

ARKANSAS STATE UNIVERSITY-BEEBE

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

SUMMER 2021



**ARKANSAS STATE
UNIVERSITY
BEEBE**

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OFFERED AT

**ARKANSAS STATE UNIVERSITY-SEARCY
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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 2021

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	
<p><u>Mission & Vision</u></p> <p>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 population with the goal of preparing graduates to provide safe and effective care as an entry level nurse.</p> <p>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.</p>	<p><u>Program Objectives</u></p> <ul style="list-style-type: none">• Functions as an effective member of the health care team in providing care to persons with common nursing problems and to assist the registered nurse or physician with more complex problems.• Implements effective communication skills regarding health care with members of the health care system and the community.• Recognizes that each person is a holistic, ever-changing being who is affected by environmental changes and is able to apply this concept competently in wellness and in illness using critical thinking skills.• Acquired adequate knowledge and skills relevant to the health care field, gained through study and utilization of scientific principles, to render safe care.• Observes and responds to the person’s needs on an individual basis using the nursing process, which incorporates critical thinking skills.• Demonstrates ethical, legal and professional standards of nursing practice (professionalism).• Demonstrate safe and effective care through simulated learning experiences and hands on patient care.• Accepts responsibility for his /her own personal growth, understands the need for continuing education, and adheres to the moral standards and principles of the profession.• Adheres to the nursing code of ethics and the Arkansas Nurse Practice Act.• 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, mankind may not maintain his/her independence in life and will require assistance from others.
- The faculty believes that nursing provides preventive, rehabilitative, and supportive measures to assist an individual in functioning at his/her own optimum level of health or face death with dignity. Nursing is an art and science shaped by quality education, research and technology which incorporates the nursing process to assist individuals in meeting their basic human needs. Nursing boundaries are influenced by ethical and legal issues and are directly affected by the scope of nursing practice. The profession of nursing is concerned with assisting clients to achieve an optimal state of function by responding to the actual or potential health problems across the life span.
- The faculty believes that the Practical Nurse is a distinct member of the health care team whose goal is to recognize aspects of the individual's health. The individual is a unique being with basic needs common to all age groups within the life cycle. Nursing education and care exists to study responses of mankind holistically.
- The faculty believe in providing an education that will transform the lives of individuals thru 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 the transformation of 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 that enhance 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

Program Objectives

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

- Integrate and adhere to practice and professional standards of the Registered Nurse by incorporation of accrediting and approving body’s rules and professional standards.
- Recognize each person is a holistic, ever changing being who is affected by the environment, society and healthcare.
- Apply nursing concepts competently within the wellness and illness continuum.
- Relate health promotion and disease prevention strategies to current healthcare trends, illnesses and treatments.
- Provide and evaluate holistic nursing care based on evidence-based practice standards, diverse populations and healthcare needs.
- 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.
- Engage in advanced technology and informatics to provide safe nursing care and effective information management.
- Implement communication skills with interprofessionals to increase awareness of patient needs and promote effective and safe care management.

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).

**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: Summer 2021

Admission to the Nursing program is a competitive selection process based on the entrance test exams. 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.
- Submit an official complete high school transcript (seven semester transcript for high school seniors with the final transcript to follow after graduation) indicating date of graduation or copy of GED scores or American Correspondence Certificate. Submit college/university transcripts.
- All transcripts, scores and any other documentation required in the admissions process must be on file at the time of the application to be considered complete and eligible for consideration
- Submit immunization records. Provide immunization record with required MMR (including a booster, second dose for measles) and current negative result TB test.
 - TB skin test and tetanus must not expire during program.
 - Hepatitis B vaccination or signed form declining vaccine (form provided at orientation).
- 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: March 1 through May 15
 - Spring Cohort: October 1 through December 15
- 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.
 - Summer cohort – May 1st
 - Spring cohort- December 1st

- 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.
- Applicant 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.

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 A2 HESI 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 must score proficiency and probability of program success as outlined by the nursing department. A cumulative score of 75% is highly recommended on the entrance exam and success in the Nursing program. A 750 or above is highly recommended on the critical thinking portion of the entrance exam. Upon testing, the prospective student must identify as a Practical Nursing student to be given the correct entrance exam. Prospective students scores, GPA and prior course history will be considered for acceptance. 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 PRIOR to submitting an application for the LPN/Paramedic to RN Nursing program. The prospective student must have a minimum GPA of 2.6 in prerequisites as listed for the program and an overall GPA of 2.0. All 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 prior to program start 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 is required to 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 253 required.
- 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:
 - Unencumbered LPN license in the state of Arkansas or mutual state licensure recognized by the ASBN or be a recent graduate of an approved LPN program.
 - Complete the Elsevier HESI LPN-ADN entrance exam with qualifying entrance score.
 - Example of study material are PN-NCLEX review
 - 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 5 months (800 hours) over the last two years. Experience must be direct patient care centered. No hours served as an orientation to 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.
- 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 to the board all information obtained concerning the licensure applicant in the commission of any offense.

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;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting

sexually explicit conduct involving a child, or use of a child or sexual performance by producing, directing, or promoting a as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;

consent to use of a child in a sexual performance by a child,

- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

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

- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

- (A) Was not convicted for committing a violent or sexual offense; and
- (B) Has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
- (2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:

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

- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

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 2021

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. 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.

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.

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;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127; (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

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

- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;

- (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103; (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

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>

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;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127; (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

- (b) (1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and
 - (B) Has not been convicted of any other offense during the five-year disqualification period.
- (d) A licensing entity shall not, as a basis upon which a license may be granted or denied:
- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

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.

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. I have read the following sections thoroughly:

17-3-102. Licensure 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

Signature

Date

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

Policy/Procedure: **Physical and Mental Abilities**
Date Revised/Reviewed: **Summer 2021**

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. 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.

STUDENT SIGNATURE

DATE

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

Policy/Procedure: Self-Preservation
Date Revised/Reviewed: Summer 2021

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. Holistic self-care should be practiced by all nursing students 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 have empathy for patients as well as 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 which in return allows students to correctly and confidently carry out their task. Any increased knowledge can help to reduce and clarify misconceptions.
 - **Stay organized** – having an organized educational experience allows students to effectively complete tasks. Keeping a checklist of task 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 of unrealistic goals will increase stress levels and may lead to being overwhelmed which may lead to burnt out.
 - **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, 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 thought 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 offers 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: Summer 2021

The following are estimated costs for the program.

