

Arkansas State University

School of Nursing

Undergraduate  
Student Handbook

2020-2021

School of Nursing

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The student handbook for nursing majors was developed by a student-faculty committee from nursing, incorporating suggestions received from ASTATE students, faculty and administrators. It is designed to inform nursing majors regarding nursing policy, and to assist the students in their educational planning.

It is the student's responsibility to review this handbook annually.

Arkansas State University is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students.

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## **INTRODUCTION**

### **Programs**

The nursing faculty is committed to the concept of educational mobility and provides a variety of options for nurses at the following levels: Licensed Practical Nurses (LPNs), and Registered Nurses (RNs) prepared at the associate degree, diploma, and baccalaureate degree levels.

Arkansas State University School of Nursing offers an associate degree (AASN) and a baccalaureate degree in nursing (BSN). Upon completion of the prescribed undergraduate curriculum the graduate is eligible to write the National Council Licensure Examination to become a registered nurse (NCLEX-RN).

The nursing courses for the traditional AASN program are planned within the framework of four semesters, with general education and science courses as prerequisites. Courses for the LPN-AASN program along with the LPN-AASN online option are planned within the framework of three traditional semesters, with general education and science courses as prerequisites.

Courses for the traditional BSN program are planned within the framework of eight semesters with the first year consisting of general education and science courses as prerequisites. Courses for the LPN-BSN option are planned within the framework of one semester of nursing prerequisite courses followed by four semesters of professional nursing courses. A second degree accelerated BSN is offered in 13 months for students holding a Bachelor's degree in another field. Courses for the online RN-BSN option are offered on part time and full-time tracks and can be completed in as few as twelve months.

The nursing programs at Arkansas State University are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404)975-5000.

Revised 5/2019

### **History**

When St. Bernard's Hospital closed its diploma school of nursing in the early 1950's, northeastern Arkansas was left with no program preparing candidates for the Registered Nurse licensure examination. With the emergence of Jonesboro as a regional medical center, it was imperative that the community be assured that nurses necessary for this changing role be provided. Initially, hospitals provided scholarships at schools in other communities, but all too frequently the recipients of those scholarships remained in the area in which their education was received rather than coming to this area.

During the middle 60's, a group of concerned citizens, including a number of nurses, approached the University regarding the establishment of a nursing program and after a great deal of study, it was decided that the Associate Degree program in nursing would be initiated. In January 1969, the first class was admitted. The desirability of establishing a baccalaureate program in nursing was discussed, and these discussions resulted in the

establishment of a generic baccalaureate nursing program in 1974. Both programs continued to expand, thus providing northeast Arkansas with a source of competent nursing graduates. In 1978, plans were formulated which would enable the graduates of both associate degree and diploma programs to move more readily into the baccalaureate program. The Second Degree Accelerated BSN program admitted the first students in 2007.

Joint planning between ASTATE/AHEC-NE/UAMS in 1990 led to funding of the Master of Science in Nursing program. Courses are scheduled in a manner that allows the currently employed nurse to attend classes without interrupting employment status.

In 2014 the School of Nursing added the Doctor of Nursing Practice Program (DNP), a post-master's degree which is practice focused. Program graduates will be prepared for roles in direct care or indirect, systems-focused care.

Revised 5/2015

The future focus of the nursing programs will be on the continued improvement of all nursing programs and the development of plans which will assist in meeting the health care needs of the citizens of Arkansas. The School of Nursing is committed to upgrading degrees of licensed nurses and increasing accessibility to current programs.

The School of Nursing provides nursing courses to three campuses via distance learning compressed video network and on site at ASU-Mountain Home, ASU-Beebe and ASU Mid-South (West Memphis).

## **Mission and Philosophy**

### **School of Nursing Mission Statement**

The mission of the School of Nursing is to educate, enhance and enrich students for evolving professional nursing practice.

### **The core values:**

The School of Nursing values the following as fundamentals essential for entering professional nursing practice:

- **Integrity:** Purposeful decision to consistently demonstrate truth and honesty. We hold high standards of character and integrity as the foundations upon which the university is built.
- **Excellence:** Highest quality of nursing education, practice, service and research. We pursue excellence within the campus community through opportunities for achievement in teaching, research, scholarship, creative activity and service.
- **Diversity:** Respect for varied dimensions of individuality among populations. We embrace diversity in all of its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.

- **Service:** Professional experiences in response to the needs of society. We support and recognize service at all levels of the university. We strive to contribute to the benefit of the university, the Delta, the state, the nation and the world.
- **Learning:** Acquisition of knowledge and skills in critical thinking, practical reasoning, and decision making. We nurture intellectual flexibility knowledge and skills by integrating teaching, research, assessment and learning to promote continuous improvement of our scholarly community.
- **Student centered:** Development of essential skills for lifelong learning, leadership, professionalism, and social responsibility. We are committed to education, inquiry and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.

### School of Nursing Philosophy

The faculty holds the following beliefs about personhood, environment, health, nursing and nursing education. We believe that each **person** has innate worth and individuality, which reflects integration of the “psychological, spiritual, social, developmental and physiological\*\*” nature of one’s being. Though each is unique, all persons possess characteristics that form the bases of identifiable shared basic human needs. We believe that individual experience, heredity, and culture influence each person, and that one’s existence depends on perception of and reaction to change. Inherent in this process is the capacity to make decisions, weigh alternatives, predict and accept possible outcomes.

The faculty believes that **environment** profoundly influences all persons. The environment is the sum of all conditions and forces that affect a person’s ability to pursue the highest possible quality of life. The concept of environment has two major components. The first comprises society and culture, which derive from the need for order, meaning, and human affiliation. The second component consists of the physical and biological forces with which all human beings come in contact. Both of these components of the environment are sources of stimuli that require personal adaptation and/or interaction in order for individuals to survive, develop, grow, and mature.

The faculty believes that **health** is a state of wholeness and integrity. We recognize that health is not a static state for individuals, families, groups, or communities, but that it is a continuum in which the mind, body and spirit are balanced, providing a sense of well-being. Health is influenced by the ability to cope with life processes. The achievement of this potential is determined by motivation, knowledge, ability, and developmental status. The faculty also believes the primary responsibility for one’s health rests with the individual or those upon whom one is dependent.

We believe that each individual has the right to quality health care. The goal of health care is to promote, maintain, or restore an optimal level of wellness. Nurses act as advocates in assisting persons to gain access to and secure maximum benefit from the health care system. The complexity of health care requires that nurses as professionals collaborate to provide the highest level of health care possible.



The faculty believes that **nursing** is both art and science. This unique altruistic discipline has evolved from the study and application of its own interventions as well as applying knowledge from a variety of other disciplines. The focus of nursing is the provision of care across the health care continuum utilizing a systematic nursing process.

We believe that nursing refines its practice in response to societal need, and that **nursing education** must prepare a professional nurse for evolving as well as traditional roles. The faculty recognizes the obligation of the nursing curriculum to include leadership, change strategies, professionalism and community service.

We believe that the education of nurses occurs at several levels in order to prepare various categories of practitioners. To acquire the knowledge and judgement inherent in practice, nursing education focuses on critical thinking, decision-making, analysis, inquiry, and research. The faculty also believes that learning is an independent, life-long process. Learning is an opportunity for teacher-student interaction in setting goals, selecting and evaluating learning experiences and appraising learners' progress. All levels of nursing education share certain rights, duties, and characteristics, such as the scientific basis of nursing care. Accordingly, we actively support the endeavors of the profession to assist nurses in pursuing professional education at beginning and advanced levels.

The purpose of the associate level is to prepare graduates who apply the nursing process in the provision of direct nursing care for individuals with common, well-defined problems. Therefore, the associate curriculum is grounded in the liberal arts and includes professional values, core competencies, core knowledge, and role development. The associate degree graduate is prepared to function as a member of the profession and a manager of care in acute and community-based settings.

The nurse prepared at the baccalaureate level is a professional who has acquired a well-delineated and broad knowledge base for practice. We believe that the role of a baccalaureate graduate is multifaceted and developed through extensive study in the areas of liberal education, professional values, core competencies, core knowledge and role development. This knowledge base prepares the beginning baccalaureate graduate to function as a provider of direct and indirect care to individuals, families, groups, communities and populations. The baccalaureate graduate is also a member of the profession and a designer, manager and coordinator of care.

The master's level prepares baccalaureate nurses for advanced nursing practice roles. Preparation for advanced practice emphasizes strategies to intervene in multidimensional situations. The knowledge base is expanded in scope and depth through the scientific, theoretical and research components of nursing. Various theories inherent in advanced practice roles and strategies are analyzed and explored to synthesize the interdependence of theory, practice, and scientific inquiry in nursing. This synthesis of knowledge and experience provides the basis for creating, testing, predicting, and utilizing varied and complex interventions for problems of health care and health care delivery. The graduate of the master's program is a leader in the profession and prepared as an independent coordinator of care.

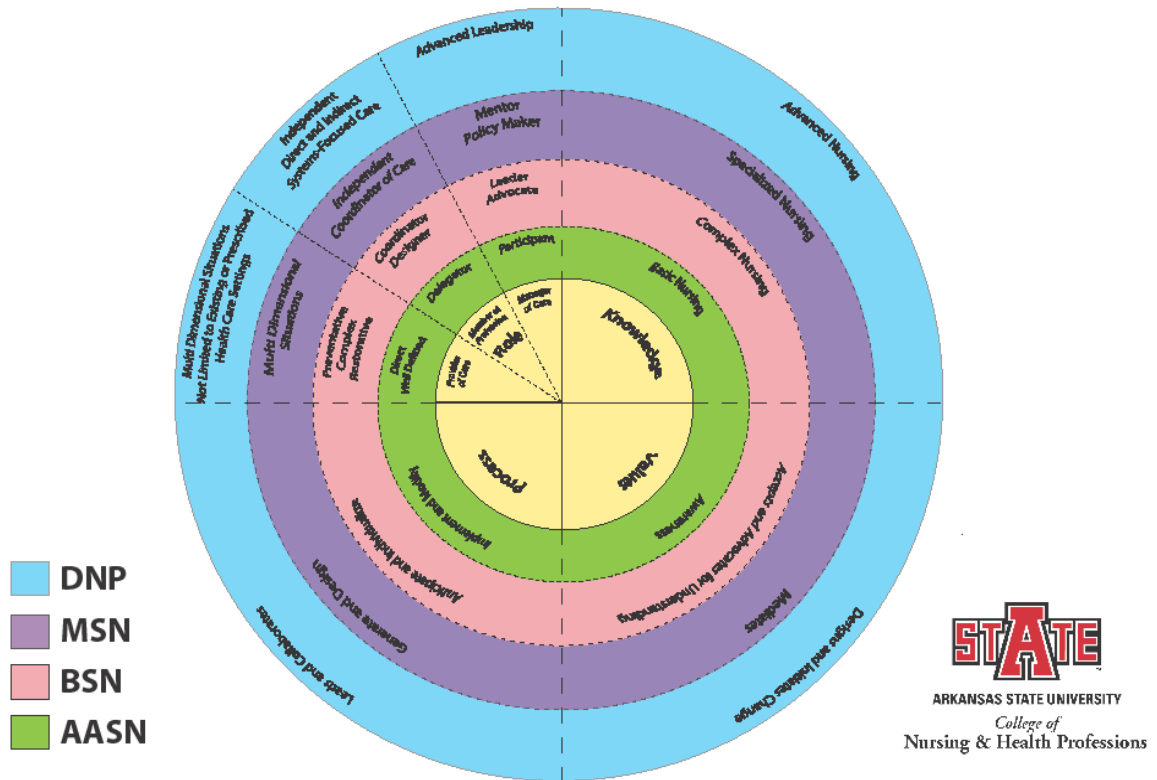
The practice doctorate prepares master level nurses in advanced leadership skills, health policy, with increased clinical skills and expertise to provide health care, especially in rural and underserved area. They are prepared to initial change at all levels of current complex health care systems and to lead in implementing the changes required by the evolving health care system. They are prepared to analyze and expand boundaries to improve health care for their communities, region, nation and world.

\*\*Taken from QSEN Competency: Patient-Centered Care\*\*

Revised 10/2018

## Arkansas State University College of Nursing and Health Professions

### School of Nursing Organizing Framework



## **School of Nursing Organizing Framework**

The organizing framework of the nursing department is derived from the philosophy and has four major components. The four components are role, process, values and knowledge. These components are taught at each level of education and provide a construct for development of objectives and outcomes. The framework model clearly shows how each of the components increases in complexity at the four levels of education.

The first major component is role. The faculty believe provider of care, manager of care and member of the profession are key elements of this component (National League for Nursing, 2012). To clearly explain how these roles develop, each will be examined at all three levels.

At the associate degree level, emphasis is placed on providing and managing direct care to individuals with common well-defined problems. The associate degree graduate functions as a team member using nursing diagnoses and established protocols for individuals in acute care and community-based settings. Additionally, the graduate participates as a member of the profession in appropriate specialty and politically focused nursing organizations.

The baccalaureate degree nurse provides direct and indirect nursing care to individuals, families, groups, and populations. The baccalaureate graduate has the ability to individualize nursing diagnoses and protocols to enhance the design and coordination of preventative, complex and restorative care. As a member of professional organizations, the graduate has the capacity to assume leadership and advocacy roles.

The master's graduate is able to function independently in the provision for direct and indirect care. Practice settings for the master's prepared graduate are multi-dimensional. Inherent is the ability to design, facilitate and coordinate care for individuals in a variety of health care settings. Graduates have the skills necessary to lead, affect policy, and mentor as members of specialty and politically focused nursing organizations.

The Doctorate of Nursing Practice graduate functions independently in the provision of direct and indirect, systems-focused care. The DNP graduate is active in evaluating existing health care systems and initiating change to meet the needs of individuals, families, groups and populations. Practice settings for the DNP prepared graduate are multi-dimensional and are not limited to existing or prescribed health care settings. Graduates have the skills to initiate change, lead and serve as mentor for other health care team members at the local, regional, state, and world levels.

The second major component is knowledge. The general education curriculum provides a foundation of liberal arts and sciences for the associate and baccalaureate students. These courses help provide the basic psychosocial, spiritual, humanistic, and legal components which assist students in developing an appreciation of each person's interaction with the environment. The knowledge gained enhances the nurse's ability to think critically, reason logically, and communicate effectively.

The associate degree core focuses on liberal arts and sciences, which include courses in English, college mathematics, basic biological science, history and psychology. Content for

the associate degree student provides basic nursing knowledge that is applied to common well-defined problems.

