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INTRODUCTION

Welcome to Southern Arkansas University’s (SAU) Nursing Program. We, the faculty, feel you have selected the most challenging, rewarding, and versatile career available today.

We believe that a Professional, baccalaureate prepared nurse is one who possesses considerable knowledge of the basic physical, biological, behavioral, and medical sciences, plus the ability and skill to apply this knowledge in caring for clients with common nursing problems. This requires decision-making ability and sound judgment.

We dedicate our time and effort to offer you those experiences that will assist you in reaching this goal. SAU’s academic nursing programs are rigorous, yet achievable to those willing to commit themselves to it. The learning experiences will be available; it is your responsibility to take advantage of them.

SAU provides equal educational opportunities for all, and this policy is fully implemented in all programs according to University guidelines.

Accreditation Commission for Education in Nursing

The Department of Nursing offers the Bachelor of Science (BSN) degree in nursing. The BSN program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The BSN is a traditional 4-year program for pre-license nursing students’ degree. The RN – BSN degree is a completion program for persons who are Associate of Science (ADN), Associate of Applied Science (AAS), or diploma Registered Nurses (RN), and wish to obtain this advanced degree.

All interested parties (students, graduates, and other parties associated with the program) may contact the ACEN to express any statement or concern at the following:

Accreditation Commission for Education in Nursing
3343 Peachtree Road, NE, Suite 850,
Atlanta, Georgia, 30326,
Telephone: 1-404-975-5000

Arkansas State Board of Nursing

The Department of Nursing is approved by the Arkansas State Board of Nursing. All interested parties (students, graduates, and other parties associated with the SAU Nursing Program) may contact the Arkansas State Board of Nursing to express any statement or concern related to BSN program at the following:

Arkansas State Board of Nursing
University Tower Bldg.
1123 South University
Suite 800
Little Rock, AR 72204-1619
Phone: 501-686-2700
Fax: 501-686-2714
Texas Board of Higher Education

The BSN student may complete clinical experiences in Texas. All interested parties (students, graduates, and other parties associated with the SAU Nursing Program) may contact the Texas Higher Education Coordinating Board at the following:

Texas Higher Education Coordinating Board
1200 E Anderson Ln, Austin, TX 78752

Telephone: (512) 427-6101
Or:

The Texas Higher Education Coordinating Board’s Student Complaints webpage (with forms and a description of the complaint procedure):

http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D

The web address for the rules governing student complaints-Title 19 of the Texas Administrative Code, Section 1.110-1.120:

Curriculum

BSN Curriculum is accredited until 2027.

RN-BSN Completion Curriculum is accredited until 2027.
Philosophy and Mission Statement

Mission Statement
The Department of Nursing at Southern Arkansas University supports the mission statement, goals, and objectives of the University. The Department of Nursing is committed to demonstrating our core values by providing students with opportunities for intellectual growth through cultivating compassion, communication, and skill development for career preparation in a global environment. We strive to meet regional health care needs by preparing graduates who demonstrate basic competency as health care providers.

Core Values: Quality, Professionalism, Innovation, Caring

Philosophy of the Department of Nursing
Baccalaureate nursing education prepares the graduate for entry into professional practice as a generalist who provides evidence-based care for persons as individuals, members of family/groups, and as communities in both structured and unstructured health care settings.

The complexity of decision-making and accountability increases in proportion to the complexity of the client health care setting, and the preparation of the practitioner. The different levels of nursing education imply education increases in complexity to correspond with the expected competencies of each graduate.

PERSON
Each person is a physiological, psychological, sociocultural, and spiritual being, and is therefore, unique and irreplaceable. The person is continually interacting and affected by the internal and external environment. Each person is dynamic and distinct, because they have unique and common basic human needs across the life span. The person within the context of individual, family/group, or community is the recipient of nursing care.

ENVIRONMENT
The environment consists of internal and external elements, which are in constant interaction with the person. The internal environment is composed of physiological, psychological, sociocultural, and spiritual factors, which influence the person from within. The external environment includes the physical and social elements that are external to and interactive with the person. The internal and external environments interact to produce needs unique to each person. The process the person chooses to meet those needs changes the health of the person.

HEALTH
Health is a dynamic state influenced by personal choices occurring in and across all environments. The health of the person is dependent upon resources available within the internal and external environment. Through collaborative efforts, health is promoted, maintained, and/or restored until the end of life.
NURSING
Nursing is a scientific discipline that provides holistic care for culturally diverse persons across the life span. Nursing acknowledges the dignity, worth and the right of all persons to have their health care needs provided in and across all environments through the use of nursing/research process. The practice of nursing is based on knowledge, which incorporates critical thinking, communication, therapeutic nursing interventions, professionalism, roles, and service.

NURSING EDUCATION
Nursing education requires a foundation in liberal education, which provides an effective base of knowledge and cognitive skills upon which to build professional and personal growth. Nursing education within the university setting offers the opportunity to interact with students from diverse educational disciplines, which provides the individual an experience to build a broader foundation, thus shaping their practice of nursing.

Nursing education is a life-long process that assists individuals in developing the potential to function productively within an ever changing health care system. The use of technological resources and innovative creative teaching strategies provides optimal learning experiences. Learning occurs when the student perceives it as relevant and the information received has concurrent application.

Faculty facilitate, create, and guide learning opportunities, thus enabling individuals to seek and develop knowledge, skills, and attitudes to prepare them for practice within the nursing profession.

Revised July 2015
### Expected End of Program Student Learning Outcomes (EPSLO)

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<th>The Essentials</th>
<th>Revised</th>
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<td>Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice</td>
<td>1. Synthesize knowledge from the sciences, the humanities, social sciences, and nursing as the foundation for decision-making for professional nursing practice.</td>
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<td>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety</td>
<td>2. Apply leadership principles when managing safe, quality nursing care for diverse populations.</td>
</tr>
<tr>
<td>Essential III: Scholarship for Evidence-Based Practice</td>
<td>3. Integrate evidence-based practice, critical thinking, and clinical judgment in the delivery of patient-centered care.</td>
</tr>
<tr>
<td>Essential IV: Information Management and Application of Patient Care Technology</td>
<td>4. Facilitate safe, quality nursing care utilizing an innovative range of technologies.</td>
</tr>
<tr>
<td>Essential IX: Baccalaureate Generalist Nursing Practice</td>
<td>9. Apply nursing care based on evidence that contributes to safe and high quality patient outcomes in a variety of healthcare environments.</td>
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Revised Fall 2018
Articulation Standards

Based on the Arkansas Nursing Articulation Model, diploma or associate degree RNs who meet the criteria are eligible to receive credit for core nursing courses by validation (without testing). The credit is held in "escrow" until after the student has successfully completed all SAU BSN degree requirements. Potential students eligible for any of the two tracts should contact the department for more information. Refer to Chapter 6 of Arkansas State Board of Nursing rules and regulations 1.3 and the Arkansas Nursing Articulation Model at www.arsbn.arkansas.gov/education/Pages/ArticulationModel.aspx.

Admission Policy

Application Requirements for Admission to BSN Program:
To be considered for admission into the Bachelor of Science in nursing degree program the student must:

1. Be admitted to SAU with regular or conditional admission status and maintain a University GPA (Grade Point Average) of 2.00 at SAU.

2. Transfer students currently enrolled in other universities at the time of application will be considered for admission into the nursing program if the following documents are on file in the SAU Office of Admissions: completed SAU application form; valid ACT or SAT scores (if available); completed high school transcript or GED scores; college transcripts through the previous semester; and required immunization records. International students must contact the International Student Services Office. Admission to the University does not mean automatic admission to the Department of Nursing.

3. Recognize that priority ranking will be given to students who have successfully completed all non-nursing support courses for the degree (Pre-licensure track only).

4. Recognize that SAU students will be given priority ranking for consideration into the nursing program. (Pre-licensure track only).

5. Have a minimum 2.85 GPA* in Nursing Science Core Courses (NSCCs) (Pre-licensure track only).

6. The GPA for admission to the department will be calculated based on NSCCs completed at the time of application (Pre-licensure track only).

7. NSCCs and courses applying towards the BSN degree with a C or better. Students with Ds or Fs in these courses will not be admitted (Pre-licensure track only).

8. GPA will be calculated to include all NSCCs ever taken. Admission is denied for the applicant with more than three attempts at obtaining a passing grade in a NSCC (Pre-licensure track only).

9. No admittance to program after third unsuccessful science course grade (Pre-licensure track only).
10. Complete a standardized preadmission examination administered through the Office of Counseling and Testing. This exam is for diagnostic purposes. ATI TEAS (Test of Essential Academic Skills) pre-admission examination scores must be 75% or greater*. There is a minimum of 2 weeks between attempts to allow for student self – remediation (Pre-licensure track only).

11. Have proof of Hepatitis B vaccination.

12. To comply with mandates from clinical agencies utilized by the SAU Department of Nursing, students enrolled in all nursing programs are required at the time of conditional acceptance or acceptance into the program and yearly thereafter to have a criminal background check, driving history record check, child maltreatment check, long term care check, and urine drug screening in order to remain enrolled in any nursing course. All screenings are conducted at the expense of the individual student. More information and pricing are available on the nursing website at https://web.saumag.edu/nursing/.

13. Dependent upon clinical site availability to the nursing program, understand travel will be required to clinical sites in Southwest Arkansas, Central Arkansas, or East Texas (Pre-licensure only).

14. Realize if an injury occurs in the clinical setting, the student is responsible for all applicable costs related to the injury. Students are strongly encouraged to obtain health insurance.

15. Information concerning health insurance available for SAU students may be accessed at the following website: www.saumag.edu.

16. Submit a completed Department of Nursing Application according to the deadlines posted on the nursing web at https://web.saumag.edu/nursing/.

17. Applications to the nursing program can be obtained, completed, and submitted application on the Department of Nursing website at https://web.saumag.edu/nursing/. At submission of on-line application, attach unofficial college transcripts, copy of immunization record, TEAS scores, Hepatitis B series, and/or any other pertinent information that may be needed for consideration into the SAU nursing program.

18. *All exceptions to these requirements must be approved by the Nursing Department Chair and Dean of the College.*A particularly strong GPA or TEAS score may, at the discretion of Department Chair, compensate for a deficiency in the other area.

**Honors**

The faculty and administration at Southern Arkansas University fully understand that the students who enter the University possess diverse capabilities and come from a wide variety of backgrounds and experiences. In order to give recognition to students for superior achievement, as indicated by scores on entrance examinations and grades of courses completed, SAU has an honors program consisting of advanced placement, President’s List, Dean’s List, graduation with honors, Honors Classes, and membership in Alpha Chi, a national honor scholastic society.

To earn the distinction as an Honors College graduate, students must complete a total of twenty-four (24) hours of Honors College credit. Classes offered include seminars, general education
courses, and upper-level courses in the student’s major field, colloquiums, and independent studies. The following nursing courses have honors sections that meet the honors requirements:

1. NURS 3083: Foundations of Mental Health = 3 credit hours
2. NURS 3093: Techniques of Health Assessment = 3 credit hours
3. NURS 3103: Gerontological Nursing = 3 credit hours
4. NURS 3403: Nursing Research for Evidenced Based Practice = 3 credit hours
5. NURS 4092: Contemporary Issues and Ethics = 2 credit hours
6. NURS 4105: Foundations of Community Health = 5 credit hours

**Advanced Placement**
Advanced standing in one or more semesters of course offering may be attained on the basis of high academic high school records (high school credit) and proficiency examinations in many departments. Interested students should consult their department advisors.

**Degree Completion**
The SAU BSN Curriculum assumes a high school college preparatory track, including chemistry and unconditional admission to SAU. The degree completion period for the BSN program is provided in the table below.

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<th>BSN Program</th>
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<td>Pre-licensure track</td>
<td>4-6 semesters from the first nursing course taken</td>
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<tr>
<td>RN-BSN track</td>
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<tr>
<td>Full-time</td>
<td>3 semesters from the first nursing course taken</td>
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<tr>
<td>Part-time</td>
<td>6 semesters from the first nursing course taken</td>
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This period is to ensure that a graduate's knowledge, skills, and competencies are equivalent to those required for licensure and practice as an entry level BSN RN. The Department of Nursing Chair may consider exceptions.

Created: October 2009; December 2013

**RN to BSN (online)**
The RN – BSN track is for Registered Nurses (RNs) who are graduates from a *NLN-AC/ACEN or State Board of Nursing approved Associate Degree Program or diploma program, meet general education requirements, and seek a Bachelor of Science in Nursing (BSN) degree. Qualified RNs receive 36 hours of BSN nursing credit based on their prior educational program.

* The BSN degree is awarded when the baccalaureate degree requirements are met. The track is designed for the working RN with all nursing courses offered online. There are full-time and part-time options available to complete the BSN degree curriculum plan. Applications for the RN – BSN track are accepted twice a year for fall and spring enrollments.
*Pre-requisite courses can be taken at SAU or transferred from another institution. Students are encouraged to review the Transfer Credit Guidelines information located on the Registrar’s website and the Arkansas Department of Higher Education's Course Transfer System (ACTS) to check on what course credits will transfer.

*RN-to-BSN curricular plan for BSN completion students (online)

Revised November 2017

ADVISEMENT AND REGISTRATION INFORMATION

Academic Advisors

It is ultimately the student’s responsibility to know the academic policies of the University and of the Department of Nursing. Students should be familiar with the degree requirements as stated in the SAU Undergraduate Catalog and the critical deadlines and general information published in each schedule of courses.

Students are expected to meet regularly with their advisor to develop their plans of study. The academic advisor is responsible for approving a student’s plan of study. This meeting is required before the student can register.

Students must meet with their academic advisor or the BSN Program Director or Department Chair prior to withdrawing from a nursing course, the program, or the university.

Advance Registration/Late Registration
SAU schedules advance registration periods in the fall for spring semester and in the spring for summer and fall semesters. The student is responsible to make an appointment with the appointed advisor prior to this advanced registration period.

Course Scheduling for Prelicensure Students
Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. If a student is unsuccessful in one or two courses in one semester, the student will be allowed to continue in the nursing program by enrolling in the same course(s) the following semester (as space available). However, the unsuccessful attempt at the course or courses will result in graduation delay of at least one semester.

Course Scheduling for RN-BSN Completion Students
NURS 3001, NURS 3003, NURS 3403 must be completed or taken concurrently with clinical courses. The student is responsible for meeting via phone or email with the RN – BSN advisor for course scheduling.

Course Cancellation, Limited Enrollment Policy
The Department of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available, student enrollment is not sufficient, or student enrollment is greater than program resources. Decisions to cancel a class are based in part on student enrollment; therefore, advanced registration is strongly encouraged. In the case that
all sections of a course that is listed for that semester on a student’s plan of study are full, the student must contact a SAU Department of Nursing Advisor.

BSN Progression Policies

Pre-licensure track

Good Standing. Once admitted, a student's progress in the baccalaureate program is reviewed routinely. To remain in good standing the student must:

1. Maintain a cumulative grade point average of 2.0.
2. Earn a minimum grade of "C" in all courses required for the major (nursing and non-nursing).
3. Observe the fundamental rules of ethical conduct as described in the American Nurses' Association Code for Nurses (2017).
4. Maintain civil, respectful and professional conduct with peers and faculty, in and outside of classroom environment. Disruptive or unprofessional behavior may result in dismissal from the nursing program.
5. Demonstrate the "Abilities and Skills for Admission to and the Progression within the Undergraduate Nursing Major".
6. Must make a “C” or better in ALL nursing and nursing support courses each semester to progress to the next semester in nursing. Any student with a “D” in a course applying toward the nursing degree will not be allowed to proceed until that specific course has been repeated and passed with a “C” or better.
7. A grade of “D”, “F”, “WF”, or “W” in any given nursing course is considered a failure and must be replaced with a C or above before the student is allowed to progress to higher level. A given course may be repeated only once. No more than two courses may be repeated at any given semester or throughout the program. Failing more than two nursing courses will result in a permanent dismissal and the student will not be eligible for readmission (that is upon failing a third course). Only two courses may be repeated. Students will not be granted a repeat attempt following a third course failure. The student repeating will be subject to new curriculum requirement if any.
8. A “W” or “WF” does not count as a failure when the student withdraws from a nursing course/nursing semester due to (1) well documented life or death emergency involving the student, spouse or minor child (with approvals from Department Chair and Dean), or (2) a call to active military duty. Only under these circumstances is the student eligible to re-enroll without forfeiting their progression standing in the nursing program. Students must meet with the Nursing Department Chair, or the Nursing Program Director to pre-approve and initiate such withdrawal, and file an Alternate Progression plan (see Alternate Progression form below).
9. Must perform satisfactorily in all clinical settings to progress to the next semester. A failure in clinical component will result in a failure in the corresponding course.
10. Any student who has been out of the nursing program longer than 12 months will be required to do additional coursework or repeat courses as deemed necessary by Department of Nursing Chair.
11. For students who have been out of clinicals for a semester or longer, passing a comprehensive check-off and a written exam is required prior to participating in clinicals. Failure in comprehensive check-offs (written exam and/or comprehensive check-off (see Check-Off Policy for Returning Students) is considered a course failure.

