



REGISTERED NURSING PROGRAM HANDBOOK

Fall 2022

PURPOSE.....	1
MISSION	1
PHILOSOPHY	1
END OF PROGRAM STUDENT LEARNING OUTCOMES	3
PROGRAM OUTCOMES	3
PURPOSE OF ACCREDITATION.....	3
ADMISSION REQUIREMENTS:	4
ACCEPTANCE PROCESS.....	5
RESPONSIBILITIES UPON ACCEPTANCE.....	7
CRIMINAL BACKGROUND CHECK.....	8
PROGRESSION	11
ACADEMIC/PROFESSIONAL IMPROVEMENT AND DISMISSAL	12
READMISSION	15
GRADUATION	15
TRANSFER.....	16
COACHING	16
EXAMINATIONS (both online and in class)	17
ATTENDANCE	18
ELECTRONIC DEVICES	19
INSURANCE	19
CLINICAL FACILITIES	19
TOBACCO	20
INCLEMENT WEATHER	20
ZOOM	21
STUDENT REPRESENTATION IN DEPARTMENTAL AFFAIRS	21
ORIENTATION.....	22
ACADEMIC INTEGRITY/HONESTY	22
ADA (AMERICANS WITH DISABILITIES ACT) STATEMENT	23
HIPAA REGULATIONS	23
PROVISION FOR POLICY CHANGES	24
SUBSTANCE TESTING & ABUSE POLICY	24

GUIDELINES FOR PREVENTION AND MANAGEMENT OF BLOODBORNE PATHOGENS	27
NATIONAL STUDENT NURSE ASSOCIATION CODE OF ACADEMIC & CLINICAL CONDUCT	28
POLICY ON UNSAFE CLINICAL PRACTICE	34
PROCEDURES TO BE FOLLOWED – CASES OF UNSAFE BEHAVIOR/ PRACTICE	35
STUDENT RESPONSIBILITIES	35
CLINICAL UNIFORM.....	37
CLINICAL IMPROVEMENT FORM DEFINITIONS AND PROCEDURES	41
EVALUATION TOOLS	42
CLINICAL IMPROVEMENT FORM	46
APPENDIX A – CODE OF ETHICS FOR NURSES	47
APPENDIX B – REGISTERED NURSING PROGRAM TECHNICAL STANDARD FORM	48
APPENDIX C – DEGREE PLANS TRADITIONAL PROGRAM	49
APPENDIX D – DEGREE PLAN RN BRIDGE PROGRAM	50

Welcome to the Registered Nursing Program!

Welcome to the Registered Nursing Program. You have chosen a career as a registered nurse. Nursing is a very hard and challenging career, but it is also very rewarding. The program will be very challenging. You will meet new people, develop new relationships, and experience personal and professional growth. The faculty are here to assist and guide you in this tremendous experience. Our doors are open, you are welcomed and encouraged to visit with us to discuss any questions or concerns you may have.

This handbook has been prepared to assist nursing students in progression through the Associate Degree Nursing program. Thorough understanding of curriculum, policies, and standards underlying the program are essential for goal-directed behavior and ultimate success in completion of the program. It is the student's responsibility to become knowledgeable of and abide by the contents of this handbook.

North Arkansas College operates in all aspects pertaining to students, faculty, administration, and staff, under a nondiscriminatory policy regarding race, color, age, religion, sex, and national origin.

The North Arkansas College Registered Nursing Program is accredited by the:
Accreditation Commission for Education in Nursing, Inc (ACEN)
3390 Peach Road NE Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
www.acenursing.org

and approved by:
Arkansas State Board of Nursing (ASBN)
University Tower Building, Suite 800
1123 South University
Little Rock, AR 72204
Phone: 501-686-2700
www.asbn.org

Students should read their college catalog and student handbook for general college policies. Best wishes to you as you pursue a career in nursing.

NORTH ARKANSAS COLLEGE REGISTERED NURSING PROGRAM

PURPOSE

The purpose of the nursing program at North Arkansas College is to prepare associate degree nurses who are capable of functioning in structured healthcare settings. Associate degree nursing education provides the nurse with knowledge, skills, attitudes, and current technologies to function safely and competently within established policies and protocols, while caring for patients with common nursing/health problems. Emphasis is placed on progressive utilization of the nursing process to provide nursing care, which enhances the students' adoption of the core values and competencies. Graduates of the nursing program at North Arkansas College are eligible to apply to write the NCLEX-RN to become registered nurses. See www.ncsbn.org.

MISSION

The Associate Degree Nursing Program of North Arkansas College is committed to meeting the educational needs of future professional nurses within an ever-changing health care system. In an effort to serve the community, we provide accessible, affordable, high quality nursing education without regard to race, religion, age, gender, nationality, or handicap.

PHILOSOPHY

The philosophy of the Associate Degree Nursing Program at North Arkansas College reflects the beliefs of the nursing faculty regarding the core values of caring, diversity, ethics, excellence, holism, integrity, and patient centered care as described by the National League for Nursing (2010).

- **Caring** is a fundamental part of the nursing profession, characterized by our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable.
- **Diversity** is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual.
- **Ethics** requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations.
- **Excellence** reflects a commitment to continuous growth, improvement, and understanding.
- **Holism** affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum.
- **Integrity** is evident when organizational principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently.
- **Patient Centered Care** supports optimal health outcomes by involving patients, and those close to them, in decisions about, and through, all levels of their care.

The Associate Degree Nursing Program at North Arkansas College curriculum and instruction regarding nursing practice is guided by these values and become evident as the student nurse learns, gains experience, and grows in the profession.

Reference:

National League for Nursing (2010) Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master, Practice Doctorate, and Research Doctorate Programs in Nursing. New York: NLN

North Arkansas College
Department of Nursing

Student Learning Outcomes

Human Flourishing

Nursing Judgment

Spirit of Inquiry

Professional Identity

Core Competencies

Communication

Patient Centered Care

Diversity

Safety/Quality Improvement

Critical Thinking

Managing Care

Collaboration/Teamwork

Evidence Based Practice

Professional Behavior

Legal/Ethical

Teaching/Learning

Informatics

END OF PROGRAM STUDENT LEARNING OUTCOMES

Graduates of North Arkansas College RN Program should be able to:

1. Utilize therapeutic communication and serve as patient advocate to promote patient centered care. **(Human Flourishing)**
2. Apply principles of clinical reasoning using collaboration and teamwork to promote safe quality care. **(Nursing Judgment)**
3. Seek out learning opportunities using technology to integrate best current evidence with clinical expertise for delivery of optimal health care. **(Spirit of Inquiry)**
4. Demonstrate professional behavior that reflects accountability and ethical nursing practice. **(Professional Identity)**

PROGRAM OUTCOMES

1. The program NCLEX-RN pass rate will meet or exceed 80%.
2. At least 60% of the students entering the program in a given year will graduate.
3. Within six months of graduation, 93% of graduates will have secured a job as an RN or pursuing an advanced nursing degree.

PURPOSE OF ACCREDITATION

Accreditation further promotes excellence and integrity in nursing education globally through an accreditation process that respects the diversity of program mission, curricula, students, and faculty; emphasizes a culture of continuous quality improvement; and influences the preparation of a caring and competent nursing workforce. The outcome of a culture of excellence collaboratively instilled in nursing programs through participation in the accreditation process, is the creation of a student-centered learning environment that prepares a caring and competent nursing workforce.

NORTH ARKANSAS COLLEGE REGISTERED NURSING PROGRAM

POLICIES AND PROCEDURES

ADMISSION REQUIREMENTS:

The curriculum in Nursing is a full-time program, requiring a full-time commitment from its students. The faculty of the Department of Nursing strongly discourages its students from full-time employment. Students with financial difficulties should discuss alternatives to employment with the Financial Aid Office. The student's schedule requires a flexible lifestyle as clinical experience is held at area facilities during assigned hours which may be days, evenings, or weekends. Because of this, transportation, childcare, and any employment should be considered prior to entry into the nursing program. Some classes may require more than the scheduled time (i.e. individual practice time in the nursing lab) for an individual student to meet the learning objectives. Students should plan schedules to be able to meet these learning expectations.

Traditional RN Program

RN Bridge Program

Be accepted as a student in the college (see admission procedures in North Arkansas College Catalog or the NorthArk web site http://www.NorthArk.edu/admissions/new-students/index	Be accepted as a student in the college (see admission procedures in North Arkansas College Catalog or the NorthArk web site http://www.NorthArk.edu/admissions/new-students/index
Complete the nursing application for the coming year before April 1.	Complete the nursing application for the coming year before September 1
Have completed ACT and/or the Accuplacer Test and have scores sent to North Arkansas College (see College Requirements for Placement). Transfer students must submit a complete Official Transcript to the Admissions Office.	Have completed ACT and/or the Accuplacer Test and have scores sent to North Arkansas College (see College Requirements for Placement). Transfer students must submit a complete Official Transcript to the Admissions Office.
Must have an overall GPA of 2.5 or higher	Must have an overall GPA of 2.5 or higher
Have an official high school transcript or GED scores on file in the admissions office.	Have an official high school transcript or GED scores on file in the admissions office.
Have official transcripts of all colleges/universities attended sent to North Arkansas College.	Have official transcripts of all colleges/universities attended sent to North Arkansas College. RN bridge students must also have a PN or paramedic school transcript.
N/A	For RN Bridge Program, students: <ul style="list-style-type: none"> a) PN's must present verification of current unencumbered licensure as a PN and maintain a valid active PN license during the program. b) Paramedics must hold current certification from the Arkansas Department of Health as an Arkansas Paramedic and be currently registered as a paramedic with the National Registry of Emergency Medical Technicians and maintain during the program. c) PN work experience verified to include 1000 hours over the last 24 months. The work

	<p>requirement may be waived if the applicant has graduated from a PN program in the previous year before application. The applicant must obtain a letter of recommendation from the PN Director.</p> <p>d) Paramedics must have proof of active employment as a paramedic for a minimum of 1,000 hours over the last 24 months.</p>
Have a minimum grade of "C" in each prerequisite course to Nursing 1107 and in each course completed that is in the Nursing Program Degree Plan.	Have a minimum grade of "C" in each prerequisite course to Nursing 2158 and in each course completed that is in the Nursing Program Degree Plan.
Science courses must have been completed within the last five years.	Science courses must have been completed within the last five years. The RN Director may waive the time frame of 5 years for the science courses if the applicant can demonstrate he/she has been practicing in an acute care setting within the last 3 years.
<p>Have submitted: Two MMRs or a positive rubella titer for antibodies</p> <p>Immunizations required for clinical must be on file by orientation to the program. (see responsibilities upon acceptance)</p> <p>The only exception is for medical reasons.</p>	<p>Have submitted: Two MMRs or a positive rubella titer for antibodies</p> <p>Immunizations required for clinical must be on file by orientation to the program. (see responsibilities upon acceptance).</p> <p>The only exception is for medical reasons.</p>
Students who have been dismissed from another health professions program for academic integrity or behavior problems are required to take ALDH Staying the Course for Nursing and Allied Health, before being admitted to the program.	Students who have been dismissed from another health professions program for academic integrity or behavior problems are required to take NorthArk First Year Experience course, before being admitted to the program.

ACCEPTANCE PROCESS:

Admission to the nursing program is highly competitive. Only official transcripts submitted by the due date are evaluated. Acceptance into the program is based on data, and grades in the following:

A. Minimum of overall 2.5 GPA (This includes all transcripts and is necessary for the application to be considered.)

B. Points awarded for Grade Point Average of core curriculum (courses that are part of the degree plan):

$$4.0 - 3.5 = 50$$

$$3.4 - 3.0 = 40$$

$$2.9 - 2.5 = 30$$

C. Points for completing General Education Courses:

- Mathematics for Career & Technology

Or

higher Math (3 credit hrs.)

- English Composition I

- Introduction to Information Technology

- General Psychology

- Developmental Psychology

- English Composition II

- NorthArk First Year Experience

$$A = 40$$

$$B = 20$$

$$C = 10$$

- D. Points for completing Science Courses:
- Anatomy & Physiology I
 - Anatomy & Physiology II
 - Microbiology
- A = 50 60 if course taken at NorthArk
B = 30 40 if course taken at NorthArk
C = 10 20 if course taken at NorthArk

E. Points for Boone County Residents = 5

All applicants will be ranked numerically and placed into available openings according to their rank.

****Applicants who have taken or enrolled in a science course more than two times and have not earned a grade of C or better will be advised to consider application to other programs. Withdrawals are counted as an enrollment. A five-year time limit applies to the sciences. The RN Director may review applicant's grades for special admission consideration.

Meeting all criteria and submitting an application does not guarantee admission into the nursing program. The number of students admitted will vary according to resources available prior to registration.

Students must meet all admission requirements and resubmit a new application for admission to the nursing office to be considered for enrollment in the next class. The student will be subject to any revised standards and requirements in effect at the time of re-application or re-entry.

Students who are notified that they are on the alternate list but are not accepted must re-apply if they seek enrollment into nursing courses the next year. Alternate status does not mean that the student will be ranked higher for the next application period. Students must meet all admission requirements and resubmit a new application for admission to the nursing office to be considered for enrollment in the next class. The student will be subject to any revised standards and requirements in effect at the time of re-application. Alternate students should seek the advice from a counselor or the director of the nursing program in regard to improving their chances of acceptance.

Students who withdraw from Nursing 1107 or Nursing 2158 for any reason must again meet eligibility requirements and reapply for admission.

Falsification of any information in the application process may result in dismissal from the program.