The baccalaureate student's general education core is expanded to provide a more in-depth science basis and global view of society. These courses include physical sciences, sociology, world civilization and humanities. The support courses of pathophysiology and statistics are incorporated into the nursing curriculum as the student progresses into complex nursing theory and application.

The master's program builds on the baccalaureate curriculum. Core graduate courses include theory, research, role, and health policy. These courses prepare the master's graduate to integrate the other components of role, process and values. The key support courses for all options include advanced pathophysiology, advanced pharmacology, and advanced health assessment/physical diagnosis. Content in specialty courses reinforces concepts in the core courses as well as preparing the graduate for advanced nursing.

The DNP curricula builds on traditional master's programs with education in evidenced based practice, advanced clinical, organizational, economic, and leadership skills to design and implement programs of care delivery. Translation of research into practice will significantly impact health care outcomes and have the potential to transform health care delivery.

Faculty defines the third component, values, as the system of beliefs that guide behaviors, attitudes and moral judgment. Personal values reflect cultural and social influences, relationships and individual needs. Professional values guide nurses' behavior to act in a manner consistent with nursing responsibilities and standards of practice. We believe professional values can be formed through reasoning, observation and experience.

The associate graduate possesses an awareness of personal values and how these values may influence care delivery. Additionally, the associate graduate incorporates professional values in assisting individuals with the process of value clarification that may impact health care decisions. The baccalaureate graduate has a global perspective and is able to help individuals clarify or re-prioritize personal values, minimize conflict and achieve consistency between values and behaviors related to health. The masters' prepared graduate applies professional values when designing health care systems in response to societal need. The master's graduate is able to engage in activities that influence policies and service delivery to diverse populations in a variety of settings. The doctorate graduate is prepared as the nursing terminal degree that encompasses all professional role expectations in nursing. Personal values are applied when evaluating and designing health care systems, as well as leading the change of health care systems in response to research translation, population health, and needed policy development.

The profession of nursing utilizes a systematic process that incorporates the other three components, role, knowledge, and values to evaluate the needs of individuals, groups and/or communities. The process involved assessment, planning, implementation, and evaluation on a continual basis. All nurses are prepared to use this process but as one acquires additional knowledge, the nurse begins to use the components of the process in unique and

creative ways. As one moves through the educational program, elements such as communicating, educating, supporting, coaching and monitoring are incorporated into the process. Additionally, problem solving, planning, inquiry, and appraisal are used to derive and evaluate the interventions developed.

The associate degree graduate uses a systematic process in nursing care to implement and modify known nursing interventions. The baccalaureate prepared graduate has the capability of anticipating, individualizing, implementing and evaluating various interventions according to unique situations and cultural responses. The master's graduate generates and designs nursing interventions. The master's graduate recognizes the interdependence of theory, practice and scientific inquiry when creating, predicting, and evaluating interventions that are complex and varied. The doctoral graduate leads and collaborates change for improved healthcare systems and designs systems for improved population health based on research translation. At all levels relevant research literature is utilized in the application of the nursing process.

Revised 6/2016

Reviewed 6/2019

## **GENERAL POLICIES AND REGULATIONS**

### ***Advisors & Registration***

Each student is assigned an advisor who will work with the student in planning for orderly transition through the program. **ADVISEES MUST MEET WITH THEIR ADVISORS PRIOR TO REGISTRATION FOR CLASSES.** Additional meetings may be held if deemed necessary by advisee, advisor or both.

Students are responsible for their own education. Each student is given a curriculum plan (located in the ASTATE Undergraduate Bulletin) which clearly outlines the requirements of the program, semester by semester. Additional pertinent information is provided in the University Student Handbook. It is the responsibility of the student to know and to follow the requirements, policies and procedures contained in this handbook. As policies and procedures are adopted by the faculty, students will be provided this information electronically or in writing.

Students should follow the University registration format as outlined in the semester schedule of classes. Advisors will generally post hours when they will be available for student advisement.

Students should contact their advisor before making changes in their schedule of classes. Changes will be needed when a student has earned a grade below "C" in any nursing course, earned a grade below "C" in any support course, or when the student's cumulative grade-point-average has fallen below a 2.0 (AASN) and 3.0 (BSN). Students who earn below "C" in any nursing course, fail to achieve a "C" or better in a support course in the prescribed time period, or who interrupt their program for any reason must apply for readmission to the nursing program and successfully pass the readmission test(s). \*\*The required score on the readmission test is a minimum of 75% in the AASN program options and 78% in the BSN

program options. All students are given a total of two attempts to test for readmission into the program. If the student does not achieve 75% (AASN) or 78% (BSN) on the first attempt, a second opportunity to test will become available within 30 days of the first attempt.

Once an interruption occurs in the program of study, there is no guarantee that a student will be readmitted to the major. \*\*If an interruption of more than two years occurs in a program of study, the student must repeat all professional nursing program courses.

RN-BSN students who receive a “D” or “F” in a nursing course may repeat that course one time only. Students who receive a grade of “D” or “F” in the same nursing course twice will be dismissed from the program.

### ***Attendance Policy***

Regular class and clinical attendance is expected of all students in accordance with the policy set forth in both the current academic year **Undergraduate Bulletin** and **University Student Handbook**. Students have the responsibility for making arrangements satisfactory to the faculty member regarding all absences. Such arrangements should be made prior to the absence if possible. Make up policy is course specific. Normally the student who presents the faculty member with an adequate and documented reason for an absence will be given a chance to make up the work missed if make-up is feasible. Adequate reasons are circumstances beyond the student’s control, such as personal illness, critical illness or death in the immediate family, or participation in an approved University activity.

Students are expected to be present and on time for each clinical classroom learning experience. If it is necessary to be absent for adequate reasons (see definition above) the student should follow the specific policies outlined in the course syllabus.

Absences and tardiness interfere with meeting course objectives and attaining classroom and clinical competence. Consequently, absences and tardiness will be reflected in the evaluation of the student’s ability to meet course objectives and may be cause for the student’s record to be reviewed by the Admissions, Progressions, and Credits Committee. In the event of the inability to complete required course work, the student may contract with the instructor to receive a grade of incomplete (refer to the [Arkansas State University Undergraduate Bulletin](#)).

A grade of “I” (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of student, or serious illness or death in the family, or extended research projects at the graduate level. Procrastination, pressure of work in other courses, or work not connected with the student’s school load are not satisfactory reasons for an “I” grade. All “I” grades must have prior approval of the chair of the department in which the course is offered, which requires the “Request for Incomplete Grade” form to be on file with the department and the Office of Registrar. An incomplete grade not removed within one semester will be recorded as an F ([Arkansas State University Undergraduate Bulletin](#)).

### ***Nursing Special Problems Courses***

A student may not audit a nursing course. Alternatively, students will enroll in a Special Problems course as determined by the learning contract provided by faculty. Content will reflect previously learned material. The student must register for these courses.

### ***Companion Courses***

NRS 2392 and NRSP 2391 (Health Assessment and Health Assessment Practicum) are companion courses. Should a failing grade be earned in NRS 2392 or NRSP 2391, a student is required to re-take both courses. Students withdrawing from the course with a failing grade (<75%) will be counted as a course failure.

NRS 2322 and NRSP 2321 (Foundations of Nursing and Foundations of Nursing Practicum) are companion courses. Should a failing grade be earned in NRS 2322 or NRSP 2321, a student is required to re-take both courses. Students withdrawing from the course with a failing grade (<75%) will be counted as a course failure.

### ***Credit Hours***

The ratio of clock hours to undergraduate credit hours is as follows:

Classroom: 1:1

Clinical: 2:1

### ***Grading Scales***

Each undergraduate program within the School of Nursing has a descriptive course syllabus with information concerning content and specific determination of course grade. It is the student's responsibility to be familiar with and meet the requirements of each course.

#### ***AASN Grading Scale***

<b>Grade</b>	
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>60-74.99</b>
<b>F</b>	<b>≤ 59.99</b>

#### ***BSN Grading Scale***

<b>Grade</b>	
<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89.99</b>
<b>C</b>	<b>78-79.99</b>
<b>D</b>	<b>60-77.99</b>
<b>F</b>	<b>≤ 59.99</b>

### ***Major and Minor Fields of Study***

Students pursuing a baccalaureate degree in nursing shall be permitted to declare a minor outside of the nursing program. Any student who chooses to pursue a minor must have a faculty member from the baccalaureate nursing program as their primary advisor.

### ***Tobacco Policy***

Effective August 1, 2010, Arkansas State University became a smoke-free campus in response to Arkansas State Law, the Arkansas Clean Air on Campus Act of 2009 (Appendix B). Further, **the School of Nursing prohibits all tobacco products including smoked and smokeless on campus and in classrooms, labs and clinical sites.**

While in the clinical setting, students will comply with the organization's specific policy. Effective October 1, 2005, Arkansas state law prohibited smoking on any grounds owned by a hospital including, but not limited to, buildings in and on where medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings where medical services are provided.

Any student that smokes or uses smokeless tobacco products in a classroom, lab, or clinical site will be subject to that facility's policy or procedure actions (removal from premises or fined) and will not be allowed to return to the clinical site. This may result in removal from the course.

Revised 5/2012

### ***Substance Abuse Screening***

In the event the School of Nursing or any affiliated institution requests drug testing prior to, during, and/or throughout clinical placement, students will be responsible for the cost. Specifics regarding this procedure may be found in specific course syllabi and/or the Substance Abuse Policy for the College of Nursing and Health Professions found in this document.

### ***Cell Phones and Electronic Devices***

Cell phones and other electronic devices may be used as a student resource at the discretion of the faculty member and/or clinical site. Taking unauthorized photographs in clinical settings is strictly prohibited, as use of any personal electronic device to store/enter any type of patient information is a violation of the Healthcare Information Portability Accessibility Act of 1996 (HIPPA).

Cell phones and other electronic devices may not be audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office. Personal texting in class is prohibited. Using devices to screen capture or cheat on tests and papers is a violation of the Honor Code.

Violation of any of these policies may lead to a grade of F and/or dismissal from the program. Students violating the policy will be referred to the department chair. Students are expected to conduct themselves in a manner which promotes a collegiate learning



environment. Behaviors and attitudes which disrupt the learning environment will not be tolerated.

Revised 8/2019

### ***Social Media***

Social media can be a way to share life experiences and opinions with others. Use of social media presents risks and carries with it certain responsibilities.

Social media includes all means of communicating or posting information or content of any sort via the internet or other electronic communication method. Social media includes both your personal or someone else's personal web log/blog, journal, website, or chat room, and group interchanges such as Facebook, Twitter, Instagram, Snap Chat, or YouTube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPPA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html>, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.

You are solely responsible for what you post online. Inappropriate postings specific to patients, classmates, or faculty that include discriminatory remarks, harassment or threats, or violations of professional codes of conduct are subject to disciplinary action. Your actions could adversely affect your standing in your health professions program which could include program dismissal.

You should be aware that future employers may view potential candidate's websites. Students are advised to review their site(s) for any unprofessional images or language which could adversely affect successful employment upon graduation. Please make responsible decisions about your use of social media.

Revised 8/2019

### ***Student Rights & Grievance***

Students should read carefully the [Arkansas State University Student Handbook](#) sections on "Student Rights" and "Grievance Procedure". These sections will assist you in being more informed regarding the student's role and options.

### ***Grievance Procedure***

See Student Rights Grievance Procedure in the [Arkansas State University Student Handbook](#).

### ***CPR Certification***

Students entering the Nursing Programs are required to have completed BLS Cardiopulmonary Resuscitation course (i.e. adult, infant, and child with AED) that is authorized by the **American Heart Association**. A card or letter demonstrating completion of the course must be presented to the School of Nursing. This letter or card is required of

all nursing students. Proof of continued certification as required by academic program is the responsibility of the student. If appropriate documentation is not provided, the student will not be allowed to attend clinical.

Revised 5/2019

### ***Dress Code***

The School of Nursing expects students to reflect professionalism and maintain high standards of appearances and grooming in the clinical setting.

1. For women, the uniform will consist of black scrub uniform top and black scrub uniform pants or black skirt (hemline not above the knee), white socks or white hose with skirt, white or black closed toed leather or synthetic leather shoes (may be tennis shoes but CANNOT be canvas or cloth). Clog type shoes are permissible as long as they have a lip to cover the heel, regulation name pin, ASTATE School of Nursing patch, identification badge, and a watch with second hand.
2. For men, the uniform will consist of a black scrub uniform top and black scrub uniform pants, white socks, white or black closed toe leather or synthetic leather shoes (may be tennis shoes but CANNOT be canvas or cloth). Clog type shoes are permissible as long as they have a lip to cover the heel, regulation name pin, ASTATE School of Nursing patch, identification badge, and a watch with second hand.
3. ASTATE Nursing Patch is to be worn on the left sleeve of the uniform and/or lab coat where the top of the patch is 1.5 inches from the shoulder seam. In the event the shirt/lab coat does not have an actual shoulder/sleeve seam, the patch should be placed 1.5 inches from the shoulder joint.
4. During specific rotations, there may be variations in the dress code policy. Students rotating through pediatrics and mental health clinical experiences should consult the course instructor for appropriate uniform.
5. Uniforms must fit appropriately (e.g. no “baggy” pants, no low riding pants, no low-cut tops; no uniform should be worn that is too tight). All uniform pants need to be hemmed so they are not touching the floor. Uniforms must be clean and wrinkle free. Appropriate undergarments are necessary. Shoes should be polished and shoestrings clean at all times.
6. Students are permitted to wear either a plain white or black t-shirt under the uniform or a plain clean white sweater.
7. All students are required to purchase a white laboratory coat. This coat is to be worn during clinical rotations in the community setting, during post-clinical activities and when obtaining assignments.
8. When obtaining assignments and viewing patient records, students should be attired in acceptable street clothes (i.e. no capris, shorts, sweats, jeans, spaghetti straps, tank tops, flip-flops, or sandals) with lab coat, regulation name pin, nursing patch and identification badge.
9. ASTATE regulation name pin and ID badges are to be worn as required by the clinical facilities.

