term)*   |  | \$75.00                    |
| Student Organization Fee (First term)  |  | \$25.00                    |
| Student Organization Conference Fee  |  | \$200.00                   |
| Computer per policy standards with video/mic accessibility*(purchased independently by student)            |  | \$800.00                   |
| <b>End of Program Expenses-Prices are subject to change</b>  |  | <b>Approximate Expense</b> |
| 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                   |
| Temporary Permit (Optional)*   |  | \$30.00                    |
| Federal Background Check Fee (not included in overall expense)*  |  | \$37.50                    |
| Fingerprinting through Digital Livescan*   |  | \$20.00                    |
| Processing fee may be included with above end of program expense   |  | \$10.00                    |

Students must also have internet capabilities or access to high speed internet.  
Updated Fall Semester 2023

**\*Denote Independently purchased**

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

**Policy/Procedure:** Program Curriculum & Course Descriptions  
**Date Revised/Reviewed:** Spring 2024

The Nursing programs of ASUB are created with a building block approach. Successful completion of each course with a “C” is required to advance into subsequent courses. Prior knowledge of principles learned in pre-requisite courses are incorporated to allow the student to do critical thinking and perform holistic care. Students may feel some lecture/clinical content to be offensive. This content is shared in a professional manner and for educational purposes only.

**Practical Nursing Program**

| <b>Total Credit Hours</b>          |                                     | <b>46 Credit Hours</b> |
|------------------------------------|-------------------------------------|------------------------|
| <b>Full-Time Spring Start Date</b> |                                     |                        |
| Spring Term I                      | LPN 1110 Fundamentals of Nursing I  | 10 Credit Hours        |
| Spring Term II                     | LPN 1209 Fundamentals of Nursing II | 9 Credit Hours         |
| Nrsg Summer Special Term           | LPN 2109 Nursing I                  | 9 Credit Hours         |
| Fall Term I                        | LPN 2209 Nursing II                 | 9 Credit Hours         |
| Fall Term II                       | LPN 2309 Nursing III                | <u>9 Credit Hours</u>  |
| <b>Full-Time Summer Start Date</b> |                                     |                        |
| Nrsg Summer Special Term           | LPN 1110 Fundamentals of Nursing I  | 10 Credit Hours        |
| Fall Term I                        | LPN 1209 Fundamentals of Nursing II | 9 Credit Hours         |
| Fall Term II                       | LPN 2109 Nursing I                  | 9 Credit Hours         |
| Spring Term I                      | LPN 2209 Nursing II                 | 9 Credit Hours         |
| Spring Term II                     | LPN 2309 Nursing III                | <u>9 Credit Hours</u>  |
| <b>Part-Time Spring Start Date</b> |                                     |                        |
| Spring Semester                    | LPN 1110 Fundamentals of Nursing I  | 10 Credit Hours        |
| Nrsg Summer Special Term           | LPN 1209 Fundamentals of Nursing II | 9 Credit Hours         |
| Fall Semester                      | LPN 2109 Nursing I                  | 9 Credit Hours         |
| Spring Semester                    | LPN 2209 Nursing II                 | 9 Credit Hours         |
| Nrsg Summer Special Term           | LPN 2309 Nursing III                | <u>9 Credit Hours</u>  |
| <b>Part-Time Fall Start Date</b>   |                                     |                        |
| Fall Semester                      | LPN 1110 Fundamentals of Nursing I  | 10 Credit Hours        |
| Spring Semester                    | LPN 1209 Fundamentals of Nursing II | 9 Credit Hours         |
| Nrsg Summer Special Term           | LPN 2109 Nursing I                  | 9 Credit Hours         |
| Fall Semester                      | LPN 2209 Nursing II                 | 9 Credit Hours         |
| Spring Semester                    | LPN 2309 Nursing III                | <u>9 Credit Hours</u>  |

**Licensed Practical Nursing/Paramedic to Associate of Applied Science in Registered Nursing**

| <b>Total Credits for Associate of Applied Science in Registered Nursing 64 Credit Hours</b> |   |                          |  |
|---|---|--------------------------|--|
| <b>Prerequisite Courses 34 Credit Hours</b>   |   |                          |  |
| ENG 1003  | Freshman English I  |                          | <div style="border: 1px solid black; padding: 5px;">                     Pre-requisite requirement must be completed with a "C" or higher to enroll in the LPN/Medic to RN program. Prior knowledge of principles learned in pre-requisite courses are incorporated to allow the student to do critical thinking and perform holistic care.                 </div> |
| ENG 1013  | Freshman English II   |                          |  |
| ZOOL 2004   | Anatomy & Physiology I with Lab                             |                          |  |
| ZOOL 2014   | Anatomy & Physiology II with Lab                            |                          |  |
| BIOL 1014   | Principles of Biology                                       |                          |  |
| BIOL 2104   | Microbiology with Lab                                       |                          |  |
| PSY 2013  | Introduction to Psychology                                  |                          |  |
| PSY 2533  | Human Growth and Development                                |                          |  |
| CIS 1503  | Microcomputer Applications                                  |                          |  |
| MATH 1043   | Quantitative Literacy                                       |                          |  |
| <b>Nursing Core Course 30 Credit Hours</b>  |   |                          |  |
| <b>Spring Start Date</b>  |   | <b>Summer Start Date</b> |  |
| NRSNG 2006  | Foundational Concepts of Nrsg 6 Credits<br>(Spring Term I)  | NRSNG 2006               | Foundational Concepts of Nrsg 6 Credits<br>(Nrsg Summer Special Term)  |
| NRSNG 2106  | Nursing Concepts I 6 Credits<br>(Spring Term II)            | NRSNG 2106               | Nursing Concepts I 6 Credits<br>(Fall Term I)  |
| NRSNG 2206  | Nursing Concepts II 6 Credits<br>(Nrsg Summer Special Term) | NRSNG 2206               | Nursing Concepts II 6 Credits<br>(Fall Term II)  |
| NRSNG 2306  | Nursing Concepts III 6 Credits<br>(Fall Term I)             | NRSNG 2306               | Nursing Concepts III 6 Credits<br>(Spring Term I)  |
| NRSNG 2406  | Nursing Concepts IV 6 Credits<br>(Fall Term II)             | NRSNG 2406               | Nursing Concepts IV 6 Credits<br>(Spring Term II)  |

Completing each course with a "C" is required to advance into the next course.



## Practical Nursing Course Descriptions

### **LPN 1110      Fundamentals of Nursing I**

This course introduces concepts related to the basic principles of the nursing profession. Personal and professional development and responsibilities will be covered related to therapeutic communications, legal & ethical concepts, client & family care as well as interdisciplinary teamwork. The course will include the discussion of particular body system concepts and incorporate Anatomy and Physiology, Nursing & Pharmacological skills, and Life Span considerations for each. The nursing process will be utilized to provide the basis concept assessment, planning, intervention and evaluation. Simulation practicum experience is incorporated into the course to assist in application of knowledge to clinical practice. Concepts from this course are integrated in all nursing courses. This course is a prerequisite to Fundamentals II and all subsequent courses.

Prerequisite: Acceptance to ASUB Practical Nursing Program

### **LPN 1209      Fundamentals of Nursing II**

This course is a continuation of Fundamentals of Nursing I. It is a study of increasing complexity of skills base while incorporating critical thinking to give safe, skillful holistic nursing care to clients of all ages using the nursing process. It is a continuation of personal and professional development and responsibilities as well as communication, legal and ethical situations, client & family care as well as interdisciplinary teamwork. The course will continue in the discussion of particular body system concepts and incorporate Anatomy and Physiology, Nursing & Pharmacological skills, as well as Life Span considerations for each. Concepts related to performance and adaptation of nursing skills & procedures will be incorporated as they are related to the skill, safety, and concern for the client in various clinical settings. Concepts related to the geriatric population are integrated into this course with an emphasis on common geriatric changes and disorders, related medications and nursing care. This course provides supervised Practicum experience related to the nursing theory content with an emphasis on planning and implementing and evaluating the care of the geriatric client in the long-term care facility or alternate geriatric care settings. The student will develop the ability to adapt nursing procedures incorporating critical thinking to give holistic individualized client care. Principles learned in previous courses are incorporated to allow the student to do critical thinking to perform holistic care. The student will participate in community health activities related to theory content and patients throughout the lifespan.

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

Prerequisite: LPN 1110 Fundamentals of Nursing I

### **LPN 2109      Nursing I**

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 focusses on nursing concepts including Maternal Child and basic Mental Health risk factors and implications related to the Medical diagnosis. Pharmacological, Nutritional and Pediatric concepts as well as critical thinking and communication techniques are incorporated into each portion of the course. The Medical Surgical aspects of the course will include an introduction to healthcare management and progress through the body systems. Each theory component is designed to assist the student in understanding nurse's role in assessing needs, planning and implementing holistic nursing care for patients with specific patient conditions.