12. Standardized exams will be administered in courses throughout the curriculum. Due to the nature of professional training in the field of nursing, successful completion of academic courses provides only a partial indication of student competency. See the individual course syllabi standardized testing policies.

13. Clinical Dismissal: Any student who performs in an unsafe* manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in failure of the course.
RN-BSN track

Good Standing.

To remain in good standing the student must:

1. Hold current, Unencumbered RN Licensure. Students admitted to the RN to BSN program are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a RN license with stipulations or restrictions).

2. Maintain a cumulative grade point average of 2.0 on a 4.0 scale throughout the enrollment in the program.

3. Observe the fundamental rules of ethical conduct as described in the American Nurses’ Association Code for Nurses (2015).

4. Maintain civil, respectful and professional conduct with peers and faculty, in and outside of classroom environment. Disruptive or unprofessional behavior may result in dismissal from the nursing program.

5. Must make a “C” or better in ALL nursing and nursing support courses each semester to progress to the next semester in nursing. Any student with a “D” in a course applying toward the nursing degree will not be allowed to proceed until that specific course has been repeated and passed with a “C” or better.

6. A grade of “D”, “F”, “WF”, or “W” in any given nursing course is considered a failure and must be replaced with a “C” or better. A given course may be repeated only once. Failing more than two nursing courses will result in a permanent dismissal and the student will not be eligible for readmission. Returning students will be subject to new curriculum requirement if any.

7. A “W” or “WF” does not count as a failure when the student withdraws from a nursing course/nursing semester due to (1) well documented life or death emergency involving the student, spouse or minor children (with approvals from Department Chair and Dean), or (2) a call to active military duty. Only under these circumstances is the student eligible to re-enroll without forfeiting their progression standing in the nursing program. Students must meet with the Department of Nursing Chair or the Nursing Program Director to pre-approve and initiate such withdrawal, and file an Alternate Progression plan (see Alternate Progression form below).

8. Incomplete grade: If a student receives an Incomplete (“I”) mark in a course, the University policy is observed.

9. Must perform satisfactorily in all clinical setting to progress to the next semester. A failure in clinical component will result in a failure in the corresponding course.

10. Clinical Dismissal: Any student who performs in an unsafe* manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in failure of the course.

11. Program of Study Duration: Students must complete the requirements for the degree within three (3) semesters for full-time students and six (6) semesters for part-time students after enrolling in the first RN to BSN nursing course. The Department Chair will consider exceptions to this rule on a case-by-case base.
Southern Arkansas University
Department of Nursing
Alternate Progression Plan

Name ____________________________  Date ____________________________

Address

________________________________________________________________________

City, State, Zip

________________________________________________________________________

E-Mail Address

________________________________________________________________________

Identification Number ________________  Phone ____________________________

Explain your reason for requesting an Alternate Progression Plan:

________________________________________________________________________

Indicate your proposed curriculum plan. List the courses you will take by semester.

________________________________________________________________________

Signature: ______________________________________________________________

Date: ___________________________________________________________________

Note: It is a requirement to petition the Department of Nursing Chair and Program
Director for readmission.
CHECK-OFF POLICY FOR STUDENTS DEFERRED SIX MONTHS OR LONGER FROM CLINICAL EXPERIENCES

Pre-licensure BSN students who have been out of a clinical course for a semester or longer, must pass a comprehensive check-off and written exam prior to being allowed to proceed to the clinical area. The Student Affairs and Progression (SAAP) will provide a skills packet with review materials to each student. There is a two (2) hour time limit for successful completion of both components of the check-off.

The check-off contains two (2) components:

1. A written exam*
   - Incorporates common medication information, medication dosage calculations, medication administration skills, and general nursing skills. The written exam is given first. Upon successful completion of the exam with a 75% or better, the student may advance to the skills check-off component.

2. Skills check-off*
   - Performance of any or all basic nursing skills included in the Skills Review Packet. The BSN Program Director determines the skills to be performed; therefore, the student will be prepared to perform all skills. A student advances to this component ONLY AFTER successful completion of the written exam. The skills must be adequately performed to the satisfaction of the BSN Program Director/Course Coordinator, who determines whether the student has successfully passed or failed the check-off.

*The student is only allowed one (1) failure of either of the two components. If two failures occur, the student is considered unprepared for re-entry and will be administratively dropped from the nursing program.

Examples:
(a) If the student fails the written exam on the first attempt, the student must be successful on both the second written exam attempt PLUS the first skills check-off to remain in the program. In this situation, the “one fail” allowance occurs with the written component.

(b) If the student passes the written exam on the first attempt, but fails the first attempt of the check-off, the student must then pass the second skills check-off attempt to remain in the program. In this situation, the “one fail” allowance occurs with the skills check-off component.

*Exceptions may be made at the discretion of the Department of Nursing Chair
**Program Requirement**: Students must also achieve the green light through Virtual ATI to demonstrate content mastery and successful NCLEX – RN preparation. The Arkansas State Board of Nursing Registered Nurse Examination Application includes the *RN Nursing Education Program Completion Verification form* to be completed by the Department of Nursing Chair/school representative. This verification form will be provided for any SAU BSN graduate applying for the first NCLEX – RN attempt within two (2) years of graduation and who meets all other NCLEX – RN preparation requirements, including attendance in an NCLEX – RN review course and achieving the green light through Virtual ATI.

The student is expected to schedule the NCLEX – RN within 3 weeks of receiving the green light. The green light is considered valid by ATI for only three weeks.

- Students failing NURS 4123 must repeat the course (if eligible) the next time the course is offered during the traditional academic year.

Students who are eligible to repeat and must repeat NURS 4123 will be responsible for the following expenses:

- Tuition for the course
- Course required remediation, which may include, but not limited to the following: extension of Virtual ATI, Board Vitals, U World, NCSBN online prep course, review materials
- Additional Comprehensive Predictor Examinations

Students with performance scores less than 92% after the second attempt will receive a “D” grade in the course and will not graduate.

*All students in the nursing program are required to pass the proctored Comprehensive Predictor Assessment examinations with a performance score of 92% or higher in order to fulfill NURS 4123 Synthesis of Nursing Concepts course requirements.*

The University will pay for each student’s first time attempt at the NCLEX – RN exam, but only if that exam is taken within three weeks of achieving the green light through Virtual ATI and upon successfully passing the NCLEX – RN on the first attempt. Consult with the Chair of the Department of Nursing for exceptions due to delayed processing of paperwork, which is not in the control of the student.
Testing (Exam) Policy/Procedures

EXAMSOFT POLICY
Overview: The Department of Nursing has implemented ExamSoft as the testing platform for all nursing courses. ExamSoft is a secure, computer-based testing environment providing students with an experience similar to the NCLEX-RN exam using software download known as Examplify. In addition to these testing benefits, ExamSoft provides students and faculty with a detailed analysis of the student’s performance by identifying individual and class strengths and opportunities related to specific content areas.

Student Responsibilities for ExamSoft Use:
PRIOR to the start of each semester, students will purchase ExamSoft by the course orientation date using the instructions provided by the Department of Nursing. Orientation to ExamSoft information will be communicated during NURS 3206: Nursing Care I – Foundations course and/or via SAU email. Students who do not purchase ExamSoft by the designated due date will be unable to test. The inability to test will negatively affect course grade.

Faculty is dedicated to professional integrity. Academic dishonesty and cheating will not be tolerated. The following measures are used in all nursing courses to remove conditions, which may precipitate dishonest behaviors, and to facilitate optimum performance by all students during testing. Additional measures may be used by a faculty member.

1. Leave personal belongings in a secure location outside the testing area. No materials are allowed in the testing area (PowerPoint, textbooks, online resources, electronics, etc). The Department of Nursing will not be responsible for missing or lost items.
2. Students must remove all caps, hats, hoodies, head wraps/bands, jackets, or any other garments that may potentially be perceived as storing test information content. Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, camera, or any other electronic devices are not allowed in the testing location. See NCLEX exam day procedures policy.
3. Student seating must be evenly distributed as much as the classroom allows. Faculty members may assign seating.
4. Two pencils and one sheet of scratch paper will be provided to each student upon arrival into the designated testing site. Students will need to bring a non-scientific calculator or use the one provided on the computer/within the testing software. These will be the only items allowed on the desk during exams. *All of these items must be turned in at the end of the exam. No drinks or food items will be allowed during testing. *Students in NURS 4123 Synthesis of Nursing Concepts and NURS 4205 Leadership and Management in Nursing will be provided with erasable note boards during exams.
5. Any act that could be perceived as violating the university academic integrity policy, as outlined in the university catalog, will be addressed immediately. The SAU Academic Integrity Policy violation levels will be initiated.
6. See student program handbook for the math exam policy (p. 26).
7. If a student is absent for an exam, the following procedure will be followed:
a. Student must personally notify the appropriate faculty member of absence before or on the day of the exam.
b. Arrangements to take the test are to be made with appropriate faculty members within 24 hours of return to campus or class.
c. The make-up exam will be scheduled by the student with the appropriate faculty member and must be taken within 1 week of the missed exam. The exam will be of equivalent credit to the exam missed.
d. The format of the exam is at the discretion of the faculty member.
e. In the event the student does not schedule or complete a make-up exam within one week’s time, a zero grade will be assigned for that exam.

*Any accommodations (learning, medical, religious, etc) to the testing policy must originate through the Testing and Counseling Center.

Updated Spring 2019

Transfer Students with Nursing Credit Policy

Those students previously enrolled in another BSN Registered Nurse program are considered to be a Transfer Nursing Student. Transfer requests are considered on an individual basis. Applicants for SAU’s Nursing Program must forward a letter requesting transfer, a Transfer Nursing Student application, all syllabi pertaining to nursing courses the applicant has successfully completed and attach copies of all unofficial college transcripts. Applicants who are requesting transfer from another nursing program are also required to provide a letter from the program dean/chair/director of eligibility to reenter their previous nursing program in order to be eligible for consideration in the SAU nursing program. If an applicant has failed any nursing course(s) the academic progression policies will apply (See Progression Policies). Transfer equivalency information for Nursing Curriculum Support Courses can be accessed through www.saumag.edu/admissions.

Transfer students will be required to pass a written exam and perform a comprehensive check-off with a pass/fail rate for entry into any clinical course. (Transfer students entering the first semester of the nursing program are not required to complete a re-entry skills check-off.) Each student will be allowed two (2) attempts to pass the skills check-off. If the student still has not passed, the student may be offered the option of either enrolling in NURS 3206: Nursing Care I - Foundations, NURS 3101 Intro to Pharmacology, NURS 3093 Techniques of Health Assessment, and NURS 3103 Gerontological Nursing and NURS 3303 Pathophysiology to begin the program or to return again the next semester to attempt to pass the check-off and be accepted into the program at the level last completed at the previous school. A packet will be given to the student to review NECESSARY skills prior to the check-off. It is the student’s responsibility to schedule the check-off with the Program Director. (See Check-off Policy)

Created: October 2009
Revised: May 2019
Calculation of Nursing Course Grades  
Junior Level I (Level 1)

Grading scale:
100 – 90 = A  
89 – 80 = B  
79 – 75 = C  
74 – 62 = D  
61 and below = F

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all three of the standards described below)

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Weight and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exams</td>
<td>70% of the grade</td>
</tr>
<tr>
<td>Comprehensive Exam*</td>
<td>20% of the grade</td>
</tr>
<tr>
<td>Assignments</td>
<td>10% of the grade (see below)</td>
</tr>
<tr>
<td>Midterm Clinical Evaluation</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>(Clinical courses only)</td>
<td></td>
</tr>
<tr>
<td>Final Clinical Evaluation</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>(Clinical courses only)</td>
<td></td>
</tr>
</tbody>
</table>

Standards that must be met in order to pass this course, the student must:
1. Pass the final clinical evaluation (only in clinical courses).
2. Receive a total average of 75% or above on your unit and comprehensive exams (see formula below). The conversion score on the final exam will be entered into the gradebook as the final exam grade.

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Comprehensive Exam: In this course, a standardize exam will be used. Students will be allowed to take the standardize exam twice (different exams), and their highest score will be recorded in the Grading Rubric.

Conversion scores will be entered in the Grading Rubric.
Students who receive a raw score below the expected benchmark on the first administration of the standardize exam must go through remediation. Course syllabi will provide information specific to the course remediation guidelines.

**Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)**
1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778
2. Your standardize exam grade will be multiplied by 2/9, or 0.2222
(These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)

3. **Standardize grades will be entered using the Conversion Score.**

   **EXAMPLE:** Student receives an average score of 67% on the unit exams.
   Student achieves 950 score on the standardized exam (conversion score used).
   
   \[
   \begin{align*}
   67 \times 0.7778 &= 52.1126 \\
   85 \times 0.2222 &= 18.8870 \\
   \text{TOTAL} &= 70.9996
   \end{align*}
   \]

   This student would receive a “D” in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.
Calculation of Nursing Course Grades  
Junior Level II (Level 2)

Grading scale:

100 – 90 = A  
89 – 80 = B  
79 – 75 = C  
74 – 62 = D  
61 and below = F  

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all three of the standards described below)

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Weight and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exams</td>
<td>70% of the grade</td>
</tr>
<tr>
<td>Comprehensive Exam*</td>
<td>20% of the grade</td>
</tr>
<tr>
<td>Assignments</td>
<td>10% of the grade (see below)</td>
</tr>
<tr>
<td>Midterm Clinical Evaluation</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>(Clinical courses only)</td>
<td></td>
</tr>
<tr>
<td>Final Clinical Evaluation</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>(Clinical courses only)</td>
<td></td>
</tr>
</tbody>
</table>

*Does not apply to NURS 3403 Nursing Research for Evidence Based Practice  
*NURS 3412 Pharmacology II does not have a HESI final

Standards that must be met in order to pass this course, the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Receive an average score of 75% or above across all unit exams combined (see formula below) and
3. a HESI raw score of 750 in NURS 3307 Nursing Care II – Acute Care or above on the final comprehensive exam or
4. a HESI raw score of 750 in NURS 3083 Foundations of Mental Health Nursing or above on the final comprehensive exam. The conversion score on the final exam will be entered into the gradebook as the final exam grade.

*All standardize exam benchmarks in this level must be achieved to pass the level

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Comprehensive Exam: In this course, a standardize exam will be used. Students will be allowed to take the standardize exam twice (different exams), and their highest score will be recorded in the Grading Rubric.
Conversion scores will be entered in the Grading Rubric. Students who receive a raw score below the expected benchmark on the first administration of the standardize exam must go through remediation. Course syllabi will provide information specific to the course regarding remediation.

**Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)**

1. **Your average grade on the unit exams will be multiplied by 7/9, or 0.7778**
2. **Your standardize exam grade will be multiplied by 2/9, or 0.2222**
   (These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)
3. **Standardize grades will be entered using the Conversion Score.**

   **EXAMPLE :** Student receives an average score of 67% on the unit exams. Student achieves 950 score on the standardized exam (conversion score used).
   
   \[
   67 \times 0.7778 = 52.1126 \\
   85 \times 0.2222 = 18.8870 \\
   \text{TOTAL } = 70.9996
   \]

   This student would receive a “D” in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.
Calculation of Nursing Course Grades
Senior Level III (Level 3)

Grading scale:

100 – 90 = A
89 – 80 = B
79 – 75 = C
74 – 62 = D
61 and below = F

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all three of the standards described below)

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Weight and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exams</td>
<td>70% of the grade</td>
</tr>
<tr>
<td>Comprehensive Exam*</td>
<td>20% of the grade</td>
</tr>
<tr>
<td>Assignments</td>
<td>10% of the grade (see below)</td>
</tr>
<tr>
<td>Midterm Clinical Evaluation (Clinical courses only)</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>Final Clinical Evaluation (Clinical courses only)</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
</tbody>
</table>

*Does not apply to NURS 4092 Contemporary Issues and Ethics in Nursing

Standards that must be met in order to pass this course, the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Receive an average score of 75% or above across all unit exams combined (see formula below) and
3. a HESI raw score of 750 in NURS 4207 Nursing Care III – Childbearing/Pediatrics, HESI OB and HESI Pediatrics or above on the final comprehensive exam or
4. a HESI raw score of 750 in NURS 4105 Foundations of Community Health Nursing or above on the final comprehensive exam or a Kaplan percentile rank of 51 or above on the Kaplan final comprehensive exam for Community Health or
5. a HESI raw score of 750 in NURS 4121 Pharmacology III or above on the final comprehensive exam. The conversion score on the final exam will be entered into the gradebook as the final exam grade.