10. Hair must be neat; clean; away from face and must be of a natural occurring color. Long hair must be pulled back off of shoulders; ponytails should not hang below shoulder length in the front; men are to be clean shaven or beards closely trimmed. If headbands are worn, they must be solid black or white in color.
11. Fingernails must be clean and not extend beyond the fingertip. Clear nail polish is acceptable. No artificial nails permitted.
12. Tattoos must be covered at all times while in clinical settings, including times when retrieving patient information. Most hospitals have a “no visible tattoo” policy and students violating the policy may be asked to leave the facility.
13. Wedding rings, engagement rings and watches are the only jewelry appropriate for the clinical setting. If ears are pierced, one pair of post earring worn on the ear lobe is allowed. Ear gauges are not acceptable. Gauges must be replaced with flesh colored plugs that are flat to the surface of the body. No facial or tongue jewelry is permitted.
14. Chewing gum is not allowed in the clinical areas.
15. Good personal hygiene (including attention to body odor and mouth odor), must be maintained at all times. Odors such as cologne, cigarette or other smoke tends to be unpleasant to hospitalized patients. No cologne, perfume or aftershave should be worn in the clinical setting.
16. If a student’s level of personal hygiene or style of appearance constitutes an unprofessional image or interferes with the ability to provide safe nursing care, the student may be requested, at the discretion of the clinical instructor, to leave the clinical area and correct the identified deficiency. The student will receive no credit for the time missed to correct such deficiencies.

Revised 5/2019

### *Clinical*

The nursing student is required to spend a predetermined number of hours in the clinical setting. This may consist of rotations in various hospitals, laboratories, simulations, physician’s offices, mental health agencies, nursing homes, community health settings, etc.

As basic nursing skills and experiences are acquired, more time is spent in the clinical setting. In the clinical setting nursing principles and scientific rationale learned in class are applied to patient care. The student is responsible for all skills previously learned.

The student should maintain a professional attitude as well as a professional standard of patient care at all times during clinical hours. **While in the clinical setting, students are expected to seek the assistance of their instructors for any nursing procedure that they have not been authorized to perform or for any procedure that they feel insecure about performing. All medications are to be checked by an instructor or their designee prior to administration.**

The nursing student is required to dress according to the ASTATE School of Nursing Student Dress Code while in the clinical setting. Additionally, the nursing student is

expected to have a watch, stethoscope, bandage scissors, penlight, and black ink pen for clinical experiences.

### ***Student Employment***

It is recommended that a student's combined employment **AND** classroom/clinical load not exceed 40 hours per week. Hours in excess of 40 hours per week are very likely to be detrimental to the performance of the individual, both as a student and as an employee. Professional behavior regarding patient safety is important; thus it is recommended the student refrain from working the shift immediately prior to class or clinical.

Students employed as health care personnel must adhere to the following:

1. Students are not to wear any identifiable part of the school uniform while on the job. Students should wear the uniform and identification of the employing agency.
2. Students are never to use the AASNS or BSNS designation outside of their faculty-supervised clinical experiences.
3. Students may not assume any position that requires the skills, knowledge, and/or judgment of a licensed registered nurse or licensed practical nurse in any employment situation (unless the student is an RN or an LPN).
4. Students may function only within the written job description of the position for which they were hired. This means performing only skills within the job description.
5. Students are fully accountable and liable for their own actions while in an employment situation and the employing agency assumes the legal responsibility in that situation.

Revised 5/2012

### ***Fees & Expenses***

The anticipated costs of the nursing program include, but are not limited to the following:

1. Medical expenses required for clinical (These may be obtained through personal physician, student health center, or public health center): Cost may vary based on insurance and provider
  - a. Hepatitis B series (3) or titer
  - b. TB testing: PPD skin test or T-SPOT is required upon admission. A chest x-ray is required if PPD or T-SPOT is positive. Additional screening and/or testing may be required dependent upon clinical guidelines.
  - c. Proof of annual physical (see appendix J for required form)
  - d. Annual drug screen (Verified Credentials)
  - e. Varicella series (2) or titer
  - f. MMR (2) or titer
  - g. Tetanus (within the last 10 years)
  - h. Annual influenza vaccine (due mid-fall)
  - i. COVID-19 testing may be required
2. American Heart Association BLS CPR certification- \$30-\$50 biannually
3. Standardized achievement tests are required at the end of each semester. The cost is approximately \$45-\$150 each semester, depending on the program option.

4. Students are required to have access to a laptop computer.
5. Graduation expenses during final semester:
  - a. Graduation fee—approximately \$45-\$125 (includes diploma fee, cap and gown)
  - b. Announcements (optional)
  - c. Arkansas State Board of Nursing application approximately \$100
  - d. Criminal background check (for nursing license) approximately \$50
  - e. NCLEX-RN exam approximately \$200
  - f. School pin approximately \$40 (optional)
  - g. NCLEX-RN review course approximately \$425
6. Student professional uniforms (**prices vary**):
  - a. Black scrub top; black scrub pants/skirt \$40-\$80
  - b. Shoes \$50-\$100
  - c. School name pin approximately \$10 (Ordered from the ASTATE Bookstore)
  - d. ASTATE School of Nursing patch for uniform and lab coat \$10 each (Ordered from the ASTATE Bookstore)
  - e. ID badge cover or badge clip \$5
  - f. White lab coat \$25-\$35
7. Research Day (May be required during BSN-Junior and Senior years)-approximately \$50 plus travel
8. Arkansas Student Nurses Association Convention (May be required during BSN Junior and Senior Years) approximately \$100 for members or \$150 for non-members plus travel.
9. Occasional extra costs may be incurred for workshops, research days or disciplinary hearings.
10. Additional costs for clinical experiences:
  - a. Clinical sites may request drug screening prior to rotation. Drug screening is required prior to rotation to Arkansas Children's Hospital and Le Bonheur Children's Hospital. Approximate cost is \$40.
  - b. Students will be expected to provide their own transportation.
  - c. Students are required obtain a criminal background check at a cost of approximately \$100
  - d. Students are required to purchase malpractice (professional liability) insurance from Nurses Service Organization or other insurance provider for approximately \$40 for all AASN and BSN program options; if the student is already a CNA, LPN, or RN the cost is higher at approximately \$55-\$100.
11. Textbooks are kept throughout the program of study and used in more than one course. Costs will vary depending on semester. Textbooks represent a sizeable investment, often more than \$900 in the first semesters of the nursing programs. Books purchased during the first semester will be used throughout the nursing program. Book costs in subsequent semesters will generally be much less. Recommended textbooks listed on syllabi may cost up to an additional \$500.

12. **All students in CNHP are required to take the Basic Disaster Life Support Course.** The college of Nursing and Health Professions (CNHP) and the School of Nursing requires students to complete the Basic Disaster Life Support (BDLS) course. BDLS may be tied to a specific course or to a specific grade level in your program. The certification is course completed. The course is offered by ASTATE every semester as an online course and at least once each spring and fall semester as a grounded course on the Jonesboro campus. You will register for the course via Self-Service Banner and the course cost is \$55. You may contact the department of Disaster Preparedness and Emergency Management at (870)680-8286 for specific questions regarding this course.

13. Students are required to have access to the following equipment. **Costs are estimated** and prices may vary.

- a. \*Watch (with a second hand).....\$25-\$50
- b. \*Stethoscope (must have adult and pediatric bell and diaphragm).....\$20-\$150
- c. \*Bandage Scissors.....\$3-\$10
- d. \*Pen light.....\$3-\$5
- e. \*Nurse Packs (BSN Sophomores and AASN during program).....\$100-\$110
- f. \*\*ECG caliper.....\$10
- g. \*\*\*Mask or facial covering.....\$5-\$10

**\*Required Early in the first semester for Traditional AASN and BSN students and early in the second semester for ALL AASN students (Traditional and LPN-AASN)**

**\*\*Optional equipment for new/incoming students, will be required later in the program**

**\*\*\*Mask and/or facial covering may be required by A-State and/or clinical facilities. A-State AND clinical facility requirements must be followed.**

Revised 5/2020

***Malpractice Insurance***

Both traditional students and those already holding a license are required to carry their own malpractice insurance and provide proof of insurance coverage each semester, prior to beginning clinical courses. Coverage must be for a minimum of \$1,000,000/\$6,000,000. A copy of the certificate of insurance containing the student’s name, policy limits and effective dates should be filed with the School of Nursing Office.

Traditional AASN and BSN students may purchase insurance through Nurses Service Organization or another professional liability insurance provider. The cost is approximately \$40 per year. If a student is already a CNA, LPN or RN, the cost is higher at approximately \$55-\$100.

Revised 5/2019

## ***Criminal Background Check***

Based on recent legislation in Arkansas (§17-87-312 Criminal Background Check and ACA §17-3-102 Licensing Restrictions Based on Criminal Records), students admitted to professional programs that require licensure in the state upon graduation, are required to have a successful background check to complete formal admission to a program.

Students may be subject to additional criminal background checks if required by the clinical agency for placement. Costs are to be borne by the student. If a student is denied placement at a specific clinical facility, alternative placement will be sought by the clinical coordinator. If no appropriate placement is available, the student will not be able to meet course outcomes and will be withdrawn from the program.

All persons seeking initial licensure as a nurse in Arkansas are required to undergo a criminal background check. The approximate cost of these background checks is approximately \$50 and is the responsibility of the student.

<https://www.arsbn.org/examination>

Anyone seeking licensure will need to contact the respective State Board of Nursing for specific information regarding application and background check completion. ***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 understand ACA §17-87-312 and the specific offences which, if pleaded, no contest, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at:***

[http://www.arsbn.org/Websites/arsbn/images/NURSEPRACTICEACT\\_2018.February2018.pdf](http://www.arsbn.org/Websites/arsbn/images/NURSEPRACTICEACT_2018.February2018.pdf)

***The Nurse Practice Act may be viewed at the Arkansas State Board of Nursing website ([www.arsbn.org](http://www.arsbn.org)) in its entirety. For a complete list of criminal acts that prevent licensure as a registered nurse see the ASBN website. If students have any reason to believe that they may be ineligible to write the NCLEX-RN, they should discuss this matter with someone knowledgeable about nursing laws. Students who have ever been convicted of any crime (except speeding or parking tickets) should contact the Arkansas State Board of Nursing and a copy of the conviction order must accompany the application.***

Reviewed 4/2020

## ***In-State Tuition (check with financial aid/admissions for most recent information)***

Students should check with financial aid and admissions for the most recent information regarding in-state tuition

Revised 5/2019

### ***ADA Statement***

It is our intention to support the full participation of all students in the learning process of the curriculum. Situations may occur where students may require specific or additional support in demonstrating their achievement of the objectives. These students should inform the instructor of such needs as soon as possible and contact the office of *Disability Services* at (870)972-3964 for assistance.

### ***Abilities and Skills for the Undergraduate Nursing Major***

The professional nurse must possess the knowledge and ability to effectively assess his or her 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 client's status or problem, plan independently or collaboratively for full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it. A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include observations; communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability.

### ***Standards and Functional Abilities for the Undergraduate Nursing Major***

The School of Nursing affirms that all students enrolled in a nursing program must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.

Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

Standards	Functional Abilities
<b>Critical Thinking:</b> ability sufficient for clinical judgment	Identify cause-effect relationship; problem-solve; predict/evaluate outcomes; sequence information.
<b>Reading:</b> ability sufficient to comprehend the written word.	Read written documents, graphs, policies, protocols, etc.
<b>Arithmetic:</b> ability sufficient to perform computations at least at the tenth-grade level.	Measure time; compute medication dosage; count rates; use measuring tools; add, subtract, multiply, divide whole numbers; compute fractions.
<b>Hearing:</b> ability sufficient for physical and environmental monitoring	Auscultate faint body sounds, voices; hear monitor alarms, emergency signals.
<b>Visual:</b> ability sufficient for accurate observation and assessment	Observe patient response/condition: distinguish color and color intensity; prepare medication; see graphs, and computer screens.
<b>Smell:</b> ability sufficient to detect environmental and client odors.	Detect foul-smelling odors; detect smoke/gases.



<b>Physical strength/endurance:</b> ability sufficient to perform full range of patient care activities.	Stand for long periods of time at bedside; perform nursing care duties for entire shift; push/pull/support light and heavy objects; carry equipment; support patients in ambulation, turning, standing.
<b>Motor Skills:</b> ability sufficient to provide safe and effective nursing care.	Position patients; obtain specimens; calibrate instruments/ equipment; prepare and administer medication; reach and bend with ease; grasp small objects, write, fine motor skills.
<b>Mobility:</b> ability sufficient to move from room to room and within confined space.	Move about in populated areas; twist, stoop, squat; move quickly, administer repetitive movements (CPR).
<b>Tactile:</b> ability sufficient for physical monitoring and assessment.	Perform palpation; detect hot/cold; detect differences in skin surface; shapes and sizes.
<b>Communication:</b> ability sufficient for interaction with others, in both the verbal and written English language.	Teach; explain procedures; give oral report; speak on the telephone; document and interpret nursing actions and patient responses and convey information through writing.
<b>Interpersonal skills:</b> ability sufficient to interact with others.	Establish rapport with patient, family and coworkers; respect differences, negotiate interpersonal conflict, remain calm in crisis situations.
<b>Behavioral and Social Attributes:</b> ability sufficient to possess emotional health required for full utilization of his/her intellectual abilities.	Compassion, integrity, concern for others, interpersonal skills, interests, and motivations are all personal qualities necessary for professional nursing.

**The following abilities and skills are necessary to meet the requirements of the curriculum:**

Observations: The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation. It is enhanced by the functional sense of smell.

Communication: The candidate must be able to speak, hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

Motor: Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements,

equilibrium, and functional use of the senses of touch and vision. Examples of required fine motor skills would include, but are not limited to, preparation and administration of oral and injectable medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skills would include, but are not limited to, positioning clients in bed, assisting with ambulation, transferring clients and maneuvering in confined spaces. In addition, the candidate should be able to lift and carry a minimum of 35% of his or her own body weight. Also, the candidate should be able to sit, bend, reach and/or walk and stand for most of the day.

Intellectual-Conceptual, Integrative, and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and function effectively under stress for extended periods of time during a clinical day. The candidate must be able to adapt to noisy, stressful situations and rapidly changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

The citations for these guidelines are as follows:

Section 504 of the 1973 Vocational Rehabilitation Act and 42 U.S.C. 12101 et seq., the American with Disabilities Act  
(ADA)

Bower, D., Line, L., & Denega, D. (1988). Evaluation instruments in nursing (pp. 71). New York: National League for  
Nursing

Revised 5/2019

## ***Admission, Readmission, Probation, Retention Policies***

For admission, readmission, probation, and retention policies see current [Arkansas State University Undergraduate Bulletin](#).