The Practicum component of this course has an emphasis on nursing concepts including Maternal Child and basic Mental Health Risks and implications related to the Medical diagnosis. Medical and surgical problems for patients throughout the life span will be incorporated into the practicum, including care of the obstetrical patient, pediatric patient, basic mental health conditions and medical surgical conditions. Pharmacological concepts and administration of medications are incorporated into the practicum. Nursing care is delivered with a focus on specific standards of care related to diagnosis and age of the patient. Procedures learned in Fundamentals of Nursing I & II will continue to be performed with emphasis on adaptations necessary for the individual client. The student is responsible for correlating theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

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

Prerequisite: LPN 1209 Fundamentals of Nursing II.

## **LPN 2209 Nursing II**

This course is a continuation of Nursing I and will include a progression of the study of concepts related to illness and nursing care for patients throughout the lifespan. Critical thinking and communication theories are incorporated throughout the course. The pharmacological theory component assists the student to understand 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.

The practicum component of this course is a continuation of nursing I and will progress in the complexity of nursing concepts and care of the client. 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 2109Nursing I

## **LPN 2309 Nursing III**

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 lifespan. Critical thinking and communication theories are incorporated throughout the course. The pharmacological theory component assists the students to understand 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 lifespan. Nursing care in acute, subacute or convalescent stages of illness with integration of pharmacological, mental health disorders, nutritional, pediatric and communication theories will be discussed.

The Practicum component of Nursing II 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 to role of Licensed Practical Nurse role. The Practicum component is designed to assist the student in applying medical and surgical care and pharmacological principles learned as well as mental health disorders and care discussed in the classroom and laboratory setting to actual clients in healthcare settings; and to assist the student in transitioning from student to graduate, recognizing the resultant changes in responsibility to self, clients and other healthcare team members. The Practicum portion of this course will involve a preceptorship of the student working in a long-term care, clinic or acute care setting. This rotation is a means to strengthen the student's ability to function as a Practical Nurse and understand the role as a member of the healthcare team. Leadership and management will be incorporated into the Practicum rotation. During this clinical component, students will begin working closely with the Licensed Practical Nurse (LPN) or Registered Nurse (RN) in a medical surgical area as assigned by the instructor.

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

Prerequisite: LPN 2209 Nursing II

## Licensed Practical Nursing/Paramedic to Registered Nursing Course Descriptions

### **NRSG 2006 Foundational Concepts of Nursing**

Foundational Concepts of Nursing is a six-credit hour introductory course which includes transitional aspects of the LPN/Paramedic to RN role. This course is designed to expand on the knowledge and experience of the LPN or Paramedic and to introduce theories, processes and roles of the Registered Nurse. Communication, life span development, cultural influences and death and dying are covered as it relates to the health and well-being of the patient. Emphasis focuses on the role of the Registered Nurse in the care of clients with selected healthcare needs on various levels of the healthcare continuum. The nursing process and critical thinking is used to assist the student in application of medical surgical and pharmacological knowledge and concepts. Core fundamentals and advanced skills are included to review and build upon prior knowledge and situations regarding patient care needs. Practicum rotations will provide opportunities to apply theory and to practice the role of the Registered Nurse.

Prerequisite: Acceptance to ASUB LPN/Paramedic to Associate of Applied Science in Registered Nursing program

### **NRSG 2106 Nursing Concepts I**

Nursing Concepts I is a six-credit hour course designed to explore the role of the Registered Nurse in the care of the mental health client. Psychobiological and Psychosocial disorders will be explored and include nursing assessment and evaluation. Foundational concepts of Medical Surgical nursing and pharmacological concepts will be discussed as it relates to diverse patient populations. Pediatric and Geriatric considerations are integrated in each unit. A practicum component is included in this course which will focus on the mental health continuum, medical surgical and pharmacological nursing care. The student is responsible for correlating the theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

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

Prerequisite: NRSG 2006 Foundations Concepts of Nursing

### **NRSG 2206 Nursing Concepts II**

Nursing Concepts II is a six-credit hour course designed to explore Maternal Newborn nursing to provide the student with opportunities to learn principles of care for the obstetrical patient and newborn. Medical Surgical and pharmacological concepts which build upon previous course knowledge. Pediatric and Geriatric considerations are integrated in each unit. Practicum and laboratory experience will be provided for the student to practice knowledge and skills associated with the obstetrical and medical surgical patient. The student is responsible for correlating the theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

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

Prerequisite: NRSG 2106 Nursing Concepts I

### **NRSG 2306 Nursing Concepts III**

Nursing III is a six-credit hour course designed to focus Medical Surgical and pharmacological concepts which build upon previous course knowledge. Pediatric and Geriatric considerations are integrated in each unit Practicum and laboratory experience will be provided for the student to practice knowledge and skills associated with the pediatric and medical surgical patient. The student is responsible for correlating the theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

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

Prerequisite: NRSG 2206 Nursing Concepts II

### **NRSG 2406 Nursing Concepts IV**

Nursing IV is a six-credit hour course designed to focus on complex medical surgical, pharmacological pediatric concepts associated with patient care situations in advanced situations. Practicum and laboratory experience, including increased complexity, will be provided to allow the student application of knowledge and skills in the care of complex patient conditions. Nursing leadership and transition to the licensed registered nurse role will be covered with a practicum preceptorship implementation. The student is responsible for correlating the theory of all courses to Practicum practice by integrating critical thinking to give safe, skillful, holistic patient care.

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

Prerequisite: NRSG 2306 Nursing Concepts III

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

**Policy/Procedure:** Program Time Schedule  
**Date Revised/Reviewed:** Spring 2024

**CLASSROOM AND PRACTICUM TIME SCHEDULE**

Nursing students spend a portion of the program in the classroom and practicum. Practicum experiences include various healthcare facilities, community centers, organizations, and simulation laboratory experiences.

**Essential Functions**

Theory Classes may be established as a 4 to 12-hour time requirement. Examples of start and stop times are 7am to 5pm or 8:00 a.m. to 5:00 p.m. Classroom days will vary due to the courses and semester schedules. Days and times are subject to change. Each student will be provided with a course schedule outlining classroom and practicum rotations.

The times for the practicum experience vary depending on rotation plans. Rotations may vary from 4 to 12-hour shifts depending on facility space availability. If Preceptorship rotations are implemented, hours may vary related to the preceptor schedule.

Students are encouraged to arrive fifteen (15) minutes early to obtain the necessary information from practicum instructors or preceptors.

Alternate Methods of Instruction (AMI) may be utilized as necessary or as scheduled by the University administration. Times may vary related to AMI changes.

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

**Policy/Procedure:**                    **Grading Policy**  
**Date Revised/Reviewed:**        **Spring 2024**

Each student is expected to make satisfactory progress toward program completion. A student must have a 2.0 GPA in each course 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 to retain scholarships (see Financial Aid section of catalog for specific scholarship requirements).

The 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 having trouble with a course. Students must take an active role in learning and recognize 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 Nursing program is based on a building block curriculum. Each course must be completed with the grade of a “C” or higher 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 courses must have a 2.0 GPA (“C”) average to enter 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 taking subsequent courses due to pre-requisite requirements.
- A student may apply to re-enter when the failed course is offered again if space is available and preadmission criteria is met. See re-entry policy.
- If a course is not re-entered 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 3 years of the initial entry date, or all the courses will have to be retaken.
- The NCLEX Readiness Assessment exam must be passed for successful completion in the last course of the program.
- Students are required to check email and the learning management system for emails/announcements and information daily, including periodically during the evening hours.

**GRADING SCALE**

The following grading system will be utilized to evaluate students:

NOTE: Grades are not rounded

| 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 inability to progress through the program.

NCLEX assessments may be given throughout the program with required passing score to ensure adequate progression of knowledge. Inability to make the required progression exam score will warrant inability to progress into subsequent courses. Progression exam(s) may count as a portion of course grade. Tutoring is highly recommended for individuals with below average assessment grades. Specific grading requirements are outlined on each syllabus.

Status Conditions - Non-Grade Désignations :

|    |                                      |              |
|----|--------------------------------------|--------------|
| I  | Incomplete                           | Not computed |
| W  | Withdrawal                           | Not computed |
| AU | Audit                                | Not computed |
| NR | Not Reported                         | Not computed |
| WX | Withdrawal for Excessive<br>absences | 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.

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

NOTE: LMS grade calculation system may not correlate with the grading rubric of the course. Therefore, students are highly discouraged to project overall grade using the LMS. A student must keep up with individual scores and averages to determine accurate percentages. If a student does not understand how to complete this task, faculty consultation is encouraged.

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

**Policy/Procedure:**                    **Withdrawal and Re-entry**  
**Date Revised/Reviewed:**        **Spring 2024**

Students withdrawing from the course should consult with the Director of Nursing to ensure appropriate steps are taken.