*All standardize exam benchmarks in this level must be achieved to pass the level

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).
Comprehensive Exam: In this course, a standardize exam will be used. Students will be allowed to take the standardize exam twice (different exams), and their highest score will be recorded in the Grading Rubric.

*Conversion scores* will be entered in the Grading Rubric. Students who receive a *raw score* below the expected benchmark on the first administration of the standardize exam must go through remediation. Course syllabi will provide information specific to the course regarding remediation.

**Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)**

1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778
2. Your standardize exam grade will be multiplied by 2/9, or 0.2222
   a. (These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)
3. Standardize grades will be entered using the Conversion Score.

**EXAMPLE** : Student receives an average score of 67% on the unit exams. Student achieves 950 score on the standardized exam (conversion score used).  

\[
\begin{align*}
67 \times 0.7778 &= 52.1126 \\
85 \times 0.2222 &= 18.8870 \\
\text{TOTAL} &= 70.9996
\end{align*}
\]

This student would receive a “D” in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.
Calculation of Nursing Course Grades
Senior Level IV (Level IV)

Grading scale:

100 – 90 = A
89 – 80 = B
79 – 75 = C
74 – 62 = D
61 and below = F

Grading Rubric/Evaluations for Level 4 students (to qualify for a grade based on this rubric, you must first meet all three of the standards described below):

<table>
<thead>
<tr>
<th>Assessment Methods</th>
<th>Weight and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Exams *</td>
<td>70% of the grade</td>
</tr>
<tr>
<td>Comprehensive Exam</td>
<td>20% of the grade</td>
</tr>
<tr>
<td>Assignments</td>
<td>10% of the grade (see below)</td>
</tr>
<tr>
<td>Midterm Clinical Evaluation (Clinical courses only)</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
<tr>
<td>Final Clinical Evaluation (Clinical courses only)</td>
<td>Pass/Fail is defined by Clinical Evaluation Tool</td>
</tr>
</tbody>
</table>

*NURS 4123 Synthesis of Nursing Concepts uses probability of passing instead of Levels. This course does not have unit exams. See course syllabus for details on assessment method.

Standards that must be met in order to pass this course, the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Reach a score of Level 2 or higher on the ATI standardized exam (i.e., the Comprehensive Exam). Each student will have two opportunities to do so. (If the course requires two separate ATI standardized exams (content specific), you must reach a score of Level 2 or higher on each content specific exam.*
3. Receive a total average of 75% or above on your unit and comprehensive exams (see formula below). *

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Meeting all of these requirements does not guarantee a passing grade in the course. Students who meet these requirements will have their final grade calculated by using the Grading Rubric above.

Students who do not receive at least a Level 2 score on the first attempt of the ATI standardized exam must go through remediation.
Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)

1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778
2. Your ATI exam grade will be multiplied by 2/9, or 0.2222
   (These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)
3. ATI grades will be entered as follows: Level 3 = 100%; Level 2 = 85% (As noted above, students who score below Level 2 after two attempts will receive a grade of “D” or “F” for the course.)
4. Students who receive a score of Level 2 on their first standardized exam may re-take the exam to attempt to receive a score of Level 3; the highest score achieved will be entered into the calculation.

**EXAMPLE 1:** Student receives an average score of 71% on the unit exams.
   Student achieves Level 3 on the ATI standardized exam.
   
   \[ 71 \times 0.7778 = 55.2238 \]
   \[ 100 \times 0.2222 = 22.2200 \]
   \[ \text{TOTAL} = 77.4438 \]

   This student would meet the minimum standard (since 77.4438 > 75) and would receive a grade based on the Grading Rubric.

**EXAMPLE 2:** Student receives an average score of 67% on the unit exams.
   Student achieves Level 2 on the ATI standardized exam.

   \[ 67 \times 0.7778 = 52.1126 \]
   \[ 85 \times 0.2222 = 18.8870 \]
   \[ \text{TOTAL} = 70.9996 \]

   This student would receive a “D” in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.

Revised Fall 2018
**QUIZ POLICY**: No make-up opportunities for quizzes, classroom assignments, and/or projects toward quiz grade will be offered. In-class quiz opportunities missed due to required attendance at official university functions (including but not limited to participation in university sporting events, military service, and activities related to scholarships) will be exempt from the grade.

August 2016; revised January 2018; revised August 2018
Southern Arkansas University
Department of Nursing

MATH POLICY

All junior nursing students in all clinical courses will be given three (3) attempts for completion of a math exam with a 90% or better prior to the beginning of clinical lab experiences. Junior students who are not successful after the first attempt will remediate on their own. Students who are not successful on the second attempt will have mandatory faculty remediation, students who are not successful on the third attempt will be **administratively dropped from the enrolled clinical nursing course**.

All senior nursing students in all clinical courses will have two (2) attempts for completion of a math exam with a 90% or better prior to the beginning of clinical lab experiences. Students who are not successful after the first attempt will receive mandatory faculty remediation. Students who are not successful after the second attempt will be **administratively dropped from the enrolled clinical nursing course**.

The math exams may be given before or after regularly scheduled class time as indicated on the course calendar. Each math exam consists of 10 math problems. Students will have one hour to complete the exam. Grades will be posted on Blackboard, but are not calculated into the overall final course grade. Simple function calculators and pencils will be provided during the math exam.

A student who does not score a minimum of 90% after the final math exam attempt must **drop the clinical nursing course(s)**. Any student wishing to return to the nursing program after dropping a course because of the failure to successfully complete the required math exam must be in good standing per the Progression Policy as instructed in the BSN Student Handbook.

*RN to BSN students are exempt from this policy*

Program/Course Policies and Regulations

**Abilities and Skills for Admission to and Progression within the Nursing Major**

**Policy:** The Department of Nursing affirms that all students enrolled in the Baccalaureate Program must possess those intellectual, personal, motivational, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required for safe and ethical professional nursing practice.

**Rationale:** The professional nurse must possess the knowledge and ability to effectively assist his or her patient/client’s biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the patient/client’s status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient/client responses to it.
The following abilities and skills are necessary to meet the requirements of the curriculum:

Technological compensation can be made for some disabilities in these certain areas, but a candidate must be able to perform in a reasonably independent manner. Candidates admitted to and students’ progression through the nursing program is required to perform activities with or without reasonable accommodations in the classroom, lab and clinical settings. It is recommended that students consult with Disability Support Services as they consider what reasonable accommodation may be appropriate to mitigate the impact of a disability.

<table>
<thead>
<tr>
<th>Skills &amp; Abilities</th>
<th>Standards <em>(Candidate must be able to):</em></th>
<th>Functional Abilities <em>(may include but are not limited to):</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation</td>
<td>Observe a patient/client accurately at a distance and close at hand.</td>
<td>Observation necessitates the functional use of the sense of sight, sound, smell, and touch.</td>
</tr>
<tr>
<td>Communication</td>
<td>Speak, hear, and observe clients in order to elicit information. Communicate effectively and sensitively with clients and convey information in oral and written form with all the health care team members.</td>
<td>Describe changes in mood, activity, and posture Perceive nonverbal communications. Communication includes not only speech but also reading and writing.</td>
</tr>
<tr>
<td>Motor</td>
<td>Have sufficient motor function to elicit information from clients, gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of clients receiving professional nursing care.</td>
<td>Palpation, auscultation, percussion, and other assessment maneuvers; such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision.</td>
</tr>
<tr>
<td>Intellectual-Conceptual, Integrative, and Quantitative Abilities</td>
<td>Abilities include measurement, calculation, reasoning, analysis, and synthesis.</td>
<td>Problem solving, the critical skill demanded of nurses requires all of these intellectual abilities/standards. Comprehension of three-dimensional relationships and to understand the spatial relationships of the structures is essential.</td>
</tr>
<tr>
<td>Behavioral, Social and Emotional Attributes</td>
<td>Possess the emotional health required for full utilization of his or her intellectual abilities, exercise good judgment, and prompt completion of all responsibilities attendant to the care of clients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.</td>
<td>Function effectively under stress Adapt to changing environments/display flexibility Non-judgmental attitude and respect for others decisions Maintain confidentiality/privacy</td>
</tr>
<tr>
<td>Attentiveness / Inquisitiveness</td>
<td>Regularly attends class (extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. Acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.</td>
<td>Consistently is on time and stays until the end of the experience. Alertness during presentation; taking notes; asking appropriate questions; refrain from engaging in electronic communication that is not approved by the instructor. Display critical thinking standards: clarity, accuracy, relevance, depth, breadth, logic, and significance.</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>Possess positive, open attitude towards peers, teachers and others during the course of the nursing studies.</td>
<td>Maintain professional bearing in Interpersonal relationships. (Confidentiality/privacy).</td>
</tr>
<tr>
<td>Skills &amp; Abilities</td>
<td>Standards (<em>Candidate must be able to</em>):</td>
<td>Functional Abilities (<em>may include but are not limited to</em>):</td>
</tr>
<tr>
<td>------------------</td>
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</tr>
<tr>
<td>Show appropriate respect for those placed in authority over him/her both within the University and in our society. Function as a responsible, ethical, and law-abiding adult. Student/student and student/faculty academic interchanges must be carried out in a reliable and trustworthy manner.</td>
<td>Differentiate, establish, and adhere to personal and professional boundaries. Nursing school performance is expected as a primary commitment.</td>
<td></td>
</tr>
<tr>
<td><strong>Cooperation</strong></td>
<td>Work effectively in large and small groups, with other members of the health team, giving and accepting freely in the interchange of information.</td>
<td>Function in a supportive and constructive fashion in group situations (make good use of feedback and evaluations). Establish and maintain rapport with clients, families, peers, faculty and staff.</td>
</tr>
<tr>
<td><strong>Personal Appearance</strong></td>
<td>Personal hygiene and dress must always reflect the high standards expected of a professional nurse.</td>
<td>Cleanliness, modesty, well-groomed, adheres to department dress code.</td>
</tr>
<tr>
<td><strong>Moral, Ethical and Legal Standards Professional Role</strong></td>
<td>Respect the rights and privacy of other individuals and does not violate laws of our society. Remain in compliance with ANA Standards of Practice and Arkansas State Board of Nursing Rules and Regulations regarding professional conduct.</td>
<td>Always conduct self as a professional.</td>
</tr>
</tbody>
</table>

August 2016
ORGANIZATION OF LEARNING EXPERIENCES

Each learning experience is designed to assist the student in some way to meet the defined course outcomes. Throughout the nursing education experience the student may be exposed to the following:

1. **Classroom Experiences.** These are large class meetings, which may include general announcements, instructor lectures, group presentations, special guest lecturers, and examinations/quizzes.

2. **Small group sessions.** These are small group meetings utilized for theory discussion and student participation.

3. **Computer testing.** Computer lab time will be assigned per the course coordinator according to the class schedule. THE DEPARTMENT OF NURSING ADHERES TO THE UNIVERSITY POLICY REGARDING COMPUTER WORK AND PLAGIARISM.

4. **Clinical laboratory experiences.** The amount of time spent in clinical lab varies according to the nursing course. The laboratory facilities may include hospitals, mental health centers, doctor’s offices, nursing homes, county health departments, and other designated health agencies. Each faculty member has no more than eight (8) students in the acute clinical setting, no more than ten (10) in a non-acute setting, and no more than fifteen (15) in a community setting. Each clinical lab situation usually begins with a pre-conference, when general instructions are given, the clinical focus is determined, and individual student preparation is defined. The clinical lab session is usually concluded with a post-conference where students share experiences of the day.

5. **Skills Laboratory experiences.** The learning of nursing skills, an integrated component of the nursing curriculum, occurs in several skills laboratories in Wharton Nursing Building (WNB). The student practices hands-on nursing skills, beginning with Fundamental nursing skills and progressing to more advanced nursing skills alongside the nursing curriculum. Campus skills lab experiences may be assigned to the student by course faculty as: 1) a clinical component of a nursing course or 2) an open-lab, independent student practice time. The skills lab is utilized for practical clinical training to support didactic nursing concepts. Prior to attending a skills laboratory experience, the student receives theoretical content and completes preparatory work as designated by course faculty. Assignment and completion of preparatory work allows the student to have the valuable hands-on time needed in the skills lab to practice.

6. **Simulated experiences.** Simulation is a controlled, safe environment where students apply nursing knowledge through critical thinking without the risk of harm. High-fidelity patient simulators are full-body, interactive mannequins of various ages and gender that respond physiologically to nursing interventions by the student. Students experience a variety of scenarios that realistically place them in situations faced in a realistic health care environment. The SAU – Health Sciences Simulation Center collaborates with the Department of Nursing faculty to tailor simulated experiences to student learning outcomes for the course.

7. **Exam sessions.** Unit exams will be given covering material from lecture, group sessions, campus labs, clinical labs, and computer sessions. Exams may consist of, but are not limited to, multiple choice, short answer, fill in the blank, listing, discussion, select all that apply, hot spots, and essay. Dosage calculations are included on each exam. When using a computerized answer
form, students will not be allowed to make additions or corrections once the form is turned in to the faculty member. Only the marks/answers provided on the computerized answer form will be accepted. Marks that are omitted (e.g. left blank, skipped), mismarked (e.g. student marks “A” instead of “B”), or improperly marked (e.g. circle not completely bubbled in) are no exceptions. Most examinations will be administered via the computer.

8. **Independent Study:** Students are expected to complete the reading and written assignments as indicated in each unit of study. Additions and/or changes in these assignments may be made from time to time when necessary.

**CLASSROOM RESPONSIBILITIES:**

Students must:
1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Achieve a minimum of 75% to maintain acceptable standing in the course. Most exams are administered via computer. All computerized answer forms and test booklets must be turned in at the completion of the exam and/or test review. Failure to return the exam to the instructor prior to leaving the classroom will result in the student receiving a “0” grade on the exam.
4. Submit assignments in timely manner. Late assignments, except pre-class assignments, will receive a late penalty of 10% per day for each day it is not submitted.
5. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. A minimal registration fee may be required at the student’s expense for some of these educational opportunities.
6. Adhere to the University [Academic Integrity Policy](#).
7. Adhere to the Technology Policy. (See [Technology Policy](#))
8. Adhere to the classroom responsibilities:

   **A.** Cell Phones are to be turned OFF or on silence during class time. Cell phones will be placed face down on a desk and are not to be accessible during class time unless an exception is made by the faculty member for an in-class activity. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.

   **B.** No children are to be brought to class, or left unattended in Wharton Nursing Building while the adult is attending class or participating in study sessions, tutoring, and lab/skills lab. **ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.**

   **C.** Adhere to the nursing Code of Ethics.
REQUIREMENTS FOR ASSIGNMENTS:

The student will:
1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See www.apastyle.org for assistance.
2. Demonstrate organizational ability.
3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
4. Exhibit scholarship by depth and breadth of content and extent of bibliography.
5. Show originality and creative thinking.
6. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
7. Complete projects on schedule.
8. Submit assignments in timely manner. Late assignments, except pre-class assignments, will receive a late penalty of 10% per day for each day it is not submitted.

Academic Integrity Policy

Southern Arkansas University affirms its commitment to academic integrity and expects all members of the University community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University’s Academic Integrity Policy, approved by the president and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student’s acceptance of this University policy.

This course supports the University Academic Integrity Policy found in the catalog and on the SAU website. https://web.saumag.edu/library/home/academic-integrity/

**Plagiarism:** Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one’s own.

**Cheating:** Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner.

**Fabrication:** Fabrication is faking or forging a document, signature or findings of a research project.

**Appeal Policy**
Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. Review the appeals policy in the University handbook (See University Student Handbook). Follow the process as outlined to write an appeal process.
ATTENDANCE POLICY
Classroom, Laboratory, Simulation, Clinical

Consistent promptness and attendance in class and the clinical area are required as each class lecture and clinical experience contains valuable content that is vital and necessary to your success as a nurse.

A tardy is defined as thirty minutes or less of class or clinical time missed. Missing more than 30 minutes of a class or a clinical day is considered an absence. Three tardies are converted to one absence.

If a student is not present during roll call, the student will be marked absent for the entire class or clinical time unless the student speaks to the instructor at the first opportunity that day.

Students are requested to notify the appropriate faculty of an absence as soon as possible. If a student exceeds the attendance policy, the student must initiate the appeals process prior to the next class in order to reenter the classroom or clinical area. If the appeal is not granted, the student will be administratively dropped from the course and the Vice President for Student Affairs will be notified.

A student may submit only ONE appeal per course. A waiver may be granted for LEGITIMATE circumstances with the stipulation that the student may have NO further absences or tardies in the course.

Those students in the nursing program who are student athletes and are absent for student functions representing the University have an excused absence from theory but not clinical.

Any class activities missed due to unexcused tardiness or absences will be entered as a zero.