Students who earn below “C” in any nursing course, fail to achieve a “C” or better in a support course in the prescribed time period, or who interrupt their program for any reason must apply for readmission to the nursing program and successfully pass the readmission test(s). \*\*The required score on the readmission test is a minimum of 75% in the AASN program options and 78% in the BSN program options. All students are given a total of two attempts to test for readmission into the program. If the student does not achieve 75% (AASN) or 78% (BSN) on the first attempt, a second opportunity to test will become available within 30 days of the first attempt.

Once an interruption occurs in the program of study, there is no guarantee that a student will be readmitted to the major. \*\*If an interruption of more than two years occurs in a program of study, the student must repeat all professional nursing program courses.

All programs in the College of Nursing and Health Professions have policies governing admissions, readmission, probation, and retention which are found in the online Arkansas State University Undergraduate Bulletin. All committee decisions regarding admission and readmission are non-grievable instances.

\*\*\*Due to clinical site requirements, all BSN students must be 18 years of age by the first day of class of the spring semester of their sophomore year in the BSN program.

\*\*\*Due to clinical site requirements, all AASN students must be 18 years of age by the first day of the first semester of enrollment in the program. Revised 4/2020

## ***ASTATE School of Nursing-Student Confidentiality Guidelines***

The confidentiality of patients admitted to contracted clinical agencies of the School of Nursing at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality will be subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- a. The fact that the individual is a patient at a contracted clinical agency.
- b. The patient’s name, address, employer, etc.
- c. The nature of the patient’s illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas, including online/electronic settings. Prior to the start of the clinical rotation, each student will receive a briefing regarding confidentiality from the clinical instructor.

By signing the Required Signature Form (Appendix K), the student agrees to abide by these guidelines.

ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS

**College Student Academic Honor Code**

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable academic conduct. A student is assumed honorable until his/her actions prove otherwise. An academic honor offense is defined as an act of lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism or facilitating academic dishonesty of others. Formal procedures exist for violations of the academic honor code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

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

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty – no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note: Keep a copy of this page for your file. Submit the original to your advisor to be placed in your advising folder.*

PROCEDURES FOR  
COLLEGE STUDENT ACADEMIC HONOR CODE

The College Student Academic Honor Code exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the Student Handbook. An academic honor offense by the college code is defined as an act of **lying/willful misrepresentation, cheating/unauthorized collaboration, plagiarism, or facilitating academic dishonesty of others**. These terms are defined as follows:

**Lying/willful misrepresentation** - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

- Fabricating quotations and/or sources
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis
- Engaging in selective reporting or omission of conflicting data for deceptive purposes
- Altering graded work, then resubmitting it for a new grade
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework
- Submitting the same paper in more than one class without the approval of the instructors involved
- Submitting a paper from a previous semester for a current class without the approval from the instructor
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records
- Recording hours not actually worked
- Submitting an altered or fabricated preceptor evaluation
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization
- Video or audio recording lecture or private meetings without prior permission
- Creating false university, college, or other official correspondences (such as medical documentation)

**Cheating/unauthorized collaboration** - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor
- Talking during a quiz or exam when told by the instructor talking is not permitted
- Looking at another student's exam or quiz during the testing period
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden
- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor
- Accepting credit for a group project without doing your share of the work
- Helping others with their homework or other assignments when not allowed by the instructor
- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally

**Plagiarism** – as defined in the 1995 Random House dictionary is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Within academia plagiarism is considered academic dishonesty or academic fraud and offenders are subject to a number of penalties including course failure or other severe consequences.

- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgement
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgement
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, web site, or other items from another student, thus presenting another's work as your own
- Failing to use quotation marks properly or when needed
- Failing to give a source for quoted materials
- Failing to paraphrase language completely
- Failing to give a source for paraphrases
- Failing to cite sources correctly and completely

**Facilitating Academic Dishonesty of Others – intentionally or knowingly helping or attempting to help others commit an act of academic dishonesty.**

- Writing a paper for another student
- Allowing another student to use your past homework assignments, paper, labs, or similar items
- Sharing homework with another student when told collaboration is not allowed
- Allowing or helping another student to look at your exam or quiz during a test
- Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, tweets, social media, or other aids during a quiz or an exam when not allowing by the instructor
- Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student
- Providing any materials, information, or assistance to another person with the knowledge or

- reasonable expectation that such would be used for dishonest purposes
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

These academic honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

#### PROCEDURES:

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question, the program director or the department chair. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students, Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASTATE Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is in the section on "Appeal Process".

\*On our distance campuses, one student will be designated as an ethics representative.

Revised 8-12-19

### ***Document of Concern/Professional Behaviors***

The Document of Concern form (Appendix E) for AASN students and the Professional Behavior Form (Appendix F) for BSN students will be completed and filed in the student's record for a student failing to uphold the honor code or engaging in other activities deemed unsafe or unprofessional.

### ***Dismissal***

A student may be asked to leave the nursing program regardless of academic grade if any of the following conditions exist:

1. Demonstrated lack of aptitude for nursing
2. Failure to exhibit behavior of:
  - a. Integrity
  - b. Dependability and accountability
  - c. Concern for human and societal needs
3. Clinical nursing performance that jeopardizes safety of patient(s)
4. Physical or emotional condition of a nature that affects, or is affected by, one's performance in nursing
5. Failure to conform to the legal and ethical standards of the nursing profession
6. Excessive absences (see attendance policy)

### ***Transfer Credit Policy***

Students who present transcripts of college level credit from other accredited institutions may receive credit toward a degree in accordance with the policy as set forth in the current academic year Undergraduate Bulletin. Students must submit their transcripts to the ASTATE-Jonesboro Registrar's office for evaluation of all General Education. Transferring international students must submit an official copy of all university transcripts in native language with translation in English. Minimum required grade point average (GPA) is 2.00/4.0 on total transferrable hours to Arkansas State University.

A transfer student must apply to the School of Nursing, submit the documents requested on the application and meet the entry criteria. Acceptance of transfer courses in nursing is the responsibility of the School of Nursing and such transfer courses are approved by the faculty of the appropriate program.

Students applying to the online RN-BSN option must submit official transcripts from all schools attended to Academic [Partnerships@astate.edu](mailto:Partnerships@astate.edu) or AState Online Services at P.O. Box 2520, State University, Arkansas 72467.



## Health Regulations

**Students are required to provide documentation of malpractice insurance; a negative PPD skin test, negative T-SPOT or negative chest x-ray; CPR certification; required vaccines; proof of annual physical; proof of annual drug test; and, dependent on program, a TB mask fitting may be required.**

Students are required to submit documentation of health records as described in the table below.

CPR Certification	<ul style="list-style-type: none"> <li>• Continuous American Heart Association BLS CPR Certification</li> </ul>
Admission and Annual TB Mask Fitting	<ul style="list-style-type: none"> <li>• In accordance with OSHA recommendations, students may be required to be fitted for a TB mask annually</li> </ul>
TB testing	<ul style="list-style-type: none"> <li>• Every student must present evidence of negative PPD Skin Test or TSPOT upon admission and as required throughout the program.</li> <li>• Chest X-ray is required with positive PPD Skin test or TSPOT</li> </ul>
Admission and Annual Proof of Physical Examination	<ul style="list-style-type: none"> <li>• Must provide form attached in Appendix J</li> </ul>
Admission and Annual Proof of Urine Drug Screen	<ul style="list-style-type: none"> <li>• Must provide proof that a drug screen was performed through Verified Credentials</li> </ul>
Flu Vaccine	<ul style="list-style-type: none"> <li>• Clinical sites may require a Flu vaccine prior to rotation. Announcements will be made in the fall semester by local Health Departments on the availability of the vaccine. Written verification of the administration of the vaccine is required. Annual proof of vaccinations may be required by clinical sites. If the student has not received the vaccine the hospital has the right to 1) Prohibit the student from facility access for clinical practice, 2) require student to wear a mask at all times or 3) other modification according to their policy. If you chose not to be vaccinated for Influenza at this time you must provide documentation from your care provider and/or sign and submit an Influenza Vaccine Declaration form provided by the clinical facility.</li> </ul>
Hepatitis B	<ul style="list-style-type: none"> <li>• Prior to entry into any clinical course students must present a Hepatitis B virus (HBV) immunization record to include either a documented history of HBV infection, antibody status positive titer showing previous antigen response to HBV or documentation of the first (in a series of three) HBV immunization. The series must be completed within seven months (second immunization one month after first, followed by third immunization six months after second)</li> </ul>
MMR Immunization	<ul style="list-style-type: none"> <li>• Need documentation of 2 MMR Vaccinations in lifetime OR a titer</li> </ul>
Varicella Immunization	<ul style="list-style-type: none"> <li>• Need documentation of 2 Varicella vaccinations OR a titer</li> </ul>
Tetanus Immunization	<ul style="list-style-type: none"> <li>• Verification of a Tetanus Booster within the last ten years</li> </ul>
COVID-19 Testing	<ul style="list-style-type: none"> <li>• COVID-19 testing may be required</li> </ul>

\*\*\*Due dates of documentation may vary by program and program option.

### ***Standard Precautions***

All college of Nursing and Health Professions students and faculty will employ Standard Precautions while in the clinical setting. Protocols for Standard Precautions (previously referred to as Universal Precautions) can be found in [OSHA Standard 1910.1030 Bloodborne Pathogens](#). This document is updated by OSHA. It is your responsibility to review this information as part of your review of the handbook.

### ***Latex Allergy***

The student must notify the faculty member supervising the learning experience immediately upon awareness of a known or suspected latex allergy. Latex allergy exposure, treatment, and medical prophylaxis is the student's responsibility and must be provided at the student's expense.

### ***Insurance***

Health Insurance: The College of Nursing and Health Professions strongly recommends that students obtain their own health insurance. Injuries that occur in a clinical setting are not covered and/or pain by the agency or the university.

## **ARKANSAS STATE UNIVERSITY**

### **COLLEGE OF NURSING AND HEALTH PROFESSIONS**

#### ***Policy/Procedure Guidelines for Infection Control***

##### ***Introduction***

The policy guidelines herein are of a general nature and deal with HIV-related infections as well as other blood borne pathogens. They apply to all students/faculty/staff in the College of Nursing and Health Professions (CNHP). Due to differences in the various programs, individual CNHP programs may have specific rules and/or guidelines that are modifications of those in the general policy; however, the specific policies of the various programs will be consistent in their intent with the guidelines noted herein. This policy shall be reviewed annually and modified as necessary based on the current information from the CDC and other resources.

##### ***Admissions***

The HIV/HBV (Human Immunodeficiency Virus/Hepatitis B Virus) or any significant blood borne pathogen status of an applicant should not enter into the application process. Applicants applying for healthcare programs should, however, be informed that certain diseases may necessitate either a modification of their program, or in the extreme may necessitate their dismissal from a program if they cannot perform procedures and/or tasks that are considered essential to their educational experience.

##### ***Retention***

If it is determined that a student is sero-positive for HIV/HBV, or any other significant blood borne pathogen, or is clinically manifesting symptoms of a related disease process, that student should receive counseling about personal health care concerns and about interaction with others, especially clients. The student should be counseled by a designated faculty member in his/her respective program. The function of the designated faculty member is to counsel the student as to whether the program of education should be modified, another educational program considered, or in the extreme, whether the student should be dismissed from a program because of the inability to perform procedures and/or tasks crucial to the educational program. When considering the possibility of modifying clinical experiences or whether to dismiss, the designated faculty member will request that the Infection Control Committee convene to consider the specific student situation.

##### ***Infection Control Committee***

The Infection Control Committee will be comprised of two representatives from the School of Nursing, one representative from Social Work or Communication Disorders, one representative from Occupational Therapy, Physical Therapy or Clinical Laboratory Sciences, and one representative from Nutritional Science, Disaster Preparedness and Emergency Management or Medical Imaging and Radiation Sciences. The dean will be charged with appointing faculty to serve on this committee after consultation with chairs or directors of the various programs. Once the committee is established, a chair shall be

elected by the members. In addition, a community member who is an expert in infectious disease will be designated as a consultant to the committee.

The committee shall function to consider the specific student/faculty/staff situations outlined in the HIV/HBV Guidelines. In addition, this committee will function to review the HIV/HBV Guidelines on an annual basis. The committee will coordinate annual instruction on Infection Control Updates for the faculty. This committee will also serve the programs by making recommendations for infection control policy that may impact the student/faculty/staff populations. Information regarding such policy will be included in various programs' Student Handbook and the CNHP Faculty/Staff Handbook.

When the Infection Control Committee convenes to consider specific student/faculty/staff situations, a timely response is in order. Individuals will be provided a letter outlining the committee recommendations within a one-week period after convening. During this time period the student/faculty/staff person shall not engage in direct client contact. Should an individual wish to appeal the decision of the committee, the established University Grievance process should be followed (see ASTATE Student/Faculty Handbooks).

### ***Counseling***

It is the responsibility of the programs to provide counseling to a student/faculty/staff member who is determined to be sero-positive for HIV/HBV, or any significant bloodborne pathogen, or who manifests symptoms of a related disease process. The counselor interaction with the student/faculty/staff member should be reported to the Infection Control Committee only when the person's health status necessitates a modification in the clinical program or dismissal. It will be the responsibility of the counselor to verify that the student is aware of options for testing, counseling and health care. In addition, the counselor will verify that the student has been provided with specific information that relates to client contact.

The following information is provided in order to refer students when necessary to outside agencies for assistance and follow-up. This information should be reviewed and updated annually.

### ***HIV Infection Services provided by ASTATE Student Health Center:***

Students at Arkansas State University who desire and obtain HIV testing at the Student Health Center will be charged \$20 and may pay in person or have it charged to their student account. The Student Health Center has pamphlets available for persons coming in with questions about HIV infection. The Center is located adjacent to the football stadium and can be reached at ext. 2054.

### ***Services offered by the Public Health Department:***

The Craighead County Public Health Department is open from 8:00 a.m. until 4:30 p.m. for testing. The department offers pre- and post-test counseling as well as HIV testing. Fees are on a sliding scale. However, patients should bring their Medicaid, Medicare or private

insurance cards with them. The Public Health Department can be contacted by calling 9334585. Offices are located at 611 E Washington Ave, Ste B, Jonesboro, AR 72401.

An individual who desires testing should allow about one hour for the procedure because pre-counseling is extensive. Appointments are required.

The Public Health Department will provide the Hepatitis B vaccine for persons up to age 18. They will not provide testing for Hepatitis B.

The Public Health Department will provide follow-up care for any individual with a positive TB skin test or one with a diagnosis of tuberculosis.