**WITHDRAWAL**

- A student officially withdrawing from the course due to hardship or illness may be considered for re-enrollment at the appropriate time in the curriculum with administrative approval.
- Students not officially withdrawing will receive a grade of "F" on their official transcript.
- Students must withdraw from the course on or before the designated University withdrawal date or if the final exam is given prior to the University drop date, the theory class prior to the final exam will be used as the last day to drop the course.
- The date for withdrawal is found on the University Calendar website and/or course syllabus

**READMISSION**

- Any applicant seeking readmission to the program must meet the selection criteria for program admission and apply to the program.
  - A student may apply for re-entry a maximum of two times. This is a total of three- 1 for initial entry and two for re-entry.
  - Reentry must be within one (1) calendar year of the last day of attendance. If the student has been out of the Nursing program greater than one year, the program must be re-taken in its entirety.
  - If a student makes a D or less twice on any one course or on any three courses the student must repeat the program in its entirety.
  - Student Records and Performance Review: A review of the student's records and past performance will be conducted by the Nursing Faculty and re-admittance eligibility will be determined. The following will be reviewed and considered before re-entry.
    - Attendance & professional behavior
    - Academic progression, GPA and program policy compliance
    - Verification of prior knowledge: The student will be expected to verify knowledge approximately four to six weeks before the course start date by successful completion of a competency-based assessment. The assessment is a written exam over the prior course content; a score of 70% or greater is required. The exam will include content from courses the student has concluded with a "C" or higher. If the student does not score a 70% or greater on the written exam, the student will be required to reenter the program at the last course completed with a passing grade. The student will be responsible for contacting the Director of Nursing or lead faculty for a study plan related to the competency-based assessment and program re-entry. A competency exam is not required if the student desires to re-enter the course taken that was prior to the unsuccessful course.
  - The appropriate semester for possible admission will be determined. If the course needed is not available during the requested re-entry semester, the student will not be admitted. The student will receive appropriate notification and explanation of Nursing Faculty approval or disapproval.
  - Seat Availability: Re-entry is dependent upon seat availability and subject to approval by the nursing faculty.
  - Prospective students who have completed the maximum number of attempts for the nursing program may be considered for re-admission after 3 years. The student must contact the Director of Nursing for discussion regarding a plan of action and, if admitted, will be placed on probationary status during the first two terms of the program.
  - All University requirements must be met before re-entry.
  - Refer to Substance Abuse Policy for re-admission related to positive drug screen.

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

**Policy/Procedure:**                    **Advanced Placement**  
**Date Revised:**                        **Spring 2024**

The Nursing program's policy is not to accept advanced placement or transfer students. Students must complete the entire Nursing curriculum through the ASU-Beebe Nursing Program.

**Policy/Procedure:**                    **Computer Skills and Technical Requirements**  
**Date Revised:**                        **Spring 2023**

- The Arkansas State University Nursing program provides an enriched curriculum with the use of computer software to enhance the knowledge and retention of the student’s nursing education. The program also utilizes the Canvas learning management system for several course activities.
- The student **must have** access to a computer and internet connection, which are necessary to participate in the course activities.
- The student **must have** web cam access and audio capabilities.
- The student **must have** a basic working knowledge of computers and internet use and must be able to create word documents, along with uploading/attaching documents for assignments.
- The student is required to ensure computer technical requirements follow the below guidelines.
- The minimum technical requirements are as listed below.

| Browser          | Version       |
|------------------|---------------|
| Google Chrome™   | 41.0 or later |
| Mozilla Firefox® | 36.0 or later |

| Device | Operating System        |
|--------|-------------------------|
| PC     | Windows 10              |
| Mac    | Mac OS® X 10.9 or later |

Notes:

- Use of a smart device is not recommended for viewing and assignment completion. A student will not be able to complete assignments on an iPhone or Android device.
- Due to Chrome and MAC limitations, it is recommended assignments be completed using the students Office 365 suite. Students must upload documents in Microsoft format unless otherwise directed to receive credit for the assignment.
- JavaScript and cookies must both be enabled within the browser.
- Some content may only be made accessible by disabling your browser's popup blocker



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

**Policy/Procedure:**                      **Graduation Requirements**  
**Date Revised/Reviewed:**            **Spring 2024**

It is the student's responsibility to ensure all graduation requirements are met.  
Students are eligible for graduation from the Nursing Program when 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.
- All assignments and paperwork must be completed and turned in at the set deadlines to meet program objectives.
- Documentation of NCLEX readiness exam with a passing score in the last course of the program.
- Students must clear all charges against their accounts with the University before graduation. Transcripts will not be sent to the Arkansas State Board of Nursing (ASBN) until all fees are paid and requests are completed.
- The student will be required to complete all NCLEX, and the Arkansas State Board of Nursing licensure application requirements as recommended by the ASBN before program completion. Application is valid for one year from submission as outlined by NCSBN and the licensing board. Fees are non-refundable. Requirements include but are not limited to:
  - Criminal background check completion. Students are required to complete fingerprinting through Live Scan and submit it per the Arkansas State Board of Nursing guidelines. ~~Travel may be required for completion.~~
  - The National Council of State Boards of Nursing (NCSBN) NCLEX online application.
  - The Arkansas application for licensure is completed according to Arkansas State Board of Nursing guidelines, along with the fee for application. The student may purchase a temporary license if desired.

**Policy/Procedure:**                      **Grade Appeal, Complaint and Grievance Process**  
**Date Revised/Reviewed:**            **Spring 2024**

Since the faculty is primarily responsible for the quality of instruction and the educational process, fellow professionals must address any question of nursing program policy violation. Therefore, students must follow the Chain of Command as outlined. **Chain of command for the Nursing department** is specifically outlined below.

- Faculty member
- Lead Faculty
- Director of Nursing
- Dean of Math and Science

Grade Appeal, Complaint and Grievance Procedures will follow the chain of command process. Students who feel due process has not been followed may seek guidance from the Director of Nursing regarding further action.

Concerns or complaints about the Arkansas State University – Beebe nursing program(s) that are outside the nursing program policies and procedures may be addressed in accordance with the Arkansas State University Beebe Student Handbook, Chapter 9.

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

**Policy/Procedure:**                      **Attendance Policy**  
**Date Revised/Reviewed:**            **Spring 2024**

The Nursing Program has rigorous attendance standards. Attendance at all clinical, lecture, and skill labs is mandatory and considered a course requirement. Absences affect a student's progress and success in a course and can be a significant factor in obtaining a job after completion of a student's program of study. These policies apply to all components of the Nursing program.

- The Nursing attendance policy supersedes the general university attendance policy.
- Excessive absences may result in course failure and/or non-progression in the program.
- Any student missing greater than the outlined number of hours, regardless of the amount of time over the allotted hours will be withdrawn from the course related to excessive absences. If the university drop date has passed, the student will receive an "F" in the course. Any student not meeting the course objectives due to excessive absences must apply for re-admission. See the re-admission policy for guidelines.
- Absence, tardiness, or leaving early requires notification to the instructor through the [nursingabsent@asub.edu](mailto:nursingabsent@asub.edu) email. Absences lasting more than one day require daily instructor notification.
- If a student does not utilize the [nursingabsent@asub.edu](mailto:nursingabsent@asub.edu) email for absence notification, the student will be considered a "No Call No Show." Students who fail to notify the instructor of a tardy or absence within one hour of the designated start time will be considered a "No Call, No Show." To coincide with healthcare facility policies and advisory committee recommendations, students will be subject to dismissal from the program if a total of 2 "No Call, No Shows" occurs during the length of the program. For example: if a "No Call, No Show" in Fundamentals of Nursing II occurs, then another in Nursing II practicum rotation, the student will be dismissed. This will supersede the Attendance policy guidelines.
- Students reporting late or leaving early in the practicum setting **must** report to the instructor and the charge nurse.
- Absences are accumulated per term and not per program.
- Students reporting tardy to practicum, 60 minutes or greater, will not be allowed to participate in the day's practicum rotation.
- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time and reducing instructional time lost to interruptions caused by students who arrive late or leave early. This policy reinforces that punctuality and regular attendance are essential factors to help improve student achievement. Being on time is an act of courtesy toward instructors and fellow students. "Tardy" means arriving late or an early departure from class. A "Tardy" is considered missing less than 3 hours. An individual may also be counted tardy for leaving the classroom within 15 minutes of return from break or before a scheduled break. The time missed for tardies will also be counted in the total number of hours missed.
- Time missed will count in 15-minute increments. i.e.: 5 min = 15 min or 19 minutes = 30 minutes. Fifteen-minute increments are used to simulate the healthcare setting.
- The classroom clock will be used as the guide for all arrival and dismissal times. The student is expected to arrive to each class at least 15 minutes early.
- Students will be responsible for signing in and out on the attendance sheet provided. If the student fails to document attendance on the record provided, an absence for the block time of the class will be documented as absent.
- The student must obtain handouts or assignments issued when tardy or absent. Quizzes **are not** allowed to be made up.
- If a student cannot take an exam at the regularly scheduled time, the instructor must be notified **prior to the exam** in a separate email or by direct conversation to discuss the potential for an exam makeup. The individual must make up the exam(s) on the first day of return, regardless of classroom or clinic day. No student can send a message to a faculty member through another student. A student will be allowed to make up three exams during the length of the program with a limit of one exam per term. If a subsequent exam is missed during the term and one makeup exam has already been given, the student will receive a zero on the second missed exam.
- Attendance for students receiving Veteran's Administration (VA) benefits will be subject to review by VA officials.