Theory
The Department of Nursing follows the university policy of defining a class absence as limited to one week’s worth of absence per course (i.e. 3 clock hours in NURS 3083 Mental Health or 5 clock hours in NURS 4207 Nursing Care III – OB/PEDS). A student who misses a week’s worth of classes and is then tardy or absent on another class day has exceeded the attendance policy and must appeal.

Clinical
The Department of Nursing limits an absence to one week’s worth of clinical per course. (i.e. In NURS 3307 Nursing Care II - Acute Care, a student who misses a clinical day and is then tardy to another clinical day has exceeded the attendance policy and must appeal). Days assigned on the course calendar as skills and/or simulation lab time are considered clinical days. However, all missed clinical hours must be made up according to course requirements per the discretion of the course coordinator.

Attendance for Online Courses
Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the instructor
Students are required to log in to each online course by the second day during the week in which the course officially begins, or the day enrolled during late registration to complete the initial introductory postings required in the course. As a component of attendance student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the instructor in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the instructor as soon as possible providing documentation supporting the need for any late submission of a graded event.

**FAILURES TO MEET THE ABOVE STIPULATIONS WILL RESULT IN THE STUDENT BEING DROPPED FROM THE COURSE ACCORDING TO UNIVERSITY POLICY.**

**Required Supplies and Equipment**
At the beginning of each semester, nursing students are required to purchase required supplies and equipment for use in laboratory learning experiences (clinical and simulated). A list of required supplies will be provided by course faculty prior to or at the beginning of each semester. Students must have their own equipment; sharing equipment will not be permitted. The deadline for purchasing the equipment required for a particular semester is the first day of classes or a date set by the course faculty. Those who do not have the required equipment by the designated date will be counted as absent and not allowed to participate in learning experiences until equipment is obtained. Faculty has the right to drop students from the course due to non-attendance.

**Blackboard® Course Management System**
Blackboard® is the course management system used at SAU for online and enhanced course delivery. Access to Blackboard® course websites is automatic with enrollment in the course. Blackboard® will be utilized to facilitate presentation of course content, communication between students and faculty, to post course materials and presentations, electronic submission of assignments, and for online case discussions, etc. Please go to [https://web.saumag.edu/online/support-request/](https://web.saumag.edu/online/support-request/) if you have questions or need assistance with Blackboard. **Students must check Blackboard at least daily including weekends.**

**Blackboard® Login**
Log into mySAU to access Blackboard® courses. Student account information is required to log in to mySAU. For assistance with student information, take a photo ID to the IT Help Desk in Dolph Camp Hall. Once in Blackboard®, go to the My Courses tab. To access the course, click on the course and a new window should pop up with the course homepage.

**Complaints**
The SAU Department of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the department not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the SAU Student
The complaint/concern must be provided in writing to the department Chair during the semester of occurrence but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the Department of Nursing Chair informally prior to filing the written complaint in order to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students must make an appointment with the Department of Nursing Chair.

The formal complaint must contain the name of the person filing the complaint, the complainant’s phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution of the problem. The Department of Nursing Chair will, in a timely manner, usually within ten (10) business days, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within ten (10) business day of date of the notification, appeal the resolution in writing to the Dean of the College of Science and Engineering.

If the complaint is against the Department of Nursing Chair, the student must file the complaint with the Dean of the College of Science and Engineering.

Formal complaints against the department may also be filed with the accrediting or approving body. The student must follow the criteria and process established by the Accreditation Commission for Education in Nursing or by the Arkansas State Board of Nursing.

Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John’s University; and North Central Missouri College. July, 2012.

Confidentiality

What does the HIPAA Privacy Rule do?

- Provides national standards to protect individuals’ medical records and other personal health information.
- Gives clients more control over their health information.
- Establishes appropriate safeguards.
- Holds violators accountable with civil and criminal penalties that can be imposed if they violate clients’ privacy rights.

PRIVACY regulations were written to protect every client’s health information in any form:

- WRITTEN
- ORAL
- ELECTRONIC

SECURITY regulations were written to ensure integrity and protect health information from:

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons
HIPAA Terms
Protected Health Information (PHI) applies to individually identifiable health information transmitted or maintained that relates to:
- past, present, or future health conditions
- health care provided
- payment for health care

Protected Health Information (PHI) is any health information by which an individual could be identified. There are currently 18 elements of PHI.
- Names
- Account numbers
- All Geographic
- Certificate/License numbers
- All Dates
- Vehicle IDs and Serial numbers
- Telephone numbers
- Device Identifiers
- Fax Numbers
- URLs
- E-mail Addresses
- Internet Protocol Address numbers
- Social Security numbers
- Biometric Identifiers
- Medical Record numbers
- Photographic Images
- Health Plan numbers
- any other unique numbers or code

More HIPAA Terms
- USE is sharing of PHI within the hospital.
- DISCLOSURE is the release of PHI outside the hospital.
- AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Notice of Privacy Practices (NPP)
The hospital must provide clients with a notice that describes privacy practices and includes:
- How they use and disclose PHI
- Clients’ rights
- Their responsibilities under HIPAA

Minimum Necessary
- HIPAA requires hospitals to use or disclose the least amount of information necessary to accomplish their job functions.
- Hospitals may designate job classifications for electronic client folder access.

“Need-to-Know” Rule
- Before looking at a client’s PHI, ask yourself this question, “Do I need to know this to do my job?”
- Even doctors and nurses don’t have the right to look at every client’s medical record.
- If you need to see client information to perform your job, you are allowed to do so.

Business Associates
- Business Associates (BA) are companies or individuals that provide services to hospitals or who perform, or assist with, a function of the hospital. Nursing schools qualify as “Business Associates” under HIPAA regulations.
The hospital may disclose PHI to BA without client authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

**The focus for nursing programs is security and privacy of client information.**

**Enforcement**
- Clients cannot sue for violations.
- Civil Money Penalties - $100 per violation with a $25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - $50,000 to $25,000 in fines and up to 10 years in prison enforced by the Department of Justice.

**HIPAA Resources and Web Sites**
- Office of Civil Rights Privacy (OCR) [http://www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)
- Workgroup for Electronic Data Interchange (WEDI) [http://www.wedi.org](http://www.wedi.org)
- Arkansas State Board of Nursing [www.arsbn.org](http://www.arsbn.org)
- American Association of Colleges of Nursing [www.aacn.nche.edu](http://www.aacn.nche.edu)

“Confidentiality is everyone’s job, not everyone’s business”

**Source:** HIPAA-The Health Insurance Portability & Accountability Act of 1996
By Pat E. Thompson, EdD, RN, FAAN, University of Arkansas for Medical Sciences 2003.
CLINICAL RESPONSIBILITIES:
The student must:
2. Perform safely in all areas of client care. Discuss areas of uncertainty of nursing care with the faculty PRIOR to entering the client care area.
3. Appear in clinical area on time and follow the Uniforms Policy.
4. Secure clinical assignment per course instructions and come to the clinical experience with the required written work and be prepared to administer the anticipated nursing care.
5. Responsible for his or her own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.
6. Secure the consultation and/or assistance of the clinical instructor in the nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the faculty member.
7. Realize that the lab/clinical simulation is a learning experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting environment.
8. Demonstrate an appropriate, competent knowledge base in implementing client care by integrating and applying theoretical and general educational content.
9. Share learning experiences in post-conference. Fellow students rely on learning from each other’s experiences.
10. Reflect upon and own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.
11. Share information at regular intervals with fellow students when collaborative assignments are given.
12. Arrange for an individual conference time with the appropriate faculty member for assistance in areas of concern.
13. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes, or the nature of the health problem.
14. No misrepresentation of educational or professional status.
15. Sign name within chart as required by facility protocol. Student Jane Doe would sign her name as J. Doe, NS. Students will be instructed by clinical facility regarding the requirements of each clinical site to add the SAU initials to the student signature. If the facility requires the school initials to be added to the student signature, the required signature would be J. Doe, NS, SAU.
16. Complete the Certified Background Check and Drug Screening annually.
17. Purchase and maintain personal health insurance.
18. Adhere to the Technology Use Policy (See Technology Policy).
Clinical Experiences for BSN Completion Students
RN – BSN completion students must refer to the course syllabus for instructions to arrange clinical experiences and secure clinical preceptors. All questions must be e-mailed/communicated to the course coordinator/instructor.

Clinical Nursing Course(s) Requirements for Pre-licensure and BSN Completion Students
Prior to each clinical course students must present documentation that qualifies them to participate in clinical laboratory learning experiences. This documentation is necessary for student health, client/client safety, and to fulfill contractual agreements with clinical agencies.

All RN-BSN students enrolled in a clinical nursing course must submit a criminal background check with drug screen, proof of current CPR, and Hepatitis B series, and TB skin test. Flu vaccinations are required. (See background check policy)

All traditional BSN students enrolled in a clinical nursing course must submit a criminal background check with drug screen, proof of current CPR, and Hepatitis B series. When able, TB skin tests will be administered in the nursing department during orientation. Flu vaccinations will be administered in the department of nursing when they are available.

Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which they affiliate. This may require additional vaccinations, clinical training, and/or policy training.

This material must be up to date at all times while the student is enrolled in the nursing program and nursing courses.

Students who fail to meet these requirements may be administratively dropped from the nursing course(s).

Clients Record/Reports/Assignments
All written or verbal reports/records/assignments regarding patients are to be presented in an honest clear, factual and respectful manner, consistent with professional standards. In addition, they must comply with agency standards and policies and with applicable laws such as HIPAA (Health Insurance Portability and Accountability Act). This applies to patients from any setting (such as community or hospital), and any type of patient/client report/record/assignment such as course papers, logs, or care plans; reports given to staff or in post-conference or class, or patient/client charting completed by the student. Violation of this policy is grounds for clinical failure and dismissal from the program.
Student Errors, Near Misses, and Deficiencies in Clinical and Simulation Laboratory

The faculty recognizes that no student will intentionally make an error when providing patient/client care. They also realize that students are human and that mistakes can and do occur. In order to ensure patient/client safety and as a result of an increasingly litigious society, the faculty has determined that in order to protect the patient/client, the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a student makes an error of omission or commission or has a near miss in the clinical or simulation laboratory. Merriam-Webster.com defines a near miss as “a miss close enough to cause damage” and a “close call.” According to the Agency for Healthcare Research Quality (AHRQ) definition, a near miss is an “event or situation that did not produce patient/client injury, but only because of chance.”

When a student or licensed personnel recognizes that an error or near miss has occurred, it is the student’s responsibility to report the error or near miss immediately to the clinical nursing faculty and clinical agency.

- For clinical errors, an incident report will be filled out and filed with the clinical agency according to agency policy.
- Clinical instructors are to notify the Course Coordinator of any student errors, near misses, or deficiencies.
- The Course Coordinator is to notify the BSN Program Director or Department of Nursing Chair about the error, near miss, or deficiency.
- The clinical faculty will complete the SAU Department of Nursing Unprofessional Moral Character and Ethical Practice Report and Action Plan with student input. (See DON Unprofessional Moral Character and Ethical Practice Report and Action Plan).
- All forms related to the error, near miss, or deficiency will be attached to the student’s clinical performance record and placed in the student’s file.

Important:

- Students not completing the remediation plan satisfactorily will receive a failing grade for the clinical portion of the course, which will result in failure of the course.

- Students making an error and not reporting it to the clinical faculty in a timely manner or found trying to cover-up or hide the error will be immediately dismissed from the clinical experience, dismissed from the course, and will receive an “F” grade for the course.

- Error(s) which may require legal intervention or are of great significance must be submitted in writing to the Department of Nursing Chair.

- Multiple student errors, near misses, deficiencies/unsafe unprofessional nursing practices, unsatisfactory classroom/clinical behavior may result in the student being dismissed from the program.
Clinical Evaluation Tool

Each behavior/skill exhibited by the student will be scored according to the following scale:

<table>
<thead>
<tr>
<th>SCORE SCALE</th>
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<tbody>
<tr>
<td>5</td>
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<tr>
<td>4</td>
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<tr>
<td>3</td>
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<tr>
<td>2</td>
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<td>1</td>
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Students must achieve a score of 3 or higher for EACH competency listed on the Clinical Evaluation Tool by the final evaluation to pass the clinical component of the course. Students earning scores of 0 – 2 at midterm will have a clinical deficiency form completed by the instructor with a detailed remediation plan for improvement. The score must be improved to a 3 or higher by the final evaluation in order to pass the clinical component of the course.
Midterm Clinical Evaluation

Student Name: __________________________
Date of Evaluation: _________________  Faculty Name: __________________________
Dates of Clinical Absences: __________  Dates of Clinical Tardiness: ________________
Dates of Unsatisfactory Lab Grade(s): ___________________________________________
Clinical Deficiency Forms Completed (list all objectives with a score of 0-2):

Midterm Clinical Lab Grade:  PASS  FAIL

Final Clinical Evaluation

Date of Evaluation: _________________  Faculty Name: __________________________
Dates of Clinical Absences: __________  Dates of Clinical Tardiness: ________________
Dates of Unsatisfactory Lab Grade(s): ___________________________________________
Clinical Deficiency Forms Completed (list all objectives with a score of 0-2):

Final Clinical Lab Grade:  PASS  FAIL
STUDENT CLINICAL EVALUATION

1. The students will be evaluated daily on the following aspects:
   a. Administering safe* and therapeutic nursing care as evaluated by faculty and/or other nursing personnel.
   b. Acceptance of responsibility for care of client assigned. This includes:
      I. Adequate preparation prior to coming to unit in order to give safe care.
      II. Honesty and responsibility for admission of error and seeking assistance from instructor as needed.
      III. Continual communication between the student and instructor/staff as it relates to client care.
   c. Acceptance of responsibility for meeting specific learning focus for the day by:
      I. Meaningful contributions and sharing of ideas with others in pre and post conferences.
      II. Adequate daily preparation related to focus.
      III. Demonstration of interest and inquiry related to focus.
   d. Adherence to nursing policies/implications when administering medication.
   e. Adherence to the basic safety principles in the care of any client when carrying out procedures such as adequate assessment, recognizing signs/symptoms of disease processes, appropriate priority setting skills, adequate client supervision, appropriate intervention, and effective evaluation of care.
   f. Following appropriate guidelines for physical restraints, side rails, etc.
   g. Evidence of professional behavior by accountability, excellence, duty, service, honor, integrity and respect for others.

2. A student who is not meeting the required course objectives will be meet with the clinical faculty and a remediation plan will be developed. If the student does not show satisfactory progress within a period of time designated by the faculty, the student will be advised to drop the course in accordance with University policy. Students who fail to remove a deficiency from the clinical evaluation tool for the specific course by the final evaluation will fail the course.

3. Clinical Dismissal: Any student who performs in an unsafe* manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in FAILURE of the course, and the student may drop in accordance with University policy.

   *Unsafe is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the client, the client’s family, other personnel, or to the individual student.
Clinical Evaluation continued:

4. Anytime the student makes an error that could or does result in harm to the client, the Clinical Faculty and student are required to fill out a “Unprofessional Moral Character and Ethical Practice Report and Action Plan” form, which will be filed in the student’s folder. This following information should be included:
   1. Hospital name
   2. Date and time
   3. Student’s name
   4. Instructor’s name
   5. Patient’s initials, age, and diagnosis if applicable
   6. Description of the incident
   7. Action by the instructor
   8. Action by the student
   9. Environmental factors contributing to the error
   10. Steps taken to prevent recurrence of error, if applicable
   11. Additional comments or remarks as needed
   12. Signatures of instructor and student

5. If a student’s behavior results in an unsafe act, it is the responsibility of the student to:
   1. Notify the instructor, staff, and patient’s physician of the error.
   2. Fill out the hospital’s standard incident form.
   3. Fill out the “Unprofessional Moral Character and Ethical Practice Report and Action Plan”

   After this action, the student is dismissed from the clinical area and must appear before the nursing faculty for a review of the situation. The faculty will then decide whether the student will be reinstated or permanently dismissed from the clinical lab. Permanent dismissal will require the student to be administratively dropped from the current clinical course.

6. Smoking is not permitted in the clinical area. All facilities in Arkansas are now smoke-free. Follow individual facility policy for smoking regulations. Students are not allowed to smoke en route to clinical or during any breaks.

7. At no time will gum chewing be permitted in the clinical area.
Unprofessional Moral Character and Ethical Practice Report and Action Plan

Student

Name__________________________ Course Name and Number__________________________

Date of Incident________________ Location of Incident________________

This student has demonstrated behaviors that do not meet the standards of Good Moral Character as stated in section 17-87-301. Registered nurses of the Nurse Practice Act of the State of Arkansas, Title 17, Professions, Occupations, and Businesses, Subtitle 3. Medical Professions, Chapter 87, Nurses (2018) and or ANA’s Code of Ethics for Nurses (2015, p v).