***Services offered by Northeast Arkansas Regional AIDS Network (NARAN):***

This organization offers free confidential testing. Pre- and post-counseling is provided by certified counselors. They also provide direct care services or referrals for those persons who need them, including financial counseling. NARAN is also a network agency for persons living with an HIV positive result. A referral can be made by contacting the office at 931-4HIV (4448). Their office, located at 2919 E. Matthews, Ste A, is open Monday through Thursday from 9:00 a.m. to 4:00 p.m. and Friday from 9:00 a.m. to 12:00 p.m.

The counselor should not neglect to refer the student/faculty/staff member to his/her private physician for guidance.

Students/faculty/staff outside of Craighead County should seek specific referral information from the Chair of the Infection Control Committee or from a faculty member designated as counselor at the distant sites.

***HIV/HBV Guidelines for On-Campus Laboratory and Clinical Settings***

In accordance with sections 503 and 504 of the Rehabilitation Act of 1973, schools must provide equal treatment to persons who have contracted the HIV/HBV virus. Furthermore, schools may not discriminate against any individual based on the perception that he/she is infected.

***Transmission Information***

All CNHP students and faculty will employ Standard Precautions while in the clinical setting. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of Standard Precautions. The Infection Control Committee will coordinate instruction on Standard Precautions for faculty on an annual basis. It will be the responsibility of faculty members to document annual instruction through the Infection Control Committee.

***Policy***

Students, faculty, and staff with HIV/HBV, or any significant blood borne pathogen, should be allowed equal access, as long as their medical condition permits, to university facilities or campus activities, including participation in clinical experiences or other academic and social activities offered by the university.

All confidential medical information is protected by statute and any unauthorized disclosure may create legal liability. The duty of the health care providers to protect this confidentiality is superseded by the necessity to protect others in very specific circumstances.

An infected student/faculty who is symptomatic may be excluded from providing direct client care, determined on a CASEBY-CASE basis by the Infection Control Committee (appropriate supervisory personnel). In addition, should an individual sero-convert and express concern regarding clinical practice, the committee will convene to review the case.

Students may be asked to serve as source partners in on-campus laboratories for procedures involving needle sticks or other forms of vascular access. For criteria related to laboratory participation, see the specific program handbook.

### ***Exposure (Laboratory and Clinical Settings)***

Students and faculty in the College of Nursing and Health Professions may be exposed to blood borne pathogens such as HIV and HBV. In the clinical and classroom laboratory settings, students/faculty are expected to utilize Standard Precautions, hand washing and protective clothing/gear to prevent contact with blood and other potentially infectious materials.

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that result from one's duties as a CNHP student or faculty member. An exposure incident involving a student/faculty/staff/visitor i.e. volunteer, invited guest in the CNHP, while in a clinical facility or campus laboratory is treated in a similar manner to any type of accident occurring within the agency.

### ***On-Campus Laboratory or Clinical Settings: Blood Borne Pathogen Exposure Protocol***

Should a student or faculty member be exposed to blood borne pathogen in an on-campus laboratory or clinical setting, the following post-exposure protocol is recommended:

1. The student will notify the faculty member supervising the learning experience. If the exposed individual is a faculty member, he/she will notify the chairperson of the specific program in the CNHP.
2. As soon as possible following the exposure, the college incident form will be completed by the faculty member/student.
3. The exposed individual will be referred to the Student Health Center for evaluation if the even occurs during operating hours. If the exposure occurs when the Health Center is closed, the faculty member will determine the individual's primary care options and refer the person to those resources.
4. It is suggested that the post-exposure protocol be managed by the individual's primary care provider at the individual's expense.
5. If there is a delay in reporting an exposure incident, it is recommended that the same protocol be followed.

***Off-Campus Laboratory or Clinical Setting: Blood Borne Pathogen Post-Exposure Protocol***

1. The student will notify the clinical faculty. If the exposed individual is a faculty member, s/he will notify the chairperson of the specific program at the CNHP.
2. The student, clinical faculty or chairperson will notify the supervisor of the area where the exposure occurred. Thereafter, post-exposure protocols for the clinical institution will be followed.
3. The infection control staff member/epidemiologist of the clinical facility will be notified of the exposure immediately by the student or if possible by the clinical faculty member. If a faculty member has been exposed, this individual will notify the infection control staff/epidemiologist.
4. As soon as possible following a report of an exposure incident the clinical faculty and infection control staff/epidemiologist should provide the student with counseling about an immediate confidential medical evaluation and follow-up at the student's expense. In the case of a faculty member's exposure, the individual is expected to communicate directly with the infection control staff/epidemiologist. The medical evaluation and follow-up should include, at a minimum, the following requirements:
  - a. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
  - b. Identification and documentation of the source individual unless the clinical facility staff establishes that the identification is infeasible or prohibited by state or local law.
5. The source individual's blood shall be tested as soon as possible after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the clinical facility shall establish that the source individual's consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood shall be tested and the results documented.
6. When the source individual is already known to be infected with HIV or HBV, testing for the source individual's HIV or HBV status need not be repeated.
7. Results of the source individual's testing shall be made available to the exposed individual who should also be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
  - a. The exposed student/faculty member's blood should be tested as soon as possible.
  - b. It is suggested that the post-exposure protocol be managed by the student/faculty member's personal healthcare provider.

CNHP Infection Control Committee

Revised 9/2014

## *Arkansas State University*

### *College of Nursing and Health Professions*

#### *Substance Abuse Policy*

The College of Nursing and Health Professions recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of a health occupation. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs<sup>1</sup>. When students are under the influence of drugs and alcohol, they present a threat to patients, other students and the employees and visitors of clinical facilities. **It is the responsibility of the student to report any medication/s taken which would adversely affect her/his ability to perform safely in class or clinic. Written documentation will be required for verification of medications taken and will be placed in the student's file.** As a condition of admittance and retention in any professional program in the Arkansas State University College of Nursing and Health Professions all students must sign a SUBSTANCE ABUSE COMPLIANCE CONTRACT agreeing to adhere to the *Substance Abuse Policy & Procedures* when conducting any activity associated with their educational program. As the contract notes, it is inclusive of testing for substances and appropriate release of that information.

<sup>1</sup> The generic meaning of the term “drug” is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempt from this policy.

Reference: Reiss, B. & Melick M. (1987) Pharmacological Aspects of Nursing Care (2<sup>nd</sup> Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

#### **Procedures**

1. *If a faculty member or supervisor observes a student demonstrating behavioral changes giving probably cause to believe the student is under the influence of drugs or alcohol while performing course activities* the student will immediately be asked to submit to a body fluid testing for substances at a lab designated by the College of Nursing and Health Professions who have identified procedures for collection (see attached). **The cost of the test will be borne by the student.** Refusal to submit for testing warrants immediate program dismissal.

At the time of the specimen is released to the testing lab, the student will sign a release statement requesting that the test results be sent to the Dean's Office, College of Nursing and Health Professions, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the results are positive (and substantiated by a second or confirmation test), the student will be dismissed from the professional program. Laboratory results will be disclosed to



individuals whose duties necessitate review of the test results and confidentiality will be adhered to as stringently as possible.

2. *This policy applies only to a student exhibiting behavior creating probably cause to believe drug or alcohol abuse is present. A student may be removed from the clinical environment or educational program for any prohibited behaviors as set out in the university or program handbooks, rules and regulations, whether or not related to substance abuse.*
3. Readmission of the student to the program is contingent upon the following conditions:
  - a. Formal application for readmission to the program
  - b. Meeting specific program admission criteria as noted in the Undergraduate/Graduate Bulletin
  - c. Clinical space availability
  - d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, College of Nursing and Health Professions by the designated treatment facility.
  - e. Follow-up program as suggested by the treatment facility which may include, but is not limited to, one or more relapse prevention procedures. The follow-up program will be individual, specific, and written as part of a contractual agreement with the student.
4. Arkansas State University may be required by state or national regulatory boards to submit information regarding a student's substance abuse history when he/she applies to take the examination for licensure. There is no guarantee that these boards will allow individuals with a substance abuse history to take the examination. Each case is judged individually by each board.
5. Students will be required to abide by individual institutional policies relating to substance abuse in clinical agencies to which they are assigned.

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

The college of Nursing and Health Professions has developed the following list of behaviors that are not all inclusive but, when observed, can be used as indices to identify an individual who at the moment of observation could be under the influence of a "drug" (see the *Substance Abuse Policy* for definition of the term "drug" and for the mechanisms to operationalize the policy). The College of Nursing and Health Professions is guided by behavioral descriptors that are stated in the latest edition of Diagnostic & Statistical Manual of Mental Disorders.

\*Observation of any of these behaviors will result in dismissal from the learning environment (clinical or classroom).

#### Attention Deficit/Cognitive Impairment

- \* Ataxia
- \* Tremors, especially of the hands
- \* Slowed response time in a familiar skill
- \* Diminished from the usual in coordination/dexterity

### Social Impairment

- \* Inappropriate verbal remarks (subjects/words/expletives)
- \* Inappropriate behaviors or those beyond the societal norm such as:
  - Angry outbursts/unrestrained agitation
  - Crying that cannot be explained
  - Euphoria
  - Paranoia
  - Hallucinations
- \* Behaviors that are markedly changed from that individual such as:
  - Introversion
  - Extroversion
  - Sullen/irritable
  - Giddy
  - Defensiveness

### Somatic Manifestations/Discomforts

- \* Odor of alcohol on breath
- \* Nausea/vomiting/thirst
- \* Frequent trips to the bathroom/complain of urinary frequency or diarrhea
- \* Hiccoughs
- \* Reddened sclera (bloodshot eyes)
- \* Pupil changes/drooping eyelids
- \* Complain of blurred vision or inability to focus

### Speech/Communication Impairment

- \* Slurred (thick tongue)
- \* Rapid/choppy communication pattern
- \* Incoherent speech

### ***Behavioral Patterns Associated with Substance Abuse***

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

- \* Repeated tardiness
- \* Frequent absenteeism
- \* Numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- \* Untidy personal appearance or deterioration in quality of grooming
- \* Lack of attention to hygiene (hair, nails, skin, oral)
- \* Multiple crises in personal life
- \* Avoidance/lack of eye contact

- \* Isolation/lack of peer support
- \* Repeated excuses for below standard performance
- \* Forgetfulness with appointments/assignments
- \* Slowed response time in familiar activities
- \* Behavior shifts/mood swings
- \* Lack of trust and suspicious of the motives of others
- \* Needle tracks on body surface
- \* Behaviors surrounding the administration of narcotics:
  - Frequent need to waste “unused” medications
  - Recording the administration of larger doses than ordered
  - Unauthorized possession of the narcotic key
  - Unsupervised entry into narcotic cabinet
  - Volunteering to be in situations to gain greater access to narcotics
  - Taking frequent breaks/numerous occasions when whereabouts unknown

**CRITERIA FOR URINE DRUG SCREENS**

**NOTICE: PROVIDE LAB WITH THIS CRITERIA**

**ANY DRUG SCREENS SUBMITTED TO ARKANSAS STATE UNIVERSITY, COLLEGE OF NURSING AND HEALTH PROFESSIONS SHALL HAVE MET THE FOLLOWING CRITERIA:**

1. Specimen collection is witnessed
2. BASIC 10-PANEL\* DRUG SCREEN INCLUDING ALCOHOL, MEPEERIDINE AND DRUG OF CHOICE (SEE #7).
3. Laboratory must be CLIA<sup>1</sup> approved.
4. Confirmation of positive results is done by GCMS<sup>2</sup>. If specimen must be sent to another laboratory for confirmation, the chain of custody is maintained.
5. Report, in addition to results, will include:
  - a. Chain of custody
  - b. Drug history
  - c. List of drugs screened
  - d. Confirmation of method used
  - e. Specific gravity
6. The laboratory will retain negative specimens for a minimum of two (2) weeks and positive specimens for a minimum of one (1) year.

\* 10-Panel Includes:

Amphetamines	Benzodiazepines
Cannabinoids	Cocaine
Opiates	PCP
Barbiturates	Methadone
Methaqualone	Propoxyphene

7. THE DRUG SCREEN SHALL TEST FOR THE FOLLOWING:

Amphetamines	Methaqualone
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Barbiturates  
Benzodiazepines  
Cannabinoids  
Cocaine  
Opiates  
Methadone

Phencyclidine  
Propoxyphene  
Alcohol  
Meperidine  
Drug of Choice

**DRUG SCREENS WHICH DO NOT TEST FOR THE ABOVE WILL BE CONSIDERED  
NON-COMPLIANT WITH THE ORDER.**

<sup>1</sup>Clinical Laboratory Improvement Act: Set of Federal Regulations which clinical labs must meet for certification.

<sup>2</sup>Gas Chromatography Mass Spectrometry

Adopted from Arkansas State Board of Nursing, January 1997

Reviewed by Handbook Committee 6/2018

## **Northeast Arkansas Drug Screen Locations**

### **Jonesboro**

#### National Medtest Inc.

601 Southwest Dr.

Jonesboro, AR 72401

Tel: (870)931-1993

#### NEA Baptist—Hilltop Clinic

4901 E Johnson

Jonesboro, AR

Tel: (870)932-8222

#### Occupational Health Partners

4334 East Highland Dr. Suite A

Jonesboro, Ar 72401

Tel: (870)802-0012

#### On Site Drug Screening LLC

717 County Rd 407

Jonesboro, AR 72401

Tel: (870)933-8797

#### Quest Diagnostics

901 Osler Drive, Suite D

Jonesboro, AR 72401

Tel: (870)932-7430

### **Trumann**

#### Justice Network

106 East Main St.

Trumann, AR 72472

Tel: (870)418-0080

**Paragould**

Mid-South Drug Testing

1906 Mockingbird Lane, Suite C

Paragould, AR 72450

Tel: (870)215-0025

Fax: (870)215-0026

Justice Network

1207 W. Court St

Paragould, AR 72450

Tel: (870)240-8090

Reviewed and Updated 4/2020

**ARKANSAS STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH PROFESSIONS**

**WAIVER OF RELEASE OF MEDICAL INFORMATION  
SUBSTANCE ABUSE POLICY AND PROCEDURES**

I, \_\_\_\_\_, am a professional health student at Arkansas State University and have previously received, read and understand the College of Nursing and Health Professions' *Substance Abuse Policy & Procedures*.

I hereby consent to having a sample of my body fluid collected on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, according to the terms set forth in the policy for the purpose of testing for identified substances at my own expense.

I understand that a positive test result will require a subsequent confirmation test. If that remains positive, it will affect my status in the professional program. I understand that if I am taking any medications which would adversely affect the results of the test, that I should disclose those immediately. Written medical documentation from my physician will be required by me for verification of those medication(s) taken.