***Non-English-speaking students shall meet the same admission criteria as other students and pass an English proficiency exam.**

RESPONSIBILITIES UPON ACCEPTANCE

Once offered a position in the nursing program, the student is responsible for:

- A. returning completed RN Health Statement, and Technical Standards as acceptance, see appendix B.
- B. Failure to meet the Health & Technical Standards or provide immunizations will result in forfeiture of admission.
- B. ensuring immunizations are current for the duration of the program. Students who are not in compliance with these requirements, will be unable to meet clinical requirements and will be dropped from any nursing course. The following must be submitted before orientation:
 - **Hepatitis B** -- consists of 3 injections over a 6-month time-period or laboratory result verifying immunity, Hepatitis B Surface antibody. Two of the 3 injections must be completed prior to the first day of clinical. Arrangements for the first injection must be made immediately and followed with the second one month after the first injection. The third injection of the series must be given 6 months after the first injection. Continuation in the program is contingent on providing proof of the third injection.
 - **Tdap** – The Tetanus, Diphtheria, Pertussis (Tdap) immunization is needed every 10 years to remain protected.
 - **TB** – Two negative TB test (within the last year) must be on record. The TB test must remain current throughout the program. If a negative TB test cannot be provided, a certificate of health or physicians statement that the student is disease free must be provided yearly to the nursing program. Traditional RN students most recent TB must be valid through May, Bridge RN students most recent TB must be valid through December.
 - **Varicella** – verification of 2 injections must be provided or laboratory result verifying immunity, Varicella Zoster IgG antibody.
 - **Influenza** vaccination – is required for all clinical sites. Traditional RN students will receive after starting the program. RN Bridge students must submit proof before orientation.
 - **Covid vaccination** – NorthArk does not require students to receive or report their COVID-19 vaccination. Students who are assigned to clinical facilities must comply with the established COVID-19 clinical procedures and guidelines for their assigned facility and, for those that require COVID-19 vaccinations, students must submit vaccine documentation. Please note that refusal to comply with all the vaccination requirements may limit site placement and could impede progression through your program of study.
 - **CPR** -- provide current documentation of certification in cardiopulmonary resuscitation (CPR) “HeartCode Basic Life Support” from the American Heart Association. Students must maintain certification throughout the program. If the current certification expires prior graduation, then a new certification is required before the start of the program.
- C. agreeing to complete a 10 Panel UA Drug Screen. The date and time of the drug screen will be announced once the initial nursing semester has started. The drug screen may be administered at any time, without warning to the student. A student taking any prescription drug that will or may show up in a drug screen must be able to produce a valid drug prescription in their name. If the screen comes back positive or if the student refuses a drug screen, the student forfeits their place in the program. Students unable to void after 3 hours will be considered a refusal and will be dismissed from the program.
- D. agreeing to a criminal background check prior to clinical experience. The Nursing and Health Professions students are required to undergo Criminal Background Checks prior to participating in any assigned clinical experiences. Details for background checks will be given during orientation. North Arkansas College has entered an arrangement with Verified Credentials to provide this service to all nursing students and includes screening searches of: County court records, FACIS 1 (OIG, GSA, & other federal sources). ID Trace Pro (current/previous addresses, SSN

valid/deceased, aliases, high risk fraud alert), National Criminal Database. National Sex Offender Public Registry.

- E. If for any reason (Criminal Background, previous employment, etc.) a clinical site will not allow the student to attend clinical, then the student will not be able to fulfill the clinical requirements the program and will be dismissed from the program.

CRIMINAL BACKGROUND CHECK

Students should be aware that all persons seeking initial licensure as a nurse are required to undergo a federal and state criminal background check which requires fingerprinting. The practice of Nursing is regulated by the Arkansas State Board of Nursing, which has the mission to protect the public and act as a public advocate. The Board outlines the conditions in which a newly graduated RN student may apply for an Arkansas license. Even though students may complete a program of study in an RN degree program, this is not a guarantee that the student will be allowed to test or receive a license. All persons seeking initial licensure as a nurse in Arkansas are required to undergo a federal and Arkansas criminal background check. If an applicant has been convicted, pleaded guilty, or nolo contendere to any offense listed in Nurse Practice Act Subchapter 3 17-87-312, he/she is not eligible for Arkansas licensure. Nurse Practice Act Subchapter 3 17-87-312 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances (Act 17-87-312 follows). If you need additional information, contact the RN Program Director. If the student is seeking licensure in another state besides Arkansas, the student should contact the State Board of Nursing in which the student is applying for licensure.

If the student has plead guilty or been convicted of a crime, the student must notify the Director of Nursing at the time of application. This is necessary even if the student's criminal record has been expunged.

			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 Department 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 Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
(d)			Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all 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 controlled substance into the body of another person as prohibited in § 5-13-210;
	(13)		Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
	(14)		Terroristic threatening in the first degree as prohibited in § 5-13-301;
	(15)		Rape as prohibited in §§ 5-14-103;
	(16)		Sexual indecency with a child as prohibited in § 5-14-110;
	(17)		Sexual extortion 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)		Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;
	(21)		Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
	(22)		Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205
	(23)		Permitting abuse of a child as prohibited in § 5-27-221
	(22)		Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual

		performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
	(23)	Permitting abuse of a minor as prohibited in § 5-27-221(a);
	(24)	Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
	(25)	Computer child pornography as prohibited in § 5-27-603;
	(26)	Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
	(27)	Felony adult abuse as prohibited in § 5-28-103;
	(28)	Felony theft of property as prohibited in § 5-36-103;
	(29)	Felony theft by receiving as prohibited in § 5-36-106;
	(30)	Arson as prohibited in § 5-38-301;
	(31)	Burglary as prohibited in § 5-39-201;
	(32)	Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;
	(33)	Promotion of prostitution in the first degree as prohibited in § 5-70-104;
	(34)	Stalking as prohibited in § 5-71-229;
	(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 crime was committed;
	(B)	The circumstances surrounding the crime;
	(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:
	(1)	Was not convicted for committing a violent or sexual offense; and
	(2)	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:
	(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, § 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

PROGRESSION

The nursing curriculum requires that the nursing courses be taken in sequences with the expectation of building on prior learning.

To satisfactorily progress in the Program in nursing, a student must:

A. maintain an overall grade point average of 2.0

B. achieve a grade of “C” or above in the theory component of all Nursing courses.

Grading System

100-90.5 = A

90-83.5 = B

83-78.5 = C

78-69.5 = D

Below 69.5 = F

C. perform safely and ethically in all nursing course work.

D. achieve a “satisfactory” in the clinical component of all courses titled Nursing that have corresponding hospital or laboratory experiences. If two “Unsatisfactory” evaluations are earned in one semester, the student will not be permitted to continue the clinical component of the course, and the theory grade (if higher than a “D”) is automatically lowered to a grade of “D”. Students cannot progress in the program and are dismissed but may re-apply for admission.

E. earn a grade of “C” or above in each course required in the nursing curriculum. Graduation from the nursing program requires a minimum grade of “C” or better in all courses required in the nursing curriculum.

F. satisfactorily complete all academic prerequisites listed in the degree plan.

G. must have mental and physical health sufficient to maintain expected program activities. Students with changes in their health after admission, must present a health release from their physician to continue in their clinical nursing course. (examples: pregnancy, surgery, hypertension, etc.)

- H. may re-enter the program one time by compliance with the readmission criteria.
- I. must complete the entire program within (5) five years after admission to the nursing program. If the program is not completed within five years; students may be asked to repeat some nursing and science courses.
- J. all nursing courses must be dropped if a student is unsuccessful (below 79%) in any nursing course during the semester.
- K. nursing courses cannot be audited.
- L. Math Exams in the Registered Nursing Program: Due to the potential for safety errors when administering medication, the RN Program has established the following math exam competency policy.

Traditional RN Program

Students will be given a math exam during NURS1107 Fundamentals of Nursing and during NURS 2128 Medical Surgical Nursing III. The content covered on the exam will be equitable to the math concepts that will have been covered up to that point in the course (s). The student must pass the math exam with a 90% or greater score. The student may take the exam 3 times. A different exam will be given each time but will cover the same content. If the student does not pass the math exam on the 3rd attempt with a 90% or greater, then they will be dismissed from the program. The student is responsible for reviewing the exam and seeking out remediation resources before taking the exam for a second or third time.

RN Bridge Program

Students will be given a math exam during NURS2158 Nursing Process I and during NURS 2178 Nursing Process III. The content covered on the exam will be equitable to the math concepts that will have been covered up to that point in the course (s). The student must pass the math exam with a 90% or greater score. The student may take the exam 3 times. A different exam will be given each time but will cover the same content. If the student does not pass the math exam on the 3rd attempt with a 90% or greater, then they will be dismissed from the program. The student is responsible for reviewing the exam and seeking out remediation resources before taking the exam for the second or third time.

ACADEMIC/PROFESSIONAL IMPROVEMENT AND DISMISSAL

To complete each nursing course students must fulfill both academic and professional requirements. Professional standards are demonstrated by students when they consistently meet standards described in the Arkansas Nurse Practice Act, the American Nurses' Association Code of Ethics (Appendix A), and the National Student Nurse Association Code of Academic and Clinical Conduct (page 28). Professional standards also apply to classroom behavior and any instance when the student represents the nursing program of North Arkansas College. Students who fail to meet course, department or college policies may be placed on an improvement plan.

Students will be informed of behaviors/performances inconsistent with program expectations as well as professional nursing standards and will be placed on an improvement plan as follows.

- A. Verbal Improvement Plan: Students exhibiting minor, correctable, isolated unprofessional behavior will be given a verbal improvement plan that is to be documented. Documentation will include constructive feedback for modifying behavior(s) to meet professional standards. This does not require a student's signature. This form will be placed in the student's file. The faculty initiating the behavior improvement warning will inform the course coordinator. The student is expected to modify the behavior accordingly. If the behavior is not modified or if new unprofessional behaviors arise, a signed written improvement form will be initiated.
- B. Written Improvement Plan: Students exhibiting repeated or multiple minors, correctable unsatisfactory professional and/or personal behaviors, and/or academic performance issues, require written notification. The behavior(s) will be documented on the Improvement Form. The faculty initiating the improvement form will review the identified academic/professional problem. The student will document their plan of action to correct the issue and both will sign and date written notification. The form will be placed in the student's file and a copy given to them. The faculty initiating the behavior improvement plan will inform the course coordinator. The student is expected to modify the behavior accordingly.
- C. If a student continues to demonstrate the unsatisfactory professional and/or personal behaviors, and/or academic performance issues, the student may be dismissed.

D. Dismissal

A student will be dismissed from the Registered Nursing Program for the following:

1. have earned a "D" or "F" in any nursing course
2. have earned a "D" or "F" in two required non-nursing courses.
3. excessive absences or tardiness as stated as stated in the attendance policy
4. breeched confidentiality of the patient, the family, or the agency
5. Participates in one or more of the following:
 - a. misrepresentation or falsification of yourself or another student, as well as patient and/or agency records
 - b. sexual harassment
 - c. engages in sexual relations with a patient when a generally recognized professional relationship exists
 - d. act or threat of intimidation, harassment, or physical aggression
 - e. illegal possession, sale, or distribution of prescription or illicit drugs.
 - f. Illegal possession of weapons
 - g. unauthorized possession of examinations
 - h. plagiarism
 - i. theft
 - j. academic cheating, dishonesty, or misconduct
 - k. failure to exhibit acceptable professional behavior or any other activity which is incompatible with professional behavior as indicated in the Code of Ethics for Nurses (Appendix A).
 - l. failure to exhibit safe clinical practice according to the National Student Nurse Association Code of Academic and Clinical Conduct
 - m. activities which are determined to be dishonest, inconsistent with professional responsibility and accountability, and/or may be detrimental to the protection, safety, and welfare of patient and the public or in any situation when representing the Registered Nursing Program of North Arkansas College.
 - n. ta – no show. See Attendance Policy
6. Positive drug screen without a valid prescription.
7. Refusal to submit to a drug screen

E. Petition for Exception

Students who have been dismissed for program policy violations may file a petition for exception. Request for exception are made to the Director of Nursing. A student can petition the program one time during the program. During the petition process, students may continue in the classroom, but not in clinical. The petition is presented and voted on by all full-time faculty.

If a student has been dismissed from the program, they may be ineligible for readmission Depending on the circumstances of the dismissal.

Students readmitted following a petition for exception will be placed on departmental probation. The terms of departmental probation will be defined by faculty and related to the specific incident.

F. Academic Grievance

The Registered Nursing Program works with the students in finding fair and just solutions to problems, including any student grievance, appeal, question, misunderstanding, or discrimination. Students may file a grievance according to the North Arkansas College grievance policy that follows: [Policy: Academic Grievance.](#)

1. If a student has a complaint about an academic issue, he or she will go to the instructor to file a complaint.
2. If the instructor is unable to resolve the issue, the student will go to the chair or program director of the department (RN Program Director).
3. If the chair or program director is unable to resolve the issue, the chair will inform the student they have the right to start a grievance process, beginning with the completion of NorthArk Feedback Forum. Upon completing basic information on the form and pressing Submit, the form will go to the Dean's Administrative Assistant, who will then forward it to the dean, informing the student to make an appointment with the dean to discuss the matter further. (Dean of Health Professions).
4. Should the student be unable to resolve the grievance with the dean, he/she may then within five class days of speaking with the dean, request the grievance go to the Academic Grievance Committee facilitated by the Vice President for Academic and Student Affairs.
5. The decision of the Academic Grievance Committee will be communicated to the student within five days. The decision of the Committee is final.