Nurse Practice Act Subchapter 3 – Licensing 17-87-301. Registered nurses.

“(a) Qualifications. Before taking the examination or before the issuance of a license by endorsement, an applicant for a license to practice professional nursing shall submit to the Arkansas State Board of Nursing written evidence, verified by oath, that the applicant: (1) Is of good moral character….” (p 15).

Examples of Good Moral Character (taken from the ANA Code of Ethics):

- Compassion
- Respect
- Accountability
- Responsibility
- Integrity
- Competence
- Ethical (knowledge, skill, wisdom, patience, honesty, trustworthiness, altruism and courage)
- Professional (Practice standards)
## Provisions of the Code of Ethics for Nurses with Interpretive Statements

<table>
<thead>
<tr>
<th>Provision</th>
<th>Interpretive Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Provision 1</strong></td>
<td>The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.</td>
</tr>
<tr>
<td><strong>Provision 2</strong></td>
<td>The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.</td>
</tr>
<tr>
<td><strong>Provision 3</strong></td>
<td>The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.</td>
</tr>
<tr>
<td><strong>Provision 4</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Provision 5</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Provision 6</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Provision 7</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Provision 8</strong></td>
<td>The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.</td>
</tr>
<tr>
<td><strong>Provision 9</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Document in the appropriate section (s) below and provide specific, relevant documentation of behavior.

- The student fails to demonstrate compassion
  - Did not value what the patient verbalized
  - Other

Supporting documentation required:

- The student fails to demonstrate respect
  - Does not demonstrate respect for the preferences of the client
  - Requires repeated reminders of respect for the preferences of the client
  - Does not demonstrate respect towards faculty, staff and/or peers (University/Clinical/Lab/Simulation settings)
  - Excessive emails/texts to peers or faculty members
  - Other

Supporting documentation required:

- The student fails to demonstrate accountability
  - Is resistant or defensive regarding suggestions for improvement
  - Does not recognize deficiencies and the need for improvement
  - Does not accept constructive criticism or take responsibility for errors
  - Is belligerent, abusive or critical of others
  - Talks while faculty or speakers are delivering lecture
  - Interrupts the flow of class with questions or interjections
  - Uses computer, cell phone or other technology device inappropriately in class, lab, Simulation and/or clinical
  - Does not obtain faculty supervision within the clinical setting
  - Other

Supporting documentation required:
• The student fails to demonstrate responsibility
  o Is habitually late submitting assignments
  o Is habitually tardy and/or absent to class/clinical/lab/simulation/exams
  o Dresses inappropriately and/or exhibits nonprofessional appearance/behavior to clinical/lab/simulation
  o Exhibits behavior that is inappropriate (i.e. sexist, racial, threatening, or demeaning, includes swearing, and/or talking in class)
  o Does not maintain confidentiality
  o Ignores unethical behavior of others
  o Requires repeated reminders of own responsibility for knowledge previously discussed in class/clinical/lab/simulation and the responsibilities consistent with the Department of Nursing and/or clinical agency
  o Fails to come prepared to class/clinical/lab/simulation
  o Acts in such a way to create significant anxiety and/or stress to others.
  o Is verbally abusive and/or exhibits threatening, coercive, or violent behavior toward anyone
  o Is unable to maintain professional relationships with others in the classroom/clinical/simulation/lab setting
  o Violates the boundaries of professional nurse-patient/family relationships, e.g. engages in romantic or sexual relationships
  o Other

Supporting documentation required:

• The student fails to demonstrate integrity (honest and moral principles)
  o Demonstrates inaccurate, incomplete and/or misleading verbal/written communication
  o Misrepresents and/or falsifies actions or information
  o Violates client, their families, significant other, healthcare professionals, and member of the public trust
  o Other

Supporting documentation required:
• The student fails to demonstrate competence
  o Medication was administered with error pertaining to the 9 rights (medication, client, dose, time, route, reason, documentation, refuse, and response)
  o IV solution was selected or calculated incorrectly
  o Assessment was not complete
  o Does not recognize “cues” to distinguish changes in a patient’s health status
  o Lack in clinical judgment
  o Attempts skills/procedures/activities without adequate preparation or assistance
  o Is unsafe when performing psychomotor/technical skills
  o Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy, and respect
  o Care includes act(s) of omission in the care of the client, or in relationships with peers, faculty and/or staff
  o Other

Supporting documentation required:

The student fails to demonstrate ethical principles

• Nonmaleficence – the duty or obligation not to cause harm
• Beneficence – the duty or obligation to benefit others, to do that which is good, or to help others further their own legitimate interest.
• Autonomy – the duty or obligation to promote self-determination of others
• Justice – the duty or obligation to allocate social burdens and benefits fairly among all persons

Supporting documentation required:
The student fails to demonstrate professional nursing standards

- Failure to adhere to the American Nurses Association Standards of Professional Nursing Practice
  - Standard 1. Assessment
  - Standard 2. Diagnosis
  - Standard 3. Outcome Identification
  - Standard 4. Planning
  - Standard 5. Implementation
    - Standard 5A. Coordination of Care
    - Standard 5B. Health Teaching and Health Promotion
    - Standard 5C and 5D. Do not apply to Undergraduate students
  - Standard 6. Evaluation
  - Standard 7. Ethics
  - Standard 8. Education
  - Standard 9. Evidence-Based Practice and Research
  - Standard 10. Quality of Practice
  - Standard 11. Communication
  - Standard 12. Leadership
  - Standard 13. Collaboration
  - Standard 14. Professional Practice Evaluation
  - Standard 15. Resource Utilization
  - Standard 16. Environmental Health

Supporting documentation required:
**Action Plan**

**Contributing Factors:**

Supporting documentation required:

**Potential Consequences:**

Supporting documentation required:

**Student Comments/Plan for Improvement of Problem Area:**

**Resolution/Plan:**

**Student Signature:** ___________________________            **Date:** ____________

**Faculty/Administrator Signature:** ___________________________            **Date:** ____________

(Presence of student signature indicates that the student has read and discussed the occurrence with the faculty member/administrator.)

Original will be given to the Department of Nursing Chair to place in the student's file; copies will be given to the student and Course Coordinator.

**Please note:**

1. Faculty may ask student to fill out this form.
2. See SAU Department of Nursing Handbook and/or syllabus for further details regarding the outcomes of the infraction noted on the form.

**A STUDENT WHO ACCUMULATES A TOTAL OF THREE UNSATISFACTORY LABORATORY/CLASSROOM PERFORMANCE GRADES WHILE IN THE NURSING PROGRAM WILL APPEAR BEFORE FACULTY AND MAY BE DISMISSED FROM THE PROGRAM.**
Clinical Learning Center: See Clinical Learning Center handbook

Body Substance Exposure Protocol
Health care providers are at risk for body fluids that may carry blood borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to patients and others. Pathogens at risk for transmission in health care environments include the tuberculosis bacilli; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus, as well as others. All health care agencies have specific policies and it is the student’s responsibility to be informed of such policy for each clinical site you attend.

Exposure Guidelines
The Occupational Safety and Health Administration (OHSA) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol. If an exposure occurs, the student will complete a Student Accident Form as soon as possible and submit the form to their clinical faculty. The student may choose to follow up with University Health Service or their personal physician if an exposure occurs.
Southern Arkansas University
Department of Nursing

STUDENT ACCIDENT FORM

Date____________________

Name__________________________________________________________

Date of Occurrence_________________________ Time____________________

Place of Occurrence_______________________________________________

Type of Accident_________________________________________________

Specific Activity Engaged In________________________________________

Summary of Accident_____________________________________________

_________________________________________________________________

_________________________________________________________________

Witnesses: (Name, Address, Phone Number)

_________________________________________________________________

_________________________________________________________________

Health Care Provider_______________________________________________

Action Taken: _____________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

October 2009, May 2012
**Classroom Attire:**
No revealing clothing, such as low cut shirts, muscle shirts, short-shorts, or short skirts, no sagging pants, are allowed. THE CLASSROOM IS WHERE PROFESSIONAL BEHAVIOR WILL BEGIN, INCLUDING TYPES OF CLOTHING.

**Uniform Policy: BSN Completion Students (RN – BSN)**
The primary purposes for the uniform are identification, cleanliness, and neatness and to portray a professional image. These guidelines are designed for the protection of both the student and the patient/client.

The student is expected to wear a SAU Nursing Student name pin that includes the RN credentials.
- Lab Coat: Clean, unstained, wrinkle-free
- Name Pin: To always be visible on the front of the uniform on the upper left side.
  - The top line of the name pin is printed with the “student’s name, RN” and the second line is printed with the “SAU Nursing Student.”

**Uniform Policy: Prelicensure Students**

**Uniforms**
The primary purposes for the uniform are identification, cleanliness, and neatness and to portray a professional image. The student is expected to wear uniform approved by the Department of Nursing faculty.

**Name Badge and School Patches**
Students are responsible for obtaining their photo ID badge from Dolph Camp. You will need to ask for the nursing clinical ID badge. No cost to students. After you receive your nursing photo ID, return to the Department of Nursing Administrative Specialist to receive a badge holder and clip. Students will return their name badge to the Department of Nursing Administrative office prior to graduation or leaving the program.

School patches can be purchased through the SAU Bookstore. The patch should be placed on the left side of your lab coat. Name Pin is to be placed above patch.

**Stethoscope:**
It is required that you purchase your own stethoscope. It should have two heads (diaphragm and bell type).

**Nursing Shoes:**
Nursing Shoes: Only white or black nursing shoes that cover the entire foot will be allowed. The following will not be allowed: Shoes with holes, cloth tennis shoes, slides, sandal-type, Mary-Jane type, open toes/heels, or clogs. Tall, crew style, or compression socks that are white or black in color must be worn.

**Other:**
Bandage scissors, watch with a second hand, a pen light, black sharpie, and black and red ink pens. (Charting cannot be done in other colors such as purple, pink, green, etc.)

**Uniform Regulations:**

1. It is expected that all clothing including shoes, shoestrings, and hose/socks will be clean and neat at the beginning of each clinical session. All parts of the uniform must be clean and pressed. As a nursing student, you are an ambassador of the Nursing Program and the University at all times and judged not only as an individual, but also as a typical student representing the entire student body. The student uniform must be worn with dignity and pride reflecting credit on the University, the Nursing Program, and the nursing profession. Because the nursing student is embarking in a profession that promotes health, the student uniform must be impeccably clean at all times. Students are only allowed to wear short-sleeved t-shirts for coverage of chest hair or cleavage as long as the sleeves are not visible past the sleeves of the uniform top and that the shirt hem is not visible from underneath the scrub shirt.

2. All students must wear appropriate undergarments for professional appearance.

3. Neat, careful grooming is considered to be a part of the uniform. Inappropriate and unusual methods of grooming are to be avoided. Make-up must always be kept at a minimum and be appropriate for the clinical setting. No nail polish or artificial nails (including acrylic) are permitted; nails must be kept to the tip of the finger. A daily bath and the use of an effective deodorant are necessary requirements of good grooming. Perfume or aftershave should **NOT** be worn.

4. White or black hose or socks must be worn over the ankle. No runs or patterns in hose are acceptable.

5. Hairstyles for male and female students must be worn off the collar. Hair must be clean and a natural color. No decorative hair ornaments are allowed. Long hair must be securely tied back and must not fall in face.

6. A wedding ring, solid band without stones, is the only article of jewelry permitted while in the clinical lab, except small silver or gold colored stud earrings. Wearing of rings in the operating room, nursery, labor section and the delivery rooms is not permitted in some of the hospitals used for clinical lab experience, and the student will be required to comply with hospital policy. No other visible body tattoo or piercing is acceptable (including pierced tongues).

7. Visible tattoos will be addressed on an individual basis and will be required to be covered at the discretion of the clinical faculty.

8. Each student must wear a digital or analog watch that displays seconds, large enough to be clearly visible, and easy to move up the arm to facilitate hand washing. Expensive watches are discouraged. Students should see these as disposable items in the event of contamination or soiling beyond proper cleaning/disinfecting. “Smart” watches are not allowed in the clinical setting because they can harbor microbes (they are difficult to satisfactorily clean) and can pose a threat to patient confidentiality.
9. A medic alert bracelet or necklace may be worn while in uniform.

10. Name pins are to be worn by all students in the clinical area.

11. Students in the operating room, labor section, delivery room, and nursery will wear the uniform designated by the department in that hospital. Also, students in the operating room and delivery room will wear special conductive shoes or shoe coverings, caps and/or masks in accordance with hospital policy.

12. Smoking is not permitted in the clinical area. All facilities in Arkansas are now smoke-free. Follow individual facility policy for smoking regulations. Students are not allowed to smoke in route to clinical or during breaks.

13. At no time will gum chewing be permitted in the clinical area.

14. When appearing in the hospital or at educational conferences, in a student role, appropriate attire must be worn with lab coat and name pin. (No jeans, shorts, flip-flops etc.). Clothing must be free of stains, tears and wrinkles. Students will not wear the uniform to any healthcare facility without faculty approval.

15. Facial Hair Guidelines: A clean, neatly trimmed mustache may be worn IF it does not hang over the upper lip into the mouth, extend below the corner of the lips, or can be twisted or curved at the ends toward the upper cheekbone. Male students in uniform may not wear flared sideburns, sideburns below the earlobes, or beards. CDC recommendations for facial hair

16. Lab Jackets: Lab jackets must be worn to every clinical experience. Jackets must be removed when giving direct patient care.

Any violation of the uniform regulations will result in a clinical deficiency for the day for the first offense; thereafter, repeated offense will result progressive disciplinary action.

Where to Wear the Uniform
- Full uniforms (uniform/scrub shirt, pants, and jacket/lab coat) are worn when the student is engaged in SAU clinical nursing or simulation activities.
- Lab coats are to be worn to and from the clinical setting or in compliance with specific clinical policies. They should be removed when the student is engaged in direct patient/client care.
- On clinical site visits to see patients or to read charts, students must wear the full uniform. The name pin must be worn and be clearly visible.

Addendum
If the agency’s dress code is more restrictive than the SAU uniform regulation policy, the student is expected to comply with the clinical facility policy.
The following are NOT allowed:

- Nail polish or artificial nails. Natural nails must be trimmed.
- Strong odors including but not limited to scented perfume or lotions, aftershave, hairspray, or offensive body odor.
- Chewing gum.
- Excessive hair accessories. Simple barrettes may be worn.
- Visible tattoos will be addressed on an individual basis at the discretion of the clinical faculty, clinical preceptor, or healthcare facility policy.
- Print or colored undergarments that show through the uniform or while wearing the uniform.
- Excessive make-up.
- Tobacco use. All clinical facilities are smoke/tobacco free.
- Faded, torn, ripped or frayed clothing;
- Midriff or off-the-shoulder blouses, sweaters, or dresses;
- Low neck lines on dresses, sweaters, or blouses
- Short dresses or skirts; Dresses and skirts can be not shorter than 2 inches above the knee and not longer than mid-calf (unless established religious customs).
- Tight, sheer, or revealing clothing;
- Clothing with advertisements, sayings, or logos,
- Spaghetti strap or strapless shirts or dresses;
- Denim jeans;
- Shorts or sports attire;
- Hats, scarves, caps, bandanas, plastic hair bags/shower caps; unless for medical conditions or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears; one pair of simple earrings and wedding bands are allowed. All other piercings and jewelry must be removed.
- Open toed or open heeled shoes;
- Low riding pants – All pants must be worn at the natural waistline.

Addendum

- If the agency’s dress code is more restrictive than this policy, the student is expected to comply with the agency’s policy.
- Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions.
- Faculty may dismiss a student from a clinical setting if the uniform policy is violated.
- Any questions must be discussed and clarified with the clinical instructor prior to clinical participation.
Criminal Background Check and Drug Screening
Southern Arkansas University
Department of Nursing

Criminal Background Check and Drug Screening Information

To comply with mandates from clinical agencies utilized by the SAU Department of Nursing students enrolled in the BSN program are required at the initial semester of enrollment and yearly thereafter to have criminal background checks, driving history record checks, and urine drug screens in order to remain enrolled in any DON course. Failure to comply with background and drug screening mandates will result in immediate administrative dismissal from the program. This information may be shared with healthcare organizations where students attend clinicals. After review of a student’s criminal background check (CBC), an organization may decide to deny a student access to the clinical area. The DON will make every effort to place the student in another clinical environment, however, the DON cannot guarantee placement. If the student cannot be placed, he or she will not pass the clinical rotation.

Any nurse or nursing student who test positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a) (3) (4) and (6); the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.6.m; the SAU University Student Handbook, Section 2: Policies, Rules, and Regulations, 2.12.

If a student has a “negative dilute” result on a urine drug screen or any result that is reported as “invalid” as determined by the testing site, the urine drug screen will need to be repeated within 24 hours once the Department Chair is made aware of the test results. The student is responsible for the cost. If a student receives a second negative dilute test result, he or she will receive sanctions for a positive test as stated below.

A positive drug screen from any student may have the following sanctions evoked:
- a learning agreement for behavioral change and/or
- referred for medical evaluation and/or
- dismissal from the BSN program

Readmission process for a student who has previously tested positive for substance abuse will include:
- negative drug test
- evidence of drug counseling and/or rehabilitation
- agree to submit to random drug screenings at the student’s expense

If a student who is readmitted to the nursing program has a positive test for substance abuse, the student 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.

**Fall semester: August 1st is the deadline for providing proof, to the clinical course coordinator, of starting the process of the background check and drug screen (unless otherwise specified**
in a course syllabus/calendar). First day of class is the deadline for providing proof of completion of background check and drug screen to the clinical course coordinator.

Spring semester dates respectively are January 5th and first day of classes to provide proof of completion.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM
Southern Arkansas University Nursing Background Check and Drug Screen

Background checks and drug screening are required on incoming students to ensure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the Department Chair and/or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted through eScreen/Pembrooke. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as below and choose the appropriate program.

Arkansas Residents – Magnolia, Camden, El Dorado, etc., will select – Southern Arkansas University Nursing Arkansas Students Only

Louisiana/Texas Residents – Louisiana and Texas will select – Southern Arkansas University Nursing Texas and Louisiana students

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. Texas residents will pay $122.86. Residents in all other states will pay $113.50. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc.

Drug Screening Instructions:

For students in Magnolia, Camden, & El Dorado (Paper Chain of Custody)

1. You must fax, email, or provide a copy of the receipt to the administrative assistant in the nursing department to receive a chain of custody form to submit for drug testing. You may find the administrative assistant’s email address on the SAU Department of Nursing website. If you fax or email the receipt, a copy of the chain of custody form will be mailed to you. The chain of custody form cannot be faxed or emailed because it is perforated.
You must provide an address for the form to be sent to. You may submit the chain of custody form to any collection site. If you need to know which collection site is nearest you, please email PreCheck on their website and they will provide you with the information.

**For student in Texas or Louisiana Using eCOC (Online Chain of Custody)**

You must pre-register for a drug screen and generate your Chain of Custody Form before heading to a collection lab.

- If you pay by credit card, you will complete this process during the ordering process and will be directed to choose the collection site closest to your location.
- If you are paying by money order, you will be emailed instructions to generate your Chain of Custody Form and obtain your drug screen once payment has been received.
- You still need to email your receipt to the administrative assistant for your student records.

Note on Drug Screen Collection Appointments: Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to obtain necessary forms (if applicable), pre-register, and complete the drug screen within the time frame required by the school.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any business.

**FREQUENTLY ASKED QUESTIONS:**

- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- How do I know where to go for my drug screening? Email StudentCheck@Precheck.com with where you live and they can tell you the site closest to you.
- What do I do if I selected the wrong school, program, or need to correct some other information entered? Please email StudentCheck@PreCheck.com with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- How long does the drug screening take to complete? Screening can be impacted by a variety of factors.
- Do I get a copy of the background report? Yes. Log on to www.mystudentcheck.com and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact PreCheck directly to request this.
- Do I get a copy of the drug screening? Your school or clinical site may have a designated administrator who receives results via fax or through e-results; however, if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
• Where will I call if I have been advised that I am being denied entry into the program because of information on my report and that I must contact PreCheck. Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Arkansas State Board of Nursing Criminal Background Check

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contender, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas.

ASBN Nurse Practice Act of the State of Arkansas, Chapter 3 Act 1717-87-312 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 information obtained concerning the applicant in the commission of any offense listed in subsection(e) of this section.

(e) Except as provided in subdivision (l)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

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

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(3) Manslaughter as prohibited in § 5-10-104;

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

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

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

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

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

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

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

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

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

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 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, § 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 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
(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; and

(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.

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

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

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

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

(A) An affected applicant for licensure; or

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

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

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

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

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

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

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

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

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

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

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

(A) Capital murder as prohibited in § 5-10-101;
(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(C) Kidnapping as prohibited in § 5-11-102;
(D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
(E) Rape as prohibited in § 5-14-103;
(F) Sexual extortion, § 5-14-113;
(G) 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;
(H) Incest as prohibited in § 5-26-202;(I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
(J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
(K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
(L) Arson as prohibited in § 5-38-301

**Criminal Behavior While Being a SAU Nursing Student**

If a student has criminal charges filed against her/him, the student is to make a copy of all related materials and submit the material to the Department of Nursing Chair within 30 days of filing of the criminal charge or citation.

It is the student’s responsibility to keep the Department of Nursing Chair informed of the charge(s) and to provide any related paperwork.

Criminal behavior engaged in by a student might affect the student’s academic standing and progression in the SAU nursing program. Each case is considered on an individual basis in light of ACA § 17-87-309 Arkansas State Board of Nursing rules and policies regarding criminal behavior, ethical and professional standards of conduct, and contracts with clinical facilities.

Sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).
Department of Nursing Pin
The Department of Nursing pin distinguishes Southern Arkansas University pin was designed by the first graduating associate degree class. When the baccalaureate program was added to the curriculum, a BSN bar that attaches to the pin was added.

Graduating students will be notified when the company representative will be on campus for students to view and purchase their nursing pins. Once the student has completed all degree requirements, the student will be given the pin, which usually occurs during the graduation ceremony.

Graduation Application Process
The Registrar’s office will notify students by email of the deadline for graduation application submission. This usually occurs during registration of the student’s last semester. The student will complete the application online through their campus connect account. Directions and graduation fees can be found at https://web.saumag.edu/registrar/graduation/. Graduation fees will be billed to the student’s account.

A degree audit will also need to be completed. Students will schedule an appointment with their advisor to complete the degree audit.

All department and University requirements are to be met before a student may graduate and take the National Council Licensure Examination (NCLEX – RN).

NCLEX – PN, Exam, Application
Students, who have successfully completed the BSN program and has an unsuccessful attempt on the NCLEX – RN may apply to take the licensing examination for Practical Nursing (NCLEX – PN). If licensed, the student may then practice as an LPN during the year. Students are to obtain the applications available directly from the Arkansas State Board of Nursing (501-686-2700; Suite 800, 1123 South University, University Tower, Little) www.arsbn.arkansas.gov. Check the Arkansas State Board of Nursing web site for specific fee amounts and the PN Equivalency Requirements.

Prior to taking the license examination students must complete a short correspondence course on the role of the LPN. To prepare for the exam, students are encouraged to review one or more of the NCLEX-PN review books in the bookstore.

NCLEX – RN Exam, Application
Prior to taking the NCLEX-RN exam, candidates must submit documents and fees to both the Board of Nursing and testing service. Specific information for each state requirement can be found on the individual state’s board of nursing website. The Department of Nursing works closely with graduating seniors to assist them with application processes for the states of Arkansas, Louisiana, and Texas.

NCLEX – RN Verification of Degree Policy
The Arkansas, Louisiana, and Texas State Boards of Nursing Registered Nurse Examination Applications include a recommendation from the Department of Nursing Chair. This recommendation will be provided for any SAU BSN graduate applying for the first NCLEX –
RN attempt within two (2) years of graduation and who meet all other NCLEX – RN preparation requirements.

**Program Requirement:** Students must also achieve the green light through Virtual ATI to demonstrate content mastery and successful NCLEX – RN preparation. The Arkansas State Board of Nursing Registered Nurse Examination Application includes the RN Nursing Education Program Completion Verification form to be completed by the Department of Nursing Chair/school representative. This verification form will be provided for any SAU BSN graduate applying for the first NCLEX – RN attempt within two (2) years of graduation and who meets all other NCLEX – RN preparation requirements, including attendance in an NCLEX – RN review course and achieving the green light through Virtual ATI.
BSN FEES AND EXPENSES

See “Fees and Expenses” sheet in University Handbook/Catalog for tuition, etc.

Expenses may vary with your choice of products, style, color, etc., making the following list an estimated cost.

**ALL PRICES ARE APPROXIMATE and ARE NOT GUARANTEED.**

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Lab Fee (each semester)</td>
<td>$100</td>
</tr>
<tr>
<td>Hepatitis Immunization (available at University Health Services; 3 injections)</td>
<td>$90</td>
</tr>
<tr>
<td>TB Skin Test (available at a variety of locations, required yearly)</td>
<td>$10</td>
</tr>
<tr>
<td>CPR American Heart Association, Healthcare Provider BLS course (offered before each fall / spring semester)</td>
<td>$80</td>
</tr>
<tr>
<td>Certified Background check with drug screen for clinical sites</td>
<td>$130</td>
</tr>
<tr>
<td>Student Nurses Association (SNA) Membership (optional and subject to semester of enrollment changes)</td>
<td>$30</td>
</tr>
<tr>
<td>Non-information transferring ear buds or head phones</td>
<td>$2 – $30</td>
</tr>
<tr>
<td>Uniforms and lab coat</td>
<td>$100 – $150</td>
</tr>
<tr>
<td>Nursing shoes</td>
<td>$30 – $75</td>
</tr>
<tr>
<td>Watch with second hand</td>
<td>$15 – $50</td>
</tr>
<tr>
<td>Stethoscope</td>
<td>$40 – $180</td>
</tr>
<tr>
<td>Simple function calculator</td>
<td>$1 – $5</td>
</tr>
<tr>
<td>School Patch for Uniform</td>
<td>$7</td>
</tr>
<tr>
<td>Name Pin $11.00 if ordered on time – late order $19.00</td>
<td>$13</td>
</tr>
<tr>
<td>Nursing Lab Skills Kit – per semester</td>
<td>$10 – $100</td>
</tr>
<tr>
<td>Travel to and from Clinical Sites and other assigned activities (DEPENDENT ON GAS PRICES and DISTANCE TRAVELED)</td>
<td>$200 – $500 Per Semester</td>
</tr>
<tr>
<td>Fall semester of senior year students will complete clinical hours at Arkansas Children’s Hospital which will require travel expenses (hotel, gas, meals)</td>
<td>$200</td>
</tr>
<tr>
<td>Books – Prices are for students purchasing new books and differ according to nursing program and current course level.</td>
<td>$200 – $800</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Student Orientation (Passport Program)</td>
<td>$10</td>
</tr>
<tr>
<td>Standardized Testing and Resources each semester</td>
<td>$250 – $300</td>
</tr>
<tr>
<td>Exam Soft</td>
<td>$40 Per semester</td>
</tr>
<tr>
<td>Updated SIMChart access (if current access has expired) price varies according to length of purchase (6 month, 12 month, etc)</td>
<td>$ 60 – $100</td>
</tr>
<tr>
<td>Simulation Learning Systems (if required by a course) price varies according to modules needed)</td>
<td>$ 75 – $265</td>
</tr>
</tbody>
</table>

**Attendance at SNA convention (junior year):**
- SNA member registration fee
  $ 75
- Non-member registration fee
  $ 100
- 1 day travel and meals
  $ 80

**Attendance at SNA convention (senior year):**
- SNA member registration fee
  $ 75
- Non-member registration fee
  $ 100
- Travel, hotel, and meals
  $ 200
  (Travel $40.00 for gas; hotel expense estimated with 4 people to a room; meals @ $40.00/day)

**Arkansas Nursing Research Day (junior year):**
- Registration fee
  $ 30
- 1 day travel and meals
  $ 80

**Arkansas Nursing Research Day (senior year):**
- Registration fee
  $ 30
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day travel and meals</td>
<td>$80</td>
</tr>
<tr>
<td>Poster for presentation</td>
<td>$35</td>
</tr>
<tr>
<td><strong>LAST SEMESTER FEES</strong></td>
<td></td>
</tr>
<tr>
<td>NCLEX – RN prep course work to be completed as part of the NURS 4123 Synthesis of Nursing Concepts course</td>
<td>$600</td>
</tr>
<tr>
<td>Virtual ATI</td>
<td>$410</td>
</tr>
<tr>
<td>NURS 4123 Synthesis of Nursing Concept fee</td>
<td>$375</td>
</tr>
<tr>
<td>SAU Nursing Pin with or without Pin Guard (optional for final semester)</td>
<td>$ Price varies</td>
</tr>
<tr>
<td>State Board Application Fee (final semester – subject to change)</td>
<td>$100 (AR)</td>
</tr>
<tr>
<td></td>
<td>$100 (LA)</td>
</tr>
<tr>
<td>Temporary License Fee (final semester)</td>
<td>$30 (AR)</td>
</tr>
<tr>
<td></td>
<td>$100 (LA)</td>
</tr>
<tr>
<td>State and Federal Background Check for licensure</td>
<td>$36.25 (AR)</td>
</tr>
<tr>
<td></td>
<td>$39.25 (LA)</td>
</tr>
<tr>
<td>NCLEX – RN Fee – Pearson Vue (final semester – subject to change)</td>
<td>$200</td>
</tr>
<tr>
<td>Digital fingerprints (price varies according to location)</td>
<td>$0 – $20</td>
</tr>
<tr>
<td>Individual graduation picture for class composite (optional – packages available vary)</td>
<td>$ Price varies</td>
</tr>
<tr>
<td>Nursing Lamp for Graduation</td>
<td>$ Price varies</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100</td>
</tr>
</tbody>
</table>
OTHER NURSING INFORMATION

Nursing Organizations

SAU Student Nurses’ Association

The SAU Student Nurses’ Association (SNA) is the local chapter of the Arkansas Nursing Student Association (ANSA) and the National Student Nurses’ Association (NSNA). The NSNA defines the membership and purpose of the organization as “a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students.”

The purpose of the SAU SNA chapter is to improve health care of all people by promoting development of the individual student nurse as a future health care professional; to provide programs representative of fundamental and current professional concerns; to form a network of contacts consisting of, but not limited to, students, faculty, and professional associates; and to aid in the development of the whole person, his/her professional nursing role, and his/her responsibility for the health care of people in all walks of life.

The SAU SNA is actively involved on campus and in the community, participating in hundreds of service hours each academic year. ANSA State Convention is held in the fall, Midyear Conference follows, and NSNA National Convention occurs each spring. Students who join NSNA are eligible to run for an officer, director, or class representative position at the chapter level during the annual election. Members are also eligible to run for positions on the state and national level. The SAU SNA chapter conducts monthly meetings for chapter business.

Membership is open to nursing and pre-nursing students enrolled at SAU. Membership in SNA by pre-nursing majors does not guarantee admission into the Department of Nursing, but it does provide pre-nursing students with excellent opportunities to get involved in the culture of the department and network with potential future colleagues. Anyone interested in joining can contact the faculty advisors.

SAU Student Nurses’ Association

National Student Nurses’ Association (NSNA)

Arkansas Nursing Student’s Association (ANSA)

SAU Nursing Alumni Chapter

Founded in November of 2011, the Nursing Alumni Chapter is an umbrella chapter of the Southern Arkansas University Alumni Association. The chapter provides graduates of the Department of Nursing an avenue to network with other nursing professionals while remaining connected to Southern Arkansas University. As the Nursing Alumni Chapter grows, opportunities for professional development, scholarship, and fundraising will be available.
Sigma Theta Tau International Honor Society of Nursing, Gamma Xi Chapter
In the spring of 1978 the Gamma Xi Chapter of Sigma Theta Tau, the International Honor Society of Nursing, was chartered. Southern Arkansas University became a branch of the Gamma Xi chapter in the spring of 2012. Sigma Theta Tau is the only honor society for nursing. The first chapter was established in 1922. The society recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual's commitment to ideals and purposes of professional nursing.

Undergraduate students who meet Sigma Theta Tau's criteria are eligible for induction into the Gamma Xi Chapter. Currently, those standards include having completed at least one-half of their required nursing credits, in the upper 35% of their class, have a minimum of 3.0 GPA, and have two endorsements by members for membership.

Induction into the Honor Society and Gamma Xi Chapter occurs in the fall semester of each year. For further information, contact the Department of Nursing Gamma Xi Liaison.

Student Service on University and Department of Nursing Committees
Opportunities are available for student participation on the standing committees of the department and the university. Students are recruited to serve on the Department of Nursing Curriculum Committees and on appropriate ad hoc committees.

Student Participation in Program Evaluation and Research
The Department of Nursing routinely collects evaluative information and research data about the program, which includes faculty, students, and/or courses. The information is not used to determine the academic standing of a student.

To assist faculty with program evaluation and research, students can expect:
1) To take standardized academic tests throughout the program;
2) That data will be obtained from student and course records for use in educational research and program evaluation; and
3) That observers will be present in the classroom or clinical setting for the purposes of collecting research data, evaluating/observing performance of the instructor, or testing educational instruments.

Any educational research sponsored by or conducted in the Department of Nursing is subject to university and departmental policies and procedures. All educational research will comply with the policies and procedures of the SAU Institutional Review Board for the Protection of Human Subjects. Any information/data obtained from student and course records is subject to university policies and procedures and the Family Educational Rights and Privacy Act of 1974.

Data collected for educational research or program evaluation will not be used to influence a student's academic standing. It will be used as group data or to evaluate instructors, teaching strategies, courses and/or the program as a whole.
BSN Student Class Officers Responsibilities and Guidelines

Class Officers represent their class and are supervised by Faculty Sponsors. Class Officer Meetings are held every other week and as needed during lunch break as scheduled by the Faculty Sponsor and Class President.

TERM:

All officers shall serve a term of one year, from the time that school ends in the school year they are elected until elections at the end of the next school year. If for any reason an officer cannot fulfill the duty of office, election(s) will be held within one week of the vacancy and the elected individual will serve only the remainder of the current year of service.

ELIGIBILITY:

1. All elected class officers shall be members of the class in which they serve.
2. All elected officers shall not hold an officer position in any other nursing or on-campus organization.
3. All elected officers shall have a GPA of 2.6 or higher with their most recent grades.
4. All elected officers are expected to attend all meetings during the year of their elected service. Reason(s) for absences must be provided to and approved by the Class Faculty Sponsor.
5. Any elected officer who no longer complies or meets any on the eligibility rules and/or commits an act in violation of the Southern Arkansas University Student Conduct Codes and Regulations and/or the Department of Nursing Student Handbook is subject to removal from office without replacement by judgment of the Class Sponsor and/or Program Director.
6. All elected officers shall represent the SAU Department of Nursing in a professional manner following the ANA Code of Ethics.

PRESIDENT

The Class President shall serve as an advocate for all students and perform the functions of this office.

1. Work closely with the other class officers for planning and scheduling events, fundraisers, and other activities to ensure the success of all activities.
2. Oversee all meetings, including fundraising planning and events. Present agenda.
3. Delegate responsibility in democratic manner.
4. Work with other class officers to model and reinforce appropriate student conduct in the classroom and clinical settings.
5. Approve expenditures using class funds.
6. Attend and facilitate all officer meetings.
7. Serve as a liaison with the Faculty Sponsor(s) and Department of Nursing Faculty regarding class issues.
VICE-PRESIDENT

The Class Vice-President shall serve to assist the Class President in advocating for all students and assisting in maintaining cohesiveness within the class officers.

1. Assume all duties of President in the President’s absence.
2. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities.
3. Maintain records regarding student attendance and participation in fundraising events.
4. Maintain calendar of all class activities and meeting dates.
5. Work to create an inclusive atmosphere and ensure that class activities reach a wide range of students.
6. Collect pictures reflecting activity involvement by class members.

TREASURER

The Class Treasurer shall serve to ensure that all class finances are soundly and wisely used for class activities.

1. Report directly to the Class President providing a monthly budget sheet and financial report for officer meetings.
2. Attend class fundraisers and is present to aid in collecting and counting funds with the Class Faculty Sponsor.
3. Schedule at least 3 fundraisers for the class per year.
4. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities.
5. Seek information regarding potential donors to contribute to class fundraising efforts.
6. Oversee expenditures of class money.

SECRETARY

The Class Secretary shall serve to improve the communication between class officers and the students of their class.

1. Report directly to the Class President.
2. Record minutes for Class Officer Meetings. Provide copy of minutes to Class Faculty Sponsor.
3. Work to keep all information for the class posted in a central, easily accessible location.
4. Assist with working on advertising fundraisers through creation of announcements, flyers, etc.
5. Organize poster-making committees.
6. Assist Class Faculty Sponsor in collecting registration forms for required events/programs.
7. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities.
CLASS OFFICERS

STUDENT REPRESENTATIVE TO DEPARTMENT OF NURSING (DON) COMMITTEES

QUALITIES:
1. Be strongly committed to excellence in the pursuit of nursing degree.
2. Communicate effectively with cohort and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality of information when necessary.

DUTIES:
1. Attend or provide input to DON Committees.
2. Solicit and convey ideas/concerns of cohort requiring attention of faculty.
3. Report faculty feedback to cohort.

APPEALS COMMITTEE MEMBER

QUALITIES:
1. Be strongly committed to excellence in the pursuit of nursing degree.
2. Communicate effectively with cohort and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality in matters coming to committee.

DUTIES:
1. Attend all appeal meetings.
2. Consider merits of each appeal.
3. Share feelings on the merits of each appeal.
4. Vote according to own convictions.
Class Officer Contract

I, ________________________________, in the position of __________________________, agree to the Class Officer Responsibilities and Guidelines and pledge to work to the best of my ability to ensure that they are fulfilled. I agree to represent my class through hard work, integrity, faithfulness, and will adhere to the Southern Arkansas University Student Conduct codes and to the Department of Nursing’s Student Handbook policies and procedures. I understand that if I do not meet the requirements of my office as outlined in the position description, I may be removed from office at any time.

_____________________________________              _________________________________
Officer Signature                                    Date

_____________________________________              _________________________________
Faculty Sponsor Signature                            Date
**Useful Websites**

- Alcohol and Drug Abuse Prevention
- Alumni Association
- Application for Federal Student Aid
- Bookstore
- Counseling and Testing Center
- Disability Support Services
- Employment Resource Center
- International Students
- Magale Library
- Multicultural Services
- Publications
- Registrar
- Southern Arkansas University
- Student Accounts
- Student Support Services
- University Health Services
- University Food Service
- University Police
- Writing Center

**Professional Websites**

- American Nurses Association (ANA)
- American Psychiatric Nurses Association
- Arkansas Nurses’ Association (ARNA)
- Arkansas Nursing Students’ Association (ANSA)
- Arkansas State Board of Nursing (ASBN)
- Association of Perioperative Registered Nurses
- Association of Women’s Health, Obstetrics, and Neonatal Nurses
- Emergency Nurses’ Association
- Free Nursing Scholarships and Financial Aid Resources
- National Council of State Boards of Nursing (NCSBN)
- National League for Nursing (NLN)
- National League for Nursing Accrediting Commission, Inc. (NLNAC)
- National Student Nurses’ Association (NSNA)
- Oncology Nursing Society
- Sigma Theta Tau International
- Southern Nursing Research Society
UNIVERSITY SERVICES INFORMATION

SAU offers many services to students. The following are some that are particularly relevant to nursing students. Refer to the SAU Student Handbook for more information on these and other services.

Academic Advising and Assistance Center
Located in Overstreet 238, the Academic Advising and Assistance Center provides continuous support for all freshman students (with the exception of those already admitted to the nursing program) and students with less than 60 hours who are undecided about a major field of study. Students are encouraged to visit with personnel in the Academic Advising and Assistance Center in order to plan their academic schedules for subsequent semesters. Call 870-235-5175 or email sw-advising@saumag.edu for more information.

Once a student declares a pre-nursing major, the College of Science and Engineering Advisor will support students through the pre-nursing advising process. Students with further questions regarding the nursing profession are encouraged to contact the nursing department (870-235-4331) to schedule an advising appointment.

Bookstore
Textbooks, educational supplies, trade books, clothing, souvenirs, gifts, and convenience items are available in the University Bookstore. The University Bookstore is located on the first floor of the Reynolds Center. Some books are required and others are recommended. The University Bookstore sells all required items. Follow the bookstore requirements regarding refunds. A list of textbooks required or recommended for nursing courses can be obtained at the bookstore website. Some textbooks may also be available in eBook format. This is an acceptable format and based on student preference. For more information, call 870-235-4050.

Computer Services
Southern Arkansas University has open access computers located in Magale Library. All Residence Halls have computers with wireless access. Wharton Nursing Building has two computer labs available for student use as long as the labs are not reserved for class or testing.

Disability Support Services: It is the policy of Southern Arkansas University to accommodate students with disabilities, pursuant to federal law, state law, and the University’s commitment to equal educational opportunities. Any student with a disability who feels s/he needs an accommodation based on the impact of a disability will contact the course coordinator at the beginning of the course. Students with disabilities are also encouraged to contact the Office of Disability Support Services, which is located in Reynolds Center, Room 216 and can be reached via telephone at 1-870-235-4145.

Emergency Preparedness System
“Southern Arkansas University has established a multi-layered approach to emergency preparedness. This approach was developed and modeled with the Incident Life Cycle in mind. The Incident Life Cycle includes: Prevention, Preparedness, Response, Recovery, and Mitigation”.

Southern Arkansas University has established an Emergency Operations Plan to lay the foundation for emergency planning and response. This plan also establishes Response and
Resource Teams to aid the university community in times of crisis and sets standards for continuous review of policies and procedures.

Since communication is a high priority in an emergency, Southern Arkansas University has installed a network of mass notification systems. Prior to the fall semester of 2007, Southern Arkansas University installed a campus-wide outdoor warning system which allows for broadcast messages and warning tones to alert the campus community of impending emergencies. Southern Arkansas University utilizes Rave Alert to notify students, faculty, and staff via text messaging, phone, web, and e-mail in the event of emergencies on campus. Southern Arkansas University also partnered with the Arkansas Crime Information Center to offer AlertXpress, a phone, fax, and e-mail mass notification system for parents and local community members. SAU also utilizes an internal “Emergency” e-mail system. To further ensure that the university community can be reached in an emergency, the University Police Department, along with Information Technology Services, has installed an emergency broadcast alert system called Alertus Desktop. Alertus Desktop activates full-screen popup alerts on all Microsoft Windows operating system computers on SAU’s network. Upon receiving an alert message, the client application maximizes to full-screen to display alert information. Red text flashes “Alert!”, while simultaneously displaying the message details and appropriate response. Individuals can click to acknowledge the alert, and thereby provide acknowledgement to our emergency operations staff. This multi-faceted approach allows us to communicate with the university community in a quick and efficient manner.

We encourage everyone to review the Active Shooter Incident Checklist [pdf], as well as our Shelter-In-Place protocol to ensure your safety while living, learning, working, or visiting Southern Arkansas University” (Southern Arkansas University, n.d.).

Information retrieved from https://web.saumag.edu/police/emergency-preparedness-system/.

Information Technology Services

Information Technology Services (ITS) provides quality IT services to meet the current and future information technology requirements of Southern Arkansas University’s staff, faculty, and students in support of the mission of the University. The Helpdesk serves as a single point of contact for all information technology services and is staffed during regular University office hours. Southern Arkansas University students, faculty and staff can contact the Helpdesk regarding such computer issues as e-mail, hardware, software, networking, University Computer Accounts, computing labs, and other services.

Students, faculty, and staff can submit and track desktop support requests, user training requests, and questions online using their network username and password. If you are unsure of your network username and/or password please, you can find it here. When submitting a desktop support request, please include a complete description of your problem — what occurs, when it occurs, any error message you are getting, and the browser you are using, if applicable.

Contact the Helpdesk at 870-235-4083 or email helpdesk@saumag.edu for further assistance.
Magale Library
Magale Library hours are posted at the Library. Changes due to holidays, semester breaks, or summer sessions are announced online and posted at the library. Students may request an orientation to Magale. Remote access to Magale Library is available and includes interlibrary loan and free academic databases. Information is also available through the Magale Library Home Page. Contact Magale Library at 870-235-4170 for more information. Assistance with database researches to locate evidence based research articles may be accessed through the following Magale Library link or by contacting Library personnel.

Office of Counseling and Testing
The University provides confidential professional counseling assistance to all students free of charge. The Office of Counseling and Testing is located in Reynolds Center 216, and appointments may be made in person or by telephone Monday through Friday by calling 870-235-4911. Services include personal counseling, educational counseling, planning activities, minority affairs, career counseling, and testing services.

Parking Regulations and Parking Permits
All vehicles must have a permit to park on campus at any time. Parking permits are secured by both completing a vehicle registration card and paying the required fee at the Business Office (Overstreet 113). Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid from August 31 of the year indicated on the permit to August 31 of the following year.

SAU Home Page
The SAU Home Page contains information about the university and is accessible from off-campus.

Scholarships and Financial Aid to Students
Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants, loans, and employment to those who meet established criteria. Contact the Office of Financial Aid, OVR 300, Overstreet Hall, or call 870-235-4023 for information.

Security
The University Police Department can be reached by dialing 911 or 870-235-4100 from any campus phone. Located across campus are emergency lights. In case of emergency, the button on the light post can be pushed to summon security officers to that location. All the entrance doors to the WNB and doors leading to classrooms on both floors of the building remain open until 5:00 p.m. Monday through Friday.

After-hours access for skills lab practice will be available from 5:00 – 7:00 p.m. Monday-Thursday as deemed necessary.
Sexual Harassment
Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Southern Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. Refer to the current SAU Student Handbook for more information and university policy. The Department of Nursing follows in the university policy. Sexual harassment occurring in the clinical agency is covered by this policy.

Student Employment Office
The Student Employment Resource Center assists currently enrolled students in finding on-campus employment. Students may review descriptions of current job openings submitted by faculty and staff and receive training through the Partners in Training program. Students register with the office by completing an application form. The Office is Reynolds Center 217, and is open during the fall and spring semesters. For more information, call 870-235-5115.

Student Housing
Southern Arkansas University operates nine residence halls on campus. Applications and information about student housing are available in the University Housing Office, Reynolds Center 218. Call 870-235-4047 for more information.

Title IX: No person shall, on the grounds of race, age, color, sex, disability, religion, or national origin, be denied admission to or employment at Southern Arkansas University, Magnolia, or be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity sponsored by the University. [https://web.saumag.edu/title-ix/](https://web.saumag.edu/title-ix/)

University Calendar
The University Calendar includes critical University dates such as the beginning and ending dates for classes, holidays, final examinations, and the dates for commencement exercises.

University Health Services
The University Health Services’ clinic is located on the second floor of Reynolds, room 215. The hours of operation are Monday – Friday 7:30 a.m. – 5:00 p.m. Tuesdays 7:30 a.m. to 7:00 p.m. The UHS primary goal is to aid in the retention of students by offering a variety of services to meet the mental, emotional, and physical needs of the SAU student body. The clinic provides health promotion and disease prevention services for students, faculty, and staff. Patients must have a current SAU student/staff ID to be seen in the clinic. Phone: 870-235-5237; After hours 870-904-1447. Email: uhs@saumag.edu; Fax: 870-235-5263. See the UHS website for more information regarding services and appointments.

Writing Center
The SAU Writing Center is a full-time, on campus, student-centered facility designed to encourage peer interaction, to establish writing as a multi-disciplinary goal, and to support the
idea that writing enhances learning. It offers students from all backgrounds and disciplines the opportunity to confer at any stage of the writing process with trained writing consultants. The SAU Writing Center is located in Magale Library, Room 101. To submit online and receive feedback, click here. For more information, call 870-235-4381 or email writingcenter@saumag.edu.

Professional Boundaries

SAU Nursing students must understand and apply the National Council of State Boards of Nursing concepts of professional boundaries. “As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patient’ independence. Patients can expect a nurse/nursing student to act in their best interests and to respect their dignity. This means that the nurse/nursing student abstains from obtaining personal gain at the patient’s expense and refrains from inappropriate involvement in the patient’s personal relationships.” (National Council of State Boards of Nursing).

SAU Nursing students must maintain professional boundaries as follows:

1. The nursing student’s responsibility is to delineate and maintain boundaries.
2. The nursing student will work within the zone of patient/client-centered care.
3. The nursing student will examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
4. Variables such as the care setting, community influences, patient/client needs and the nature of therapy affect the delineation of boundaries.
5. Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients).
6. The nursing student will avoid situations where he or she has a personal or business relationship with the Patient/Patient/client, as well as professional one.
7. Post-termination relationships are complex because the patient/client may need additional services. It may be difficult to determine when the nurse-Patient/client relationship is truly terminated.
8. Be careful about personal relationships with patient/client who might continue to need nursing services (such as patients with mental health issues or oncology patients). If a nursing student is faced with boundary issues, has violated professional boundaries, or knows of other nursing student who have violated professional boundaries, that person must contact a nursing faculty member, the program director, or the Department of Nursing Chair immediately to seek assistance and counseling.

The University and the Department of Nursing reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success.
Professional Liability
All BSN students in clinical nursing courses must be covered by professional liability insurance.

Public Disclosure of Information
The following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Department Chair in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information: The student's name, address, nationality, classification by year, number of hours in which enrolled and completed, participation in officially recognized activities and sports, dates of attendance (including matriculation and withdrawal dates), degrees, scholarships, and honors and awards received (including type and date received).

Technology Use Policy

Overall Goal: To support the infusion of technology into the nursing curriculum which will allow enhanced evidenced-based information and data usage.

Students will be able to utilize handheld and computerized technology rapidly and efficiently to access course content and pertinent nursing data upon which to provide safe and appropriate classroom and clinical judgments. When in clinical sites, students will be expected to follow the stricter policy regarding technology use. Technology is the use of any and all electronic devices, including but not limited to cell phones, PDAs, tape recorders, digital recorders, laptop computers, or any other device that would maintain photographs, video recordings, or a written record of persons and/or conversations. Violation of this policy is considered a breach of confidentiality, a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and unprofessional conduct.

1. Cell phones will be kept on silent mode during class and clinical times. Personal phone calls will be limited to scheduled breaks and meal times. Only calls of an emergency nature will be responded to by the student during clinical or class. Students will not make personal calls or text in the classroom or clinical setting.

2. Laptops are allowed in the classroom only for the purpose of the current class related discussion and lecture. Students are not allowed to access email, social networking websites, or any other internet website(s)/activities not related to the current course content.

3. Recording of lectures in the classroom is at the discretion of each faculty member and permission must be granted by the course faculty member prior to recording any portion of class.

4. Students shall not remove, download, or copy confidential patient information on to
their device. Only patient data that is non-identifying (e.g., age, race, height, weight) may be input into the device (i.e., for formula/drug calculations).

5. Students will not store passwords, verification codes, or electronic signature codes on to their device.

6. Students will not use any device to send individually identifiable health information via email or text messaging, as electronic messages may be intercepted by others.

7. Taking of pictures or video and audio recordings in the clinical setting is absolutely forbidden as a violation of client privacy. Students are strictly prohibited from taking photos or videos of the clinical area, clients, client records, staff, faculty, or peers.

8. Students will not use any device in the presence of clients or family members.

9. Faculty reserve the right to dismiss a student from the classroom or clinical setting if the use of electronic devices becomes disruptive and/or for any inappropriate use of such devices.

10. Students not following this policy, or the policy of the clinical site as applicable, will be subject to disciplinary action up to and/or including being dismissed from the nursing program.

Class Disruptions:

Students using cell phones, smart watches, or laptop computers for calls, text messaging, games, emailing, completing other course assignments, or internet during class will be dismissed. Cell phones must be in the silent or off position. Audio recording during class is at the discretion of the individual faculty member.

Created: December 2010, July 2015, January 2018

SAU Department of Nursing
Social Media Policy

Introduction: The faculty and staff of the SAU Department of Nursing recognize two guiding principles: 1) Nurses have an ethical and legal obligation to maintain client privacy and confidentiality at all times and 2) there is no such thing as privacy in social media. While most social media policies only apply to nursing programs and clinical settings, this document strives to offer guidelines for assisting students to use social media responsibly, acknowledging that inappropriate use may result in personal and professional consequences punishable by law and the inability to attain or maintain licensure.

The faculty and staff of the SAU Department of Nursing also recognize the benefits of social media for nursing students in a rural setting. It allows student nurses to interact with friends and other student nurses separated by geography or other factors. It is an excellent tool for exchanging knowledge among peers and classmates. It builds relationships, develops a
professional presence online, and promotes timely communication. It can bring healthcare issues to individuals not familiar with current nursing and healthcare trends and is a wonderful platform for sharing research and best practices.

Because social networking offers the potential for both positive and negative consequences, nursing students must consider a number of principles when functioning within the virtual world of social media in order to maintain their own reputation, the reputation of SAU’s nursing programs and the parent institution, and, ultimately, the image of the nursing profession.

**Purpose:** The purpose of this policy is to define social media (SM), describe the acceptable use of SM within the SAU Nursing program, offer guidelines for appropriate SM behaviors and consequences for violations of this policy.

**Definitions:**

**Social media:** Media designed to be disseminated through social interaction, created using highly accessible and easily manipulated publishing techniques. Examples include, but are not limited to LinkedIn, Twitter, Facebook, YouTube, Instagram, SnapChat, and MySpace.

**Social Media Content:** Including but not limited to: text, files, profiles, concepts, opinions, images, photos, videos, sounds or other materials that are transmitted, communicated, share, submitted, displayed, published, broadcast or posted.

**Types of Social Media:**

Social medial platforms may include but are not limited to the following:

- **Blogging** – Blogger, LiveJournal, Xanga
- **Microblogging** – Dailybooth, Foursquare, Google Buzz, Posterious, Tumblr, Twitter
- **Postcasting** – Blueberry
- **Social Networking** - Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- **Social News sharing** – Digg, Reddit
- **Social Bookmarking/social tagging:** Delicious, Diigo, Google Reader, StubleUpon, Instagram
- **Video hosting** – Facebook, Vimeo, YouTube, SnapChat

**Rules for Acceptable Use of Social Media within SAU Nursing Programs**

Student Nurses will not:

- Take photos or videos of clients on personal devices, including cell phones and will follow clinical facility policies at all times.
- Share, post or otherwise disseminate any information that can identify a client, or in any way violate a client’s rights or privacy. Limiting access through privacy settings of social media platforms is not sufficient to ensure privacy of self or clients.
- Refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Make threatening, harassing, sexually explicitly, or derogatory statements regarding any person’s race ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Make disparaging remarks about any college, university, or school of nursing, or clinical site, including the students, faculty members and staff.
Post content or otherwise speak on behalf of any college, university, and school of nursing, or clinical site unless authorized to do so.

Video lectures may not be recorded without a prior written agreement signed by the presenter. The agreement must include a copyright statement for audio/visual materials and presentations to reflect the video lecture is the property of Southern Arkansas University/Department of Nursing. The video lecture will not to be made viral without permission.

Violations: Violations of this policy can result in disciplinary action, up to and including dismissal from the nursing program.

Guidelines for Appropriate Social Media Use by Nursing Students:
The nursing student must be aware that academic, professional, and personal social media sites are not independent of each other. What is posted on one is easily transferrable to another creating a potential for irreparable damage to all. While nursing students may think their personal lives are their own and bear no reflection on their competence in nursing school and client care rendered in the clinical facilities, they must recognize that social media sites are public forums. Those who use these forums privately for personal purposes may not realize the decree to which their activities are visit to the general public; It is advisable to refrain from making any statement on social media sites that you would not be comfortable saying out loud in public. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. Therefore, it is best to observe the following rules.

Think twice before posting. Search engines can turn up posts years after they are created, and comments can be forwarded or copies. If you are unsure, don’t post it.

Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors as this may negatively impact your professional image. Remember that potential employers review social media sites before hiring prospective candidates.

Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses must be considered carefully in light of how they would reflect on the person, profession and academic institution of affiliation.

Remember your audience: As well as being respectful, be aware that anything posted can be available to the public at large. This includes prospective nursing students, current students, current employers and colleagues and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

On personal sites, identify your views as your own and make it clear that the views expressed are not necessarily those of the nursing program or student group with which you are affiliated.

Photographs: Photos posted on social media sites can be easily appropriated by visitors and passed along. Adhere to the guidelines above before posting any images that may be harmful or damaging to anyone and the institutions they are affiliated with. Remember that HIPAA not only applies to the written word but also images.

References
Ball State University Marketing and Communications (2009). Ball State University Social Media Policy.
Student Responsibility for Lost Equipment
When equipment used in or borrowed from the Department of Nursing is damaged or not returned, grades of those involved will be administratively held until restitution is made.

Substance Abuse Policy
The Department of Nursing of Southern Arkansas University will endorse a Drug Free School/Workplace Policy. The Department recognizes the need to protect individual student’s rights granted by state or federal law and to set professional standards leading to education and clinical success. At the same time, the individual student providing care for clients in the clinical lab must respect the client’s rights to receive care according to standards of nursing practice. In order to maintain ethical and legal standards, it is necessary to comply with the substance abuse policies as established by the University, Department of Nursing, and individual clinical agencies. Individuals not in compliance shall be subject to sanctions, which may range from required enrollment in a drug and alcohol course to expulsion from the University. Evidence of serious offenses such as manufacture, sale, or distribution will be referred to state and/or federal enforcement authorities, in addition to dismissal from the nursing program. Students will submit to testing upon admission into the program and yearly thereafter.

Positive Drug Testing Confidentiality
Southern Arkansas University is committed to protect the individual student’s privacy rights. Positive drug testing and other incidents involving drugs or alcohol will be kept confidential unless there is a statutory requirement for mandatory reporting. Confidentiality will be maintained under the supervision of the department chair. The Chair HAS the right to notify the student’s CLINICAL FACULTY, THE APPROPRIATE STATE BOARD OF NURSING, COURSE COORDINATOR, AND UNIVERSITY of the results of the drug and/or alcohol test.

RANDOM SCREENING PROCEDURE
The Department of Nursing will conduct drug testing of students by random selection including up to ten students each time. Special request testing may be required as well. Certain students may have testing stipulations ordered by different jurisdictions and these students will be tested in addition to the ten random students. The testing will also be performed upon reasonable belief by an instructor that a student has a substance abuse problem. The nursing FACULTY will provide written documentation of any concerns of a student drug/alcohol problem. It will be the responsibility of the Department Chair or Program Director to coordinate and maintain accuracy in drug testing. The student will be notified to report for testing by written letter, email and/or
verbal communication and will be identified by a photo ID. The urine drug test is performed at a designated lab (the clinical faculty or Department of Nursing Chair will provide student with the needed lab information). A private lab provides confirmation testing on positive preliminary urine samples.

**PENALTY**

**Failure to present as instructed** to designated site for testing will be treated as a positive drug screen and will require dismissal from the nursing program. From the time of notification the student will have 3 hours to report to the designated site. If a student tests positive regardless of route of consumption without prescription documentation, he/she will be dismissed from the program. Students who have documentation for medications (INCLUDING LETTER FROM PRESCRIBING PHYSICIAN STATING THAT THE FUNCTIONS OF A NURSE CAN STILL BE FULFILLED WHILE TAKING THE MEDICINE) showing positive results during drug screening will be allowed to continue in the program, but will be subject to retesting as faculty requests. The nursing faculty may require counseling, and documentation of adhering to request will be required. The Nursing Program adheres to University policy regarding manufacture, sale, or distribution of drugs/alcohol.

A student suspected of being under the influence of alcohol/drugs will be dismissed from the classroom/clinic and, subsequently, a hearing with a faculty quorum will be held. Another person will witness the verbal warning, and documentation will be added to the student’s file. Southern Arkansas University offers students a drug free awareness program that provides information and education about the dangers of drug abuse through ADAPT (Alcohol and Drug Abuse Prevention Team).

**PRESCRIPTION MEDICATION EFFECTS**

IF PRESCRIPTION MEDICATION IMPAIRS CLINICAL JUDGMENT, THE STUDENT WILL BE DISMISSED FROM THE CLINICAL SETTING WITH CLINICAL DEFICIENCY (See Clinical Deficiency) FOR THAT DAY.

October 2009, Fall 2012, July 2015

**Transportation**

It is necessary that students have independent means of transportation for their clinical experiences of individual visits to agencies or families.

**References**

Portions of this handbook have been adapted from:

*University of Arkansas for Medical Sciences Nursing Student Handbook* (2015).

Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):

- Deteriorating job performance.
- Decreased responsibility; withdrawal from activities.
- Dismisses details; forgetfulness in routine duties; cuts corners.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Irritable, unpredictable mood swings.
- Social isolation.
- Inability to get along; receive complaints about performance from clients, nurses, families and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitous of clients, families, supervisors, and clinical site staff.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor client care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.
- Increase in pain medications administered during the student’s clinical time.
- Patients complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequent checks narcotic supply.
- Frequently asks a physician on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during clinical rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the clinical day.
- Waits for other personnel to leave and enters narcotic area alone and unsupervised.
- “Disappears” unexpectedly or without notifying supervisor, team leader, or nursing faculty.
- Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
- Excessive tardiness at first of shift or after breaks.
- Volunteers to give narcotics to patients not assigned to the student’s care.
The Southern Arkansas University Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Southern Arkansas University. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive, I would be subject to dismissal from the nursing program. **Failure to submit to testing will result in dismissal from the nursing program.**

**Please print:**

Name __________________________________________

(LAST) (FIRST) (MIDDLE)

Address __________________________________________

__________________________________________________

Social Security Number ________________________________

Student ID Number ____________________________________

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the SAU Department of Nursing in regard to substance abuse and testing.

__________________________________________________

(SIGNATURE) (WITNESS SIGNATURE)

__________________________________________________

(DATE) (DATE)

Created: October 2009
Revised: May 2010
1. Name on Student Record: __________________________
2. University ID#: __________________________
3. Name on Birth Certificate: __________________________
4. Permanent Home Address:
   Street __________________________
   City __________________________
   State __________________________
   Zip __________________________
5. Present Mailing Address (if different):
   Street __________________________
   City __________________________
   State __________________________
   Zip __________________________
6. Email Address: __________________________
7. If on Campus, Residence Hall and Room: __________________________
8. Working Phone Number: (____) ________
9. Cell Phone Number: (____) ________
10. License Plate Number __________________________

Emergency Name and Contact Information: __________________________

The following information is only used for statistical purposes:
11. Race: __________________________
12. Nationality: __________________________
13. Date of Birth: __________
14. Marital Status: __________________________
15. Number of Children: ________
16. Employment Status (circle one):
   Not Employed Full-time Part-time

STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE DEPARTMENT OF NURSING WHEN CHANGES IN NAME, ADDRESS, PHONE NUMBER, EMERGENCY CONTACT, AND/OR LICENSE PLATE INFORMATION OCCUR.
Southern Arkansas University
Department of Nursing

Update of Health Status

This is to certify that I, ____________________________, a nursing student at Southern Arkansas University, have recently had a change in my health status or medication since completing my original health condition form.

I have been informed by my health care provider of the risks that may be involved to me under my new treatment/medication, and hereby release the faculty of the Department of Nursing and the University from any ill effects, which may result from performing the required functions in order to meet the objectives of the course.

I understand that the faculty may require me to show documented evidence of my new prescriptions and that I may be required to submit a letter from my physician stating that I am physically able to participate in my clinical assignment and am able to perform while under the influence of my new medication.

New physical conditions, limitations and/or disorders including medications currently prescribed and in use:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Student

______________________________

Date

______________________________
MENTAL AND PHYSICAL ABILITIES STATEMENT

Students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program. The student must:

1. Be able to work in a standing position and walk frequently in campus/clinical lab setting.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair).
4. Be able to lift and transfer clients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
5. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
6. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
7. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instruction, request, and or monitor equipment; perform auditory auscultation without auditory impediment.
8. Perform up to twelve hours in a clinical laboratory setting.
9. Have visual ability sufficient for observation and assessment necessary in nursing care.
   Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
10. Have tactile ability sufficient for physical assessment; discriminate between sharp/dull and hot/cold.
11. Perform mathematical calculations for medication administration and be able to reason, analyze, and synthesize information.
12. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
13. Have critical thinking ability sufficient for clinical judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

______________________________________                  _______________________
Student Signature                                                                           Date
I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, Influenza vaccination, Immunizations, CPR certification, drug screening, criminal background screening, sex offender search, and driving history screening to the clinical facility being used for my clinical lab rotation. This release is valid during my admission and enrollment in the nursing program.

Print Name ______________________________

Signature _______________________________

Date ________________________________
The Southern Arkansas University, Department of Nursing, BSN Student Handbook contains policies and procedures for the 2019 – 2020 academic year.

Initial all the blanks below:

______ I agree to read and abide by ALL the policies as outlined in the current handbook.

**Criminal Behavior While Being a SAU Nursing Student**

______ I understand that if I have a criminal charge(s) filed against me, I must make a copy(ies) of all related materials and submit the material to the Department Chair within 30 days of filing of the criminal charge or citation.

______ I understand that I am responsible to keep the Chair informed of the charge(s) and to provide any related paperwork.

______ I understand that criminal behavior engaged in by me might affect my academic standing and progression in the SAU baccalaureate nursing program.

______ I understand that sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

**Patient Information Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)**

______ I have been given information regarding patient/client information confidentiality and the HIPAA law.

______ I agree to comply with all regulations.

______ I understand that the hospitals and other health agencies where I have clinical experience(s) might have additional requirements to protect patient/client information.

______ I understand that my failure to comply with the regulations may result in my dismissal from the program and/or legal and financial sanctions and penalties against me.

**Standard, Transmission Based, and Latex Allergy Precautions Statement**

______ I have been given information regarding Standard, Transmission-Based, and Latex Allergy Precautions.

______ I agree to use the precautions during clinical and simulated laboratory practice.

______ I understand that my failure to use these precautions may result in exposure of myself and the clients I care for to pathogens, including the Hepatitis B and Human Immunodeficiency Virus.

______ I understand that my failure to use these precautions may result in potential harm to myself and the clients I care for by exposure to latex-containing materials.

______ I accept all consequences that occur in the event that I do not follow these precautions.

_____________________________________________   ____________
Signature                                             Date

______________________________________________    ____________
Faculty Signature, Witness                          Date