I authorize the release of test results related to the screening or testing of my blood/urine specimen to the Dean of the College of Nursing and Health Professions at Arkansas State University and to myself. I understand that my body fluid specimen will be sent to \_\_\_\_\_ for actual testing.

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

Student's Signature	Date	Time

Witness's Signature	Date	Time

**For Student File**

## **STUDENT SERVICES**

### ***Financial Aid***

The Financial Aid Office coordinates all financial assistance available to students at Arkansas State University, with the exception of Veteran and Social Security benefits. For distant sites financial aid is coordinated with the local Financial Aid Office and the ASTATE Financial Aid Office.

The federal government is the primary source for student aid funds. Other sources include the state, the institution, and private donors.

Eligibility for most of the financial aid programs is based on financial need. However, there are several scholarships and grants in aid that are based on academic ability and/or special skills in certain areas. In addition, there are scholarships for nursing and health professions students which have been made possible by private organizations. Each student should check with the Chairperson of the Scholarship Committee (CNHP) for availability of these scholarships.

### ***Library Resources***

Nursing books and journals are available at ASTATE's Dean B. Ellis Library. At the distant sites, ASU Mountain Home, ASU Beebe, and ASU Mid-South, nursing books and journals are available in the campus libraries. Additionally, the Dean B. Ellis Library can be accessed online at [www.library.astate.edu](http://www.library.astate.edu). Many professional journals have full-text articles available online through the library.

### ***Audiovisual Lab and Clinical Learning Center (CLC)***

Audiovisual materials and equipment are available on all campuses in the School of Nursing. Available for student use are: slides, audiotapes and players, videotapes and viewers, computers for computer-assisted instruction, as well as other self-instructional materials. The audiovisual equipment is for lab use only; however, with faculty's permission, students may, at times, check out equipment for class assignments or special projects. The AV lab is open Monday through Friday with hours posted at the beginning of each semester.

The Clinical Learning Center (CLC) labs are equipped with mannequins, equipment and supplies that may be used to practice procedures and skills. Practice times for the CLC will be at the discretion of the CLC coordinator and clinical faculty.

As appropriate, AV, CLC and computer labs are available at all sites. Contact site faculty for rules and regulations.

Revised 5/2019

### ***Simulated Equipment Waiver***

Simulated equipment is not intended for human or animal use, injection, application, and/or ingestion. To use them otherwise is outside the scope and intended purpose for which they are designed. Products/equipment obtained for a laboratory course are to be used for educational/instructional use only and are not for patient, personal, family, medical, and/or household use. Signature is required on Handbook Signature Form in Appendix K.

6/19/20



### ***Computer Lab and Usage Policy***

All Arkansas State University computing facilities, equipment, software and reference manuals are for class use only. No use of a commercial nature or use for personal gain or profit will be allowed. Copying of computer software or related reference manuals for commercial or personal use is a violation of federal copyright laws and will not be allowed.

Playing games on the computers will not be allowed.

Using computers and printers to print banners, posters, term papers, resumes, greeting cards, etc. will not be allowed unless it is for an ASTATE computer or word processing class assignment.

Revised 7/2013

### ***Counseling Center***

The Counseling Center provides personal, career and academic counseling to ASTATE students. While the Center staff works with students who may be experiencing a crisis, the goal is to help students deal with their concerns before they develop into more serious problems. Counseling Center services are performed by psychologists and counselors, counseling interns, and counseling practicum students. All full-time staff members are licensed mental health practitioners and services are always performed by those whose skills and training are appropriate to the task. The Arkansas State University Counseling Center is fully accredited by the International Association of Counseling Services (IACS). The Counseling Center is located in Suite 2203 in the Reng Student Service Center. Call 870-972-2318 or see the website, <http://www.astate.edu/a/counseling-services/>.

Counseling services are available on the ASU Mountain Home campus. ASU Beebe and ASU Mid-South campus policies outline utilization of local off-campus services at local health care agencies and/or contact campus security and 911 services.

Revised 7/2016

### ***Student Health Center***

A-State's Student Health Center (SHC) provides an array of medical services including: treatment of minor illness and injury, physical exams, immunizations, female and male exams, PAP smears, STI testing, pregnancy testing, pregnancy prevention (birth control, condoms, etc.)

Students may be referred to other facilities for additional laboratory tests, x-rays, diagnostic imaging, counseling, or specialized services as deemed necessary by the staff.

Call for an appointment, (870)972-2054 and/or see the website for more information: [Student Health Center](#).

Clinic Hours are Monday-Friday 8:00am-5:00pm

\*Contact distant site faculty for additional resources in your immediate area.

Revised 4/2020

## ***Parking***

All students who park a vehicle on the ASTATE campus are required to register the vehicle and display a sticker. Students can order their parking permit online through my.AState using the Parking eBiz icon. The fee for students is \$60 and is charged to your account at the Finance Office. For additional information call Parking Services at (870)972-2945 or visit the [Parking Services Website](#).

All distant sites should adhere to the parking policies for their campuses.

Updated 4/2020

## **STUDENT ORGANIZATIONS**

### ***Student Nurses Association***

The National Student Nurses Association (NSNA) is the largest independent professional student organization in the country, and it is run by nursing students, for nursing students. Being a member of the NSNA makes you eligible for a host of benefits, including career planning assistance, financial assistance, low-cost malpractice insurance, and much more.

You are eligible to become a member of NSNA if you are a nursing student or pre-nursing student in any state-approved program preparing for registered nurse licensure (including direct entry masters). In addition, registered nurses in a program leading to a baccalaureate in nursing are eligible for membership. For more information, please visit:

[www.nсна.org/membership](http://www.nсна.org/membership) or contact any ASTATE Student Nurses Association member.

Your participation and support are encouraged and welcomed.

### ***Alpha Eta Society***

Associate degree students have the opportunity to become members of the CNHP Alpha Eta Society. To be eligible for membership, the student has to be enrolled in an Allied Health Program leading to a baccalaureate or associate degree (includes AASN, excludes BSN) and has to be enrolled in the last year of residence. Students must also have a GPA of 3.5 or better while enrolled. Students are selected for membership by chapter members.

### ***Sigma***

Sigma is the international honor society of nursing. The ASTATE chapter is the Eta Theta Chapter. The purposes of this society are as follows:

- 1) to recognize superior achievement and scholarship
- 2) to recognize the development of leadership qualities
- 3) to foster high professional standards
- 4) to encourage creative work
- 5) to strengthen commitment to the ideals and purposes of the profession

#### **Membership Criteria:**

Candidates for membership include BSN students, MSN students, and community members.

Each undergraduate candidate for membership is required to meet the following criteria for the category of membership:

- 1) must have completed at least 12 credit hours in their current program
- 2) must have completed ½ of their nursing curriculum
- 3) have at least a 3.0 on a four-point scale
- 4) rank in the upper 35% of the graduating class
- 5) meet the expectation of academic integrity

Each graduate candidate for membership (master's and doctorate) is required to meet the following criteria:

- 1) must have completed at least ¼ of the nursing curriculum
- 2) have a least a 3.5 on a four-point scale
- 3) meet the expectation of academic integrity

For more information visit [Sigma's Website](#).

Updated 4/2020

## PROGRAMS

### Arkansas State University School of Nursing Associate of Applied Science in Nursing (AASN)

#### Student Learning Outcomes Effective August 2019

- I. Employ vigilance and standards of practice to promote a culture of safety while providing patient-centered care.
- II. Prioritize nursing clinical judgment while providing patient-centered care based on current evidence and professional healthcare information.
- III. Select therapeutic communication techniques and/or technology to promote knowledge while enhancing relationship centered care across practice environments.
- IV. Support the inter professional team through effective collaboration and shared decision-making to achieve safe quality patient care.
- V. Demonstrate professional responsibility and accountability while implementing the role of the Registered Nurse.

Revised 5/2019

Plans of study can be located via the following links to the website:

[Traditional AASN](#)

[LPN-AASN](#)

[LPN-AASN \(Online\)](#)

**\*\*Students MUST repeat all nursing courses (NRS, NRSP prefixes) if it has been greater than two (2) calendar years since completion.**

# VALIDATION OF CREDIT BY ARTICULATION FOR THE LPN – AASN DEGREE

I hereby certify that \_\_\_\_\_

(Student Name)

(Student ID)

has met the following requirements to receive credit by articulation, and therefore the indicated credit hours should be listed on the student's ASU transcript.

1. Completion of PN certificate and holds an unencumbered license.
2. Satisfied all requirements as documented through the Arkansas State Board of Nursing Articulation model.

Having met these requirements credit should be recorded on the student's transcript as shown below:

---

NRS 1214	Introduction to Nursing
NRSP 1222	Fundamentals of Nursing Practicum

**ARTICULATION TOTAL: 6**

---

Approved by:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Associate Program

\_\_\_\_\_  
Date

**Arkansas State University School of Nursing  
Bachelor of Science in Nursing (BSN)**

**Student Learning Outcomes**

- I. Create a culture of safety in all aspects of professional practice.
- II. Integrate the nursing process and concepts from sciences, liberal arts, research, and evidence-based practice into patient centered care.
- III. Formulate verbal, nonverbal, and written communication with emerging technologies while teaching and collaborating with the patient, their support system, and the health care team.
- IV. Integrate principles of leadership and management into professional nursing practice to deliver patient-centered healthcare.
- V. Exemplify professional standards and ethics at all times.

Revised 1/2019

See the [Arkansas State University Undergraduate Bulletin](#) for prerequisites, course descriptions, course sequencing and graduation requirements.

Plans of study can be located via the following links to the website:

[RN-BSN \(online--must hold an RN license\)](#)

[Second Degree Accelerated BSN](#)

[Traditional BSN](#)

[LPN-BSN](#)

**Validation of Credit by Articulation  
LPN-BSN**

I hereby certify that \_\_\_\_\_ has met  
(Student Name) Student ID  
the following requirements to receive credit by articulation, and therefore the indicated credit hours  
should be listed on the student's Arkansas State University transcript.

**Requirement A.** Graduation from a state board approved nursing program  
*Validation:* **Received LPN Certificate from** \_\_\_\_\_ **in**  
\_\_\_\_\_ **on** \_\_\_\_\_ **(date).**

**Requirement B.** Passing the NCLEX-PN licensure examination  
*Validation:* **Copy of current, unencumbered Arkansas LPN license attached.**

**Requirement C.** Successful academic performance in the first semester of the junior level of BSN  
program.  
*Validation:* **Date first semester of BSN courses completed:** \_\_\_\_\_.

**Requirement D.** One hour of independent study under direction of BSN faculty.  
*Validation:* **Recorded on Arkansas State University transcript: Date:** \_\_\_\_\_.

Having met these requirements of the Arkansas Nursing Education Progression Model, credit  
should be recorded on the student's transcript as shown below:

**Credit applied to Arkansas Nursing Articulation Model**

Course	Semester Hours
NRS 2313 Concepts of Nursing Practice	3
NRS 2322 Foundations of Nursing	2
NRSP 2321 Foundations of Nursing Practicum	1
NRS 2002 Medical Surgical Nursing I	2
NRSP 2003 Nursing Practicum I	3
<b>Articulation Credit Total</b>	<b>11</b>

Approved by:

\_\_\_\_\_

Advisor

\_\_\_\_\_

BSN Program Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Date

VALIDATION OF CREDIT BY ARTICULATION

RN-BSN

I hereby certify that \_\_\_\_\_ Student Name \_\_\_\_\_ Student ID

has met the following three requirements to receive credit by articulation, and therefore the indicated credit hours should be listed on the student's ASU transcript.

REQUIREMENT A. Graduation from a State Board approved Nursing Program.

Validation: Received degree from \_\_\_\_\_ in \_\_\_\_\_ (city) on \_\_\_\_\_ (date).

REQUIREMENT B. Passing the NCLEX-RN licensure examination

Validation: RN license \_\_\_\_\_ State \_\_\_\_\_ (Electronic validation that license is current and unencumbered attached).

REQUIREMENT C. Successful academic performance in the first semester of the senior level of BSN program

Validation: First semester of senior courses successfully completed: \_\_\_\_\_ (date) Having met these requirements of the Arkansas Nursing Education Progression Model, credit should be recorded on the student's transcript as shown below:

Table with 3 columns: Course Number, Course Name, and Credit Hours. Includes rows for NRS 2313 through NRSP 3355 and an ARTICULATION CREDIT TOTAL of 36.

Checklist For Graduation Requirements

- 3 Hours - HIST 2763, 2733 OR POSC 2103
English Proficiency
32 Resident Hours
18 of last 24 hours ASTATE Campus
Maximum 60 hours Corr/Ext/Exam/CLEP/MS/USAF
Minimum 57 hours from 4-year institutions / 120 hours for degree
45 JR/SR Hours after 30 Hours

- CURRENT ENROLLMENT:
1.
2.
3.
4.
5.
6.
7.
8.
9.

2.00 Average: Major \_\_\_\_\_ Overall \_\_\_\_\_ At ASTATE \_\_\_\_\_

The student has met all requirements for graduation providing he/she satisfactorily completes the courses of current enrollment. If any correspondences or transfer credits, an official transcript must be filed with the registrar at least three weeks prior to graduation.

ADVISOR \_\_\_\_\_

DATE \_\_\_\_\_

CHAIR, DEPT OF NURSING \_\_\_\_\_

DATE \_\_\_\_\_

DEAN, COLLEGE OF NURSING AND HEALTH PROFESSIONS \_\_\_\_\_

DATE \_\_\_\_\_



## GRADUATION

It is the student's responsibility to be certain that all graduation requirements are met. Graduation requirements should be checked prior to the last day to add a class in the semester before the semester of graduation. Students are to meet with their advisor for this purpose.

### *Intent to Graduate*

The Undergraduate online intent to graduate form can be submitted through Self Service Banner. Instructions for the process can be found on the [Registrar's Website](#).

Please visit my.AState to access the graduation tracker. The graduation tracker provides personal data on **your** graduation status. Students will have access to the tracker **after** their intent form is coded in the system. Once the intent form is coded, students will receive an automated email acknowledging receipt.

Updated 4/2020

### *Licensure as a Registered Nurse*

The Arkansas State Board of Nursing (ASBN) grants licensure to practice nursing in the state of Arkansas. Application for licensure is made upon graduation from the AASN or BSN program. The ASBN authorizes the applicant to take the National Council Licensure Examination (NCLEX-RN). For those who plan on obtaining licensure in a state other than Arkansas, you are encouraged to write early during your last semester to the Board of Nursing in the state in which you desire to be licensed, requesting the necessary forms. The addresses of the Boards may be found on the Internet at <http://www.ncsbn.org/>. For those who wish to be licensed in Arkansas, applications will be provided with instructions, such as eligibility, requirements, cost, transcripts, etc.