### **Clinical Absence Due to Communicable Disease**

- ASU-Beebe supports social distancing, and masks are welcome on our campuses. In all cases, employees and students will respect and comply with any employee, student, or guest's request for social distancing.
- Employees and students are encouraged to be diligent with shared work area sanitation and hand washing.
- Students experiencing any symptoms of illness should not come to campus until symptom-free for 24 hours and/or until a healthcare provider supplies a diagnosis of a non-communicable nature. In the case of a communicable illness diagnosis, students should follow the return-to-school directions of the healthcare provider. "Communicable disease" includes but is not limited to the following:
  - *Provider Confirmed COVID19 Infection:*
  - *Provider Confirmed Influenza Infection:*
  - *Provider Confirmed Strep Infection:* Student must be symptom-free AND being treated with antibiotics for a minimum of 24 hours before returning to either the theory or practicum setting(s).
- The "Infectious Illness Protocol for Students" can be found in Chapter 10 of the Student Handbook.

**The maximum number of hours allotted in a course for absence will be outlined on each syllabus. Please refer to each for descriptive attendance protocols.**

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

**Policy/Procedure: Continuity of Learning**  
**Date Revised/Reviewed: Spring 2024**

The Nursing faculty want students to be aware of different events that may affect the continuity of student learning. This process has been designed to maintain student learning in the event of college closings related to inclement weather, natural disasters and/or unexpected interruptions. Faculty are devoted to providing students with opportunities to meet the nursing program objectives should this type of event occur.

### **ESSENTIAL FUNCTIONS**

In the event of inclement weather, natural disasters and/or unexpected interruptions that affect classes or practicum rotations, an Administrative representative may cancel classes until conditions improve or are safe for student attendance.

Students are to follow the listed guidelines:

- Check the ASU-Beebe website ([www.asub.edu](http://www.asub.edu)) for information on campus closing.
- Listen to the radio station or TV station that is listed below to find out if the college has been closed.
- If no announcement has been made by 6:30 a.m. assume that school is being held and try to attend. If it is a practicum day, the instructor will send an email by 5:00 a.m.
- When the college is in session, documentation may be required for students that are unable to attend school due to inclement weather, mandatory sick days and/or unexpected interruptions.
- 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](http://www.asub.edu)) for school closures.

### **NURSING PROGRAM INCLEMENT WEATHER CLINICAL/UNEXPECTED INTERRUPTIONS /PRACTICUM EXPERIENCE**

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

### **ALTERNATE LEARNING EXPERIENCE PLAN**

Should the college be dismissed due to an unforeseen event, students will be expected to maintain access to course materials via the Learning Management System. Students should follow the below steps for continuity of learning during mandatory absences.

- Check email daily for directions regarding course information.
- Faculty will provide alternate learning plans via the learning management system.
- Log into the learning management system and proceed to the current unit for learning experiences.
- Download the Zoom app for lecture audio/visual.
  - Students are required to be in a well-lit visible area for zoom lectures.
  - Students must be always in upright position and attentive.
  - Students must be in uniform during AMI learning experiences.
- Ensure SMS texting feature is enabled in the learning management system.

- Participate in all learning activities assigned during the scheduled dates and times as outlined in the learning management system or course calendar.
- Attendance documentation will be completed daily in each course. If a student fails to complete activities as assigned an absence will be documented for the course period.
- In case of natural disaster with internet communication interruptions, students are expected to complete the following:
  - Complete reading of textbook, handout, and other materials as outlined on the course calendar.
  - Define bolded and italicized words within the reading assignment and enhance learning by creating patient situations in which the term may be used.
  - Read chapter summaries and complete end of chapter reviews for the designated reading assignment.
  - For each reading assignment create a minimum of 3 patient situations in which the information read can be applied.
  - Journal entries for each reading assignment and how course objectives were met.

## **AMI POLICIES**

- All previous professional standards apply when zoom classroom is used.
- A link will be sent by the faculty via email prior to the beginning of the scheduled class.
  - Download Zoom.com App or highlight link, copy and paste it into your browser search bar.
- Students are expected to log on early and prepare for class as well as mute mic upon entering the meeting. Time missed related to technical difficulties will be documented as tardy. The student must log on early to prevent absence due to technical difficulties.
- Students cannot log on and walk away from the camera setting.
- The presence of video and audio representation of the student will verify attendance. Video logs will be utilized as documentation for attendance. The student must obtain good internet capabilities prior to beginning the program.
- Lectures will be recorded as needed and posted to the Canvas shell module.
- Students are to be familiar with zoom use.
- Students are to remain attentive during the zoom meeting.
  - No eating or sleeping during the meeting.
  - Maintain a well-lit room, sitting position with camera visualizing facial view.
  - No texting or phone calls during the zoom meeting. Phones must be on silence.
  - Children, pets or other guests should be in a separate room/area and not distracting during the zoom meeting.
  - All students will be expected to remain mute unless a faculty member calls on the student. All questions should be submitted through the chat box or use the raise hand feature provided on the zoom app.
- Ensure you are familiar with alternate word processing programs for downloading files. I.e.: Google docs and One Drive (located in ASUB email). Ensure your device will download and upload files. All typed assignments must be completed in Microsoft Word and uploaded into assignment portals.
- Computerized testing may be used during AMI learning. Distinct guidelines will be given during the testing period.
- Students are required to follow dress code policy during zoom lessons.

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

**Policy/Procedure:** Dress code and Student Appearance  
**Date Revised/Reviewed:** Spring 2024

The Nursing program is a professional educational program with the objective of developing a Nurse that will adhere to the standards and principles of the profession. Students are taught professionalism attributes, including dress code policies, to meet this objective, throughout the program. Professional attire is also a requirement utilized by our program and practicum partners, therefore ASUB Nursing programs will follow a dress code policy.

**DRESS CODE**

- Adherence to Dress Code policy is a requirement for classroom and clinic rotations.
- Practical Nursing: Solid colored pewter gray scrub/nursing uniform attire and royal blue lab coat. The program logo must be on uniform top and lab coat.
- Registered Nursing: Solid colored pewter gray scrub pants and royal blue scrub top with pewter gray lab coat. The program logo must be on uniform top and lab coat.
- Students may wear logo approved t-shirt, sweatshirt, or hoodie in place of scrub top in the classroom only. This does not apply to the clinic setting.
- Solid colored, white, royal blue or gray short or long sleeve shirt may be worn under the scrub. No logos or writing on shirts are allowed. Thumb anchor sleeves are not permitted related to infection control.
- Students are encouraged to dress in layers during the winter months and wear lab coats. Students may wear school approved lab coat with program logo in the clinic setting. No other jackets may be worn in the patient care areas in the clinical setting. A jacket or coat may only be worn in the classroom setting.
- Uniforms are to be clean, neat and fit loosely. One should be able to pinch an inch of material along all seam lines. Appropriate undergarments must be always worn at all times. Torso skin, cleavage or chest hair should be covered at all times. An undershirt or camisole is recommended.
- Pant length should be touching top of the shoe at the arch. Pant legs may not touch the floor. No jogger style pants are allowed.
- Socks must be clean and the same color.
- Shoes
  - Must be closed-toed, sturdy, moisture-resistant, firm-bases with good support, and be slip-resistant.
  - No loafers, sandals, flip-flops, half-backs or slides are allowed due to infection control.
  - Color must be neutral. Bold colors, décor, or accessories are not allowed.
  - Must be clean, always scuff free and/or polished.
  - Shoestrings must be clean, and the color of shoe and the same color in both shoes.
- Caps or hats are **not** allowed at any time.
- Watches/Smart devices
  - A watch with a second hand is to be worn at all times.
  - Images or words on the watch that convey violence, discrimination, profanity, or sexually explicit content are strictly prohibited.
  - Extremity smart devices or activity monitoring devices may not be worn.
- Laminated school-issued picture ID name badge
  - Must be worn at all times on upper torso or lapel of top.
  - Name and photo must be visible at all times.
  - Students are not allowed to use tape for identification.
  - No additional stickers, pins, or insignia may be worn unless implemented by the University or Healthcare facility.
  - No lanyards or pull cord badge holders may be worn due to safety risks.
  - Students will not be allowed to remain in the practicum setting without an official University issued picture I.D nametag. The student will be asked to leave, and time will be counted as an absence.