G. Non-Academic Grievance

Any student who believes an injustice or a violation of state, federal, or college policies, laws, or regulations have occurred should try to resolve the problem through informal consultation with the individuals indicated below, in order, before filing a formal grievance.

- Individual or staff member involved
- Appropriate supervisor of the staff member involved
- Appropriate Dean of the staff member involved

If the student has been unable to resolve the issue, the student may file a formal grievance within five business days by completing the electronic Feedback Forum form located on the website homepage. This completed form is submitted to the appropriate department head for a final attempt at a resolution. If no resolution can be obtained, the issue is presented to the Institutional Standards and Appeals Committee. The Institutional Standards and Appeals Committee, whose decision is final, will notify the student within five business days of their decision. [Policy: Non-Academic Grievance.](#)

READMISSION

Re-admission to the nursing program is not automatic and all initial admission criteria applies.

A. Students can be readmitted to the program providing:

1. reentry allows for completion within 5 years from start
2. the student must repeat all co-requisite nursing courses of the semester they withdrew from to ensure preparation for taking the NCLEX-RN exam.
3. there is available space in the next class.
4. student submits a letter of desire to the RN Director in writing (paper or e-mail) at least 3 months prior to the semester being re-applied
5. student passes the re-entry exam with 79% or higher
6. student performs clinical skills test applicable to the content. After planned practice in the simulation lab, the student must pass the skills test on the first try.
7. must have a 2.5 overall grade point average.
8. the student is accountable for changes in the degree requirements at the time of readmission.
9. the student must meet all academic, professional, and health requirements in effect at the time of readmission.
10. Students who have been dismissed for academic integrity or behavior problems are required to take Northark FYE Course before being readmitted.

B. Students unable to return within 5-year completion OR students who did not successfully complete the first semester, will need to re-apply, go through the selection process, and take the entire nursing curriculum. The applicants who have previously been admitted to the RN program and failed will be placed on the alternate list for the RN and RN Bridge programs (NURS 1107 & NURS 2158).

C. Students are allowed one (1) readmission into the program. This applies whether the student withdrew previously in good standing, not in good standing, or not successfully completing a semester.

D. If a student receives an unacceptable grade (D or below) in a nursing course or withdraws without completing the course work, that student may reapply to the program for the acceptable point of re-entry or reapply to NURS 1107 Fundamentals of Nursing or NURS 2158 Nursing Process I. Example – if the student is enrolled in Medical Surgical Nursing I and is unsuccessful then they may re-apply to the course one time or re-apply to the program again.

GRADUATION

The Associate Degree in Nursing is awarded to students who:

- A. earn 66 credits (Traditional RN Class) or 63 credits (LPN to RN Class) with a cumulative grade point average of 2.00 or above.
- B. earn a "C" or above in all courses required in the nursing curriculum.
- C. fulfill all nursing program course requirements.
- D. file an application for graduation form with the Registrar's Office within the specified time limits.

The Health Profession Graduation and Pinning Ceremony celebrates the RN graduate's accomplishment and welcomes the new graduate to the profession. This time-honored tradition marks the transition from student nurse to graduate nurse and is, typically, an emotional event to share with family and friends. The ceremony is combined with other allied health professions.

- Date, Place & Time: Designated by college and is published with the academic calendar.

- Dress: cap and gown provided by the college.
- Graduates march into the ceremony led by faculty members.
- Pinning: each member of the graduating class selects a program faculty member or a special registered nurse to place the pin on his/her uniform. Only an RN may pin the student.
- The class recites the Nightingale Pledge as a professional statement of the nurse's mission and values. The Gideons, Int. will provide a "Nursing Testament".
- Graduates are presented and guests invited to a reception in the Bradley Student Center.

TRANSFER

A transfer student is defined as one who has successfully completed one or more nursing courses at another college with at least a letter grade of C. Applicants who have not been successful in another nursing program are not eligible for transfer into upper level nursing courses. They may apply for admission to NURS 1107 or NURS 2158. Transfer students must pass the entrance exam with a 79% or higher; and skill test commensurate with the level of entry that they are applying to. After planned practice in the simulation lab the student must pass the skills test on the first try. Transfer students must meet all the admission criteria and will be considered on an individual basis by the director of nursing after review of transcripts. Placement is based on available space. A letter of reference must be received from the Director of the Nursing program in which an applicant has been attending. The reference form will be sent directly to the RN Program Director. This applies to any health profession program that a student has attended in the past. If the applicant does not receive a positive reference from the previous nursing or health profession program, then they will not be considered for a position in the NorthArk RN Program. Each applicant's status will be reviewed by the RN Program Director and advised for possible entry or transfer into the program.

COACHING

The coaching opportunity is evidence of the faculty's commitment to student success in course assessments/evaluations and realization of the individual course and college outcomes. Each student has been assigned a Nursing Faculty Coach. If at any time during the semester you begin to struggle in a course or clinical setting you are encouraged to schedule a time to meet with your coach. This demonstrates personal accountability for your success.

<u>Faculty Guidelines</u>	<u>Student Guidelines</u>
<ul style="list-style-type: none"> • Faculty do not have to meet with everyone. • This is not a contract; it is an opportunity for students to seek additional help to build success. • Information sharing will be done at the monthly faculty meetings. • Benefits: improve academic performance, increased faculty involvement with students, benefits college recruitment and retention goals • Number of meetings is based on the need of the student 	<p>This opportunity IS</p> <ul style="list-style-type: none"> • To review study techniques • To review time management skills • Promote personal accountability • Help with goal setting • Access to resources on campus • Build self-confidence and critical thinking • Help guide you to success <p>This opportunity is NOT....</p> <ul style="list-style-type: none"> • A gripe session (re: class or instructor) • A tutor session

EXAMINATIONS (both online and in class)

All examinations will be administered via ATI or ExamSoft's Examplify software using the students' personal laptop computer. **Chromebooks, iPads, Android, Linux or tablet operating systems are not compatible for testing purposes.** Students are expected to take each exam on a supported computer with functioning camera and microphone. **Students must ensure adequate system requirements to use ExamSoft and ATI prior to the start of the nursing courses.**

- Any questions regarding software should be directed to ExamSoft help resource: (866)429-8889 [available 24/7]. <https://examsoft.com/resources/examplify-minimum-system-requirements>
 - Any questions regarding ATI software should be directed to ATI help resource; (800) 667-7531.
- A. No personal belongings are allowed in the classroom during exams. Calculators, scrap paper and pencils will be provided. You may use foam ear plugs only, to decrease noise. You may bring your laptop/device/mouse in a laptop sleeve, but this sleeve must be placed in the back of the room during test. The following are not allowed during the test: watches, cell phones, drinks, food, caps, scarves, hoodies, laptop bags, and mouse pads. Violation of the testing policy could result in a zero on the test or dismissal from the program.
- B. Any last-minute studying should be done outside of the classroom, (no notes books etc. in classroom before test).
- C. All exams should be taken at the scheduled time. Students may make-up one test in a course with clinical component and one test in a course without clinical component, but no more than two missed exams per semester will be allowed.
- D. Make-up exams must be taken within 3 business days after the originally scheduled exam. It is the responsibility of the student to contact the faculty and make prior arrangements for the make-up exam. Exams are scheduled in the college testing center, outside of the class time.
- E. The student **MUST** personally notify the instructor by email or voicemail, prior to the exam if the student is unable to take the exam at the scheduled time. A missed examination is considered a class absence.
- F. Failure to comply with notification of the faculty omits the privilege of taking make-up test. A zero will be given for the test not taken.
- G. Students are responsible for reviewing exams with the appropriate instructor in the designated time frame. Review sessions should be civil and professional conduct is necessary.
- H. Students who fail an exam are required to make an appointment with the instructor for review. Students will not be allowed to take the next exam until the requirement has been met. This will count as a missed exam and subject to the make-up test policy.
- I. Test scores are posted in the LMS and will not be given out over the telephone or to anyone other than the student.
- J. Test scores are entered as a raw score. Rounding is only used on the final grade using the tenths place. Example-Score is 78.49 or less will be rounded to a 78. Score of 78.50 will be rounded to 79.
- K. Classroom test:
1. Students will not be allowed to enter the testing room once the exam has started. This would be considered a missed exam.
 2. Students are expected to remain in their seat during exams. Students needing to use the bathroom, get a drink or other activities must hold their hand up and be recognized and permission granted by the faculty in the room at the time the exam is being given prior to leaving the room or the exam will be picked up and a zero will be given.
- L. The following apply to online/remote proctoring test environment:
1. ExamSoft remote testing is only allowed if you are on quarantine for illness or if the class has been moved to virtual.
 2. The test should be taken in a room where the tester is the only person in the room **for the duration of the test.**
 3. Make sure you have a clear workspace free of books, papers, pens, etc. You should only have your laptop and a mouse.
 4. There should be no talking **including reading questions aloud.**
 5. Eyes should be directed at the screen **at all times.**

6. Cell phones are NOT permitted in the online testing environment.
 7. Students may NOT take pictures or screenshots of the exam.
 8. Students must be positioned at a table/desk with a clear work area.
- M. Any breach in the policy will be subject to the academic integrity/honesty policy.
- N. Instructions for ExamSoft Exams:
1. **Day before the test:** you should see the **appropriate test in ExamSoft.**
 2. **Day of the test:**
 - a. 30 Minutes before the test start time check your email for the test passcode. You still will not be able to start the test until the schedule test time.
 - b. Just like you did in the class test, Exam ID will verify your identification with a two-step authentication that includes username/password verification as well as facial recognition software.
 - c. Once you start the exam, a webcam recording will also begin recording. You will need to move your device around to show your immediate area on camera for security purposes.
 - d. You will be recorded throughout the Exam. Exam Monitor captures video and audio of exam takers during an assessment and uses strong AI-enabled analysis to detect attempts at academic dishonesty and to ensure exam.
 - e. During the test you will have access to the notepad, calculator, highlighter, and notes section.
 - f. Once you submit, your exam file and the webcam recording will be uploaded. This may take a few minutes to process, so please be patient.
 - g. Due to the nature of this remote proctored exam, BATHROOM BREAKS ARE NOT ALLOWED. If you have an emergency, just know that your test will be flagged for suspicious activity when you move away from your computer.

ATTENDANCE

A. CLASSROOM

1. It is expected that students will be punctual and attend all regularly scheduled classes.
2. Attendance is recorded at the beginning of each class.
3. Students with absence of more 15% in 16 weeks will be placed on a written improvement plan. Absence of more than 20% in 16 weeks will result in dismissal. Eight-week courses with a clinical component will be combined for the purpose of the policy.
4. Students are responsible for the content in class when absent. Lecture content missed will not be repeated. Check Canvas for course materials.

B. CLINICAL

1. Students are permitted to miss 12 hours of clinical per 16-week semester. Any missed clinical time must be made up. Make-up assignments are at the discretion of the course faculty.
2. Students will be automatically terminated from the program if more than 12 hours of clinical are missed per 16-week semester.
3. Clinical make-up activities will be arranged by the course instructor(s).
4. Clinical tardiness must be made up based on the content or experiences missed. Tardiness scheduled start time when the student has notified the instructor.
5. Leaving the clinical site for breaks is not permitted.
6. Clinical days scheduled "on campus" (Monday or Tuesday) are designed for clinical experiences and guidelines for absences are applicable.
7. Students who are going to be late or absent to a scheduled clinical, must notify the clinical instructor prior to the start of the clinical experience. ONLY if the clinical instructor or agency is unable to be reached, leave a message at the instructor's office or email the instructor prior to the time the experience is scheduled to begin.
8. In the rare instance of an instructor being unable to attend clinical, the time will be made up at the faculty discretion.

9. A pattern of tardiness will result in disciplinary action. You can be dismissed after your fourth instance of being tardy. Tardy is defined as arriving after the scheduled start time, when the student has notified the instructor. This applies to classroom and clinical attendance.
10. No Call-NO Show Policy: The student is not present at the scheduled time and does not directly contact the clinical instructor prior to the time clinical is scheduled. The first occasion will result in Needs Improvement and probation. A second instance will result in the student being dismissed from the program.

ELECTRONIC DEVICES

Electronic devices may include but are not limited to the following: cell phone, tablet, smart watch. Electronic devices may be permitted in the classroom by the instructor for educational purposes only or to access medical information via the internet with approval from the instructor.

Electronic devices may be permitted in the clinical setting for educational purposes to access medical information. Usage is limited to areas designated by the instructor but prohibited in hallways and patient rooms. Smart watches are not allowed in the clinical setting.

Personal use of electronics devices is prohibited, but may be allowed in emergency situations with instructor discretion as below:

- Permission is obtained from the instructor prior to class/clinical.
- Device must be on silence.
- Accessed only during breaks in designated areas.

Devices must be in silent mode during class or clinical and are not allowed during tests.

INSURANCE

Nursing students are required to have medical malpractice liability insurance. The coverage is purchased by North Arkansas College under a blanket policy. This coverage applies only while a student is enrolled in the Nursing Program courses and is functioning as a student nurse.

CLINICAL FACILITIES

The nursing student is required to spend a predetermined number of hours in the clinical setting. Clinical rotations may include skills labs on campus, various area hospitals, simulation in the campus Health Education Simulation Center, physician's offices, mental health agencies, nursing homes, community health settings, etc. Students may have clinical assignments in Boone, Carroll, Baxter or Newton counties in Arkansas and Taney County, Missouri and in other areas within driving distance of Harrison, Arkansas.

The student, upon admission to the program, must be available to attend any of the nursing course's scheduled clinical days and/or clinical sites. This may include evening shift or weekend experiences. Transportation to these facilities is the student's responsibility and student must have access to a safe, reliable motor vehicle during their clinical studies. Travel arrangements, living accommodations, meals, and similar expenses that are associated with clinical assignments are the responsibility of the individual student.