The NCLEX-RN is given to graduates of state-approved nursing programs. The NCLEX-RN is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. One must pass the NCLEX-RN in order to obtain a license to practice as a registered nurse. Only boards of nursing can release NCLEX-RN examination results to candidates. The student may take the test in any state, providing that test stations are open to out-of-state students.

# **APPENDICES**

**Appendix A**  
**Technical Abilities and Skills for the Undergraduate Nursing Major**

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Arkansas State University  
College of Nursing and Health Professions  
School of Nursing

The essential requirements identify the minimum technical abilities and skills required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the profession of nursing. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.

I certify that I have read and understand the Arkansas State University School of Nursing's Technical Abilities and Skills requirements for admission, retention, and graduation.

\_\_\_\_\_ I can meet the School of Nursing's Technical Abilities and Skills requirements

\_\_\_\_\_ I can meet the School of Nursing's Technical Abilities and Skills with reasonable accommodations. I require:

\_\_\_\_\_ I cannot meet the School of Nursing's Technical Abilities and Skills

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Appendix B**  
**ASTATE Governing Principles: Smoke Free Environment**

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**PURPOSE** The purpose of this principle is to provide guidelines for the implementation of the prohibition of smoking on the Arkansas State University campus. This principle supersedes existing policy number 03-05 dated 07/01/94.

**II. BACKGROUND**

**The Arkansas Clean Air on Campus Act of 2009 prohibits smoking on each campus of state-supported institutions of higher education beginning August 1, 2010.**

**III. PROCEDURES**

- A. Smoking on all Arkansas State University properties is prohibited.
- B. Effective August 1, 2010, smoking (including cigarettes, cigars and pipes) is prohibited at all times:
  - 1. In all interior space on the Arkansas State University campus; on all outside property or grounds of the University campus, including partially enclosed areas such as walkways, breezeways and bus shelters;
  - 2. In Arkansas State University vehicles, including buses, vans and all other university vehicles;
  - 3. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.
- C. The university prohibits the campus-controlled sale or free sampling of smoking materials on campus.
- D. Littering the campus with the remains of smoking materials is prohibited.
- E. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Arkansas State University facilities will be required to abide by ASTATE Governing Principles. Organizers of such events are responsible for communicating these procedures to the attendees.

**IV. COMMUNICATION**

Signs bearing the message “Smoke-Free Campus” will be posted at each vehicular and pedestrian entrance to Arkansas State University (as applicable), and each building will display a decal that states “Smoke-Free Campus.” However, smoke-free zones apply on the grounds around all Arkansas State University facilities, whether or not signs are posted. No ashtrays or smoking shelters will be provided on smoke-free campus grounds

**V. SMOKING CESSATION PROGRAMS**

Arkansas State University is committed to support ASTATE students and employees who wish to stop smoking. Assistance to students, faculty and staff to stop smoking is available through the Department of Wellness and Health Promotion, Employee Assistance Program and the ASTATE Counseling Center. Referrals to cessation services are encouraged.

**VI. COMPLIANCE**

It is expected that all students, faculty, staff and visitors to campus comply with these procedures. Members of our campus community are empowered to respectfully inform others about these procedures in an ongoing effort to enhance awareness and encourage compliance.

**VII. ENFORCEMENT**

Any person who violates any provision of this prohibition is guilty of a violation and upon conviction shall be punished by a fine of not less than one hundred dollars (\$100) **nor** more than five hundred dollars (\$500). This principle shall be enforced by the University Police Department.

**Appendix C**  
**Arkansas State Board of Nursing Nurse Practice Act**  
**§17-87-312 Criminal Background Check**  
**ACA §17-3-102 Licensing Restrictions Based on Criminal Records**

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**§17-87-312 Criminal Background Check**

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

(k)

- (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
  - (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
  - (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.
  - (4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:
    - (A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and
    - (B) The applicant is subject to the Rap Back service of the Next Generation Identification system.
- (l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System
- 

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64- 419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

- (1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
  - (A) An affected applicant for a license; or
  - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
  - (A) The age at which the offense was committed;
  - (B) The circumstances surrounding the offense;
  - (C) The length of time since the offense was committed;

- (D) Subsequent work history since the offense was committed;
- (E) Employment references since the offense was committed;
- (F) Character references since the offense was committed;
- (G) Relevance of the offense to the occupational license; and
- (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

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

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

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

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Kidnapping as prohibited in § 5-11-102;
- (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (5) Rape as prohibited in § 5-14-103;
- (6) Sexual extortion as prohibited in § 5-14-113;
- (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
- (8) Incest as prohibited in § 5-26-202;
- (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
- (12) Arson as prohibited in § 5-38-301.

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.



## **Appendix D**

### **Criminal Background Checks and Drug Screens: Students**

---

The state of Arkansas now requires all students admitted into college programs that have state licensure requirements upon graduation, to have a successful background check before entering school.

#### **Arkansas State University**

#### **Searches and Verifications \$92.80**

##### ***ID Trace***

ID Trace Search, also called an address trace, reveals current/former residences and aliases. Unlimited matches can be returned from a vast database government and private sources. Reported addresses and aliases are often used to perform other background searches, such as county and statewide criminal history checks.

##### ***County Criminal Record Search***

Includes all names and addresses outside Arkansas. This search provides the most current, complete criminal information directly from county courthouses. Results include number of years searched, case number, charges, disposition, dates, sentencing details and more. ID Trace, National Criminal Database and other searches can provide additional jurisdictions for county criminal history searches. The standard scope for the county criminal search is seven years, with extended searches available in some jurisdictions.

##### ***Arkansas Statewide Search***

Includes all names. The Arkansas Statewide criminal search provides an overview of criminal history.

##### ***Federal District Court Search***

Includes all names. Searches are District by District and are based on a candidate's residential history. This is not a nationwide search or multiple jurisdictions and sources. Federal crimes include cases involved with capital punishments, fraud, high-level drug offenses, healthcare fraud, embezzlement and white-collar crimes.

##### ***National Sex Offender Public Registry Search***

Includes all names. This registry includes sex offender information from the federal government and agencies from all 50 individual states. Maintained by the U.S. Department of Justice, the public registry search returns sex offender profiles, including up to level 3 offenders. Results and details available vary by state.

##### ***National Criminal Database***

Includes all names. The nationwide scope of this search provides a broad view of your student's criminal history. A National Criminal Database search draws from over 505 million records from thousands of jurisdictions, including databases with terrorist and sex

offender information. Some results from the National Criminal Database search must be verified with primary sources (e.g. county criminal history, statewide criminal history, etc.) and could result in additional searches.

***FACIS Level 1***

Includes all names. A FACIS search identifies any wrong actions of individuals and entities in the health care field. This includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. We search the Office of the Inspector General (OIG) and General Services Administration (GSA) and other federal sources. This search meets the government's minimum requirements as outlined in the OIG's Compliance Program Guidance.

New students should use the link and code found on the letter provided. If after reviewing these instructions you continue to have questions or experience difficulty, please contact the Verified Credentials Client Services team at [clientservices@verifiedcredentials.com](mailto:clientservices@verifiedcredentials.com) or 1.800.938.6090.

\*\*If you already have a QualifiedFirst (QF) account and need to use an additional code, log into your QF account and enter the code where it says "have a code" and click Go. If you forgot your password, click Forgot Password? at the login page and follow the instructions. Contact Client Services if you need further assistance.

# Arkansas State University

## Admissions

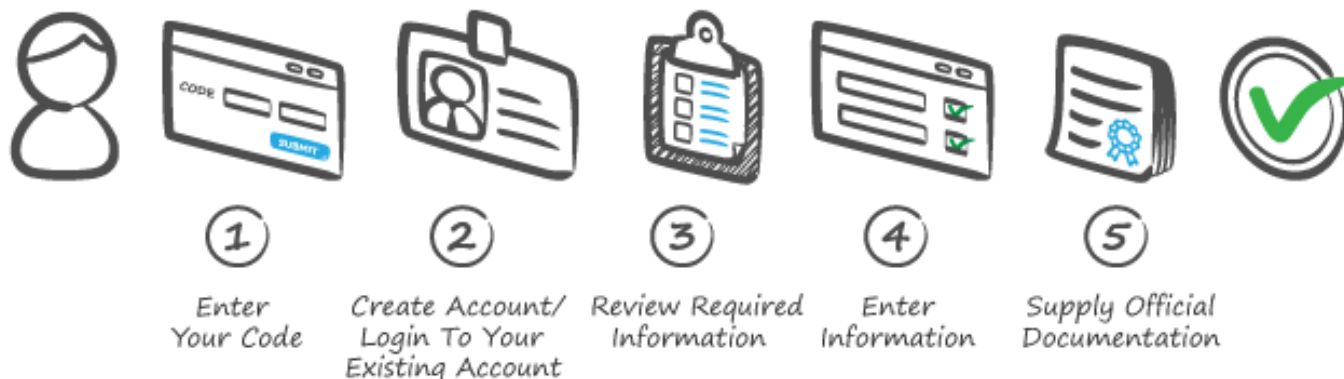
Required Qualifications for Your Program

**TIME SENSITIVE**  
DO NOT DELAY

### ATTENTION Students:

We've partnered with Verified Credentials, Inc. to help you supply the required qualifications for your program. To get started, carefully follow the instruction below:

### How it Works:



**IMPORTANT** – Use the CODE below to get started:

Program:	Code:
Background Check - Admissions	CCMMJ-26642

**GET STARTED NOW** at:

<https://scholar.verifiedcredentials.com/arkansasstate>

**For Best Results - Use a laptop or desktop computer to complete this process.**

# Arkansas State University

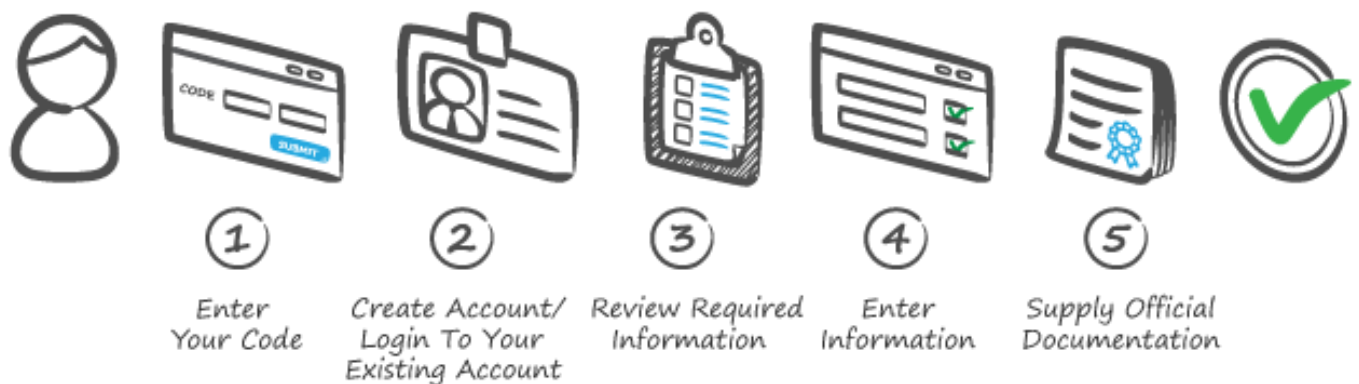
## All Clinical Rotations

Required Qualifications for Your Program

**TIME SENSITIVE**  
DO NOT DELAY

**ATTENTION Students:** We've partnered with Verified Credentials, Inc. to help you supply the required qualifications for your program. To get started, carefully follow the instructions below:

### How it Works:



**\*\*\*Attention Nursing Students:** drug testing facility is assigned by Verified Credentials based upon the address you enter. Please use the address for the home in which you are currently residing.

**IMPORTANT** – Use the CODE that matches your phase:

Program:	Code:
Drug Screen Only - All Clinical Rotations	HHGCT-44273
Drug Screen Retest - All Clinical Rotations	TVBCW-82298

**GET STARTED NOW** at:

<http://scholar.verifiedcredentials.com/arkansasstate>

**For Best Results - Use a laptop or desktop computer to complete this process.**

## **Appendix E**

### **AASN Document of Concern**

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Nursing students are expected to retain behaviors, knowledge and skills learned in the current and previous semesters. Behaviors identified as being unsafe or unprofessional require a plan for remediation or disciplinary action. These plans are identified in the Document of Concern. Concerning behaviors to be addressed in this document are “Red Rules.” “Red Rules” are student behaviors that require adherence and are categorized as safety, asepsis, medication administration and professionalism. If a “Red Rule” breach occurs in the classroom or clinical setting, the Document of Concern form is used to outline steps to be completed by the student. In the event of a subsequent violation, faculty will review prior Document of Concern forms to determine if a pattern of “at risk” or “reckless” behavior exists. If the violation is identified as “at risk behavior” or “reckless behavior” this may constitute grounds for dismissal from the course and/or program.

#### **Red Rules**

- Rules that must be followed to the letter
  - “stop the line”
- Relate to important and risky behavior
  - At-risk behavior > reckless behavior
- Simple, easy to remember
- Red rules are supported by all faculty

#### **Behaviors**

- Human error - inadvertent action; inadvertently doing other than what should have been done; slip, lapse, mistake
- At-risk behavior - increased where risk is not recognized, or is mistakenly believed to be justified
- Reckless behavior - behavioral choice to consciously disregard a substantial and unjustifiable risk

#### **Managing At-Risk/Reckless Behavior**

- Document of Concern
  - Remediation Plan
  - Disciplinary Action

#### **AASN Program Document of Concern: Remediation Plan/Disciplinary Action**

- “At Risk” behavior
  - This is an error made that requires additional education. The student requires guidance toward available resources and possibly will need to complete a return demonstration of the skill.
  - If unprofessional behavior is identified the student may be directed toward available resources and possibly assigned a written paper. The process is initiated with faculty informing student of behavior breach.
  - The remediation needed will be identified, the student will be notified, and a remediation plan will be completed by the student.