## APPEARANCE

- Hygiene
  - Students must appear neat, clean and well-groomed. Personal hygiene is to be maintained at all times
  - Cleanliness of body and clothing is expected at all times. Body odor is prohibited.
  - If the student's level of personal hygiene interferes with the ability to provide safe nursing care, the student will be asked to leave and correct the identified deficiency.
- Hair
  - Hair must be clean and well-groomed.
  - Unnatural hair colors (such as blue, green, or pink) or extreme hairstyles are prohibited. Buns, braids, or wigs must be neat in appearance.
  - During laboratory and clinical rotations, hair must be pulled back and not fall past the eyes, face or on the patient when bending forward. Ponytails or extensions should not swing freely.
  - Adornments in laboratory and clinic setting: No large hair bows, ribbons, or large combs allowed. Headbands must be the color of hair or royal blue, pewter gray or white, and pulled back on hair. No headbands will be allowed on the forehead.
  - Male students must maintain a neat, short, well-trimmed beard, mustache, or sideburns.
- Nails
  - Fingernails must be short and clean and not extend past the tip of the finger.
  - No artificial nails, acrylic, gel, dipped or polish of any type may be worn at any time.
- Makeup
  - Use of cosmetics must be moderate and natural looking.
- Odors/Scents
  - Students may not smell of cigarette, pipe, cigar smoke or any other strong odor. The student must maintain a smoke free status while on campus and during practicum attendance. Consideration must be given to practicum partner smoke free policies.
  - NO perfumes, colognes, or scented grooming products may be worn. Please be aware of scented detergents or fabric softeners with strong scents which may be used to launder practicum uniforms. The student must be scent free due to patient sensitivity during illness.
- Tattoos
  - Tattoos may remain visible during program attendance. However, some practicum partners require tattoos to be covered. Students will be made aware of practicum partner policies prior to the scheduled rotations. Tattoo images or words must not convey violence, discrimination, profanity, or sexually explicit content. Tattoos containing such images or words must be covered with bandage, clothing, or cosmetics during the practicum rotation.
- Jewelry
  - Students must adhere to the jewelry policy in all areas of the program.
  - Laboratory and Clinical Setting only
    - Earring guidelines – Practicum and Laboratory Practice sessions only
      - The maximum number of earrings worn is two per ear lobe only.
      - Uniform color, gold, or silver-tone post-type earrings only
      - ¼" or smaller
      - No hoop or dangling type
    - Clear spacers or clear retainers may be worn in visible piercings. However, practicum partner policies may require a student to remove spacer in the practicum setting.
    - Clear or flesh-colored gauges may only be worn in the ear lobe. No bar devices are acceptable.
    - Medical device piercings may be permissible under the direction of a licensed provider with disability coordinator approval.
    - Piercings and adornment visibility policy is followed regardless of required personal protective equipment in the healthcare setting.
    - Rings
      - Elevated ring settings may not be worn due to potential injury to the patient and infection control
      - One ring may be worn. Images or words on ring must not convey violence, discrimination, profanity, or sexually explicit content. Rings containing such images or words may not be worn.

- Necklaces may not be worn in the practical/laboratory settings.
- Any other accessories that would be a part of the student's appearance must be modest and not call attention to the student. These may include but are not limited to hair accessories, bows, logos on shoes, masks, glasses, earrings, sequined, glittered, words/logos, etc. This is in the laboratory or clinic setting.
  
- Equipment & Supplies
  - Students are required to have all equipment/supplies needed during lecture/skills/practicum experiences. Students without required items will be deemed ineligible to participate in learning experiences.
  - Images or words on equipment must not convey violence, discrimination, profanity, or sexually explicit content. Equipment containing such images or words may not be worn.
  - Items include a stethoscope, penlight, bandage scissors, black ballpoint pen, pocket size note pad and name badge.

Violations will result in disciplinary action.



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

**Policy/Procedure:** Professional Behavior and Performance  
**Date Revised/Reviewed:** Spring 2024

The following policies are required in addition to the Arkansas State University – Beebe student handbook. Nursing students are expected to exhibit professional behaviors at all times. Policies are developed by incorporating professional standards, the Nursing Code of Ethics, Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline and the Nursing Advisory Board recommendations.

- The nursing student shall adhere to conduct standards and professionalism guidelines as outlined in the policies and procedures of the nursing program. Failure to follow policies as outlined may result in disciplinary measures and/or possible dismissal from the program.
- The student must maintain a professionalism at all times.
- Insubordination will not be tolerated. Attitude should have the traits of enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, accepting responsibility, and constructive criticism. Negativism will not be tolerated, and students will be subject to counseling.
- Students should always remain attentive during theory, laboratory and/or practicum experiences. Students are expected to be involved in the learning process throughout the entirety of the nursing program. This includes classroom, laboratory and practicum experiences. Failure to participate in activities may warrant counseling and result in dismissal from the program.
- Students should treat each other, instructors, and staff with respect. Be aware of how personal behavior affects others. Students are required to have conduct that is becoming of an adult professional. Language should always be professional. Derogatory comments, expletive language and profanity will not be tolerated and may warrant a student’s dismissal from the program.
- Students are expected to refrain from side conversations. Be attentive to whoever is speaking, whether it is the instructor, fellow student, or guest speaker.
- No alcoholic beverages are allowed in class.
- Students are not allowed to have phone on person during the practicum rotations.
- Email and Learning Management Access system must be checked daily throughout program enrollment. Students must know their ID number and password to access the university computerized programs.
- Professional boundaries are always respected. Students must respect and address instructors and personnel with proper title and last name: Mr., Mrs., Ms., Miss, and/or Doctor. Students must not request faculty personal information at any time. This includes but is not limited to personal phone numbers, emails, or place of residence. Students must respect faculty personal time by not phoning, emailing, or texting after hours. A student may email using asub.edu email; however, faculty responses will only be made during regular hours of operation. Should an emergency arise, a student may contact the Director of Nursing via email or designated phone number.
- Students must use professional language and etiquette at all times. This includes in-person communication, emails, and written documents.
- Assignments must be completed in pencil or black ink only unless otherwise directed by the instructor. Assignments must be completed by the designated due date. If late, the assignment may not be accepted, and a zero will be given. Exams may be reviewed after school hours, and questions regarding a grade or test may be addressed. The student must make an appointment via the Bookings Application. Appointments must be made 24 hours in advance to give the instructor time to set up the availability to review the exam through the university testing program. See course syllabus for more information. Exams may have a time limit for completion. Students are not permitted to leave the room during exams. Students are not permitted to utilize restroom facilities during an exam.
- Learning enhancement assignments may be given at any time and may not count for a grade.
- Handwriting should be legible, or the assignment will not be graded.
- The classroom, laboratory and practicum equipment are only for learning experiences and not personal use. Students are expected to clean up the personal space utilized for learning. Students are responsible for straightening and cleaning areas used at the end of each class, lab, or practicum experience.

- Cell Phones & Electronic Devices
  - Cell phones and other electronic devices may not be audible in the classroom. Students will be required to make phone calls and answer messages during break times and lunch times.
  - The student is encouraged to discuss the possibility of an emergent phone call with the instructor before the beginning of class so arrangements can be made. For unseen emergencies, the student should provide family and/or support members with the following numbers: Searcy campus' main number (501)207-6200, Nursing department Administrative Assistant (501)207-6356 and Director of Nursing (501)207-6255. All efforts will be made to contact the student as soon as possible.
  - Using devices to screen capture or cheat on tests and papers violates the Honor Code.
  - Cell phones and other electronic devices may be used as a student resource at the faculty member's discretion. Taking unauthorized photographs/videos in clinical settings is strictly prohibited, as use of any personal electronic device to store/enter any patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPAA).
  - Violating any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the Director of Nursing. Students are expected to conduct themselves in a manner that promotes a collegiate learning environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.
- Students are not eligible for wages for practicum experiences as it is part of the educational process.
- The student must practice within the outlined scope of practice of the student nurse.
- Social Media
  - Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities. Social media includes all means of communicating or posting information or content of any sort via the internet or other electronic communication methods. It includes both personal or someone else's personal web log/blog, journal, website, or chat room, texts, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations (<https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/deidentification/index.html>), no information, pictures, videos, or descriptions of clients/families can be posted on social media sites.
  - The student is solely responsible for what is posted online. Inappropriate postings specific to patients, classmates, faculty, program, or University that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Such actions could adversely affect the student's standing in the Nursing program, including program dismissal.
  - The student should know that future employers may view potential candidates' websites. Students are advised to review their site(s) for any unprofessional images or language that could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.
- Students are advised to create an email that reflects professionalism. Avoid slang words and/or personal attributes in email titles.
- Students may not use university internet to access snap chat or TikTok, etc.

**Disciplinary Action – A student may receive disciplinary action for violations in policy standards, unprofessional conduct, academic limitations and/or lack of performance standards as follows:**

- Verbal or written counseling may be warranted for policy noncompliance. Counseling or program dismissal may be related to excessive absences/tardies, academic performance or violation of policies.
- A student may be given a verbal warning designed to inform the student of an identified concern or weakness that needs improvement. The student is expected to create a personal action plan to correct the behavior identified in the counseling. If the faculty does not receive an action plan within 48 hours, the student will be deemed ineligible to continue in the nursing program and will be dismissed. If the action that warranted counseling reoccurs, written counseling is warranted.
- Written counseling without verbal warning may be completed for performance, including but not limited to misconduct, unprofessionalism, patient endangerment, practicum performance, scope of practice, skills performance, and violation of program policy.
- Disciplinary guidelines are as follows:
  - More than one written warning of the same nature may warrant dismissal from the program.
  - An accumulation of three written warnings, regardless of nature and timeframe, may warrant dismissal from the program.

- Immediate dismissal from the program may be warranted without prior counseling. Reason may include but is not limited to misconduct/unprofessionalism, insubordination, academic dishonesty, patient endangerment and/or facility complaint, etc.
- Incidents which grossly violate program policies may warrant immediate dismissal and will be reported to the Dean of Math and Science, Vice Chancellor of Academic Affairs and/or Campus Police.