Current acute care clinical facilities include:

Baxter Regional Medical Center.....	Mountain Home, Arkansas
North Arkansas Regional Medical Center.....	Harrison, Arkansas
Cox Medical Center Branson.....	Branson, Missouri
Mercy Hospital Berryville.....	Berryville, Arkansas

Due to unforeseen circumstances, it is at times necessary for students to change to another clinical site other than the one which was originally scheduled. The RN Program reserves the right to schedule clinical experiences as they become available in area hospitals or other area facilities. The RN Program will communicate with students as early as possible regarding clinical changes.

TOBACCO

North Arkansas College and the clinical facilities are tobacco-free. Therefore, students are not allowed to utilize any tobacco products including e-cigarettes while on the North Arkansas College or clinical facility grounds. Grounds means the buildings in and on which operate together with all property owned that is contiguous to the buildings in which services are provided. Grounds do include parking lots, which means no smoking in your car. Any student, faculty, or facility member that smokes on hospital grounds will be asked to leave and will not be able to return for any clinicals at the hospital. If you are unable to return to the clinical, you will be dismissed from the program. Smokeless tobacco is prohibited in class and clinical. Any form of electronic cigarettes is also included for this policy.

INCLEMENT WEATHER

NorthArk is open unless it is announced otherwise. If NorthArk closes, the closing will be communicated immediately on MyNorthArkAlerts mobile phone messaging system, Facebook, Twitter, and the NorthArk website. During inclement weather conditions, the college will make every effort to announce closings for day classes as early as possible.

The college bears the responsibility of ensuring students receive their full hours of instruction and students can meet course outcomes. Faculty will at their discretion arrange make-up assignments and activities to accomplish this. The outside assignments should require equivalent time (as the missed class/clinical hours) and should be meaningful to the student in terms of content material missed in face-to-face setting.

A. Classroom:

In the event of closing due to inclement weather, the course coordinator will plan arrangements for makeup of course content, in collaboration with the program director. Each nursing course will have a comprehensive final exam. When the final exam is affected by class cancellation, the final will be given on an alternate date determined by the course coordinator and the program director. The faculty reserves the right to call class on an alternate day with consideration to student's schedules. The make-up day will be on the course syllabi and the faculty will notify students as soon as possible regarding an alternate class day. This typically applies to "snow days" in the late fall and early winter.

B. Clinical:

When North Arkansas College is closed, clinical scheduled for that day will be cancelled. On inclement weather days, when the college remains open, cancellation of clinical may occur at the instructor's discretion. Makeup will be at the discretion of the clinical instructor. Students must use their own judgment concerning the safety of travel to the clinical sites. If students are unable to travel safely, clinical instructors as well as the clinical sites must be notified. Arrangements for makeup clinical will be determined by the clinical instructor.

ZOOM

In the event of weather, a catastrophic event or pandemic in the state or the area, all Northark in-person classes may be transferred to an online and/or blended environment in order to keep students, faculty, and staff safe and healthy. Below are the guidelines and expectations for use of Zoom.

Guidelines for Students in the Allied Health Campus “ZOOM” Rooms

- Students must be logged into the Zoom classroom five minutes before class is scheduled to begin.
- Attendance will be taken at the beginning of class. You must log into the class using a webcam to be considered ‘present.’ At the end of class, faculty will take attendance again. If you are not present at the end of the class meeting, you will be considered absent. If you must leave the classroom early, you need to notify one of the faculty by email. Please do not ‘leave the meeting’ before class has ended.
- Faculty must continually see a live feed with your full face.
- Classroom etiquette rules apply while in the “ZOOM” classroom (on campus or remotely).
- All students should have their audio muted during lecture to minimize background noise.
- Cell phones should be on silent and no texting or web surfing during class.
- Faculty will provide break times during class. You will not need to log off. You can step away from the computer but please be back and ready at the time given.

Connecting by ZOOM remotely

If students and faculty must use ZOOM to connect remotely, please note the following:

- Please try to minimize background noise (ex: television, pets, etc.)
- Your face should be visible in the screen and you should avoid activities that could be distracting to the instructor or other participants.
- No smoking, vaping, or drinking alcohol while in the “ZOOM” classroom.
- Be mindful that when using the webcam, everyone can see everyone else. Proper attire will be expected.
- Secure daycare or sitter arrangements for children, assure pets are fed/walked, and family knows that you are ‘in class’.
- The college is providing rooms with internet access for students who do not have reliable internet.

STUDENT REPRESENTATION IN DEPARTMENT AFFAIRS

- A. Student input into the Nursing Program is valued. One student representative from each cohort will serve on Learning Resources Committee and Curriculum Committee. Each class will have the option to select a president of the class. The purpose of the Student
 - 1. Act as liaison between faculty and student body.
 - 2. Represent the student body at committee meetings by bringing student concerns to the faculty.
 - 3. Recommend changes in Program process.
 - 4. Relate information from all designated meetings back to the student body.
- B. All RN students are also part of North Arkansas College’s Student Government Association’s RN Nursing Club. The purpose of this association is to:
 - 1. Assume responsibility for contributing to nursing education to provide for the highest quality of healthcare.
 - 2. Provide program representatives from both the Traditional RN program and the RN Bridge Program.
 - 3. Aid in the development of each member’s professional role.
 - 4. Promote and encourage participation in community affairs.
 - 5. Represent nursing students to consumers, institutions, and other organizations.

Students will have an opportunity to orient to the Learning Resource Center, classroom technology, simulation lab and Health Education Simulation Center during the first semester.

Students will be oriented to simulation and the acute care clinical site in which they are assigning prior to attending clinical. The orientation is unique to each to site and each site has mandated paperwork and pre-clinical requirements which must be completed by the student. They typical orientation includes electronic medical record training and documentation, policy and procedures for that site, HIPAA compliance and a tour of the facility. The clinical instructor will orient the student to the individual units.

ORIENTATION

Students will have an opportunity to orient to the Learning Resource Center, classroom technology, simulation lab and Health Education Simulation Center during the first semester.

Students will be oriented to simulation and the acute care clinical site in which they are assigned prior to attending clinical. The orientation is unique to each to site and each site has mandated paperwork and pre-clinical requirements which must be completed by the student. The typical orientation includes electronic medical record training and documentation, policy and procedures for that site, HIPAA compliance and a tour of the facility. The clinical instructor will orient the student to the individual units.

ACADEMIC INTEGRITY/HONESTY:

Honesty and trustworthiness are expected of nursing students in performing all duties, whether in the classroom or in clinical practice. Honesty is a professional behavior expected of all nursing students at North Arkansas College. This means that every student in the nursing program will adhere to the principles and rules of the Registered Nursing Program and North Arkansas College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty.

Academic dishonesty will not be tolerated in the nursing program. Students are expected to submit their own work, to reference authors for borrowed statements or ideas, and to handle exams honestly. The content of an examination is not be shared with other students. The reproduction, unauthorized possession, or disclosure of ANY information about examination contents is inconsistent with the nursing program policies regarding student conduct. Student discussion or reconstruction of examination content after an examination is inconsistent with the student code of conduct. Sharing or accessing information from other students or any other source is an act of misconduct.

Disciplinary action will be taken when reasonable evidence exists that a nursing student had engaged in any form of academic dishonesty. Students could be dismissed from the nursing program for academic dishonesty and be ineligible for readmission. Students are subject to the consequences listed in the NorthArk Policy: Academic Integrity.

ADA (AMERICANS WITH DISABILITIES ACT) STATEMENT

North Arkansas College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their requests through Disability Services.

Students with documented disabilities who are applying for admission to North Arkansas College Nursing and Health Professions Programs will be welcome according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students who are disabled, but who have the abilities to assume the role of the professional nurse. These abilities include verbal and written communication, critical thinking, nursing assessment of physical and psychosocial health status of patients, and performance of nursing procedures including cardiopulmonary resuscitation. Students with disabilities will be evaluated on an individual basis by the faculty of the Department of Nursing as to their potential for success in a career in professional nursing after admission to the program.

HIPAA REGULATIONS

In 1996, the Health Insurance Portability and Accountability Act (HIPAA) was established to provide a foundation of Federal protection for personal health information to govern the health care marketplace. HIPAA directed the U.S. Department of Health and Human Services (HHS) to create a regulation-the Privacy Rule-to protect and enhance the right of consumers to control how their personal health information is used and disclosed. This law requires that everyone who has access to protected health information is to keep that information confidential.

Protected Health Information (PHI) is any information that identifies an individual and relates to the individual's physical or mental health, provision of health care and the payment for health care. Information deemed to identify an individual includes the patient's name and any other information that taken together could enable someone to determine an individual's identity such as date of birth, gender, medical record number, address, email address, social security number, or full-face photograph.

Each student is responsible for understanding HIPAA, protecting health information, and following the North Arkansas College Policy concerning HIPAA. The PN Program will provide the student knowledge of HIPAA during the new student orientation, the first semester in Basic Nursing and the student will complete NARMC self-learning modules prior to clinical.

How to communicate what you are learning with faculty, clinical staff, and fellow students. Ask yourself before looking at any protected health information:

- Do I need this in order to do my job and provide quality care?
- What is the least amount of information I need to do my job?

Depending on your task, if you do not need to know confidential patient information, then you should not access it.

Students are expected to abide by the following to protect a patient's privacy:

1. All patient information is confidential and should only be discussed with other health care professionals directly involved in the patient's care.
2. Patients (with or without names) and their situation, should never be discussed in public places such as elevators, hallways, or the cafeteria.
3. Keep discussions about patient care private if reasonably possible by closing doors, pulling curtains and conducting discussions so that others cannot overhear.
4. If you find that you are overhearing someone else discuss patient information, politely remind the individual of the privacy policies, and let them know they can be overheard.

5. When preparing clinical assignments:
 - keep the electronic chart secure and not left where patient information may be viewed by others.
 - never photocopy or print any part of the patient chart, Kardex, eMAR, or anything with patient information.
 - remove the name/identifier from any patient information given to the student by staff or instructors.
 - never write any patient identification on clinical assignments.
 - shred any patient information prior to leaving each clinical day.
6. Do not take photographs of a patient with a cell phone or any other type of camera.
7. Do not post or discuss any clinical experience or information regarding a clinical experience with any internet social media (Facebook, Twitter, emails, Instagram, and any others not mentioned.)

Students are expected to comply with all the information and guidelines presented in the section. Failure to do so could result in denied access to clinical sites and jeopardize your progress through the program.

PROVISION FOR POLICY CHANGES

Changes to the Registered Nursing Program will be communicated to students in writing through the LMS. The notification will occur prior to initiation of the policy whenever possible. Any changes are announced in class and assigned in the LMS for written acknowledgement.

SUBSTANCE TESTING & ABUSE POLICY

A. Professional/Legal Standard:

The RN Nursing Program recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The program is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who come in contact with its faculty, staff, and students during scheduled learning experiences. The College 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 alcohol, non-prescription, and prescription drugs. A student taking any prescription drug that may show up on drug screen must be able to produce a valid drug prescription in their name. Students unable to void after 3 hours will be considered a refusal and will be dismissed from the program.

Any nurse who test positive for illegal, controlled, or abuses potential substances and who cannot produce a valid and current prescription for the drug is at risk if 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 XI.A and Section XV.A.6.M.

Furthermore, and nurse who is aware that another nurse had 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 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. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nurse is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a School or Nursing faculty member.

B. Statement of Purpose:

The intent of the Substance Policy is not just to identify those students chemically impaired, but also attempts to assist the student in the return to a competent and safe level of practice and to achieve

his/her goal of becoming a Registered Nurse. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality.

C. Statements for Policy Inclusion in Catalog/Handbooks:

The Standards of Conduct Policy of North Arkansas College is found in the North Arkansas College Student Handbook and addresses drug abuse behaviors.

D. Student Releasee Form:

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy.

E. Testing Procedures:

The program requires students to submit to drug testing under any of the following circumstances:

1. Admission testing.
2. Scheduled testing at unannounced designated times throughout the program.
3. Random testing as required by the clinical agencies or the Institution.
4. For cause
5. As part of a substance abuse recovery program. Students unable to voice after 3 hours will be considered a refusal and will be dismissed from the program.

F. Cost:

The cost for a 10-panel urinalysis drug screen for admission is included in student fees. The student will be responsible for drug screens initiated for cause or recovery programs.

G. Substances:

Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fifth edition (DSM-V)*. Substances of abuse are grouped into classes including alcohol, amphetamines or similarly acting sympathomimetic, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. The RN Program shall have the authority to change the panel of test without notice to include other illegal substances as suggested by local and national reports or circumstances.

H. Positive Results:

Test results will be considered positive if substance levels excluding caffeine and nicotine meet or exceed the Arkansas State Board of Nursing established threshold values for both immunoassay screening and gc/ms confirmation studies and is verified through a Medical Review Officer (MRO).

I. Medical Marijuana:

Students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities and/or disciplinary action by the College. Nursing students that test positive for marijuana will be terminated from the nursing program. This includes students with written certification for used of medical marijuana. According to Act 593 (Medical Marijuana), there are "Safety Sensitive Positions." Nursing students are included in the "Safety Sensitive Positions." See Act 593 <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for more information.

J. Confidentiality:

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential to the extent allowed by law, and except for disclosure required by the Arkansas State Board of Nursing or appropriate criminal authorities. Drug test results will be received from the lab to the College's Department Head of Division Chari of designee, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. The Nursing Department/Division may be required by the Arkansas State Board of Nursing to provide information regarding the student's substance abuse

history. This information, in writing, maybe shared before the student will be permitted to take the NCLEX examination for licensure.

K. Treatment, Referral, & Reapplication:

The outcome of a positive drug screen may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or 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 appropriate official of the College shall refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source.

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

1. Demonstrated attendance at AA, NA, for a 6-month time frame, or a recognized substance abuse treatment of choice. Evidence of participation must be sent to the school of nursing. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of signed initials of the chairperson of each group attended. Acceptable evidence for a treatment program of the student's choice will be a verifiable completion certificate.
2. Demonstrate at least one (1) year of abstinence immediately prior to application.
3. Demonstrate letters of reference from all employees within the last one (1) year.
4. Prior to readmission, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agency where assigned patient care. The student will pay for testing.
5. Once readmitted, the student must always abstain from the use of controlled or abuse-potential substances, including alcohol, except as prescribed by a licensed practitioner who authorizes prescriptions of controlled or abuse-potential substances of student's dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medications was prescribed. The prescribing practitioners shall submit the report directly to the RN Program Director or designee within ten (10) days of the date of the prescription. (adapted from the ASBN Suspension Motion, 0500)
6. Completion of readmission criteria according to the Registered Nursing Handbook.

M. Incident of Reoccurrence:

A student who is readmitted 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.

N. Testing for Cause:

Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs but not limited to alcohol, will be subjected to testing. The nursing faculty members decision to drug test will be drawn from those facts considering the experience of the observers and may be based on:

1. Observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug.
2. Erratic behavior, slurred speech, staggered gait, face flushes, dilated/pinpoint pupils, wide mood swings and deterioration of work performance.
3. Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
4. Formal charges of or conviction by a court, or being found guilty of a drug, alcohol, or controlled substance in another legitimate jurisdiction.

O. Testing will be conducted using the following policy/procedure:

1. The faculty member will have another faculty member or staff RN to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
5. If the laboratory test is negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-V)*, the student will be allowed to return to class without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If the laboratory test is positive for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-V)*, the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained to the extent allowed by law, recognizing that test results may be disclosed upon request to the Arkansas State Board of Nursing or appropriate criminal authorities.

GUIDELINES FOR PREVENTION AND MANAGEMENT OF BLOODBORNE PATHOGENS

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. Students will receive written and verbal information and instructions on universal precautions for blood borne pathogens in accordance with applicable CDC guidelines prior to any patient care. Failure to use universal precautions may result in exposure to blood borne pathogens including, but not limited to hepatitis B virus (HBV), hepatitis C (HCV), human immunodeficiency virus (HIV), an acquired immunodeficiency syndrome (AIDS). Should a student experience an exposure to blood-borne pathogens, the student will immediately report the accident to the clinical faculty member. The student will be advised to receive appropriate follow up care by his/her health care provider. The health care facility report regarding the injury must be completed prior to leaving the facility.

A. Post Exposure Management

A significant occupational exposure as defined by the CDC.

1. A percutaneous injury in which a health care worker is injured by a sharps object.
2. A mucocutaneous exposure incident with contact of a mucous membrane or intact skin with blood, tissue, or other potentially infectious bodily fluids.

B. In the event of accidental exposure of students or faculty, the following steps are to be Instituted:

1. Wound Care/First Aid: Follow the institution policy and CDC Guidelines for antisepsis.
2. The exposure will be documented on the incident form that is used by the agency in which exposure occurred.
3. The completed incident report form will be submitted to the appropriate agency representative (e.g. infection control nurse).
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students or faculty include, but are not limited to:
 - The emergency or outpatient department of the agency in which the exposure occurred (at personal expense).
 - The county health department.
 - The private physician of the individual's choice.
 - Arkansas AIDS Foundation

The person experiencing the exposure will be asked to sign a statement verifying that they have been told and understand the options.

5. It is vital that STUDENTS UNDERSTAND THAT THEY ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER NORHT ARKANSAS COLLEGE NOR THE CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE) REGARDING THE EXPOSURE INCIDENT.
6. If the exposed individual chooses to seek medical care and/or testing, all pre-and post- testing counseling will be provided by the health care provider conducting the testing.

C. Guidelines for testing

1. Any nursing student who believes himself/herself to be at risk has an ethical responsibility to know his or her HIV/AIDS status and therefore has an obligation to be tested for HIV antibody, HBeAg, or HBsAG.
2. Testing will be voluntary, yet there may be circumstances in which the clinical agency may request testing. Confidentiality will be maintained.

NATIONAL STUDENT NURSE ASSOCIATION CODE OF ACADEMIC & CLINICAL CONDUCT

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person. Students are expected to demonstrate a pattern of professional and ethical behavior which follows the legal and ethical code of nursing, promotes the actual or potential well-being of patients, health care workers, and self, demonstrates accountability in preparation, delivery, documentation, and continuity of care, and show respect for the human rights of individuals.

The faculty will use the 2009 National Student Nurses' Association Code of Academic and Clinical Conduct as a guide for evaluating professional practice. The code encompasses ethics and standards of practice.

NATIONAL STUDENT NURSES ASSOCIATION CODE OF ACADEMIC AND CLINICAL CONDUCT

1. Advocate for the rights of all clients.

1.1 Advocacy: A responsibility of nursing students is to advocate for the rights of all clients. This requires the nursing student to understand the client's rights and responsibilities, the scope and applicable standards of nursing practice to meet the client's needs, and the relevant federal (e.g. Health Insurance Portability and Accountability Act (HIPAA), Patient Self-Determination Act, etc.) state (e.g. Nurse Practice Acts, etc.), and local laws in accordance with the health care institution's policies and procedures. This knowledge enables the nursing student to function as an advocate for the rights of all clients in collaboration with nursing faculty and members of the health care team.

1.2 Rights of clients: Nursing students provide care for persons who have rights both as human beings and as clients. As such, nursing students must be cognizant of public, professional, and institutional policies concerning patients' rights and access to resources across the care continuum. For example, nursing students help ensure that these fundamental rights of clients to receive culturally and linguistically appropriate services are protected and maintained.

2. Maintain Client Confidentiality.

2.1 Confidentiality: Access to and sharing of information that identifies a specific client, their condition, and other information must be guarded with the best interests of the client in mind. Access to and sharing of such information must be limited to only those personnel with the medical need to know

and family members who are authorized by institutional policy and patient consent (according to HIPAA guidelines).

2.2 Academic Setting: In discussing client cases in the academic setting, care must be taken to avoid breaching confidentiality and violating HIPAA regulations; this includes appropriate selection of the time and place of discussion, people attending the discussion, and omitting data that is not necessary to the purpose of the discussion or that discloses the client's personal identity.

2.3 Special Circumstances: In order to protect the safety of the patient, other parties, and in cases of mandatory disclosure for public health reasons, there may be times where the nursing student must immediately share these concerns in a confidential setting with the nursing faculty or clinical preceptor and with the registered nurse in charge of the patient's care who will provide appropriate guidance.

3. Take appropriate action to ensure the safety of clients, self, and others.

3.1 Appropriate action to ensure safety of clients: The nursing student must be able to identify hazardous conditions which may include faulty equipment, and unsafe environment, incompetent practices of other health care team members and colleagues, suspicious persons and activities, and self-limitations. If an unsafe condition or incident becomes apparent, the nursing student should use good judgement and follow institutional policies and procedures for emergencies, reporting hazardous conditions and incidents. The nursing student should be aware of personnel responsible for directing patient and personnel safety and immediately share these concerns with the registered nurse in charge of the patient's care and with the nursing faculty or clinical preceptor.

3.2 Safety of self: Nursing students cannot be expected to work in unsafe conditions or in situations where they are incompetent to practice. Academic and clinical environments should allow for a nursing student to voice concerns about safety to self without retribution. Nursing students have the responsibility to come prepared to meet the objectives assigned in caring for clients in clinical settings and to ask questions

3.3 Safety of others: Nursing students should not condone or participate in lateral violence or incivility towards other professionals, students, or faculty. Further, students observing such behavior should take appropriate steps to remove her/himself from the situation and report to the nursing faculty or clinical preceptor.

4. Provide care for the client in a timely, compassionate, and professional manner.

4.1 Timely care: Client care is time sensitive. Therefore, nursing students should be aware that adhering to the schedule set forth by the health care team is important and discharge planning should begin upon the client's admission to the clinical environment. By prioritizing tasks, patient education, treatments, and procedures the nursing student will ensure that they are utilizing time in the most effective and efficient way.

4.2 Compassionate care: Providing care with compassion creates a better nursing student-client relationship. It reflects the nursing student's desire to respect the client as an individual, to help the client maintain their safety and dignity, to provide support and comfort, to assist the client to achieve optimal independence and meet their health goals.

4.3 Professional care: Professional communication, appearance, and behavior by the nursing student demonstrates respect for the client and for self. The nursing student has the responsibility to be prepared to meet the objectives assigned in caring for clients and to demonstrate safe, quality nursing care. These professional actions by the nursing student enhance the image of nursing and contribute to building a trusting relationship between the nursing student and the client, and between the nursing student and the health care team. An essential component of professional care by the nursing student and the health care team in the 21st century is to assure that the client receives culturally and linguistically appropriate health education and services (NSNA Resolution #15, 2009).

5. Communicate client care in a truthful, timely and accurate manner.

5.1 Truth communication: Veracity is key to developing trusting relationships in academic and clinical environments. Truthful and thorough communication between nursing students and nursing faculty or preceptors, and between nursing students and healthcare professionals is a key component to providing safe, quality care within an optimal clinical learning environment.

- 5.2 Timely communication:** Communicating client care information at the appropriate time is a duty of nursing students. Timely communication allows for assessments, interventions, and that changes to the plan of care be initiated and completed in a timely manner.
- 5.3 Accurate communication:** Accurate communication is a responsibility of the nursing student. The nursing student, by providing an accurate, concise and timely report on the client's assessment and status changes helps the nurse in charge of the client's care and the primary care provider to make informed client care decisions and follow-up with further assessment as required.
- 6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.**
- 6.1 Promote the highest level of moral and ethical principles:** Nursing students should be familiar with the NSNA Students Bill of Rights and Responsibilities and the NSNA Code of Ethics for Nursing students (Part I: Code of Professional Conduct and Part II: Code of Academic and Clinical Conduct) and supporting documents. Being well informed and encouraging others to read and adhere to the NSNA Code of Ethics for Nursing Students and the ANA Code of Ethics for Nurses (ANA House of Delegates, 2001) actively promotes the values and ethics of the nursing profession. Acting under ethical principles ensures that the care being provided does not jeopardize the client's basic rights or endanger professional relationships.
- 6.2 Accepting responsibility for our actions:** Nursing students are accountable to the educational institution, the health care institution that provides the clinical learning environment, and above all to clients and society. The nursing student must function within the state's Nurse Practice Act, the *Scope and Standards of Nursing Practice* (American Nurses' Association 2004) and the Policies and Procedures of the health care institution. The nursing student will care for clients only under the supervisor of the nursing faculty or preceptor. Supervision must be completed in accordance with the clinical education agreement between the nursing program and the health institution providing a clinical learning environment to meet the student's clinical learning objectives.
- 7. Promote excellence in nursing by encourage lifelong learning and professional development.**
- 7.1 Excellence in Nursing:** Nursing is a profession that demands a nursing student's commitment to evidence-based practice and to the health, well-being, and safety of clients. The client willingly gives the nursing student their trust in her/his ability to provide nursing care in accordance with their clinical education objectives.
- 7.2 Encouraging lifelong learning:** The health care environment is ever changing. Nursing students, after attaining licensure as a registered nurse, have a responsibility to continue to educate themselves formally and informally throughout their careers to remain clinically competent to meet the health care needs of an increasingly diverse client population across an ever changing health care environment.
- 7.3 Professional development:** Professionalism is a key factor for gaining the trust of others. Participation in professional organizations is imperative to one's professional development. It begins by nursing students becoming active members and participants in NSNA; participants in nursing research utilization to advance evidence-based practice (NSA Resolution #3 2009); and in advocating for interdisciplinary education opportunities (NSA Resolution #13 2009). Professional development continues for registered nurses as evidenced by membership in state nurses association (ANA) and specialty nursing organizations, and through continuing formal education.
- 8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.**
- 8.1 Treat others with respect:** Nursing is based on client care that is supported by a foundation of respect and trust. Respect should be a fundamental component of interprofessional and inter-professional collaboration in which the nursing student participates (Nursing's Social Policy Statement, ANA, 2003)
- 8.2 Promote an environment that respects human rights:** As members of NSNA, nursing students pledge to refuse to engage in, or condone discrimination on the basis of race, color, creed, national origin, ethnicity, age gender, marital status, lifestyle, disability, or economic status (*NSA Code of Ethics: Part One 1999; NSA Bylaws, Article III Purpose and Functions Section 2, item f, 2007*). By

providing an atmosphere that allows clients to voice their needs, and to collaborate with the health care team, clients are empowered to meet their health care goals.

8.3 Value: All clients have a unique set of beliefs that form their values. Nursing students are obligated to holistically provide care to clients in ways that respect the client's belief system and empowers them to attain their health goals.

8.4 Choice of cultural and spirituality. Nursing students have a responsibility to demonstrate respect for the client by seeking to understand the client's health care goals, their strengths and values, their cultural and spiritual beliefs, and how they influence and support the client's care.

9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.

9.1 Collaborate in every reasonable manner: Clinical learning environments are places for applying the skills that nursing students have learned in the classroom and nursing lab. Nursing students are compelled to deliver the highest quality of care possible in these clinical learning environments. If the student has questions or needs clarification on a procedure or nursing intervention, they are obligated to refer those questions to the nursing faculty or preceptor assigned to manage the student's clinical learning experience. The client's safety is the highest priority and the student should not leave their questions go unanswered.

10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.

10.1 Nursing is a fast-paced ever-changing field that leaves little or no room for error. It is imperative for nursing students to communicate what they are learning as well as the need for further education in a clinical practice area through any means possible such as, verbal conferences and written evaluation. Learning as a process may vary for each individual student. However, each student shares responsibility for ongoing evaluation of their clinical learning and participates as an active learner by demonstrating and documenting that their clinical learning objectives have been met and maintained.

11. Encourage faculty, clinical staff, and peers to mentor nursing students.

11.1 Encourage faculty: Nursing faculty are an important and readily professional practice. By encouraging faculty to mentor students in evidence-based practice, in professional involvement in NSNA as a student, and in other nursing organizations after graduation, nursing programs prepare students to advocate for clients and to provide safe quality nursing care.

11.2 Encourage staff: Clinical staff and clinical preceptors are important sources of information about safe quality nursing practice and evidence-based Policies and Procedures in the clinical practice environment. By encouraging staff to mentor nursing students and to role model professional behaviors, health care institutions can create welcoming and effective learning environments.

11.3 Encourage peers: Peer mentoring has a unique advantage because of the shared experience of being a nursing student. Peers provide a different perspective on a nursing student's discussions. These reviews promote a career-long activity of collaborative learning and peer mentoring, and should be practiced as a component of clinical learning.

12. Refrain from performing any technique or procedure for which the student has not been adequately trained.

12.1 Operating within appropriate scope of practice: The client's well-being is the highest priority. By performing procedures or interventions that the student is not ready to perform, the student and faculty are placing the client's well-being in jeopardy. The student must inform the faculty or clinical preceptor assigned to supervise the clinical experience whenever they are unprepared to safely provide an assigned intervention or procedure. This allows the faculty or clinical preceptor to provide the needed information for safely conducting the procedure.

13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.

13.1 Academic or clinical setting: Nursing students must recognize that actions influence the reputation of the nursing program and the profession of nursing. Therefore, whether on campus or in clinical settings, nursing students have a responsibility to come prepared to provide safe quality

nursing care under the direction of the faculty or preceptor. By not engaging as an active learner or violating the nursing program's code of conduct (i.e. not coming prepared to class, missing a significant amount of class time, cheating or condoning other student's actions to cheat on exams, etc.) violates ethical and academic responsibilities of nursing students and future nurses. As an NSNA member, nursing students pledge in the *NSNA Code of Professional Conduct (1999)* to refrain from any form of cheating or dishonesty, and take action to report dishonorable practices to proper authorities using established channels.

- 13.2 Creating unnecessary risk of injury to the client, self, or others:** Nursing students have shared responsibility with the health care team for maintaining the safety of clients, themselves, and others in the academic and clinical learning environment. Any action that creates the potential for harm or increases the risk for failure to maintain and support the physical or mental integrity of clients, self, or others are contradictory to these responsibilities. Competent delegation and supervision are a shared responsibility between the registered nurses and the health care team to control for unnecessary risks of injury to the client, self, or others. Nursing education should provide nursing students with opportunities to develop competencies related to delegation, including assessment and planning, communication, surveillance and supervision, evaluation, and feedback (National Council of State Boards of Nursing (NCSBN), 2005; NCSBN & ANA, 2006).
- 13.3 Refraining from any deliberate action or omission of care that creates unnecessary risk to the client, self, or others:** Knowingly withholding action, acts of omission of care, and deliberate actions that create unnecessary risk to the client, self, or others is a violation of the ethical and professional responsibilities of nursing students. Such acts are subject to review by the academic institution, and others as deemed appropriate.
- 14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.**
- 14.1 Assist staff or preceptor:** While the nursing student may observe and assist the staff nurse or preceptor with the education and care of the client, primary responsibility for informed consent and managing and implementing the plan of care/research protocols remains with the physician/primary care provider/researcher in collaboration with the client, the staff nurse, and health care team.
- 14.2 Ensuring that there is full disclosure:** The nursing student should immediately, in a confidential setting, make full disclosure of any questions the client verbalizes and any concerns pertaining to the client's safety, privacy, or informed consent to the nursing faculty or preceptor as well as to the staff nurse assigned to the client.
- 14.3 Proper authorizations are obtained from clients:** The staff nurse assigned to provide the client's care has the responsibility with the physician/primary care provider/researcher to assure that the client understands the treatment and/or research being provided and that proper authorizations are obtained from client after all of the client's questions are answered (National Institutes of Health (NIH), 2006).
- 14.4 Regarding any form of treatment or research:** Human subject research requires that participants be given full disclosure of the purpose and procedures in the research study, including the potential benefits and risks. The client maintains the right to decide to participate or not to participate in the research (NIH, 2006).
- 15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.**
- 15.1 Abstain from the use of alcoholic beverages or any substances that impair judgment:** Nursing students strive to promote client, family, co-worker, and self-safety in academic and clinical settings. This cannot be accomplished when health professionals or nursing students are under the influence of any substance, legal or illegal, which impairs judgment. Impaired decision-making can contribute to patient outcomes and can lead to disciplinary action.
- 15.2 In the academic and clinical setting:** In classroom and clinical settings nursing students gain opportunities to build their critical thinking skills and learn to make sound clinical judgments. Nursing students should hold their colleagues and peers to this same standard. In that regard, if

suspects a colleague of alcohol or substance intake, he or she should discuss the situation in a confidential setting with the nursing faculty or preceptor.

16. Strive to achieve and maintain an optimal level of personal health.

16.1 Optimal level of personal health: As agents of a research-based industry we must remember the objective and scientific guidelines of optimal health. Taking care of one's self is important to providing good nursing care. Personal health encompasses both physical and mental health.

16.2 Striving to achieve and maintain: It is important for nursing students to be familiar with and routinely practice a healthy lifestyle. Nursing students and nurses are ambassadors, role models, and health educators for clients. It is an important responsibility for nursing students to maintain their own physical and mental health to provide safe quality nursing care to clients.

17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

17.1 Support access to treatment and rehabilitation for students experiencing impairment: Nursing students should be familiar with the established policies and regulations related to substance abuse. Nursing students who are substance abusers must seek assistance to address this issue. By not doing so places both the student and clients in jeopardy and may result in dismissal from the program, disqualification for taking the licensure examination; and in the case of professional misconduct or malpractice may result in legal action.

17.2 Mental or physical health issues: Nursing students suffering from mental and/or physical health issues must address these issues as soon as they become known. Assistance may be available at the student health center or other providers either on or off campus. By maintaining a high level of mental and physical health, nursing students will have the capacity to help others.

18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

18.1 Uphold school policies and regulations related to academic and clinical performance: Adherence to the rules and regulations that are established for students including honesty, integrity, and professionalism within all academic and clinical settings are imperative. Nursing students must hold themselves and others accountable to these high standards. Being aware of the rules, regulations, and policies is part of this accountability: ignorance is not an excuse for violations.

18.2 Reserving right to challenge and critique rules and regulations as per school grievance policy: Nursing students have the right to challenge and critique rules and regulations following the process outlined in the school's grievance policy. Student perspectives and evaluations should be integral components of quality improvement for classroom and clinical learning environments, and the curriculum. NSNA adopted the *Student Bill of Rights and Responsibilities (NSNA House of Delegates, 1975, 1991, 2006)* and *Grievance Procedures (NSNA Board of Directors, 1975, 1991)* to provide nursing students, faculty, and nursing programs a resource for developing and revising school grievance policies. Nursing students have a responsibility for adequate preparation for participation in academic classroom and nursing lab environments, and for safe quality clinical practice under the direction and supervision of nursing faculty and clinical preceptors.

**2009, National Student Nurses' Association, Inc.

POLICY ON UNSAFE CLINICAL PRACTICE

A student whose pattern of behavior is found to be UNSAFE may be dismissed from the RN Program for reasons of actual or potential UNSAFE practices at any time during the program.

- A. UNSAFE behavior is defined as anything that does or has the potential to cause injury or death or lengthen the hospital stay of the patient or prolong the recovery process of the patient.
- B. UNSAFE behavior is also defined as anything that a student may do to cause a risk of potential harm to himself or herself.
- C. The student practices according to the American Nurses Association Code of Ethics, Standards of Practice, and the Arkansas State Nurse Practice Act. Examples of unsafe practice include but are not limited to the following:
 - 1. refuses assignment based on patient's race, culture, or religious preference.
 - 2. inappropriate practice of any assigned activity related to clinical practice.
 - 3. ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects or potentially affects patient welfare.
 - 4. failure to abide by Rules and Regulations of the health care agency.
- D. The student's practice meets the needs of the human system from a physiological, psychological, and spiritual standpoint. Examples of unsafe practice include but are not limited to the following:
 - 1. failure to display stable mental, physical, or emotional behavior(s) which may affect others' well-being.
 - 2. failure to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
 - 3. acts of omission or commission in the care of patients, such as but not limited to: physical abuse, placing in hazardous positions, conditions, or circumstance, mental or emotional abuse, and medication errors.
 - 4. interpersonal relationships with agency staff, coworkers, peers, or faculty resulting in miscommunication, disruption of patient care and/or disturbed unit functioning.
 - 5. lack of physical coordination necessary for carrying out nursing procedures.
 - 6. requiring an undue and/or an unusual amount of faculty supervision and time in order to function safely.
 - 7. failure to identify priorities in the planning or delivery of care.
 - 8. inappropriate delegating of care-related tasks.
- E. The student's practice demonstrates continuity in the responsible preparation, documentation, and promotion of continuity in the care of patients. Examples of unsafe practice include but are not limited to the following:
 - 1. failure to provide concise, inclusive, written, and verbal communication.
 - 2. failure to accurately record comprehensive patient behaviors.
 - 3. failure to report questionable nursing practices.
 - 4. attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
 - 5. dishonesty, including false charting, cheating on assignments, etc.
- F. The student's conduct shows respect for the individual, patient, health team member, faculty, and self, including but not limited to the innate, legal, and cultural realms. Examples of unsafe practice include but are not limited to the following:
 - 1. failure to maintain confidentiality of interactions.
 - 2. failure to maintain confidentiality of records.
 - 3. dishonesty in relationships.
 - 4. utilization of stereotypical assessments which are detrimental to patient care.

5. failure to recognize and promote every patient's rights.
- G. Students are not allowed to administer any medication unless under the direct supervision of the clinical instructor or staff nurse. All medication administration must follow the policies of the program and hospital/agency. Students may not perform the following:
 1. Administer blood or blood products.
 2. Prepare or administer emergency medications (e.g. dopamine, lidocaine, etc.)
 3. Administer any chemotherapeutic agents.
 4. Prepare or administer IV narcotics through PCA or epidural infusion.
 5. Administer IVP medications to pediatric patients.
 6. Administer IVP medications to newborn, and/or laboring clients.
 7. Administer critical medications such as oxytocin and magnesium sulfate to laboring or post-partum clients.

PROCEDURES TO BE FOLLOWED IN CASES OF UNSAFE BEHAVIOR/PRACTICE

- A. The student will be informed that he/she is believed to have engaged in UNSAFE behavior/practice and will be sent home from the clinical setting.
- B. The student will be counseled by the clinical instructor and the behavior/practice in question will be discussed either the day of clinical or next class day following the clinical experience in question, if possible. This will be documented on the Clinical Warning Form.
- C. A student determined to have UNSAFE behaviors/practices will not be allowed to return to the clinical area until resolution is determined.
- D. If student disagrees with the clinical instructor's determination of UNSAFE behavior/practice, the student's defense or explanation of the behavior will be heard in a conference with the Director, Coordinator of the course, and the clinical instructor involved. A decision will be rendered determining the future status of the student in the program.
- E. If UNSAFE behavior/practice is determined, the student will be dismissed from the nursing program and will receive a failing grade "F" in the course and the student will be ineligible for readmission.
- F. The student has the right to appeal the decision made through the college academic due process.

STUDENT RESPONSIBILITIES

- A. Classroom: As a student at North Arkansas College, you share the responsibility for your success. The only way you can benefit from the many opportunities offered to you by the college is by doing your part. As a student, you are responsible to:
 1. read the college catalog, follow the North Arkansas College Code of Conduct.
 2. read the syllabus for each class. The syllabus tells you what the instructor expects from you.
 3. attend all classes and arrive on time. Excessive class absences or tardiness is not an acceptable behavior.
 4. notify the instructor of any absence or if you need to leave early.
 5. be prepared for class. Complete reading assignments and other homework before class so that you can understand the lecture and participate in discussion. Always have pen/pencil, paper, and other specific tools for class.
 6. learn to take good notes. Write down ideas rather than word-for-word statements by

the instructor.

7. allow time to use all the resources available to you at the college. Visit your instructor for help.

8. adhere to the policies in the Northark and Registered Nursing Student Handbook.

9. treat others with respect. Part of the college experience is being exposed to people with ideas, values, and backgrounds different from yours. Listen to others and evaluate ideas on their own merit.

10. conduct yourself in a professional manner. Undue conversation, noise dirty jokes, and gossip are unprofessional behavior and will not be tolerated.

11. If the student disagrees with the instructor, that student should ask questions in a non-challenging manner. Students should be seeking information in a spirit of inquiry rather than in a challenging manner.

B. Virtual Attendance: Faculty may feel it necessary to meet virtually for various reasons. The following guidelines apply during virtual meetings.

1. Students must be logged into the virtual classroom five minutes before class is scheduled to begin. Attendance will be taken at the beginning of class, to be considered "present", you must be logged in using a webcam and your face must be visible.

2. Faculty must continually see a live feed with your full face. Please avoid activities that could be distracting to other participants.

3. Attendance will also be taken at the end of class. You will be considered absent if you are not present at that time. If you must leave early, notify the faculty by email.

4. Classroom etiquette rules apply while in the virtual classroom.

5. All students should have their audio muted during lecture to minimize background noise. You may unmute to ask questions.

6. Cell phones should be on silent and no texting or web surfing during class.

7. Faculty will provide break times during class. You will not need to log off. You can step away from the computer, but please be back and ready at the time given.

8. No smoking, vaping, or drinking alcohol while in the virtual classroom.

9. Be mindful that when using a webcam, everyone can see everyone else. Proper attire will be expected.

10. Secure daycare or sitter arrangements for children, assure pets are fed/walked, and family know that you are 'in class'.

C. Clinical: The purpose of clinical is to provide the student an opportunity for application of knowledge learned in the classroom. As a student, you are responsible to:

1. Adhere to policies of the Registered Nursing Program, North Arkansas College, and the facility you are attending.

2. Refrain from the use of profanity.

3. Refrain from eating or drinking in the nursing units.

4. Refrain from chewing gum while in clinical.

5. Arrive ready to report on time.

6. Adhere to attendance policy.

7. Complete assignments and turn in on time.

8. Participate in post-conference by completing assignments and discussing your patients.

9. Notify instructor if you:

a. need to leave early.

b. if you have procedures to perform even if you have been independent.

c. if you have questions.

10. Adhere to the dress code:

- a. **proper uniform** clean and pressed. The student must wear the uniform required by the school and it must be purchased at the Uniform Place. A white or black undershirt may be worn under the uniform. Three-quarter length sleeves or long sleeve are acceptable. No turtle or mock turtleneck. Shirt must be primarily cotton (no polyester or thermals). The shirt must be tucked in or not hanging below your uniform shirt. Female students may wear either the pants uniform or the dress uniform, the latter is to be no shorter than at mid-knee length. Female students who are pregnant may wear the regulation uniform in maternity sizes.
- b. **school patch** should be placed on left sleeve of the uniform approximately three inches from the shoulder and centered.
- c. school and/or hospital **name tag** attached.
- d. **footwear** should be clean, closed toe, soft soled, washable, and have a closed back. Leather or leather like material is permitted. Canvas/mesh or other type material is not permitted. Shoes must be mostly white or black in color. Shoes should be in good repair, clean and polished, and with no holes. Socks are to be worn and must be white or black to match the shoe color and above the ankle. Female students wearing a dress or skirt may wear white stockings.
- e. **proper lab coat** with school patch is required.
- f. supplies include face shield or goggles, bandage scissors, watch with a second hand (smart watches are not allowed in clinical), stethoscope, pocket notebook, pen light, and black ink pen must always be with the student in clinical.
- g. the student may wear a wedding ring and **one small post earring** per ear, small gold or silver ball stud earrings, no larger than 5mm. No hoops or dangling earrings. No tongue, nose, or other visual body piercings that can be seen may be worn. All tattoos that are visible must be covered. If it is determined the tattoo cannot be covered, the student should see the RN Program Director to determine appropriate accommodations and documentation. **No other jewelry is allowed.**
- h. **hands and nails** must be clean. Fingernails are to be short and should not be visible over the fingertips when the fingers are at eye level. Artificial nails or nail polish of any color is not acceptable.
- i. **perfume or shaving lotion** is not acceptable.
- j. good **personal hygiene** is mandatory in caring for patients. Shower, brush teeth, and wear deodorant daily. Students and their clothing should be permeated with strong odors (i.e. perfume, smoke, body odor, halitosis, etc.). Body odor or halitosis will not be tolerated. Students may be sent home if an offending odor is evident.
- k. **Hair** must be clean and well-groomed. Hair color is to reflect a natural color and not be bizarre or distractive in style or color. Hair must be pulled back and out of the face. Hair longer than collar length must be secured at the back of the neck, as to not obstruct vision or interfere with any procedures (such as wound care). Only ponytail holders, small bobby pins, or headbands less than two inches in width may be worn. Headbands should be solid color to match shoe color. Headbands must be clean and not stained and must be free of design, bows, ties, etc.
- l. **Facial hair** should not exceed one half inch, nor be lower than two fingers width above the larynx or extend below the right angle of the mandible. Mustaches shall not extend below the corners of the mouth, nor extend beyond the corners of the mouth in parallel directions (i.e. handle-bar mustache). The lower margin of the mustache shall not extend below the upper line of the top lip. The natural top lip line must be clearly visible with the lips closed. No mustache dressing (i.e. wax) shall be used or applied during clinical rotation. Sideburns shall be so trimmed as to

permit the ear lobes to be visible from a face-to-face view. No bizarre or unrecognized styles shall be worn. Any beard or mustache must be established presentably prior to the beginning of a semester. Guidelines for facial hair are presented to assure hygiene and infection control.

m. changes to scrub suits when in special areas as indicated by hospital policy.

n. **Make-up** should be limited to soft tones of blush, lipstick, and minimal eye make-up, including eyelashes.

11. Notify clinical area and instructor if you are going to be absent or late.
12. Keep patient information confidential.
13. Schedule conferences with instructors as needed to discuss strength and weaknesses and seek guidance to learning.
14. Standards of professional conduct outline behaviors necessary for the protection of the public and the professional. Students will adhere to and be accountable for the standards of conduct as defined by faculty, the Arkansas State Board of Nursing and the ANA Code of Ethics (see Appendix A).
15. Do not leave the hospital during clinical hours.
16. Do not utilize hospital copiers to copy anything.
17. Do not utilize hospital computer for personal use. Inform instructor if you need to utilize computers.
18. Students are expected to follow Expected Behaviors for Safe Clinical Practice listed in the Registered Nursing Handbook.
19. Remain busy. Take initiative to find something to do. Be courteous to your patients and all staff. Maintain a cooperative and uncomplaining attitude. Do not compare one clinical site or clinical instructor to another. Each facility and instructor have its own uniqueness.
20. Do not discuss personal problems with patient or staff. No personal telephone calls are to be made or received during clinical hours unless it is an emergency. Do not seek free medical advice for yourself or family while in clinical.
21. The clinical site reserves the right to refuse further clinical opportunities for any student who is involved in any activity not considered professional or conducive to proper patient care. If a student is refused admission into any clinical site, the student will be dismissed from the nursing program.
22. When in uniform you are representing North Arkansas College, your classmates, and the faculty. Posture and walk communicate a great deal to others. The school uniform of the North Arkansas College Department of Nursing is not to be worn at any time other than while acting in the role of a nursing student. The instructor is responsible for determining what constitutes appropriate professional attire in agencies and areas.
23. Responsibility to Provide Care – The faculty believes professionals have a responsibility to provide care to all clients regardless of social or economic status, personal attributes or the nature of health problems (see ANA Code of Ethics statement 1 in Appendix A). In the unlikely event that a student should refuse to care for a client, the faculty will:
 - a. counsel with the student to identify the reasons for the refusal
 - b. gives information regarding the health problem
 - c. discusses legal and ethical responsibilities of health care professionals in providing care.

If the issue is not resolved by the above steps, the faculty may counsel the student as to the appropriateness of a career in health care. Causes of student refusal will be handled on an individual basis considering both the course objectives and individual

circumstances. However, the student should realize that he or she is being educated to enter a health profession; therefore, each student is held to the same ethical and legal standards of care under which a professional would be held. The act of permitting a students' refusal to care for a patient with a specific health problem could be interpreted as a discriminatory act against a disabled per (Disabilities Act of 1990).

- D. Lab: The purpose of the lab is to provide an opportunity for students to practice skills until they feel comfortable and competent in performing that skill. At that time, the student will be checked off by an instructor. As a student, you are responsible to:
1. Utilize the nursing lab to your full advantage. You may choose to:
 - a. practice a skill
 - b. work on assignments
 2. Remember to include the standard steps for nursing procedures at the beginning and end of each procedure. These are very important and must be demonstrated.
 3. Keep the equipment and lab clean and organized. Rules for clean-up include:
 - a. put away equipment and linen neatly.
 - b. Place mannequin in low Fowler's position; linen pulled up neatly; call light in reach; bedside table by bed.
 - c. Pick up and throw away any trash.
 - d. No food or drink allowed in lab.
 4. Respect others. You may work with other students. However, be quiet and respectful of others in the lab.
 5. Stay in the lab or classroom during lab time. The instructor will let you know when a break can be taken by all students.
 6. Adhere to #9, 10, & 11 classroom responsibilities.
- E. Simulation: The purpose of the simulation experience is to simulate a realistic clinical situation. All circumstances around the simulation should be maintained as realistically as possible. It is an opportunity for students to learn, practice critical thinking, and participate in unfamiliar clinical scenarios while patient safety is not placed in jeopardy. Faculty realize that this type of artificial setting can be uncomfortable and even intimidating to the students. However, the opportunities for learning is tremendous. These circumstances require the following guidelines to be in place so that the simulation experiences accomplish the learning for which they are intended.
1. A confidentiality agreement is required to protect the content of the scenario and the simulation experience.
 2. Orientation is provided, as needed, for each clinical simulation experience.
 3. Simulation hours with a 2:1 ratio indicating that every two hours of a traditional experience is equal to one hour of a simulation experience. For every one simulation hour missed, two clinical hours in any non-simulating setting (per the instructor's discretion) will be made up by the student, including pre & post simulation assignments.
 4. The same conduct rules in the RN Program handbook apply to simulation the same as clinical.
 5. Video recording may be used for educational purposes.
 6. Simulation experience is clinical and will be evaluated using the same standards.
- F. As a student, you are responsible for:
1. being dressed in full uniform which includes name badge, stethoscope, pen light, etc.
 2. planning and preparation for the experience before entering the simulation setting.

3. conducting yourself in the simulation setting as if in a clinical setting.
4. treating each other, the faculty, and the simulator respectfully at all times.
5. being prepared. Students who are unprepared or do not actively participate in the experience may be asked to leave.
6. assisting and maintaining a clean and organized simulation center. This may require some additional time spent at the completion of your simulation so items and supplies may be returned to the proper storage unit.
7. Actively participating in the assigned simulation experience.



Registered Nursing Program
Clinical Improvement Form
Definitions & Procedures

S = Satisfactory

Students meet minimum requirements for the program outcomes.

N = Needs Improvement

Students did not meet minimum requirements for 1 or more core competency for that program outcome. Any N's accrued in a core competency for that experience will be counted as 1 occurrence. Only 1 N may be accrued per week in each core competency. If an N is received, then the student and instructor are expected to:

1. Discuss the issue during the clinical rotation.
2. The instructor will document the discussion on the clinical formative evaluation tool.
3. The instructor will fill out the clinical improvement form.
4. The student will formulate a simple remediation plan to be presented to the clinical instructor and course coordinator. (if applicable)
5. If after remediation, the student receives another N, the process will be repeated once more.
6. If the student receives 3 N's in the same program core competency, then they will receive a U for that clinical rotation and will be dismissed from the program. Only one N is accrued per week, per core competence.

U = Unsatisfactory (3 N's)

Student did not demonstrate essential skills for patient safety, professional behavior, etc., as stated in the RN Handbook. If the student participates in any of the reasons for dismissal as listed under "Unsafe Clinical Practice" in the RN Handbook they will receive a U on the clinical formative evaluation tool.

If the student receives 3 N's in the same core competency, then they will receive a U for that clinical rotation and will be dismissed from the program. Any N's accrued in a core competency for the experience will be counted as 1 occurrence. Only 1 N may be accrued per week in each core competency.