PRACTICAL NURSING PROGRAM

Total Approximate Program Expense	\$9600.00
Tuition and Fees	5649.00
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	\$1106.00
Item – NOTE these are estimated cost only. Prices are subject to change	Approximate Expense
Mosby's 2021 Drug Reference Handbook - ISBN: 978-0323757331 (First term)	\$50.00
Anatomy & Physiology for Health Prof 4th Ed, By Colbert, Ankney & Lee ISBN: 978-0134876818 (First term)	\$75.00
Foundations of Nursing by Cooper/Gosnell 8 th ed ISBN 9780323484367 (First term)	\$100.00
Adult Health Nursing by Cooper/Gosnell, 8ed ISBN: 9780323484381 (First term)	\$100.00
Comprehensive testing package (program identified packet only) (First and Second Term divided into two pmts)	\$2230.00
Nurse Skills Pack, Pharm Box & IV therapy Bag (purchased through bookstore) (First term)	\$390.00
Miscellaneous Item- Prices are subject to change	Approximate Expense
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
Classroom shoes (First Term)*	\$10.00 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
End of Program Expenses-Prices are subject to change	Approximate Expense
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)*	\$35.00
Fingerprinting*	\$15.00

Student must also have internet capabilities or access to high speed internet.

Updated Summer 2021

***Denote Independently purchased**

LPN/PARAMEDIC TO
ASSOCIATE OF APPLIED SCIENCE IN
REGISTERED NURSING

Total Approximate Program Expense	\$6800.00
Tuition and Fees	\$7680.00
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
Item – NOTE these are estimated cost only. Prices are subject to change	Approximate Expense
Calculating Drug Dosages by Martinez ISBN 978719641227 (First term)	\$87.00
Essentials for Nursing Practice by Potter ISBN 9780323481847 (First term)	\$130.00
Essentials of Psychiatric Nursing by Varcarolis ISBN9780323625111 (Second term)	\$85.00
Pharmacology: Pt Centered Nursing Process 10 th Ed ISBN 9780323642477(Second term)	\$120.00
Lewis' Medical Surgical Nursing ISBN 9780323551496 (First term)	\$175.00
Maternal Child Nursing by McKinny ISBN 978032341708(Third term)	\$155.00
Comprehensive testing package (program identified packet only)(First and Second Term divided into two pmnts)	\$1600.00
Nurse Skills Pack (purchased through bookstore) (First term)	\$150.00
Miscellaneous Item- Prices are subject to change	Approximate Expense
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
Classroom shoes (First Term)*	\$10.00 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
End of Program Expenses-Prices are subject to change	Approximate Expense
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)*	\$35.00
Fingerprinting*	\$15.00

Student must also have internet capabilities or access to high speed internet.
Updated Summer 2021

***Denote Independently purchased**

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

Policy/Procedure: Program Curriculum & Course Descriptions
Date Revised/Reviewed: Spring 2021

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.

Practical Nursing Program

Total Credit Hours		46 Credit Hours
Spring Start Date		
Spring Term I	LPN 1110 Fundamentals of Nursing I	10 Credit Hours
Spring Term II	LPN 1209 Fundamentals of Nursing II	9 Credit Hours
Spring/Summer Nrsg 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>
Summer Start Date		
Summer Nrsg 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>

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

Total Credits for Associate of Applied Science in Registered Nursing 64 Credit Hours	
Prerequisite Courses 34 Credit Hours	Nursing Core Course 30 Credit Hours
ENG 1003 Freshman English I	NRSB 2006 Foundational Concepts of Nursing (Term I – 8 weeks) – 6 Credits
ENG 1013 Freshman English II	NRSB 2106 Nursing Concepts I – 6 Credits (Term II – 8 weeks)
ZOOL 2004 Anatomy & Physiology I with Lab	NRSB 2206 Nursing Concepts II – 6 Credits (Term III – 8 weeks)
ZOOL 2014 Anatomy & Physiology II with Lab	NRSB 2306 Nursing Concepts III - 6 Credits (Term IV – 8 weeks)
BIOL 1014 Principles of Biology	NRSB 2406 Nursing Concepts IV – 6 Credits (Term V – 8 weeks)
BIOL 2104 Microbiology with Lab	
PSY 2013 Introduction to Psychology	
PSY 2533 Human Growth and Development	
CIS 1503 Microcomputer Applications	
MATH 1043 Quantitative Literacy	
Pre-requisite requirement must be completed with a “C” 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.	<i>Theory = 400 hours</i> <i>Practicum = 320 hours</i> <i>Total Nursing Curriculum Hours = 720 hours</i> Successful completion of 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 team work. 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 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 2109 Nursing 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 I 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 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 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 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 increase 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 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: **Summer 2021**

CLASSROOM AND PRACTICUM TIME SCHEDULE

Nursing students spend a portion of the program in the classroom and practicum. Practicum experiences include a variety of 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 4pm 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 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 preceptor schedule.

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

Alternate Methods of Instruction (AMI) may be utilized as deemed necessary or as scheduled by 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: **Summer 2021**

Each student is expected to make satisfactory progress toward the completion of the program. A student must have a 2.0 GPA in each course in order to fulfill graduation requirements and an overall 2.0 GPA for the **entire** transcript, not just the nursing courses. A higher GPA may be required in order to retain 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 experiencing difficulty 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 successfully 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 into subsequent courses.
- The course in which the student has been unsuccessful must be repeated.
- Failure to complete any course with at least a 2.0 (“C”) will prevent 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 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. Students will be required to successfully complete a NCLEX Assessment exam with a passing score for completion of the last course in 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 Designations:

I	Incomplete	Not computed
W	Withdrawal	Not computed
AU	Audit	Not computed
NR	Not Reported	Not computed
WX	Withdrawal for Excessive 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: **Summer 2021**

Students withdrawing from the course must report to the Director of Nursing to ensure appropriate steps are taken to limit interruption of the course.

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 appropriate approval.
- Students not officially withdrawing will receive a grade of "F" on their official transcript. This may prevent re-entry into the Nursing Program.
- 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 PN 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 first day of the last semester attending or the entire program will have to be repeated. 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 on a course, it must be retaken.
 - If a student makes a D or less twice on any one course or on any two 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 Faculty Board. Attendance, professional behavior and academic progression will be considered prior to re-entry. The appropriate semester for possible admission will be determined. If no courses are available during a semester that the potential readmitted student needs, the student will not be admitted to that semester but can apply for the following semester as long as the semester does not extend past the one calendar year guideline. The student will receive appropriate notification and explanation of Faculty Board approval or disapproval.
 - Verification of Prior Knowledge: Verification of prior knowledge must be confirmed for re-entry approval. The student will be expected to verify knowledge approximately four weeks prior to the course start date by successful completion of a competency-based assessment. The assessment may include but is not limited to a written exam and hands on skill(s) evaluation. If

the student does not score a 70% or greater on the written exam and proficiency on the skill(s), the student will be required to reenter the program at the last course completed regardless of previous grade. The student will be responsible for contacting the Director of Nursing for a study plan related to the competency-based assessment and program re-entry. The student will be required to show evidence of participation in the study plan prior to re-enrollment. Should the student desire to re-enter the course prior to the unsuccessful course, a competency exam is not required.