### **Student Employment**

- It is recommended that a student's combined employment AND classroom/clinical load not exceed 40 hours per week. Hours more than 40 hours per week are likely to be detrimental to the performance of the individual, both as a student and as an employee. Professional behavior regarding patient safety is important; thus, it is recommended the student refrain from working the shift immediately prior to class or clinical.
- Students employed as health care personnel must adhere to the following:
  - Students are not to wear any identifiable part of the school uniform while at their place of employment.
  - Students are never to use the Student nurse credential designation outside of the ASUB supervised clinical experiences.
  - Students may not assume any position that requires the skills, knowledge, and/or judgment of a licensed registered nurse, licensed practical nurse, or paramedic in any employment situation. All students must function in their respective roles during clinical rotations and not practice in any other licensed role.
  - Students may function only within the written job description of the position for which they were hired. This means performing only skills within their current licensed job description.
  - Students are fully accountable and liable for their own actions while in an employment situation and the employing agency assumes the legal responsibility in that situation.
  - ASUB does not provide written documents to any place of employment regarding competency of skills, knowledge, or completion of tasks.
  - Students are not allowed to utilize any credential related to employment during practicum rotations.

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

**Policy/Procedure:**                      **Practicum Policies**  
**Date Revised/Reviewed:**            **Spring 2024**

Students are required to abide by all practicum policies which are derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline, Nursing Advisory Committee and Healthcare facilities. Practicum rotations are completed in various hospitals, nursing homes and community settings.

**PRE-PRACTICUM REQUIREMENTS**

- Students will have malpractice insurance prior to entering the practicum partner sites. The cost will be charged to their student account. The insurance is good for one year. If the student is readmitted to the program, they must pay insurance fees again.
- Students are required to undergo a background check prior to admission to the Nursing Program. See Background check policy. Long-Term Care (LTC) practicum partners may require an additional background check prior to practicum rotation. If there is a positive criminal history the LTC facility will render a decision as to if the student will be allowed to complete practicum in the facility. If the student is deemed ineligible for the practicum rotation due to criminal background history, the student may 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.
- Centers for Disease Control infection prevention precautions will be followed.
- Students will follow the Hepatitis B policy provided during orientation.
- Maintain TB skin test and current tetanus for continued enrollment in the program. Shall not expire during program.
- Students will show proof of two varicella vaccinations or titer.
- Practicum partners may require additional immunizations and/or paperwork. Proof of vaccination for infectious diseases to attend practicum rotations may be required. These may include but are not limited to COVID-19 and influenza vaccines. Unfulfilled vaccination requirements may limit student practicum rotations and objective completion, therefore impeding program completion.

**PROFESSIONAL ACCOUNTABILITY AND RESPONSIBILITY**

- The student must practice within the outlined scope of practice of the student nurse.
- Students must spend a predetermined number of hours in the practicum setting. This may include rotations in various hospitals, laboratories, simulations, physician's offices, mental health agencies, nursing homes, community health settings, etc.
- The student should always maintain a professional attitude and a professional standard of patient care during clinical hours.
- Any student leaving the practicum site without contacting the instructor **in person** may be dismissed from the program for patient abandonment.
- Time Management:
  - Time allotted for lunch is thirty minutes only unless otherwise directed. One morning break of 15 minutes is permitted. Lunch must be taken at the practicum site between 11am and 12:30 pm. No lunches will be granted after 1pm unless approved through the faculty member. All aspects of patient care and documentation must be completed prior to taking lunch and/or break. There may be times when the student may not have a lunch time related to patient care.
  - Students must eat in the clinic facility or bring lunches. No order in services can be utilized. This excludes facilities where cafeteria access is not available such as physician's clinics and long-term care settings.
  - No afternoon breaks are permitted unless greater than eight-hour shifts.
  - Documentation must be completed as soon as task(s) are performed. Providers may round on patients and communication of information must be available. Students cannot leave the assigned practicum area without completing and updating documentation.
  - Students must be on the floor finalizing the day's activities one hour before the scheduled post-conference.

- If no post conference is scheduled, the student must be on the floor and not take lunch within one hour of completion of the practicum day.
- Post-conference will be held at the end of each practicum day unless otherwise announced. Location of post-conference will be announced daily. Students are to remain on the nursing unit until 15 minutes before the conference begins.
- Personal calls are NOT allowed unless emergent in nature and routed through the faculty member. Students should inform relatives and friends not to call the student while they are in the practicum site. **They may contact the program Administrative Specialist at 501.207.6256, the DON at 501.207.6255, or the practicum instructor if it is an emergency and the student will be contacted.** The student will receive a written counseling and/or be dismissed from the program if the student has a cell phone on their person and not stored in breakroom. No student should have a cell phone in the immediate patient care setting.
- NO personal visitors are allowed at the practicum site. Students should inform relatives and friends not to visit for lunch or break.
- Procedures
  - Students are expected to seek the assistance of their instructors for any nursing procedure not authorized to perform or any feelings of insecurity with a procedure. This does not warrant refusal to perform procedure, however, identifies insecurity or knowledge deficit for educational purposes.
  - All invasive procedures require the presence of an instructor, or a Licensed Nurse as designated by the instructor. Permission to perform procedure(s) with the licensed nurse must be obtained prior to the procedure.
  - If any question arises regarding how to do a procedure, the student is advised to refer to the policy and procedure manual.
  - All medications are to be checked by an instructor or their designated licensed nurse prior to administration.
- Practice limitations
  - Nursing Students will not be allowed to perform the following. This is not an all-inclusive list. Other limitations may apply related to practicum partner policies.
    - Vaginal exams (Practical Nursing Students Only).
    - Take or write orders concerning patients by telephone or verbally from the physician or care provider regardless of licensure status.
    - Obtain a signature on consent forms or sign consent forms as witnesses regardless of licensure status.
    - Access any patient data other than assigned patients scheduled for the clinic rotation day(s). Under the direction of an instructor, students may research patient data of non-assigned patients.

## **POLICY COMPLIANCE**

If a student fails to comply with the practicum policies outlined it will constitute unprofessionalism and/or interfere with the ability to provide safe nursing care. The student will be asked to leave the clinical area and time will be counted absent from attendance in the program.

Practicum partners may request the University to restrict attendance of any student whose performance is unsatisfactory or whose personal disregard for the practicum partner regulations interfere with organizational standards and policies. If a student is removed and no alternate practicum site is available the student will not be able to meet the program objectives.

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

**Policy/Procedure:**                   **Honor Code**  
**Date Revised/Reviewed:**       **Spring 2024**

Each student admitted to the Nursing program is charged with the responsibility of honorable academic conduct. A student is assumed honorable until personal actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal written counseling will result from violations of the honor code.

As a student in the Nursing program, it is fundamental to act in an honorable and virtuous way so that a community of trust is established among members of the program, University and healthcare facilities. Honor is a practiced ideal that will positively impact personal relationships with fellow students, faculty, administrators, patients and other members of the community.

All students in the Nursing program are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know the word of a student to be taken as true, to compete fairly in the classroom and to keep what is rightfully the students. The system functions best when all members of the Nursing program not only take responsibility for actions but hold peers to the same standards.

By accepting admittance to the Nursing program, the student agrees to live by and support the basic principles of honesty – no lying, cheating or stealing; accountability for actions; and sharing information about honor offenses. If the student is not prepared to accept these responsibilities, another program outside of ASUB should be selected.

I have read the explanation of the Nursing program Student Code of Honor. I understand that as an admitted student in the Nursing program, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

**Arkansas State University Beebe Nursing Program Honor Code**

The Arkansas State University – Beebe Nursing program Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others.

These terms are defined as follows:

- Lying/willful misrepresentation - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.
- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation

- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Video or audio recording lecture or private meetings without prior permission
- Creating false university, college, or other official correspondences (such as medical documentation)
- Cheating/unauthorized collaboration - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.
  - Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
  - Talking during a quiz or exam when told by the instructor talking is not permitted
  - Looking at another student's exam or quiz during the testing period
  - Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
  - Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
  - Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
  - Accepting credit for a group project without doing your share of the work
  - Helping others with their homework or other assignments when not allowed by the instructor
  - Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
  - A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally
- Plagiarism – as defined in the 1995 Random House dictionary is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.
  - Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
  - Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
  - Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another's work as your own
  - Failing to use quotation marks properly or when needed
  - Failing to give a source for quoted materials
  - Failing to paraphrase language completely
  - Failing to give a source for paraphrases
  - Failing to cite sources correctly and completely
- Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.
  - Writing a paper for another student
  - Allowing another student to use your past homework assignments, paper, labs, or similar items
  - Sharing homework with another student when told collaboration is not allowed
  - Allowing or helping another student to look at your exam or quiz during a test
  - Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
  - Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student
  - Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that such would be used for dishonest purposes
  - Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

Violations will result in written counseling and consultation with the Dean of Students. Dismissal from the program may be warranted. If a student is aware of an honor offense, it should be reported to either the faculty member of the class in question or the Director of Nursing. A report will be made to the Dean of Students and an investigation will occur. See the student handbook for further student rights and responsibilities.