Revised: 4/12
10/24/12
5/30/18
5/1/2020

North Arkansas College
Department of Nursing RN Program
Formative Evaluation Tool

Semester _____

Course _____

Student Name _____ Clinical Rotation _____

S = Satisfactory N = Needs Improvement U = Unsatisfactory NA = Not Applicable

Human Flourishing	COMMUNICATION								
	Uses effective therapeutic communication skills with patients, health care team, faculty, peers, and others								
	Documents appropriately in either writing or in the electronic health record								
	PATIENT CENTERED CARE								
	Provide comprehensive patient care appropriate to the level of student knowledge in compliance with clinical agency policy and procedure								
	LEVEL 1: Develop an individualized plan of care in collaboration with the patient and family, with a focus on assessment and identification of nursing problems								
	LEVEL 2: Develop an individualized plan of care in collaboration with the patient and family, with a focus on assessment, identifying nursing problem and related interventions								
	LEVEL 3: Advocate for the patient and family to develop an individualized plan of care in collaboration with the interdisciplinary health care team, with a focus on assessment, implementation, and evaluation								
	Demonstrates compassion for others								
	DIVERSITY								
	Demonstrate cultural sensitivity and respect for diversity while promoting health and maintenance in the health care setting								
Nursing Judgment/Practice	SAFETY / QUALITY IMPROVEMENT								
	Perform clinical procedures with increasing proficiency at the expected level of knowledge and skill of the student								
	Performs safe, timely medication administration								
	LEVEL 1: Identify safety needs in the health care environment through continuous assessment								
	LEVEL 2: Identify and intervene safety needs in the health care environment through continuous assessment								
	LEVEL 3: Identify, intervene, and modify safety needs in the health care environment through continuous assessment								
	Minimizes risk of harm and provides for a safe environment for self, others and patients								
	CRITICAL THINKING								
	LEVEL 1: Identify and communicate signs and symptoms of changes in client status								
	LEVEL 2: Identify and communicate signs and symptoms of changes in client status implementing appropriate interventions as indicated.								
	LEVEL 3: Anticipate changes in client health status, intervene, and communicate appropriately								
	MANAGING CARE								
	LEVEL 1: Demonstrate appropriate knowledge for the collection of client history and identification of disorders								
	LEVEL 2: Analyze data collected from client history and identification of disorders, then implement interventions accordingly								
	LEVEL 3: Formulate a plan based on the analysis of data for the management of risk factors and disorders								
	LEVEL 1: Identify patient priorities and related interventions								
	LEVEL 2: Identify patient priorities and implement related interventions in a timely manner								
	LEVEL 3: Identify patient priorities, implement related interventions, evaluate outcomes and modify plan of care in a timely manner								
	Demonstrates organizational skills								

	COLLABORATION / TEAMWORK							
	Functions as a team member by demonstrating cooperativeness & displaying mutual respect							
	Conduct patient care reports (hand-off communication) efficiently and effectively							
Spirit of Inquiry	EVIDENCE BASED PRACTICE							
	Seek out learning opportunities by evaluating evidence-based practice concerning current health care trends to improve patient outcomes							
Professional Identity	PROFESSIONAL BEHAVIORS							
	Professional appearance (uniform and hygiene) and preparedness (comes to clinical with stethoscope, name tag, pen, clinical binder, etc.)							
	Appropriate attendance and timeliness. Notifies clinical instructor of absence/tardiness per policy when applicable							
	Accepts criticism and corrects mistakes willingly							
	Is self-motivated, directed, and demonstrates a positive attitude							
	Complies with agency and program policy							
	Actively participates in face-to-face, online post-conferences, and completes assignments on time							
	TEACHING AND LEARNING							
	LEVEL 1: Assess learning needs and develop appropriate teaching plan							
	LEVEL 2: Assess learning needs, develop appropriate teaching plan, and specify reasonable outcome measures							
	LEVEL 3: Assess learning needs, develop appropriate teaching plan, specify reasonable outcome measures, and evaluate learner outcomes							
	INFORMATICS							
	Utilizes technology to provide safe patient care							
	Access appropriate resources to support positive patient outcomes							
	LEGAL / ETHICAL							
	Practices with in the identified role of a student nurse							
	Maintains confidentiality (HIPAA)							
Clinical Instructor Initial HERE								

INSTRUCTOR COMMENTS:

Instructor
Signature: _____ Date: _____

STUDENT COMMENTS:

I acknowledge that I have read and understand the above clinical evaluation.

Student Signature: _____ Date: _____

Student Name _____

Clinical Rotation _____

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

NA = Not Applicable

	<i>Communication</i>	<i>S, N, U, NA</i>	<i>Instructor Comments</i>
HUMAN FLOURISHING	Uses effective therapeutic communication skills with patients, health care team, faculty, and others Documents appropriately in either writing or in the electronic health record		
	<i>Patient Centered Care</i>		
	Provide comprehensive patient care appropriate to the level of student knowledge in compliance with clinical agency policy and procedure LEVEL 1: Develop an individualized plan of care in collaboration with the patient and family, with a focus on assessment and identification of nursing problems LEVEL 2: Develop an individualized plan of care in collaboration with the patient and family, with a focus on assessment, identifying nursing problem and related interventions LEVEL 3: Advocate for the patient and family to develop an individualized plan of care in collaboration with the interdisciplinary health care team, with a focus on assessment, implementation, and evaluation Demonstrates compassion for others		
	<i>Diversity</i>		
	Demonstrate cultural sensitivity and respect for diversity while promoting health and maintenance in the health care setting		
Nursing Judgment/Practice	<i>Safety/Quality Improvement</i>		
	Perform clinical procedures with increasing proficiency at the expected level of knowledge and skill of the student Performs safe, timely medication administration LEVEL 1: Identify safety needs in the health care environment through continuous assessment LEVEL 2: Identify and intervene safety needs in the health care environment through continuous assessment LEVEL 3: Identify, intervene, and modify safety needs in the health care environment through continuous assessment Minimizes risk of harm and provides for a safe environment for self, others and patients		
	<i>Critical Thinking</i>		
	LEVEL 1: Identify and communicate signs and symptoms of changes in client status LEVEL 2: Identify and communicate signs and symptoms of changes in client status implementing appropriate interventions as indicated. LEVEL 3: Anticipate changes in client health status, intervene, and communicate appropriately		
	<i>Managing Care</i>		
	LEVEL 1: Demonstrate appropriate knowledge for the collection of client history and identification of disorders LEVEL 2: Analyze data collected from client history and identification of disorders, then implement interventions accordingly LEVEL 3: Formulate a plan based on the analysis of data for the management of risk factors and disorders LEVEL 1: Identify patient priorities and related interventions		

	LEVEL 2: Identify patient priorities and implement related interventions in a timely manner LEVEL 3: Identify patient priorities, implement related interventions, evaluate outcomes and modify plan of care in a timely manner Demonstrates organizational skills		
	Collaboration/Teamwork		
	Functions as a team member by demonstrating cooperativeness & displaying mutual respect Conduct patient care reports (hand-off communication) efficiently and effectively		
Spirit of Inquiry	Evidence Based Practice		
	Seek out learning opportunities by evaluating evidence based practice concerning current health care trends to improve patient outcomes		
PROFESSIONAL IDENTITY	Professional Behaviors		
	Professional appearance (uniform and hygiene) and preparedness (comes to clinical with stethoscope, name tag, pen, clinical binder, etc.) Appropriate attendance and timeliness. Notifies clinical instructor of absence/tardiness per policy when applicable Accepts criticism and corrects mistakes willingly Is self-motivated, directed, and demonstrates a positive attitude Complies with agency and program policy Actively participates in face-to-face, online post-conferences, and completes assignments on time		
	Teaching and Learning		
	LEVEL 1: Assess learning needs and develop appropriate teaching plan LEVEL 2: Assess learning needs, develop appropriate teaching plan, and specify reasonable outcome measures LEVEL 3: Assess learning needs, develop appropriate teaching plan, specify reasonable outcome measures, and evaluate learner outcomes		
	Informatics		
	Utilizes technology to provide safe patient care Access appropriate resources to support positive patient outcomes		
	Legal/Ethical		
	Practices within the identified role of a student nurse Maintains confidentiality (HIPAA)		

PASS FAIL

Student Comments:

I acknowledge that I have read and understand the above clinical evaluation.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

**North Arkansas College
Department of Nursing
Clinical Improvement Form**

Student Name:

Clinical Rotation:

The above student has received a **“Needs Improvement”** evaluation from the clinical instructor. The following area(s) was/were designated as not meeting the minimal requirement.

(Circle)

Human Flourishing

**Communication,
Cultural Diversity**

Patient Centered Care,

Nursing Judgment/Practice

**Safety/Quality Improvement,
Critical Thinking**

**Managing Care,
Collaboration/Teamwork**

Spirit of Inquiry

Evidence Based Practice,

Professional Identity

**Professional Behavior,
Informatics,**

**Teaching-Learning,
Legal-Ethical**

Specific area needing improvement –

Student’s plan for remediation –

I acknowledge that I have read and understand the above clinical evaluation.

Student:	Date:
Instructor:	Date:
Course Coordinator:	Date:

INC 10-24-12. 10-2016 CJ.

APPENDIX A

CODE OF ETHICS FOR NURSES

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety, of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions: and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, 2016

http://www.nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html

APPENDIX B

REGISTERED NURSING PROGRAM TECHNICAL STANDARDS FORM

The provision of safe patient care necessitates the student's ability to respond to multiple sensory and environmental cues. It is essential that the student be able to read, understand, and apply the information in nursing textbooks, and clinical records. It is essential that the student be able to effectively communicate with patients, families, and peers. The student must be able to tolerate stressful and physically taxing workloads. The student may be exposed to communicable or infectious disease, hazardous materials, and injury from performance of assigned duties.

.....
Communication ☐ Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, spelling, and word usage with patients, families, and co-workers.

☐ Perform mathematical calculation for medication preparation and administration.

☐ Demonstrate basic computer/information technology skills.

☐ Must be able to demonstrate the ability to complete assignments within an allotted timeframe.

.....
Vision ☐ Perform close and distance visual activities involving objects, people, and Paperwork, as well as discriminate depth and color perception.

.....
Hearing ☐ Respond and react immediately to auditory instruction, request, and/or monitor equipment; perform auditory auscultation without auditory impediment.

.....
Motor Skills ☐ Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet.

☐ Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.

☐ Work in a standing position and walk frequently.

☐ Apply up to 10 pounds of pressure to bleeding sites, or in performing CPR.

.....
Psychological Skills ☐ Perform up to twelve-hours in a clinical/laboratory setting.

☐ Be able to tolerate various odors.

☐ Discriminate between sharp/dull and hot/cold when using hands.

☐ Must be able to use critical thinking skills to interpret and evaluate patient data.

☐ Make safe decisions under stressful situations.

☐ Perform effectively and professionally in a stressful environment/situation.

☐ Work well with others.

APPENDIX C

Degree Plan

Registered Nursing (Associate of Applied Science)

Fall 2022
Major: 0710-02

CIP: 51.3801

Student Name: _____ ID# _____

Course	ACTS	Title	Credit Hours	Completed
Spring Semester				
*ENGL 1013	ENGL 1013	English Composition I	3	
#*BIOL 2214	BIOL 2404	Anatomy & Physiology I	4	
*MAT 1013 or higher@		Careers Math or higher@	3	
PSYC 2003	PSYC 1103	General Psychology	3	
			13	
Fall Semester				
**PSYC2103	PSYC 2103	Developmental Psychology	3	
BIOL 2224	BIOL 2414	Anatomy & Physiology II	4	
NURS 1107		Fundamentals of Nursing	7	
			14	
Spring Semester				
CIS 1103	CPSI1003	Introduction to Information Technology	3	
NURS 1114		Medical-Surgical Nursing I	4	
NURS 1124		Maternal & Neonatal Nursing	4	
NURS 1011		Pharmacology	1	
			12	
Fall Semester				
NURS 2104		Medical-Surgical Nursing II	4	
NURS 2114		Pediatric Nursing	4	
##BIOL 2014	BIOL 2004	Microbiology	4	
NURS 2021		Pharmacology II	1	
NURS 2182		Nursing Perspectives	2	
			15	
Spring Semester				
ENGL1023	ENGL1023	English Composition II	3	
NURS 2128		Medical-Surgical Nursing III	8	
NURS 2031		Pharmacology III	1	
			12	
TOTAL			66	

Students must complete each course with a minimum grade of "C" to obtain this degree.

#Requires the prerequisite of "C" or better in BIOL 1014 or BIOL 1434, or CHEM 1214 or CHEM 1415 OR a "B" or better in each of two semesters of high school chemistry.

##Requires the prerequisite of a "C" or better in CHEM 1214 or 1415 or a "B" or better in each of two semesters of HS chemistry and any college level BIOL course.

*Prerequisite to NURS 1107

**Prerequisite to NURS 2114

@ET 1134 (Previously MAT 1134) Applied Algebra & Trigonometry will not be accepted as an option for the MAT requirement for this program.

APPENDIX D



Degree Plan

Nursing RN Bridge (Associate of Applied Science)

Fall 2022

Major: 0710-01
CIP: 51.3801

Student Name: _____ ID# _____

Course	ACTS	Title	Credit Hours	Completed
Fall Semester				
CIS 1103	CPSI1003	Introduction to Information Technology	3	
#*BIOL 2214	BIOL2404	Anatomy & Physiology I	4	
*ENGL 1013	ENG1013	English Composition I	3	
*MAT 1013 or higher@		Careers Math or higher@	3	
*PSYC 2003	PSYC1103	General Psychology	3	
			16	
Spring Semester				
***BIOL 2224	BIOL2414	Anatomy & Physiology II	4	
**NURS 105A		Fundamentals of Nursing Process	6	
NURS 1011		Pharmacology I	1	
NURS 2158		Nursing Process I	8	
***PSYC 2103	PSYC2103	Developmental Psychology	3	
			22	
Summer Session				
NURS 2166		Nursing Process II	6	
NURS 2021		Pharmacology II	1	
			7	
Fall Semester				
##BIOL 2014	BIOL2004	Microbiology	4	
ENGL 1023	ENGL1023	English Composition II	3	
NURS 2031		Pharmacology III	1	
NURS 2178		Nursing Process III	8	
NURS 2182		Nursing Perspectives	2	
			18	
TOTAL			63	

Students must complete each required course with a minimum grade of "C" to obtain this degree.

*Prerequisite to NURS 2158

#Requires the prerequisite of a "C" or better in BIOL 1014 or BIOL 1434, or CHEM 1214 or CHEM 1415 OR a "B" or better in each of two semesters of high school chemistry.

##Requires the prerequisite of a "C" or better in CHEM 1214 or 1415 or a "B" or better in each of two semesters of high school chemistry and a "C" or better in any college level BIOL course.

**After successful completion of the Spring Semester, each student is awarded 6 hours credit for his/her Practical Nursing Education.

***Pre or Co-requisite of NURS 2158

@ET 1134 (previously MAT 1134) Applied Algebra & Trigonometry will not be accepted as an option for the MAT requirement for this program.

Revised: 2-24-2011; 2-29-2012; 4-24-2012; 2-12-2013; 2-14-2014; 2-19-2016; 7-31-2107; 10-13-2017; 3-2-2018, 3/13/2019