- Seat Availability: Re-entry is dependent upon seat availability and subject to approval by the nursing faculty board, and the Director of Nursing.
- Prospective students who have completed the maximum number of attempts for the LPN program may be considered for re-admission after 5 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 half of the program.
- All University requirements must be met prior to 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: **Summer 2021**

It is the policy of the Nursing program 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 2021**

- 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.
- JavaScript and cookies must both be enabled within 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: **Summer 2021**

It is the responsibility of the student to ensure all requirements for graduation 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 Assessment/Predictor exam with a passing score for completion of the last course in the program.
- Students must clear all charges against their accounts with the University prior to graduation. Transcripts will not be sent to the Arkansas State Board of Nursing until all fees paid and requests completed.
- The student will be required to complete all NCLEX and the Arkansas State Board of Nursing licensure application requirements approximately six to eight weeks prior to program completion. Application is valid for one year from date of submission as outlined by NCSBN and licensing board. Fees are non-refundable. Requirements include but are not limited to:
 - Criminal background check completed. Students are required to complete fingerprinting through Live Scan and submitted per the Arkansas State Board of Nursing. 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 protocol along with the fee for application. The student may purchase a temporary license if desired.

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

Policy/Procedure: **Grade Appeals, Complaints, and Grievances**

Date Revised/Reviewed: **Summer 2021**

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

Chain of command for the Nursing department is specifically outlined below.

- Faculty member
- Director of Nursing
- Faculty Board (Specific to complaint)
- Dean of Math and Science
- Vice Chancellor of Academics

The Nursing Department follows 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: **Summer 2021**

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

Attendance is expected and regarded as a course requirement.

- Students enrolled are expected to be on time, and remain for the scheduled time.
- It is the student's responsibility to know the attendance guidelines as outlined in this policy.
- Attendance records are kept.
- During a semester, a student may miss no more than the designated amount as outlined in this policy. Absences in excess of the number will result in the student being dropped from course with a grade of "F". See course syllabus for further details.
- Time missed will count in 15-minute increments. ie: 5 min = 15 min or 19 minutes = 30 minutes. Fifteen-minute increments are used to simulate the healthcare setting.
- Students are required to use the following email to inform faculty of absences or tardy: "**nursingabsent@asub.edu.**" If the email is not used for informing faculty of absence the student will be considered a "No Call No Show."

ATTENDANCE DEMERITS POLICY

Practical Nursing Attendance Demerit guidelines

Up to Three demerits will be awarded to the student per course.

Upon receiving demerit # 2. The student will be given a written counseling.

Upon receiving demerit # 3. The student will be subject to a 10% deduction from the overall course grade.

Any further time missed, the student will be dismissed from the program. NOTE: Dismissal will be warranted if a student misses greater than the allotted number of hours regardless of the number of demerits.

NOTE: Demerits are calculated by number of hours missed, not per day.

Practical Nursing Attendance Demerits guidelines are implemented in EACH course

- A demerit will be awarded at each of the following milestones.
 - Three occurrences of a Tardy and/or Early Departure = 1 demerit
 - For each additional Tardy and/or Early Departure, the student will be given 1 demerit.
 - Theory: Every 6 hours missed = 1 demerit
 - Practicum: Every 8.5 hours missed = 1 demerit

Registered Nursing Attendance Demerit guidelines

Up to Two demerits will be awarded to the student per course.

Upon receiving demerit # 1. The student will be given a written counseling.

Upon receiving demerit # 2. The student will be subject to a 10% deduction from the overall course grade. Any further time missed, the student will be dismissed from the program. NOTE: Dismissal will be warranted if a student misses greater than the allotted number of hours regardless of the number of demerits.

NOTE: Demerits are calculated by number of hours missed, not per day.

Registered Nursing Attendance Demerits guidelines are implemented in EACH course

- A demerit will be awarded at each of the following milestones.
 - Two occurrences of a Tardy and/or Early Departure = 1 demerit
 - For each additional Tardy and/or Early Departure, the student will be given 1 demerit.
 - Theory: Every 8 hours missed = 1 demerit
 - Practicum: Every 12 hour = 1 demerit
- If a student misses greater than the allotted time, the opportunity to submit an attendance appeal will be granted.
- Absences are accumulated per term and not per program. However, if a student files an appeal the committee may warrant additional stipulations regarding the remainder of program attendance.

OTHER ATTENDANCE POLICIES

- The instructor will file a "Drop Report" form when the student is dropped from the class. Copies of this report will be filed with the University Registrar.
- The instructor reserves the right to lock the classroom door after the course start time and students not in the classroom will be counted as absent until the door is unlocked.
- Students will be responsible for signing in and out on the attendance sheet provided. If the student fails to document attendance on the record provided, an absence will be recorded.
- The tardy policy used in this program is designed to promote student achievement by encouraging students to be on time and reducing the amount of instructional time lost to interruptions caused by students who arrive late or leave early. This policy reinforces that punctuality and regular attendance are important factors to help improve student achievement. We believe that being on time is an act of courtesy toward instructors and fellow students.
- In the event of tardy/absence it is the student's responsibility to notify the instructor prior to the scheduled start time via nursingabsent@asub.edu.
- The student will need to obtain handouts or assignments issued when tardy or absent. Quizzes are not allowed to be made up. If an exam or assignment is scheduled at the time of absence, it is the student's responsibility to contact the instructor for further direction. The student will then contact the instructors via email to make arrangements to make up tests as necessary. A student will only be allowed to make up three exams during the length of the program with the limit of one exam per term. If a subsequent exam is missed during the term and one make up exam has already been given, the student will receive a zero on the second missed exam.
- Class is considered the time scheduled for the class: 8-11 or 12-3.

- “Tardy” is defined as arriving late or an early departure from class. A “Tardy” is considered missing 3 hours or less. 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 be counted in the total number of hours missed.
- 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.
- If the student fails to sign in, a minimum of 3 hours may be recorded as absent. If the student fails to sign out when leaving early, a minimum of 3 hours may be recorded as absent.

ADDITIONAL ATTENDANCE POLICIES RELATED TO PRACTICUM

- Students are expected to notify the clinical instructor prior to absence or tardy via the nursingabsent@asub.edu email. See Attendance policy for further explanation
- A student will not be allowed to attend practicum if greater than 1 hour of the rotation day is missed. This policy is enforced due to the need for the on-duty nurse to plan the clinic experience accordingly.
- Students who fail to notify the instructor of a tardy or absence prior to the start of the scheduled practicum rotation day will be considered a “No Call, No Show” and will be counseled. In accordance with health care facility policies and recommendations, students will be subject to dismissal from the program if a total of 2 “No Call, No Show” occurs during the course 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 demerit system.
- If the email is not used for informing faculty of absence the student will be considered a “No Call No Show.” It is the student’s responsibility to ensure the email is sent.
- Any practicum hours missed will be made up at the end of each semester. This does not remove the attendance violation of missed time.
- There is a maximum of two practicum days scheduled for make-up time. If a student misses greater than two days, the course objectives will not be able to be met. If the student fails to attend the scheduled make-up day(s) or has greater than the available scheduled time he/she will not be able to complete the course objectives, and may be dropped from the course with a final grade of “F”.
- Students reporting late on duty MUST report to the instructor and the charge nurse in person prior to performing any patient care. Students are considered absent until notification of the instructor occurs.
- Students leaving early must report to the instructor, in person, prior to leaving. The student must also send an email to the “nursingabsent@asub.edu” email.
- A student who is unsuccessful in the theory portion of the course will not be required to complete the remainder of the practicum or make-up time.

MISCELLANEOUS ATTENDANCE INFORMATION

Students will not be allowed to attend with a temperature of 99.8 or above and must notify the instructor of the absence prior to the start of class.

- Students will not be allowed to attend if diagnosed with an infectious disorder; open draining wounds that are not contained by a dressing or any condition that would interfere with the student's ability to meet the objectives for the day. Examples include but are not limited to: COVID, strep throat not being treated with antibiotics, fever blisters, draining wound on hand that would not permit the student to do hand hygiene and practice CDC guidelines for infection control and many others.
- If a student is unable to take an exam at the regularly scheduled time, the instructor must be notified prior to the exam. The individual must contact the instructor and make arrangements for an alternate testing time. This must be done through email or direct conversation with the faculty member. No student is allowed to send a message to a faculty member through another student.
- Attendance for students receiving Veteran's Administration (VA) benefits will be subject to review by VA officials.
- Any student exhibiting COVID symptoms must complete the Corona Virus link on the asub.edu website. Attendance will not be allowed until released by tracing and ASUB administration. Theory may be zoomed if student is not allowed on campus. The student will not be able to participate in practicum. Therefore, it will be made up at the end of the term as time allows. If greater than the allotted make up days is required, the student will be given an "I" as deemed necessary and will be required to complete the clinic during the next term. Due to the nature of the Nursing program calendar, a student will be given the opportunity to complete the course, however it may extend the program completion date.

APPEALS PROCESS FOR EXCESS ABSENCES/TARDIES

- An appeal process may be initiated by the student upon receiving the 3rd demerit related to excessive absences/tardies. NOTE: Dismissal will be warranted if a student misses greater than the allotted number of hours regardless of the number of demerits.
- Appeals may be approved for warranted documentable reasons: personal injury or health issues, death of an immediate family member (see HB), or extenuating life circumstances. A maximum of two appeals may be allowed during the entirety of the program.
- The appeal process does not guarantee continued enrollment in the nursing program. Failure to meet program objectives will result in dismissal from the program. A student may initiate the attendance appeals process by providing a formal written request to the Director of Nursing within 48 hours of the excess absence. The attendance appeals process will be reviewed by the Nursing Attendance Review Panel. The student will be allowed to remain in the course until a formal review by the panel meets and a decision is made. The student will be required to submit in writing an explanation and documentation regarding absences. The absence/tardy appeal will be submitted to the Nursing Attendance Review Panel. This panel is made up of the Director of Nursing, four non-nursing campus representatives from various departments, and the faculty member(s) whose class the absences effected. The Review Panel will consider the student's documentation and performance in the program. The student may request to discuss the absences with the Review Panel in person as well as in writing. The Panel may also request the presence of the student at the

meeting. After reviewing the information, the Panel will provide a formal decision. The student will be notified by the Director of Nursing and receive an official letter document with an explanation regarding the decision made. If the student has any further absences prior to the Panel's appeal decision notification, he/she will be terminated from the program.

- The decision(s) granted by the Nursing Attendance Review Panel shall be final regarding the student's attendance. Decision(s) provided will supersede the program attendance policy and course syllabus guidelines. The panel will outline disciplinary measures and guidelines and length of discipline. The disciplinary action may be maintained into a subsequent course regardless of course attendance guidelines outlined in the syllabus/handbook.
- In determining whether a student should receive a failing grade, consideration should be given to the professionalism of the student as well as the quality of academic work being accomplished by the student and extenuating circumstances related to absences from class.

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

Policy/Procedure: **Continuity of Learning**
Date Revised/Reviewed: **Summer 2021**

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 effect on site classes/practicum, 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) 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) for school closures.

ALTERNATE LEARNING EXPERIENCE PLAN

Should the college dismiss 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 plan 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 well-lit visible area for zoom lecture.
 - Students must be in upright position and attentive at all times.
- 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.

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 the evening and morning prior to practicum for directions related to the practicum rotation experience.

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

Policy/Procedure: **Classroom Policies**
Date Revised/Reviewed: **Summer 2021**

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

ESSENTIAL FUNCTIONS

- All other policies will be followed.
- Written assignments must be handed in on time, if late; the assignment may not be accepted and a zero given for the assignment. Refer to course syllabus for guidelines.
- Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in pencil or black ink only.
- Students should treat each other, instructors and staff with respect. Be aware of how your behavior affects others. You are required to conduct yourself in an adult professional manner. Language should be professional at all times. Refrain from side conversations. Be attentive to whoever is speaking, whether it is the instructor, fellow student or guest speaker.
- Food is NOT allowed in the classroom or laboratory unless there is a special occasion such as potluck for the class. Non-alcoholic beverages in closed, unbreakable container with a secured lid and no visible labels may be brought into the classroom. No open containers allowed.
- Chewing gum or eating candy is NOT allowed in class. It is very distracting for classmates especially when taking exams.
- Sleeping in class or disturbing other students by carrying on private conversations may result in the student being asked to leave the classroom or permanent dismissal from the course.
- Respect the property of others.
- The nursing department as well as practicum sites are scent free environments. Therefore, no perfumes, colognes, perfumed soaps/lotions, hair products, may be worn. Please be aware of scented detergents or fabric softener odors. The student may be sent home if noncompliant with this policy statement and hours will be counted against the student's time.
- Email and Learning Management Access system must be checked daily throughout program enrollment.
- Computerized testing may be used via the University Learning Management System. Students will be expected to know their ID number and password for access to the university program. Exam guidelines will be discussed with each course syllabus.
- Exam grades will be posted to the University Learning Management System.
- Exams may be reviewed after school hours and questions regarding a grade or test may be addressed at that time. 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.