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

**Policy/Procedure:**                   **Smoking Policy**  
**Date Revised/Reviewed:**       **Spring 2024**

Smoking of any kind is **NOT** permitted on University or Practicum Partner property. Students may not smoke in a car parked in the university parking lot.

**ESSENTIAL FUNCTIONS**

- Smoking and the use of all tobacco products as well as vapor devices are strictly prohibited anywhere on University property, including inside vehicles parked on University or Practicum Partner 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 or vapor device.
- 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.**

- No Smoking is allowed ~~during~~ on any ASUB campus or at practicum sites. This shall include lunch or break times.
- Many clients find 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 a student fails to abide by the No Smoking policy or smell of cigarette/vape smoke the student will:
  - Receive an occurrence
  - May be sent home and counted absent for the day
  - If a practicum partner requests the student be removed from the facility in 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**  
**NURSING DEPARTMENT**

**Policy/Procedure:** Risk Management Policy – OSHA/bloodborne pathogens/standard precautions/infection control  
**Date Revised/Reviewed:** Spring 2024

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 a 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 sharp’s container.
  - Should a needle-stick occur, bleed the site, wash with soapy water and report to DON.
- 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 infectious 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 expected to follow infection control guidelines as outlined by the nursing program, University, and practicum facility partners.
  - Masks may be worn while on campus. Practicum site policies will be followed at all times during practicum rotations.
- Students are expected to follow all COVID based protocols as established by the University and Practicum partners.
- **Students are encouraged to obtain their own health insurance. Injuries that occur while on campus or in a clinical setting are not covered and/or paid for by the University or clinical partner.**  
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**  
**NURSING DEPARTMENT**

**Policy/Procedure:**                      **Student Organization**  
**Date Revised/Reviewed:**            **Summer 2021**

Each student will be a member of a Nursing organization. ASUB student nursing organization division will abide by 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 nurse
  - Promote interest, enthusiasm, and respect for 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 a nursing program of the student division
- Each student division *reserves the right* to elect student organization officers, but it is not mandatory. 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. ASUB Dues are \$25 annually. There may be an additional fee for conference attendance.
  - 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 so 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 the 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’s Nursing Program requires student nurse organization membership. Attendance at scheduled conferences 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 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**  
**NURSING DEPARTMENT**

**Policy/Procedure:** Substance Abuse Policy  
**Date Revised/Reviewed:** Spring 2024

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

It is the policy of the Nursing program to maintain a drug and alcohol-free environment. The 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 generic meaning of the term “drug” is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider’s instructions and do not impair the student’s ability to perform his/her duties, are exempt from this policy. Reference: Reiss, B. & Melick M. (1987) Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633
- The 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. The nursing programs considers all students to be in a “Safety Sensitive Position” as outlined in the “Arkansas Medical Marijuana Amendment of 2016.” A safety sensitive position means any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety. If a student tests positive for any mind-altering drug, marijuana, or illicit substance, the student will be dismissed from the program immediately.
- 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 practicum 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 licensed nurses. 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. Also, any nurse or student who is aware that another nurse or student who 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 an “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 licensed 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 \$55.00, 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 Medical Review Officer and Director of Nursing as deemed necessary by the medical laboratory completing the urine testing.
- Arkansas State University Beebe may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination.

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

- If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities the student will immediately be asked to submit to a body fluid testing for substances at a lab designated by the ASUB Nursing program.
- The faculty member will have another faculty member or staff 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.
- Dismissal of the student is warranted for failure to comply with testing directions.
- 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 tests are positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision will be a referral for medical evaluation, and immediate suspension from the program.
- Confidentially will be maintained.

### **Behavioral Changes Associated with Substance Abuse**

The following behaviors are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug". The Nursing program is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders. Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

- Attention Deficit/Cognitive Impairment
  - Ataxia
  - Tremors, especially of the hands
  - Slowed response time in a familiar skill
  - Diminished from the usual in coordination/dexterity
- Social Impairment
  - Inappropriate verbal remarks (subjects/words/expletives)
  - Inappropriate behaviors or those beyond the societal norm such as:
  - Angry outbursts/unrestrained agitation
  - Crying that cannot be explained
  - Euphoria
  - Paranoia
  - Hallucinations
- Behaviors that are markedly changed from that individual such as:
  - Introversion
  - Extroversion
  - Sullen/irritable
  - Giddy
  - Defensiveness
- Somatic Manifestations/Discomforts
  - Odor of alcohol on breath

- Nausea/vomiting/thirst
- Frequent trips to the bathroom/complain of urinary frequency or diarrhea
- Hiccoughs
- Reddened sclera (bloodshot eyes)
- Pupil changes/drooping eyelids
- Complain of blurred vision or inability to focus
- Speech/Communication Impairment
  - Slurred (thick tongue)
  - Rapid/choppy communication pattern
  - Incoherent speech

The following is a list of behavioral patterns that may surface when drugs have been abused. While these patterns have many causes, thorough assessment and detailed documentation is needed over a period of time to determine if there is any relationship to drug abuse. Patterns of behavior to observe and validate are:

- Repeated tardiness
- Frequent absenteeism
- Numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- Untidy personal appearance or deterioration in quality of grooming
- Lack of attention to hygiene (hair, nails, skin, oral)
- Multiple crises in personal life
- Avoidance/lack of eye contact
- Isolation/lack of peer support
- Repeated excuses for below standard performance
- Forgetfulness with appointments/assignments
- Slowed response time in familiar activities
- Behavior shifts/mood swings
- Lack of trust and suspicious of the motives of others
- Needle tracks on body surface
- Behaviors surrounding the administration of narcotics:
  - Frequent need to waste “unused” medications
  - Recording the administration of larger doses than ordered
- Unauthorized possession of the narcotic key
- Unsupervised entry into narcotic cabinet
- Volunteering to be in situations to gain greater access to narcotics
  - Taking frequent breaks/numerous occasions when whereabouts unknown

### **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 Director of Nursing to maintain confidentiality. 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.

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

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

**Policy/Procedure:** State Board of Nursing Requirements  
**Date Revised/Reviewed:** Spring 2024

Have you ever been convicted of a crime? This question is asked on the Arkansas State Board of Nursing application for 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 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 the 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 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 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 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 Nursing department or the Arkansas State Board of Nursing at: 501-686-2700 or write to them at University Tower Building, Suite 800, 1123 South University, Little Rock, Arkansas 72204.

**17-87-312. Criminal background checks.**

- (a)
- (3) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (4) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (f) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (g) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (h) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (i) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f)
- (3) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (4) The permit shall be valid for no more than six (6) months.



- (g)
- (3) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
  - (A) The affected applicant for licensure or his or her authorized representative; or
  - (B) The person whose license is subject to revocation or his or her authorized representative.
- (4) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (k) 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.
- (l) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (m) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k)
- (5) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (6) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (7) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
- (8) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
  - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
  - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;

### **Office of Long-Term Care Criminal History Background information**

**201** Before making an offer of employment, the service provider shall inform an applicant that employment is contingent on the satisfactory results of criminal history record checks. Effective October 1, 1997, long term care facilities shall not knowingly employ or hire a person who has been found guilty or has pled guilty or nolo contendere, regardless whether the record of the offense is expunged, pardoned, or otherwise sealed, to any of the offenses listed below by any court in the State of Arkansas or any similar offense by a court in another state or of any similar offense by a federal court.

1. Capital murder, § 5-10-101;
2. Murder in the first or second degree, §§ 5-10-102 and 5-10-103;
3. Manslaughter, § 5-10-104;
4. Negligent homicide, § 5-10-105;
5. Kidnapping, § 5-11-102;
6. False imprisonment in the first degree or second degree, §§ 5-11-103 and 5-11-104;
7. Permanent detention or restraint, § 5-11-106;
8. Robbery, § 5-12-102;
9. Aggravated robbery, § 5-12-103;
10. Battery in the first, second or third degree, §§ 5-13-201, 5-13-202, and 5-13-203;
11. Aggravated assault, §5-13-204, or assault in first, second, or third degree, §§ 5-13-205, 5-13-206, and 5-13-207;
12. Introduction of controlled substance into body of another person, § 5-13-210;
13. Terroristic threatening in the first or second degree, § 5-13-301;
14. Rape, § 5-14-103;
15. Sexual assault in the first, second, third or fourth degree, §§ 5-14-124 – 5-14-127;
16. Sexual indecency with a child, § 5-14-110;
17. Violation of a minor in the first or second degree, §§ 5-14-120 and 5-14-121;
18. Incest, § 5-26-202;
19. Domestic Battery (all degrees), §§ 5-26-303 - 5-26-306;
20. Endangering the welfare of incompetent person in the first or second degree, §§ 5-27-201 and 5-27-202;
21. Endangering the welfare of a minor in the first or second degree, § 5-27-205 and 5-27-206;
22. Permitting abuse of a minor, § 5-27-221;
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or employing or consenting to the use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, §§ 5-27-303, 5-27-304, 5-27-305, 5-27-402, and 5-27-403;
24. Felony abuse of an endangered or impaired person, § 5-28-103;
25. Theft of property, § 5-36-103;
26. Theft by receiving, § 5-36-106;
27. Arson, § 5-38-301;
28. Burglary, § 5-39-201; Rules and Regulations for Conducting Criminal Record Checks
29. Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-501 et seq;
30. Prostitution, §5-70-102, Patronizing a prostitute, §5-70-103, or Promotion of prostitution (all degrees), §§ 5-70-104 – 5-70-106;
31. Stalking, § 5-71-229;
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, § 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this section.
33. Forgery, § 5-37-201;
34. Breaking or entering, § 5-39-202;
35. Obtaining a controlled substance by fraud, § 5-64-403;
36. Computer child pornography or failure to report computer child pornography, §§ 5-27-603 and 5-27-604;
37. Computer exploitation of a child or distributing, possessing, or viewing of matter depicting sexually explicit conduct involving a child, §§ 5-27-605 and 5-27-602;
38. Coercion, §5-13-208;
39. Terroristic act, §5-13-310;
40. Voyeurism, §5-16-102;
41. Communicating death threat concerning a school employee or student, §5-17-101;
42. Interference with visitation or interference with court-ordered custody, §§5-26-501 and 5-26-502;