- “Reckless” behavior
  - This is a behavior that jeopardizes safety or reflects continued unprofessionalism.
  - This is deemed to be present if prior remediation has occurred and the behavior continues. The student has failed to apply the correct knowledge/behavior and is now performing recklessly.
  - The student will be notified. The student will be dismissed or sent home immediately from the classroom or clinical area at the discretion of the faculty. Review of all prior remediation/disciplinary action(s) will be completed by faculty.
  - The student’s case will be evaluated within three school days by a minimum of three (3) faculty with the student present. In the event of a subsequent violation, the student will meet with faculty from all AASN campuses via the compressed video network (CVN).
  - Disposition will either be retention with stipulations for additional remediation or dismissal from the course and/or program and assignment of a grade of “F”

Violation Date:	Student:	Faculty
<input type="checkbox"/> First Violation	<input type="checkbox"/> Second Violation	
Brief Description of the problem(s):	Attachments ____yes ____no	
<b>Nature of the Problem</b>		
<input type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness		
<input type="checkbox"/> Unprepared for Clinical: <ul style="list-style-type: none"> <li><input type="checkbox"/> Unsatisfactory Plan of Client Care</li> <li><input type="checkbox"/> Did not research client problems/diagnoses, lab values, medications, potential complications, etc.</li> </ul>		
<input type="checkbox"/> Unsafe Clinical Practice: <ul style="list-style-type: none"> <li><input type="checkbox"/> Did not demonstrate mastery of basic skills</li> <li><input type="checkbox"/> Unable to calculate medication dosages, IV rates, heparin drips, etc.</li> <li><input type="checkbox"/> Unable to communicate clearly or comprehend the English language</li> <li><input type="checkbox"/> Other:</li> </ul>		
<input type="checkbox"/> Noncompliance with dress code		
<input type="checkbox"/> Did not follow through on faculty recommendations for remediation		
<input type="checkbox"/> Lacking in professional demeanor: <ul style="list-style-type: none"> <li><input type="checkbox"/> Does not relate effectively with faculty, staff, clients, and peers</li> <li><input type="checkbox"/> Violated client confidentiality</li> </ul>		

- Does not communicate truthfully/honestly with faculty and staff
- Demonstrates irresponsible behavior by: \_\_\_\_\_
- Does not follow faculty directions/instructions
- Breach of Astate School of Nursing/University Policy \_\_\_\_\_
- Other:

Written Work Deficit

Did not follow through on faculty recommendations AND/OR remediation

Other:

**Recommendations:**

(check all that apply)

Improve academic/clinical preparation

Seek counseling for personal and/or academic concerns

Reduce outside work hours if possible

Improve written communication skills

Improve verbal communication skills

Improve psychomotor skills

Must practice in nursing skills lab with faculty/lab staff (specific arrangements documented below)

Other:

**Remediation**

(check all that apply)

May not be late for or absent from clinical

Must complete a satisfactory return demonstration of: \_\_\_\_\_ by (date)

Must review assigned content of: \_\_\_\_\_ by (date)

Must meet with faculty on a \_\_\_\_\_ (frequency) basis

Must be present in proper attire with appropriate equipment

Must produce a satisfactory written assignment \_\_\_\_\_ by (date)

Other:

**Signatures:**

After the Remediation Plan/Disciplinary Action meeting, the Faculty and student will sign below:

Signed (Student)

Date

Signed (Faculty)	Date
Signed (Faculty)	Date

Copy to: student and student file  
Approved June 2019



**Appendix F**  
**BSN Professional Behavior Form**

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Professionalism is expected to be displayed at all times in the classroom and clinical settings. The CNHP and School of Nursing Handbooks, National Student Nursing Association Code of Ethics and Handbook, and the ANA Code of Ethics are examples of documents that outline expected behaviors. These documents can be accessed online. Any behavior that jeopardizes the safety of the student or others in the classroom or clinical setting is a failure to adhere to standards. These behaviors may be intentional or unintentional and may require intervention to prevent future occurrences. These infractions include but are not limited to failure to demonstrate behaviors, knowledge, and skills learned in the current or previous semesters. If a faculty determines that a violation has occurred, a written report using the attached form and corrective plan of action will be completed according to the following steps:

1. The occurrence will be documented, and the student will be notified.
2. The faculty will use discretion to determine if the student will be dismissed from the classroom or clinical area until notified of the final disposition.
3. The student's case will be evaluated within three school days by the involved faculty, course coordinator, and the program director.
4. Corrective actions may include remediation, unsatisfactory grades, dismissal from clinical day, conference with faculty, failure of the course, dismissal from the program, or other actions with approval of the program coordinator, program Chair, CNHP Associate Dean, or CNHP Dean. Please note that a student may be subject to dismissal from the program for significant professional or safety infractions without regard to their grades in their coursework.
5. Copies of the Professional Occurrence Form are to be sent to student, student file, instructor, and chair's office.

Student: \_\_\_\_\_ Course: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

**Check the Nature of the Occurrences(s):**

**Unsafe clinical practice (including lack of preparation for clinical):**

- Did not demonstrate mastery of basic skills
- Unable to calculate medication dosages, IV rates, etc.
- Unable to communicate clearly or comprehend the English language
- Failure to comply with clinical facility policies and procedures
- Commission or omission of a treatment/medication
- Failure to report errors
- Falsification of clinical documentation
- Violation of client privacy

Lack of preparation for clinical:

- Inadequate knowledge of treatment, medications, or plan of care in clinical setting
- Did not research client problems/diagnoses/patho, lab values, medications, etc.
- Did not adequately complete clinical data collection prior to attending clinical
- Did not provide necessary clinical documents in allotted time frame

<b>Noncompliance with dress code:</b>		
<input type="checkbox"/> Failure to comply with dress code as stated in the School of Nursing handbook in clinical or lab setting		
<b>Written work deficit:</b>		
<input type="checkbox"/> Did not provide pre-class assignments as designated by the instructor		
<input type="checkbox"/> Did not complete assignments within allotted time without prior authorization from instructor		
<b>Tardiness/absenteeism:</b>		
<input type="checkbox"/> Tardiness to clinical or lab without proper notification as outlined in the syllabus		
<input type="checkbox"/> Absent from clinical or lab without proper notification as outlined in the syllabus		
<input type="checkbox"/> Repeated absence from clinical		
<input type="checkbox"/> Repeated tardiness to clinical		
<b>Lack of Professionalism:</b>		
<input type="checkbox"/> Unprofessional communication with peers, faculty, clients, and/or staff		
<input type="checkbox"/> Does not communicate truthfully with peers, faculty, clients, and/or staff		
<input type="checkbox"/> Participates in harassment/bullying to peers, faculty, clients, and/or staff (this includes written, verbal, or online/social media occurrences)		
<input type="checkbox"/> Does not follow faculty directions/instructions		
<input type="checkbox"/> Does not adhere to policies and standards as stated by School of Nursing/University policy (such as plagiarism, cheating, inappropriate use of cell phone/electronic device, etc.)		
<b>Lack of adherence to remediation plan:</b>		
<input type="checkbox"/> Failure to follow faculty recommendations and adjust actions as described on professional occurrence form		
<input type="checkbox"/> <b>Other:</b>		
<b><i>Performance Improvement Plan</i></b>		
<b>Brief Description of the Occurrence(s):</b>	<b>Course/Program Objectives and Handbook Policy Relating to Occurrence</b>	<b>Recommendations/Plan for Improvement (include date for achievement)</b>

_____	_____	_____	_____
(Student)	(Date)	(Faculty)	(Date)
_____	_____	_____	_____
(Witness)	(Date)	(Course Coordinator)	(Date)
_____		_____	
(Program Director/Chair)		(Date)	

Approved 1/2018

**Appendix G**  
**Student Record Procedure**

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Arkansas State University will comply with the Family Educational Rights and Privacy Act (FERPA). Student Record Procedures can be located in the [Arkansas State University Handbook](#).

**Appendix H**  
**Release and License to Use Image, Name and Voice**

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I, the undersigned student, hereby grant to Arkansas State University permission to use my image, name, and voice contained or displayed in any educational session which is recorded by sound, video, or other media. I understand that by participating in educational sessions which are recorded, my image, name, or voice may be captured and reproduced when the recording of the educational session is rebroadcast.

By signing this Release and License to use Image, Name, and Voice, I hereby assign, transfer, and convey all my rights, titles, and interests, including all copyrights and other intellectual property rights, contained in the recording of the educational sessions in which I participate to Arkansas State University. I further consent to the editing and reproduction of the educational session or sessions by Arkansas State University without any additional consent and without any payment for the use of my image, name, or voice.

I understand that the use of my image, name and voice will be primarily for the purposes of education or promotion of Arkansas State University. I hereby waive any right that I may have to inspect or approve the final audio, video, or media product that may contain my image, name, or voice.

I understand and agree that Arkansas State University is and shall be the exclusive owner of all rights, titles, and interests, including copyrights, in any recorded educational session containing my image, name, or voice.

I certify that I am of legal age and have full authority to execute this Release and License to use Image, Name, and Voice. If I am not of age, my parent or legal guardian hereby consents on my behalf.

\*Signature mandatory on Required Signature Form (Appendix K)

**Appendix I**  
**Title IX Statement**

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Please refer to Arkansas State University's Student Handbook to review the university's Title IX policy. It is the responsibility of the student to review this information annually.

**Appendix J**  
**Physical Exam Form**

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**Arkansas State University**  
**School of Nursing**  
**Physical Exam Form**

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Date	Student First and Last Name (Print)	Student ID#	DOB
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Documentation confirming that you have had a physical examination by a licensed medical provider within the last 12 months indicating that you are medically cleared to participate in clinical practicum courses must be submitted by the Friday of the first week of class each fall semester. Please take this form with you when you have your physical and have a primary healthcare provider confirm that you are medically cleared to participate in clinical practicum courses by completing the section below and submit to the specific Program Portfolio.

**Healthcare Provider Instructions:**

Healthcare provider must complete the below physical examination clearance for students who will be participating in Arkansas State University clinical practicum courses. Please place a checkmark on the line beside the appropriate statement, and on the date line please indicate the day the physical was performed. The healthcare provider's signature, date, facility name/location, and phone number are required for authentication of the performed physical exam.

\_\_\_\_\_ I performed a physical exam on this student on \_\_\_\_\_ and he/she is medically cleared to participate in clinical practicum courses. (Date)

\_\_\_\_\_ I performed a physical exam on this student on \_\_\_\_\_ and he/she is NOT medically cleared to participate in clinical practicum courses. (Date)

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Healthcare Provider Signature

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Date

---

Facility Name/Location

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Phone Number

## Appendix K

### Handbook Signature Form

Arkansas State University  
College of Nursing and Health Professions  
School of Nursing

#### Required Signature Form

**This attestation form must be signed, verifying that you have read and understand the stated policies or procedures. After initialing and dating beside each listed document, sign this document and return it to the School of Nursing office prior to Nursing Orientation. This form will be placed in your permanent student file.**

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
<b>Nursing Student Handbook</b>	I understand that I am responsible for the information contained in the Nursing Student Handbook and agree to abide by the policies contained therein. It is my responsibility to review the handbook for updates annually.		
<b>Disabilities Statement</b>	In accordance with the Americans with Disabilities Act, I (check one item below) <input type="checkbox"/> Require no special accommodations to complete the program in which I am enrolled, or <input type="checkbox"/> Require the following special accommodations to complete the program in which I am enrolled. You must register with Disability Services annually and ensure faculty are notified each semester of your disability needs for class/clinical.		
<b>Cell Phone and Electronic Device Policy</b>	I have read and understand the CNHP Cell Phone and Electronic Device Policy.		
<b>Social Media Guidelines</b>	I have read and understand the CNHP Social Media Guidelines.		
<b>Student Confidentiality Contract</b>	I understand the information presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University.		
<b>College Code of Honor</b>	I have read the explanation of the College Code of Honor. I understand that, as an admitted student in		

	one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.		
<b>Simulated Equipment Waiver</b>	I have read the Simulated Equipment Waiver. I agree to abide by the standard set forth in the waiver.		
<b>Substance Abuse Compliance Policy</b>	I have read the Board of Trustee approved <i>Substance Abuse Policy and Procedures</i> of Arkansas State University College of Nursing and Health Professions and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. <b>I understand that it is my responsibility to report any medication taken which would adversely affect my ability to perform safely in class or clinic. I also understand that any cost involved in drug testing will be my responsibility.</b> Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.		
<b>Technical Skills and Abilities</b>	The essential requirements identify the minimum technical abilities and skills required for admission, retention, and graduation of students. Graduates are expected to be qualified to enter the profession of nursing. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Requirements for accommodations must be fully documented.  I certify that I have read and understand the Arkansas State University School of Nursing’s Technical Abilities and Skills requirements for admission, retention, and graduation.		
<b>Student Criminal Background Check</b>	I have been provided copies of ACA § 17-3-102 and ACA § 17-87-312. I understand criminal background checks will occur as part of my professional education at ASTATE. Evidence of a previous charge or conviction of a felony/misdemeanor on my record may affect my progress in this program. Upon completion of a nursing program, the student is eligible to apply for licensure. I also understand a first-time applicant for any license by the Arkansas State Board of Nursing will have a state and national		



	criminal background check. Any offenses identified in ACA § 17-3-102 and/or ACA § 17-87-312 of the Nurse Practice Act may prohibit a graduate from obtaining a license to practice as a Licensed Practical Nurse, Registered Nurse or Advance Practice Nurse in the state of Arkansas. Furthermore, although an appeal may be possible there are offenses that permanently disqualify an applicant from a license issued by the Arkansas State Board of Nursing.		
<b>Information to Students via email</b>	I give permission for faculty of the School of Nursing to use ASTATE student email to provide or exchange non-directory information such as grades, assignments, and other course related information with me during my enrollment in the nursing program. I understand that there is no guarantee of confidentiality on the internet and it is possible for a third party to gain access to this information.		
<b>Release and License to use Image, Name and Voice</b>	I have read, understood, and agree to the terms outline in the <b>RELEASE AND LICENSE TO USE IMAGE, NAME AND VOICE</b> document. I, the undersigned student, hereby grant to Arkansas State University permission to use my image, name, and voice contained or displayed in an educational session which is recorded by sound, video, or other media. I certify that I am of legal age and have full authority to execute this Release and License to use Image, Name, and Voice. If I am not of age, my parent or legal guardian hereby consents on my behalf.		
<b>Clinical Site Requirements</b>	<i>As part of the professional degree program, I will be required to enroll in clinical/field courses at various sites and locations prior to my graduation. My signature on this form acknowledges that I understand I will not be financially compensated for these field or clinical courses by either Arkansas State University or the entity who operates the site and location where these field or clinical courses will take place.</i>		

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Printed Name**

\_\_\_\_\_  
**ASTATE Student ID Number**

**Revised 6/2020**