- Paper exams may be given. It is the student's responsibility to ensure completeness of the exam and proper erasures on the answer sheet occur.
- Tests may have a time limit for completion of the exam.
- Learning enhancement assignments may be given at any time and may or may not count for a grade.
- Handwriting should be legible or the assignment will not be graded.
- Students are expected to clean up the personal space utilized for learning. This includes classroom and laboratory settings. Students are responsible for straightening and cleaning lab at the end of each lab period.
- The equipment (beds, mannequins, skeletons) are for learning experiences only and not for personal use.
- Rooms should be left in the arrangement they were found. Beds should be returned to their original position with over bed tables over the bed.
- Due to more societal violence in our nation, cell phones may be brought to class; but must be on VIBRATE MODE only. Each classroom is equipped with a phone in case of campus violence or emergency. Students will be required to make phone calls and answer messages during break times and lunch time. The student is encouraged to discuss the possibility of an emergent phone call with the instructor prior to the beginning of class so arrangements can be made. The student must secure phones in backpack during class/clinical.
- 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)207-6256 and Director of Nursing (501)207-6255. All efforts will be made to contact the student as soon as possible.
- The student will be counted absent 3 hours if any of the following occurs related to electronic communication devices in the classroom: (1) the student's cell phone rings while in class and it is not the university's emergency notification system. (2) the student is noted to be reading text or answering text messages on any smart device or electronic device during class time. (3) if a student leaves class to answer their phone other than during breaks or lunch time for an issue not previously discussed with the instructor. (4) the student is noted texting, instant messaging or emailing on a personal device during class session (5) the student is noted using personal electronic communication devices during class session.
- The educational environment must be distraction-free. Therefore, personal communication devices must be put away in proper storage during all program courses. Faculty may provide educational activities where use of these devices may be warranted. Failure to follow this policy will result in written counseling.
- Students are **NOT** allowed to have computers, tablets, note taking electronic devices or electronic watch or physical activity recording devices in the theory or practicum setting. Students must have non-digital watch with second hand for all classroom and practicum experiences. Counseling will be warranted for any student noncompliant with this guideline.
- Students are expected to meet bathroom needs at the scheduled break time. Students will not be allowed to leave the room during an exam.
- Students are not eligible for wages for practicum experiences as it is part of the educational process.
- All policies in the ASU-Beebe Student Handbook will be followed.
- Children are not allowed to accompany a student in the learning environment.

CLASSROOM DRESS CODE

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

- The Nursing program has guest speakers and visitors from time to time. Our goal is to portray to the community an environment of professionalism and pride in our chosen career.
- Classroom attire is as follows:
 - Practical Nursing: Solid colored pewter gray scrub/nursing uniform attire and royal blue lab coat with program logo (ordered through designated uniform company).
 - Registered Nursing: Solid colored pewter gray scrub pants and white scrub top with pewter gray lab coat with program logo (ordered through designated uniform company).
 - Student uniforms are to be clean and neat. Uniform is to fit loosely. One should be able to pinch an inch of material along all seam lines. Torso skin should not be visible at any time. The student must have complete coverage.
 - Visible cleavage or chest hair will require undershirt or camisole.
 - Solid colored, white, royal blue, or gray short or long sleeve shirt may be worn under the scrub. No logos or writing on shirt are allowed.
 - Pant length will be touching top of the shoe at the arch. Pant legs may not touch the floor.
 - Clean closed toe *tennis shoes* must be worn at all times. They may NOT be tattered. Closed toe, solid fabric tennis shoes must be worn.
- Appropriate underclothing must be worn.
- No artificial nails of any type or nail polish at any time.
- Caps or hats are **not** worn in the classroom.
- During laboratory experiences hair must be pulled back and not fall past the eyes, face or on the patient when performing care or bending forward.
- Facial hair must be clean, short and well groomed.
- Hygiene
 - Students will appear neat, clean and well groomed. Personal hygiene is to be maintained at all times
 - No body odors will be allowed at any time.
 - Cleanliness of body and clothing is expected at all times.
- During winter months, students are highly encouraged to dress in layers. The classroom environment is meant to mimic the clinic setting. Hoodies or pullovers are NOT acceptable.
- Violations of the dress code policy will result in disciplinary action. Examples of disciplinary action are: (1) the student being sent home to change clothing with recording of time missed, (2) written counseling, (3) dismissal from program.

AMI CLASSROOM 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 prepared for class as well as mute mic upon entering the meeting. Time missed related to technical difficulties will be documented as tardy. It is imperative the student logs on early to prevent absence due to technical difficulties.
- Students are not allowed to log on and walk away from the camera setting.
- Attendance will be verified by the presence of video and audio representation of the student.
- 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 guest should be in a separate room/area and not distracting during the zoom meeting.
 - All students will be expected to remain on 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. Ie: 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 will occur 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: **Practicum Policies**
Date Revised/Reviewed: **Summer 2021**

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 into 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 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.
- Maintain TB skin test and current tetanus for continued enrollment in the program. Shall not expire during program

PERSONAL APPEARANCE

- Hygiene
 - Students will appear neat, clean and well groomed. Personal hygiene is to be maintained at all times
 - No body odors will be allowed at any time.
 - Cleanliness of body and clothing is expected at all times.
 - If the student's level of personal hygiene interferes with the ability to provide safe nursing care, the student will be asked to leave the clinical area and correct the identified deficiency.
- Hair
 - Hair, must be clean, well-groomed and pulled back.
 - Unnatural hair color (such as blue, green, or pink) or extreme hair styles are not allowed.
 - Buns or braids or wigs must be neat in appearance and be off the collar. Must not fall past sides of face when leaning or bending forward.
 - Hair should not fall past the eyes, face or touch patient when bending forward at the waist.
 - Pony tails should not swing freely, 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.
 - No artificial nails 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, pipes, cigar smoke or another strong odor. The student must maintain a smoke free status 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 may be used to launder practicum uniforms. The student must be scent free due to patient sensitivity during illness.
- Tattoos
 - Practicum partner tattoo policy will be followed for each facility. If the facility policy allows visibility of tattoos the following guidelines must be maintained.
 - 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. This policy applies to images or words that may be seen through the uniform.
- Jewelry & Accessories
 - Piercing adornments: Head (Face, Ear, Tongue, etc) or extremity piercing adornments are not allowed except in the lobes of the ears.
 - Earring guidelines
 - A maximum of one set of earrings per ear lobe
 - Uniform color, gold or silver tone post type earrings
 - ¼” or smaller
 - No hoop or dangling type
 - Spacers may not be worn.
 - Clear gauges may be worn in the ear lobe only. No bar devices are acceptable.
 - 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.
 - Watches/Smart devices
 - A watch with a second hand is required
 - Images or words on watch must not convey violence, discrimination, profanity, or sexually explicit content. Watches containing such images or words may not be worn.
 - Extremity smart devices or activity monitoring devices may not be worn in the practicum setting.
 - Any other accessories which would be a part of the student’s appearance must be modest in appearance and not call attention to the student. These may include but are not limited to: hair accessories, bows, adornments on shoes, masks, glasses, earrings, etc.

- Uniform
 - Student Uniform guidelines are determined by practicum partners, advisory committee members and university entities
 - Practical Nursing: Solid colored pewter gray scrub/nursing uniform attire and white lab coat with program logo (ordered through designated uniform company).
 - Registered Nursing: Solid colored pewter gray scrub pants and white scrub top with pewter gray lab coat with program logo (ordered through designated uniform company).
 - Student uniforms are to be clean and neat. Uniform is to fit loosely. One should be able to pinch an inch of material along all seam lines. Torso skin should not be visible at any time. The student must have complete coverage.
 - Visible cleavage or chest hair will require undershirt or camisole.
 - Solid colored, white, royal blue, or gray short or long sleeve shirt may be worn under the scrub. No logos or writing on shirt are allowed. Thumb anchor sleeves are not permitted related to infection control.
 - Pant length will be touching top of the shoe at the arch. Pant legs may not touch the floor. If skirt is worn, must be knee length.
 - Clean closed toe *tennis shoes* must be worn at all times. They may NOT be tattered. Closed toe, solid fabric tennis shoes must be worn.
 - Appropriate underclothing must be worn. Colors/prints other than flesh or white are not allowed.
 - Jacket or Coat, other than approved lab coat, may not be worn while working in the clinic setting.
 - Foundational Garments
 - Royal blue long sleeve shirt may be worn under uniform top. Turtleneck shirts of appropriate color are acceptable during cold months.
 - Socks must be solid black, white or gray, clean, mid-calf without design or logo. Ankle or “no show” socks are not permitted due to infection control guidelines. White or flesh colored, run-free pantyhose is to be worn with dress or skirt.
- Shoes
 - Black or white, leather nursing or approved athletic shoes must be worn in the practicum setting. Mesh on the upper portions of the shoe are not allowed. This is an infection control guideline to prevent body fluids from seeping onto the foot.
 - No open toed or open backed, half backed or slides may be worn due to safety and infection control.
 - Must be clean, scuff free and/or polished at all times.
 - Shoestrings must be clean and color of shoe.
- Name badge
 - Worn at all times
 - Laminated school issued picture I.D nametag.
 - Name and photo must be visible at all times. Students are not allowed to use tape for identification.
 - Worn on the upper right quadrant of the uniform top.
 - 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.
 - Student will not be allowed to remain in the practicum setting without Official University issued picture I.D nametag. The student will be asked to leave the clinical area and time will be count as absence.

- Equipment
 - Students are required to have equipment at all times during the practicum rotation.
 - All items may be purchased from the bookstore or other entities.
 - 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: Stethoscope, penlight, bandage scissors, black ballpoint pen, and pocket size note pad.

PROFESSIONAL CONDUCT AND BEHAVIOR

- The student is expected to follow all dress code policies. If a student presents to the practicum setting out of uniform dress code, the student will be sent home and time will count as absence.
- The student will maintain a professional attitude as well as a professional standard of patient care at all times during practicum hours. Insubordination will not be tolerated.
- Attitude should have the traits of: enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, accepting of responsibility, and criticism. Negativism will not be tolerated and will be subject to counseling.
- Chewing gum and candy are not permitted.
- Smoking is not permitted during practicum.
- Loud talking and obscene language will not be tolerated and may be grounds for a clinical occurrence or immediate dismissal from the program.
- Bathroom needs should be cared for at break and lunch time.
- Students are not allowed to be in the breakroom completing paperwork unless directed by faculty member.
- Students are not allowed to take break until all aspects of patient care, assessments and documentation is completed. If a student is noted
- Personal mannerisms and habits suitable for nursing are to be exhibited at all times.
- Address instructors and personnel with proper title and last name: Mr., Mrs., Ms., Miss, and Doctor.

PROFESSIONAL ACCOUNTABILITY AND RESPONSIBILITY

- The student must practice within the outlined scope of practice of the student nurse.
- Students are required to spend a predetermined number of hours in the practicum setting.
- Any student leaving the practicum site without contacting the instructor **in person** may be dismissed from the program for patient abandonment.
- Time allotted for lunch is thirty minutes only. One morning break of 15 minutes is permitted as long as patient care, assessments and documentation has been completed. No afternoon breaks are permitted unless greater than eight-hour shifts are completed. Lunch must be taken at the practicum site between the hours of 11am and 12:30pm. No lunches will be granted after 1pm. Students must be on the floor finalizing the day's activities one hour prior to 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.
- Students may bring lunch or eat in the cafeteria. There may be times when the student may not have a lunch time related to patient care. Student's may consult with faculty regarding the need to adjust lunch and/or related to clinical location.

- 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 in the nursing unit until 15 minutes before 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 clinical occurrence and/or be dismissed from the program if the student has a cell phone in their possession or 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.
- Variance and/or Clinical Occurrence
 - Students may receive a variance or clinical occurrence related to practicum performance situations.
 - **Variances** are defined as a warning related to particular areas of student weakness, which warrant needed remediation. Repeated variances throughout the program may warrant a clinical occurrence. Students will be counseled for each clinical variance. A variance will result in a deduction of 5% from their overall clinic grade. Example if the student has an 88% in clinic ($88 \times 0.05 = 4.4$). Overall grade will result in 83.6%.
 - A **clinical occurrence** is warranted for patient endangerment, safety violations, infection control practices and/or unprofessional conduct which indicate potential patient injury or major practice violations. Students will be counseled for each clinical occurrence. A clinical occurrence will result in a deduction of 10% from their overall clinic grade. Example if the student has an 88% in clinic ($88 \times 0.10 = 8.8$) Overall grade will result in 79.2%. Students will be dismissed after three (3) clinical occurrences. Examples of a clinical occurrence include but are not limited to:
 - Side rails left down on a patient that requires the rails to be up
 - Electrical equipment used improperly
 - Falls due to neglect or incomplete assessment
 - Failure to follow handwashing protocol or improper isolation technique
 - Failure to report abnormal assessment findings and properly treat
 - Medication errors
 - Violation of the HIPPA standards
 - Patient abandonment
 - Other violations of professional conduct/insubordination
 - Facility Complaint regarding student performance
 - Practice outside of the student's scope of practice
 - Two or more repeated variances or occurrences of the same nature will warrant immediate dismissal from the program.
- 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.
- 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.
 - Obtain a signature on consent forms or sign consent forms as witnesses.
 - Access any patient data other than assigned patients scheduled for the clinic rotation day(s).
 - If student is wearing any identifiable part of the school uniform, misbehavior and/or misconduct will not be tolerated and may be grounds for dismissal from the program.
- Practicum partners may request the University to withdraw any student whose performance is unsatisfactory or whose personal disregard for their regulations interfere with performance.
- Students are not eligible for wages for practicum experiences as it is part of the educational process.

POLICY COMPLIANCE

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

Practicum partners may require compliance with institutional uniform policies. If the student does not meet institutional policies, the practicum site may request the student be sent home.

Clinical evaluations will include but not be limited to:

- Personal Appearance
- Work performance and interactions: patient care, Assessment and Documentation, and Use of Time
- Willingness to learn
- Attitude
- Knowledge of illnesses
- Completeness of assignments
- Relationship with staff and co-workers
- Professional conduct

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

Policy/Procedure: **Smoking Policy**
Date Revised/Reviewed: **Summer 2021**

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 is strictly prohibited anywhere on University or Practicum Partner property, including inside vehicles parked on university property.

- 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.

- Keep in mind that students are not allowed to leave facilities during practicum. No Smoking is allowed during practicum. 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 a clinical 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: Summer 2021

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

ESSENTIAL FUNCTIONS

- Students will follow information for Blood Borne Pathogen guidelines. It is based on the OSHA standard for Universal Precautions:
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the Centers for Disease Control’s regard to standard precautions:
 - Wash hands before and after each patient contact.
 - Wear gloves ANY time there is the likelihood of contact with body fluids.
 - Wear gloves and gown if clothing is likely to be soiled.
 - Wear gloves, gown and mask if body fluids are likely to be sprayed.
 - Dispose of soiled linen and bandages as dictated by individual facility policy.
- All body fluids shall be considered potentially infectious materials and standard precautions shall be used.
- Contaminated needles/sharps:
 - Will not be recapped
 - Will not be bent, sheared or broken
 - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique.
 - As soon as possible after use, a contaminated sharp will be placed in an appropriate 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 are to be worn while on campus or in the practicum setting during the COVID pandemic and as outlined by the University policy.

- Masks must cover nose, mouth and chin.
 - Scarfs may be worn as long as they are meet the CDC guidelines.
 - Accessory policy is in place for masks/scarfs worn.
- **Students are encouraged to obtain their own health insurance. Injuries that occur in the skills laboratory or a clinical setting are not covered and/or paid by the agency of the University.** ASU-Beebe and its campuses do not maintain health clinics. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to all students. See the Vice Chancellor for Student Services for applications and information.

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

Policy/Procedure: Medication Administration
Date Revised/Reviewed: Summer 2021

- Always have access to and use a current drug book, look medications up and verify proper dosage, side effects, nursing implications and contraindications prior to giving any medication. Due to patient safety, not following this protocol will be grounds for dismissal from the program.
- Medications and Procedures
 - Medications will be administered after successful completion of theory knowledge and simulations.
 - Medication Administration in the acute care setting may be performed after successful completion of check off by the instructor. All procedures as stated in the medication administration clinical packet must be followed.
 - Faculty will provide written notification to student of ability to independently perform medication administration. ID badge tags may be given for medication administration and IV administration upon completion. However, all medication administration must be administered under the supervision and in the presence of the Licensed Nurse.
 - Students are expected to follow the ten (10) rights of Medication Administration.
 - Verify physicians' orders with the medication administration record prior to giving any medications.
 - Prepare medications in a quiet area away from noise and distractions.
 - Check patient allergies before giving medications; if there is no notation in the allergy section of the medical record, STOP and be sure to obtain an allergy history prior to administration.
 - Know the medication various names, correct dosage ranges, method of administration, pathophysiology effects of the med in the body, side/adverse effects, pre-assessments and post-assessment to be done. The instructor will be asking questions regarding the medications.
 - If the student has successfully completed the medication administration check off process in the practicum setting, the student may be allowed to administer medications under the supervision and in the presence of the Licensed Nurse. Approval will be granted by the faculty member.
 - Loss of Medication Administration privileges may warrant a student from meeting course objectives. Examples of issues which warrant loss of privileges:
 - Failure to follow faculty direction regarding accompaniment of licensed nurse
 - Recall of medication information (action, SE, Administration considerations) prior to administration
 - Failure to follow 10 rights of medication administration
 - Insulin—must check blood sugar, and the dosage double-checked by a licensed nurse before giving.
 - If a patient questions a medication or states it is different than one taken at home, STOP and recheck the medication order and patient history. Verify order again before proceeding to administer.
 - NEVER give a medication that another nurse has prepared.

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

STUDENT HANDBOOK POLICIES AND PROCEDURES
ARKANSAS STATE UNIVERSITY-BEEBE
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 as to not interfere with class assignments or class times and will abide by the rules for fundraising of the university or school where the division is located.
 - Types of fundraising activities will reflect the professionalism of nursing.
 - Use of Money
 - Funds raised will be utilized for contributions to community projects or for benefit of each member (graduation pin, class activity, etc.)
 - Expenditures must be approved by members and require a receipt be kept and filed.
 - Moneys may not be dispersed to each member.

The Arkansas State University – Beebe’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: **Standards of Conduct**
Date Revised/Reviewed: **Summer 2021**

Policies are developed by incorporating professional standards, Nursing Code of Ethics, Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline and the Nursing Advisory Board. The nursing student shall adhere to conduct standards as outlined.

Essential Functions

- Students should treat each other, instructors and staff with respect. They must be aware of how their behavior affects others. Students are required to maintain adult professional conduct. Disrespect to or for a faculty member in any form is grounds for dismissal.
- Communication and Language should be professional at all times. Negativism will not be tolerated. Possible dismissal may result for violations.
- Students should refrain from side conversations during theory or practicum experiences. Be attentive to whoever is speaking, whether it is the instructor, fellow student or healthcare provider.
- Primary mode of communication with faculty and staff is person to person or email contact. All email and verbal communication with faculty and staff must portray professional etiquette at all times.
- Students may feel some lecture/clinical content to be offensive. This content is shared in a professional manner and for educational purposes only.
- Violations of Professional Conduct
 - The student must comply with the guidelines. Failure to comply may result in corrective action as identified in the following lists. The accumulation of two (2) counselings in a single semester (two terms) related to student conduct or failure to follow established policies will result in a review of the student's behavior by the faculty board and possible dismissal from the program. Incidents may be reported to the Director of Nursing, Dean of Math and Science, Vice Chancellor of Academic Affairs and Campus Police as deemed necessary. The student may be subject to probation or dismissal from the program for any of the following
 - Failure to be honest
 - Cheating on an exam or any assignment. Cheating/academic dishonesty will not be permitted and may result in immediate termination
 - Falsification of records or plagiarism in the clinic or classroom setting.
 - Insubordination
 - Unprofessional behavior
 - Being under the influence, use or possession of any type of alcoholic beverage, hallucinogen, barbiturate, amphetamine and all legend drugs not issued under a doctor's prescription will be prohibited on the ASUB campus, practicum partner facilities or program activities. No student shall practice under the influence of Medical Marijuana. Violation of this will result in termination from school. Substance Abuse policy is outlined in the Student Handbook

- Students who engage in such acts as stealing, gambling, profanity, or personal combats make them liable to disciplinary actions
 - Unauthorized removal of material from school or clinical area
- Failing to adhere to good clinical standards in providing health care
 - Failure to immediately report an abnormal finding concerning a patient to the instructor and /or appropriate nursing staff member
 - Procedures performed incorrectly
 - Patient endangerment
 - Physical or verbal abuse of clients or others
 - Failure to maintain client confidentiality
 - Accepting money or gifts from clients
 - Request by a practicum partner to remove the student from their facility and the inability of the student to meet course objectives
- Failure to follow instructions or any violation of rules established by the University, program or nursing faculty
- Attendance as previously stated
- Grades as previously stated
- Violation of the policies as stated in the school Conduct and Disciplinary Standards
- Procedures performed outside the Scope of Practice of a Nurse
- Violation of policies in the ASU-Beebe Student Handbook or Nursing Handbook

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

Policy/Procedure: **Substance Abuse Policy**
Date Revised/Reviewed: **Spring 2021**

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 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. It is the policy of the Arkansas State Board of Nursing that a student nurse may not practice under the influence of medical marijuana. If a student tests positive for marijuana, 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 a licensed nurse. For example, any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice ACT, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section IX.A and Section XV.A.6.m. 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 \$45.00, 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.

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

- 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 test is 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.

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

Treatment, Referral & Reapplication

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

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

- Demonstrated attendance at AA, NA, for a 6-month period of time, or a recognized substance abuse treatment program of choice. Evidence of participation must be sent to the 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.

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

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

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

Date

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

Policy/Procedure: State Board of Nursing Requirements
Date Revised/Reviewed: Summer 2021

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 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 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:

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

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

(21) Manslaughter as prohibited in § 5-10-104;

(22) Negligent homicide as prohibited in § 5-10-105;

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

(24) False imprisonment in the first degree as prohibited in § 5-11-103;

(25) Permanent detention or restraint as prohibited in § 5-11-106;

(26) Robbery as prohibited in § 5-12-102;

(27) Aggravated robbery as prohibited in § 5-12-103;

(28) Battery in the first degree as prohibited in § 5-13-201;

(29) Aggravated assault as prohibited in § 5-13-204;

(30) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(31) 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;

(32) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(33) Rape as prohibited in § 5-14-103;

(34) Sexual indecency with a child as prohibited in § 5-14-110;

(35) Sexual extortion as prohibited in § 5-14-113;

(36) 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;

- (37) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (38) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (39) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (40) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (41) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (42) Computer child pornography as prohibited in § 5-27-603;
- (43) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (44) Felony adult abuse as prohibited in § 5-28-103;
- (45) Theft of property as prohibited in § 5-36-103;
- (46) Theft by receiving as prohibited in § 5-36-106;
- (47) Arson as prohibited in § 5-38-301;
- (48) Burglary as prohibited in § 5-39-201;
- (49) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (50) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (51) Stalking as prohibited in § 5-71-229;
- (52) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (53) All other crimes referenced in this title.

(b)

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

- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (I) The age at which the offense was committed;
 - (J) The circumstances surrounding the offense;
 - (K) The length of time since the offense was committed;
 - (L) Subsequent work history since the offense was committed;
 - (M) Employment references since the offense was committed;
 - (N) Character references since the offense was committed;
 - (O) Relevance of the offense to the occupational license; and
 - (P) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(h) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

- (C) Was not convicted for committing a violent or sexual offense; and
- (D) Has not been convicted of any other offense during the five-year disqualification period.

(i) A licensing entity shall not, as a basis upon which a license may be granted or denied:

- (1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or
- (2) Consider arrests without a subsequent conviction.
- (j) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:
 - (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103; (3) Kidnapping as prohibited in § 5-11-102;
 - (10) 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;
 - (11) Rape as prohibited in § 5-14-103;
 - (12) Sexual extortion as prohibited in § 5-14-113;
 - (13) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (14) Incest as prohibited in § 5-26-202;
 - (15) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (13) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (14) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (15) Arson as prohibited in § 5-38-301.
- (k) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (l) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

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.

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 record.

STUDENT SIGNATURE

DATE

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

Policy/Procedure: **Witnessed Receipt of Confirmation**
Date Revised/Reviewed: **Spring 2021**

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 record.

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

Policy/Procedure: **Community Service Approval & Verification Log**
Date Revised/Reviewed: **Summer 2021**

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:

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

Policy/Procedure: **Statement of Health Risk Understanding**
Date Revised/Reviewed: **Summer 2021**

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 come in contact with clients who have contagious or communicable disease.

_____ 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.

Student Name (please PRINT)

Date

Student Signature

Date

ASUB ID#

This form will become a part of your permanent record.

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

Policy/Procedure: **Student Confidentiality Agreement**
Date Revised/Reviewed: **Spring 2021**

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 record.

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

Policy/Procedure: Code of Academic & Clinical Integrity
Date Revised/Reviewed: Spring 2021

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.

(Print Name)

(Date)

(Signature)

(ASUB ID #)

This form will become a part of your permanent record.