43. Contributing to the delinquency of a minor or juvenile, §§5-27-209 and 5-27-220;
44. Soliciting money or property from incompetents, §5-27-229;
45. Theft of services, §5-36-104;
46. Criminal impersonation, §5-37-208;
47. Financial identity fraud, §5-37-227;
48. Resisting arrest, §5-54-103;
49. Felony interference with a law enforcement officer, §5-54-104;
50. Cruelty to animals, or aggravated cruelty to a dog, cat, or horse, §§5-62-103 and 5-62-104;
51. Public display of obscenity, §5-68-205;
52. Promoting obscene materials, §5-68-303 or Promoting obscene performance, §5-68-304;
53. Obscene performance at a live public show, §5-68-305;
54. Public sexual indecency, §5-14-111;
55. Indecent exposure, §5-14-112;
56. Bestiality, §5-14-122;
57. Exposing another person to human immunodeficiency virus (HIV), §5-14-123;
58. Registered sex offenders, §§5-14-128 – 5-14-132;
59. Criminal use of a prohibited weapon, §5-73-104;
60. Simultaneous possession of drugs and firearms, §5-74-106; and
61. Unlawful discharge of a firearm from a vehicle, §5-74-107.

7. 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.
8. 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 practicum partners to limit participation of a student within the facility. This occurrence would render the student unable to complete the program objectives.

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

**Criminal Background History Acknowledgement**

Graduation from the 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 (ASBN) 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 and 17-3-102.

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, the ASBN or other 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 regarding Criminal Background History. I have read the following sections thoroughly:

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

**17-87-312. Criminal background checks.**

I understand that graduating from the Arkansas State University Beebe Nursing Program does not assure the Arkansas State Board of Nursing's approval to take the licensure examination.

I, \_\_\_\_\_ understand that if I have a positive background check for any of the items listed in the Office of Long-Term Care (OLTC) criminal history guideline section, I may not be able to participate in the clinical rotations, therefore rendering me unable to meet practicum objectives.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(ASUB ID #)

*This form will become a part of your permanent records.*

\_\_\_\_\_  
STUDENT SIGNATURE

DATE \_\_\_\_\_



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

**Substance Abuse Acknowledgement**

I, \_\_\_\_\_ have read the Substance Abuse Policy of the 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 Nursing Program, a drug testing facility, is authorized by me to provide the results of the test to the Director of Nursing. 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 practicum 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-Beebe Nursing director. 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





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

**Policy/Procedure:**                               **Physical and Mental Abilities**  
**Date Revised/Reviewed:** Spring 2024

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

Mental and Physical Abilities of the 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. A release form may be obtained from the Director of Nursing.
- Mental and physical abilities must be maintained during the nursing program. Due to the requirements of practicum rotations no “light duty” rotations will be granted.

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STUDENT SIGNATURE

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DATE



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

**Policy/Procedure:** Statement of Health Risk Understanding  
**Date Revised/Reviewed:** Spring 2024

*Please read and initial each statement indicating understanding.*

\_\_\_\_\_ I understand that there are health risks involved in the pursuit of any of the health career programs at Arkansas State University-Beebe and that I may encounter clients who have contagious or communicable diseases.

\_\_\_\_\_ I understand that I am responsible for all costs associated with exposure to communicable disease or injury I may suffer while a student at Arkansas State University-Beebe.

\_\_\_\_\_ I understand that it is advisable for me to have health insurance at all times during the program.

\_\_\_\_\_ Understanding the health risks involved, I choose to pursue the training and education necessary to fulfill the requirements of any of the health-related careers at Arkansas State University-Beebe.

\_\_\_\_\_ I understand practicum partners may require proof of vaccination for infectious diseases to attend practicum rotations. These may include but are not limited to COVID-19 and influenza vaccines. Unfulfilled vaccination requirements may limit student practicum rotations and objective completion, therefore impeding program completion

\_\_\_\_\_

Student Name (please PRINT)

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

ASUB ID#

*This form will become a part of your permanent records.*



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

**Policy/Procedure:** Student Confidentiality Agreement  
**Date Revised/Reviewed:** Spring 2024

Confidentiality is essential for a strong clinical relationship. As an individual who provides health care, you may have access to clients'/patients' confidential information that includes biographical data, financial information, medical history, and other information. You are expected to protect client confidentiality, privacy, and security and to follow these and all associated agency guidelines.

You will use confidential information only as needed to perform duties as a registered student in the programs within the Department of Nursing. This means, among other things, that:

- You will only access confidential information for which you need to know.
- You will respect the confidentiality of any verbal communication or reports printed from any information system containing clients'/patients' information and handle, store, and dispose of these reports appropriately at the University and associated clinical agency.
- You will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of all of your professional activities.
- You will carefully protect all confidential information. You will take every precaution so that clients/patients, their families, or other persons do not overhear conversations concerning client/patient care or have the opportunity to view client/patient records.
- You will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access codes.
- You understand that the information accessed through all clinical information systems agencies contains sensitive and confidential client/patient care, business, financial, and hospital employee information that should only be disclosed to those authorized to receive it.
- You will not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.

The simulation laboratory will be treated as a real environment with a real client. There will be no video, pictures, etc. To abide in confidentiality, there will also be no discussion of simulation and/or occurrences within the laboratory.

You understand that violation of this Confidentiality Agreement may result in disciplinary and legal action with fines. By signing this, you agree that you have read, understand, and will comply with the Agreement.

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(ASUB ID #)

*This form will become a part of your permanent records.*



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

**Policy/Procedure:** Code of Academic & Clinical Integrity/Honor code  
**Date Revised/Reviewed:** Spring 2024

By signing this document, I am affirming my commitment to following the Arkansas State University- Beebe Department of Nursing Honor Code with honesty, integrity, respect, responsibility, and ethics. I have and will refrain from any form of academic or clinical dishonesty or deception.

*Please initial beside each item below to indicate understanding and intent to comply.*

\_\_\_\_\_ I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses, the Arkansas Nurse Practice Act and the ASUB Student Academic Integrity Policy.

\_\_\_\_\_ I will maintain and uphold the academic integrity policy of the ASUB Nursing Department and will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing, or copying another's assigned work.

\_\_\_\_\_ I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the ASUB Nursing Program.

\_\_\_\_\_ I will not accept or access any unauthorized information related to any exam administered during my enrollment in the ASUB Nursing Program.

\_\_\_\_\_ I will sign only my own papers and other documents and will not sign any other student's name to anything.

\_\_\_\_\_ I will not allow any other student access to any of my paperwork for the purpose of copying or cheating.

\_\_\_\_\_ I agree to abide by all Honor code guidelines.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(ASUB ID #)

*This form will become a part of your permanent records.*





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

**Policy/Procedure:**                      **Witnessed Receipt of Confirmation**  
**Date Revised/Reviewed:**              **Spring 2024**

Program Attending:    \_\_\_\_\_ Practical Nursing                      \_\_\_\_\_ Registered Nursing

I have received a copy of the ARKANSAS STATE UNIVERSITY-BEEBE 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 Nursing program.

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

(Print Name)

(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(ASUB ID #)

*This form will become a part of your permanent records.*



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

**Policy/Procedure:** Community Service Approval & Verification Log  
**Date Revised/Reviewed:** Spring 2024

Student Name \_\_\_\_\_ ASUB ID# \_\_\_\_\_

**Part 1: Prior to Community Service:**

Name & Address of Community Agency \_\_\_\_\_  
\_\_\_\_\_

What is the primary purpose of this agency? \_\_\_\_\_  
\_\_\_\_\_

Proposed Community Service Activity: \_\_\_\_\_  
\_\_\_\_\_

Faculty Approval Signature: \_\_\_\_\_

**Part 2: At Community Service:**

Date of Community Service Activity: \_\_\_\_\_

Time Student Arrived: \_\_\_\_\_

Time Student Reported Off: \_\_\_\_\_

Total hours student spent at agency: \_\_\_\_\_

Verification Signature (Signature from someone at agency verifying that above time was spent volunteering at agency)

Signature & Title: \_\_\_\_\_

Additional Comments: