

**Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency  
Management  
Graduate and Undergraduate  
Student Handbook  
2022 - 2023**



**Disaster Preparedness  
&  
Emergency Management**

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The Student Handbook for DPEM majors was developed by a student-faculty committee from nursing, incorporating suggestions received from A-State students, faculty and administrators. It is designed to inform DPEM majors regarding DPEM policies and to assist the students in their educational planning.

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**

Arkansas State University (A-State) offers an Associate of Applied Science, a Bachelor of Science and a Master of Science degree in Disaster Preparedness and Emergency Management (DPEM), and a Minor in Homeland Security Disaster Preparedness and Emergency Management. Upon completion of the prescribed curriculum for these programs, the graduate is prepared to embark upon a career in emergency management generally and the health-care industry specifically or to incorporate aspects of DPEM into other fields in a multi-disciplinary all hazards approach. This approach is applicable to business continuity and international operations to Non-Governmental Organizations (NGO) locally and world-wide in healthcare or any field.

The curriculum of the Disaster Preparedness and Emergency Management program permits students to focus their studies on DPEM or to incorporate aspects of DPEM in a scalable study program. These students have the option of focusing their education upon Disaster Preparedness and Emergency Management or including the principles in another field of study. The versatility of the program enhances the skillset of all students by preparing for a career in DPEM or inclusion of disaster planning and management practices in healthcare and other affected industries.

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## **History**

Disaster Preparedness and Emergency Management education at Arkansas State University strives to bridge the gap between practice and academia. The experiences of practicing professionals in the field will be enhanced by new academic preparation. Traditional students will acquire academic and practical experience in the field so that all graduates, in conjunction with the National Response Framework, will be valuable contributors to their community, state and national disaster preparedness and emergency management activities.

The Regional Center for Disaster Preparedness Education is housed at Arkansas State University in the College of Nursing and Health Professions. The Regional Center was so designated in 2005 by the National Disaster Life Support Foundation and became the sole provider in Arkansas of the suite of Disaster Life Support courses. The first academic course was offered almost simultaneously as an upper-level nursing elective, Principles of Disaster Preparedness. Students gravitated toward this course and requesting additional courses in disaster preparedness. Thus, the multi-disciplinary minor in Homeland Security Disaster Preparedness and Emergency Management was developed. The minor offered three different tracks for a student to choose. Each addresses specific educational needs, and each is modeled to help build a student's beginning career. The Center and academic programs have continued to grow, expanding the activities, services, training programs and degrees offered.

The Regional Center for Disaster Preparedness Education became its own program within the College of Nursing and Health Professions known as Disaster Preparedness and Emergency Management (DPEM) The DPEM department began offering educational tracks during the 2011-2012 academic year that included an Associate's and Master's degree in DPEM and a Graduate Certificate in Disaster Preparedness and Emergency Management. In the fall of 2012 the Bachelor of Science in Disaster Preparedness and Emergency Management was added.

In order to better prepare participants for the possibilities of our ever-changing world, A-State-DPEM continues to grow its multi-disciplinary all hazards approach to emergency response in a variety of professional settings. These include, but are not limited to healthcare, education, business and industry, and a variety of other consultation requests.

# Mission and Philosophy

## **Mission Statement**

The mission of the Disaster Preparedness and Emergency Management Program is to educate students from a variety of disciplines to foster environments which synchronize, build, sustain and improve our individual and collective capability to prepare for, protect against, respond to, recover from, and effectively mitigate all hazards in order to promote quality care during disaster and crisis through efficient, effective resource administration and management whether local or global involvement.

## **Philosophy Statement**

The Regional Center for Disaster Preparedness and Emergency Management exists to prepare professionals to effectively meet the demands of disaster preparedness, mitigation, planning, response and recovery by fully supporting the Department of Homeland Security and the Federal Emergency Management Agency's goals through training and improving the competencies of professionals and officials in their areas of interest at all levels of government. To build and support a state of readiness, including a rapid response to protect the physical and mental health and wellbeing of individuals and groups during disasters and crises. This department seeks to bridge the gaps between academia, field practice, and practical experience in order to develop well-rounded emergency management professionals prepared to utilize an all-hazards approach paradigm, while ensuring the recognition of the application of this management tool to myriad business practices.

Faculty, Staff, Students and Graduates shall embody the characteristics, knowledge, and skills needed to provide ethical and professional interactions with colleagues and society during a disaster or emergency. In order to develop these qualities, our program is committed to an educational process to provide the appropriate knowledge, guidance, and resources needed to attain these skills while maintaining a professional level of compassion, and concern for those we encounter.

# General Policies and Regulations

## **Academic Advising and Registration**

Once admitted to the BS, or MS Program in DPEM, each student is assigned a DPEM faculty advisor who will work with the student to plan their orderly progression through the curriculum. Advisees must meet face-to-face or virtually with their advisors prior to registration for classes each semester.

Students are ultimately responsible for their own education. Each student is provided with a curriculum plan which clearly outlines the requirements of the program. It is the responsibility of the student to know and follow the requirements, policies, and procedures contained in this handbook. Students should contact their advisor before making changes in their class schedule.

## **Academic Integrity Policy**

A-State enthusiastically promotes academic integrity and professional ethics among all members of the academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties.

**Plagiarism** is the act of taking and/or using the ideas, work, and/or writings of another person's as one's own. To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or reference a general idea. Research, as well as a complete written paper, must be the work of the person seeking academic credit for the course. Faculty may respond to cases of plagiarism in any of the following ways:

- 1) return the paper/assignment for re-writing, and the grade may be lowered,
- 2) give a failing grade for the paper/assignment,
- 3) give the student who plagiarized a failing grade in the course and/or submit the student's plagiarized work to university authorities for possible dismissal.

**Cheating** is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Examples of cheating include, but are not limited to, 1) observing and/or copying from another student's test paper, report, computer files, or other class assignments, 2) giving or receiving assistance during an exam, 3) using class notes, outlines, or other unauthorized information during an exam, 4) using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an exam or other assignment not authorized by the instructor, 5) using for credit in one class a paper, assignment, or project written for credit in another class without the knowledge or permission of the instructor, and 6) exchanging the place of another person for the purpose of taking an exam or completing an assignment.

Please refer to the CNHP College Code of Honor, and the A-State Office of Student Conduct for a complete review of the standards of student conduct and disciplinary actions imposed for violations.

### **Attendance Policy**

Disaster Preparedness and Emergency Preparedness (DPEM) is a program designed to provide students with the knowledge, skills and attitudes to practice as Disaster Preparedness and Emergency Management officials. As such, it is essential that students attend and participate in all courses, including traditional face-to-face, hybrid, and online courses. This may also include training or attendance of courses/seminars throughout the span of a student's coursework.

1. Online students are required to participate in all course activities each week that run from Monday at 12:01 am until Sunday at 11:59 pm. Failure to log in and participate in the scheduled activities for the week constitutes an absence. Please arrange your schedule so that you are present, punctual and attentive.
2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) **prior** to class time. Students completing practicum hours off site must notify their supervisor **prior** to the expected starting time.
3. Students should log-in to Blackboard and check their A-State assigned email accounts on a daily basis.
4. Students are held responsible for information covered while absent.
5. All absences are documented. Unexcused absences are unacceptable. The course grade will be affected, based on the number of violations.
6. Students needing special accommodations due to face-to-face class conflicts with the religious observances must notify course instructors within the first two weeks of class. Online courses do not present conflict with religious observances as each class is a week-long.

### **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 A) . Further, **the School of Nursing prohibits all tobacco products including smoked and smokeless on campus and in classrooms, labs and practicum sites.**

While in the practicum 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 practicum 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 practicum site. This may result in removal from the course.

### **Substance Abuse Screening**

In the event the Regional Center for Disaster Preparedness or any affiliated institution requests drug testing prior to practicum 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.

### **Substance Abuse Testing**

When engaged in educational activities on campus or at practicum/internship sites, students are expected to be free from the abusive influence of chemical substances/drugs. When students are under the influence of drugs or alcohol, they present a threat to patients, fellow students, faculty, and employees and visitors at a clinical site. As a condition of admission and retention in a CNHP program, all students must agree to adhere to the Substance Abuse Policy and Procedures when conducting any activity associated with their academic program. Please refer to the policy in the CNHP student handbook for details.



In the event that an affiliated institution requests drug testing prior to practicum placement students will be responsible for the cost. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol, the student will immediately be asked to submit to drug testing, and again, the costs will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

### **Cell phones and electronic devices Revised 8/12/2019**

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 (HIPAA).

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.

Laptop computers are permitted in classes, only if they are being used to take class notes. Surfing the web and checking email or Facebook during class is distracting to other students and rude to the instructor, and will not be permitted.

### **Social Media Guidelines**

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 You Tube and social media anonymous sites. These applications are subject to having content transmitted to others, with or without consent from the original author. Additionally, per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulations <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/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.

### **Dismissal from the program - UNDERGRADUATE**

#### **ACADEMIC AND PROFESSIONAL DISMISSAL:**

A student may be asked to leave the DPEM Program if any of the following conditions occur:

1. Failure to meet acceptable academic standards. For example, failing to maintain a GPA of 2.0.
2. Demonstrate a lack of ability to engage in Disaster Related Services.  
\*Examples a lack of ability to engage in Disaster Related Services include:  
Failure to exhibit behavior of:
  - a.) integrity,
  - b.) dependability and accountability,
  - c.) concern for human and societal needs.
3. DPEM practicum placement or Internship performance that jeopardizes safety of fellow workers or those served.
4. Physical or emotional condition of a nature that affects, or is affected by, one's performance in the classroom and the practicum or Internship site.
5. Illegal behavior that includes but is not limited to conviction in this state or any other state of a crime that is a felony.

### **Dismissal from the program - GRADUATE**

#### **ACADEMIC AND PROFESSIONAL DISMISSAL:**

A student may be asked to leave the DPEM Program if any of the following conditions occur:

1. Failure to meet acceptable academic standards. For example, failing to maintain a GPA of 3.0.
2. When a student attains a "C" in two courses or receives a combination of two "C, or "F" grades.
3. Demonstrate a lack of ability to engage in Disaster Related Services.  
\*Examples a lack of ability to engage in Disaster Related Services include:  
Failure to exhibit behavior of:
  - a.) integrity,
  - b.) dependability and accountability,
  - c.) concern for human and societal needs.
4. DPEM practicum placement or Internship performance that jeopardizes safety of fellow workers or those served.
5. Physical or emotional condition of a nature that affects, or is affected by, one's performance in the classroom and the practicum or Internship site.
6. Illegal behavior that includes but is not limited to conviction in this state or any other state of a crime that is a felony.

### **DISMISSAL OR REMOVAL FROM PRACTICUM OR INTERNSHIP**

A student dismissed or removed from practicum or internship sites at the request of the Practicum Agency Representative will be placed on probation until the end of the course. Faculty will make every attempt to locate another suitable practicum or internship site. Faculty will work with the student to produce a plan of action for the student to correct the behavior that led to dismissal. By the end of the probationary period, the student must demonstrate improvement or correction of the behavior that led to the dismissal from the practicum site. If the student fails to improve or demonstrate correction of the behavior that led to dismissal from the practicum site, faculty will meet and, based on course objectives, will decide resolution up to and including course dismissal.

#### **DISMISSAL APPEALS: STUDENT RIGHTS AND GRIEVANCE PROCEDURES**

Students should read carefully the University Student handbook sections on "Student Rights" and "Grievance Procedure." These sections will assist you in being more informed as to the student's role and options.

**READMISSION OF STUDENTS:** After one regular semester or full summer in suspended status, students may be readmitted on probation, but only upon recommendation of their adviser and department chair and with the approval of the dean of the Graduate School. Readmission to Graduate School does not imply readmission to a particular degree program. The student must reapply to the program.

# College Code of Honor Policy and Procedures

## Code of Honor

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.

The College Student Code of Honor exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the A-State Student Handbook. An honor offense by the college code is defined as an act of lying, cheating or stealing. These terms are defined as follows:

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

**Cheating** - 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.

**Stealing** - to take the property of others without permission or right; to take ideas, credits, and words without right or acknowledgement; to accept credit for another's work.

These honor code violations apply whether they are performed individually or in groups. They apply to didactic and practicum 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 or the DPEM 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 in 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 ASU 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 found in the section on "Appeal Process".

## **Study Abroad**

For all DPEM Department sponsored trips, studies abroad, or educational experiences, students must have a 3.0 GPA or above in all current courses to be eligible to participate. Students must adhere to A-State policies as a representative of the University and follow a modest, business casual dress code. Clothing with logo's or references to other universities or colleges is prohibited.

## **Confidentiality Contract**

The confidentiality of practicum sites and information of the College of Nursing & Health Professions at Arkansas State University may be protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breaches this confidentiality will be subject to immediate termination from the practicum site. Such disclosure is also subject to applicable laws and regulations.

Students are not allowed to discuss practicum/internship site details and critical information with individuals in the community.

## **Disability Services**

Students with a documented disability requiring special accommodations, please contact the Office of Access and Accommodation Services at (870) 972-3964. They are located in room 2181 of the Student Union.

## Dress Code

The DPEM program expects students to reflect professionalism and maintain high standards of appearances and grooming when in the professional practicum and/or internship setting. The professional dress of DPEM students when on-site includes the DPEM polo shirt or button down, name tag, and black or khaki slacks. Females may wear black or khaki skirts of an appropriate length. An A-State regulation name pin (available at the bookstore) is to be worn at the practicum sites. Hair must be neat, clean, and away from the face; men are to be clean shaven or beards closely trimmed. Fingernails must be short and clean. Tattoos must be covered at all times. Jewelry should be of a conservative nature and no facial or body piercings should be visible during practicum site visits. Personal hygiene must be maintained at all times. Cologne and perfume should be used in moderation.

## Grading System

The DPEM Undergraduate curriculum typically follows the standard grading scale:

<u>Letter Grade</u>	<u>Percent</u>
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	<60

The DPEM Graduate curriculum typically abides by the following grading scale:

<u>Letter Grade</u>	<u>Percent</u>
A	93-100
B	83-92.99
C	75-82.99
F	Not allowed in graduate school; exclusion from program and or other consequences at the discretion of the DPEM department chair and/or other faculty.

Each course in DPEM has a descriptive course syllabus with course objectives and how the final course grade is determined. It is the student's responsibility to be familiar with and meet the requirements of each course.

## Instructor Contact and Availability

Instructor contact information is provided in the syllabus of each course. Students should read and observe the contact guidelines set forth by the instructor. Because many courses are delivered online and are available nights and weekends consideration should be given to expectation of response. While some instructors may respond to email on nights and weekends students should respect that this is a courtesy not a requirement. All email communications between instructors and students should use A-State email systems and include last name, student ID and course name in the subject line. Faculty typically respond within 24 hours of receipt of the email, and e Emails received during weekends and holidays may not be answered until the first class day following the break.

## **Graduation**

Students must complete an online “Intent to Graduate” form at the beginning of their last semester of the DPEM program. These forms are available through the My Campus Portal. Once you complete the online process, a notification will be sent to your advisor to complete the checklist. Once the checklist is complete, it will be sent to the Registrar’s Office. It is the student’s responsibility to complete the online “Intent to Graduate” form prior to the deadline.

## **Grievance**

Students should carefully read the A-State Student Handbook sections on “Student Rights” and “Grievance Procedure”. These sections will inform you of the student’s role and options.

## **Professionalism**

During interactions with fellow students, staff, and practicum and/or internship sites, DPEM students are expected to represent the professional standards associated with the disaster preparedness and emergency management field. Personal agendas and opinions should be withheld while you are in a position representing this department.

**(Appendix B – Professional Behavior Evaluation Form)**

## **Record Release**

While a student is still enrolled at A-State, he/she may begin to apply for post-graduation jobs or graduate school. As such, students may request DPEM faculty serve as an academic reference on their behalf. For DPEM faculty to share students’ relevant academic information (such as overall GPA or practicum preceptor comments) with potential employers or universities, they need the student’s permission. Students must have a completed and signed “Educational Records Release Form” in their file in the DPEM departmental office before requesting DPEM faculty serve as academic references.

## **Health Regulations**

### **Infection Control**

Students and faculty may be exposed to blood-borne pathogens such as HIV and HBV when working in disaster settings or with specimens. All CNHP students and faculty will employ standard precautions, hand washing, and personal protective equipment (PPE) in both the student lab and practicum settings to prevent contact with blood and other potentially infectious materials. CNHP students will receive instruction and annual evaluation regarding transmission of blood-borne pathogens and the use of standard precautions.

If a student is exposed (via eye, mouth, mucous membrane, non-intact skin, or parenterally) to a blood-borne pathogen during an on-campus laboratory session, the post-exposure protocol proceeds as follows:

The student will notify the faculty member supervising the laboratory experience.

1. The CNHP incident form will be completed as soon as possible following the incident.
2. The exposed individual will be referred to the Student Health Center for evaluation.
3. The post-exposure follow-up should be managed by the individual's primary care provider at the individual's expense.

### **Vaccinations**

Verification of a Tetanus Booster within the last ten years **and** proof of measles/rubella immunity as mandated by Arkansas law, are required prior to participating in a practicum rotation. 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, is also required. The cost of these vaccinations is the responsibility of the student.

### **Hepatitis-B Vaccine**

The Center for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices recommends Hepatitis B vaccination for all unvaccinated adults at risk for HBV infection. Persons at risk for infection by exposure to blood or blood-contaminated body fluids include health-care and public safety workers and students. Risk of exposure is often highest during the professional training period. Therefore, the Department of Disaster Preparedness & Emergency Management recommends the hepatitis B vaccine series for all students. The cost of the vaccine is the responsibility of the student.

The Hepatitis B schedule most often used is three (3) intramuscular injections with the second dose administered one (1) month after the first dose. The third dose is administered six (6) months after the first dose or five (5) months after the second dose. The vaccine confers long-term protection against acute and chronic hepatitis B. Studies indicate immunity remains intact for 20 years among healthy vaccinated individuals. Hepatitis B vaccine contains no live virus. According to the CDC, pregnancy or lactation should not be considered a contraindication but this is a decision you and your healthcare provider will need to make.

Hepatitis B categories for health care personnel and frequently asked questions (FAQs) can be found in Appendix E. **If you chose not to be vaccinated for Hepatitis B at this time you must sign and submit the Hepatitis B Vaccine Declaration (Appendix F).**

### **Standard Precautions**

All College of Nursing and Health Professions students and faculty will employ Standard Precautions while in the practicum setting. Protocols for Standard Precautions (previously referred to as Universal Precautions) can be found in the OSHA Blood borne Pathogens Standard document (**Appendix D**).

### **Tuberculin Skin Test**

Prior to participating in practicums, students must present evidence to the DPEM department of a PPD skin test for tuberculosis given within the preceding 3 months and valid for the entire academic year, or a negative chest x-ray for active disease. The cost of a TB skin test is the responsibility of the student.

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## Required Signature Forms

The following attestation forms must be signed, verifying that you read and understand the stated policies or procedures. After signing each form, scan and email to [dpem@astate.edu](mailto:dpem@astate.edu). Each form will be placed in the permanent student file.

- Appendix A – Student handbook verification
- Appendix D – Hepatitis B vaccination declamation
- Appendix F – Substance abuse compliance contract
- Appendix G – Student confidentiality contract
- Appendix H – College code of honor
- Appendix I – Disabilities Statement
- Appendix K – Field/Clinical site release form

## Substance Abuse Policy

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

#### 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 practicum site. 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.

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## Procedures

1. *If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol while performing course activities* the student will immediately be asked to submit to 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 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 probable cause to believe drug or alcohol abuse is present. A student may be removed from the practicum 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.

<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 (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

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. 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.
  - d. 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 bathroom/complaint 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, MEPERIDINE 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; and
  - 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
Barbiturates	Phencyclidine
Benzodiazepines	Propoxyphene
Cannabinoids	Alcohol
Cocaine	Meperidine
Opiates	Drug of choice
Methadone	

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

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.

# 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. Financial Aid to Online students may differ from traditional face to face students.

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 both A-State's Dean B. Ellis Library. 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.

## **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 A-State computer or word processing class assignment.

## **Counseling Center**

The Counseling Center provides personal, career and academic counseling to A-State 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 Counseling Center is located in Suite 2203 in the Carl R. Reng Student Union. Call 870-972-2318 or see the website, <http://www.astate.edu/a/counseling-services/>.

## **Student Health Center**

The Student Health Center has an array of medical services from treating minor illnesses & injuries to providing physical exams, immunizations, female exams (including pap smears), health education, and pre/post-test HIV counseling (includes blood draw). Call for an appointment, 870-972-2054 or see the website: <http://www.astate.edu/a/student-health-center/index.dot>

\*Clinic Hours of business are:

Monday – Friday from 8:00 am to 5:00 pm – Last Patient seen at 4:00 pm

Appointment are recommended but will take walk-in

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

Revised 7/2013

### **Parking**

All students, faculty and staff who park a vehicle on the A-State campus are required to register the vehicle and display a sticker. Students can register their vehicle at Parking Services, at 2301 E Johnson, Suite D, Jonesboro, Arkansas. The fee is \$50.00 and is charged to your account at the Finance Office. For additional information call Parking Services at 870-972-2945.

## **Student Organizations**

### **International Association of Emergency Managers (IAEM)**

The International Association of Emergency Managers (IAEM) is an international organization dedicated to promoting the goals of saving lives and protecting property by mitigating, preparing for, responding to, and recovering from disasters/emergencies. IAEM sponsors the Certified Emergency Manager® (CEM®) and Associate Emergency Manager (AEM) Program to maintain professionalism through the certification process.

The Code of Ethics and Professional Conduct must be embraced and upheld by all individuals who are awarded the CEM®/AEM designation. The promise to uphold the Code signifies the assumption that the emergency manager will act prudently and responsibly beyond the requirements of law and codes. The Code of Ethics and Professional Conduct embodies the certification program philosophy and objectives. Each CEM®/AEM promises to adhere to the Code.

### **Preamble**

IAEM has a Code of Professional Conduct that seeks to address a range of issues that impact the emergency management professional on their day-to-day work. Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code aims to ensure and justify public trust and confidence in the services provided by members of the International Associations of Emergency Managers (IAEM).

It seeks to ensure that high levels of competence and professional conduct are maintained. The members of the International Association of Emergency Managers (IAEM) adhere to the highest standards of ethical and professional conduct. The Code of Professional Conduct for the IAEM members and Certified Emergency Managers® (whether or not they are IAEM members) reflects the spirit and proper conduct dictated by the conscience of society and commitment to the well-being of all.

### **Principles**

The members of the Association agree to conduct themselves in accordance with the basic principles of RESPECT, COMMITMENT, and PROFESSIONALISM.

### **Respect**

Respect for supervising officials, colleagues, associates, and most importantly, for the people we serve is the standard for IAEM members. We comply with all laws and regulations applicable to our purpose and position, and responsibly and impartially apply them to all concerned. We respect fiscal resources by evaluating organizational decisions to provide the best service or product at a minimal cost without sacrificing quality.

## **Commitment**

IAEM members commit themselves to promoting decisions that engender trust and those we serve. We commit to continuous improvement by fairly administering the affairs of our positions, by fostering honest and trustworthy relationships, and by striving for impeccable accuracy and clarity in what we say or write. We commit to enhancing stewardship of resources and the caliber of service we deliver while striving to improve the quality of life in the community we serve.

## **Professionalism**

IAEM is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Our reputations are built on the faithful discharge of our duties. Our professionalism is founded on Education, Safety and Protection of Life and Property.

## **Code**

**Quality:** Members shall aim to maintain high quality work at all times and apply the Principles of Emergency Management in their professional undertakings. Quality may be assessed by audits, monitoring, quality processes, or other appropriate means.

1. **Professional Independence:** IAEM Members, however employed, owe a primary loyalty to the people in the community they serve and the environment they affect. Their practice should be performed according to high standards and ethical principles, maintaining respect for human dignity. Emergency management practitioners shall seek to ensure professional independence in the execution of their functions. The term professional independence relates to the function of the practitioners within the organization in which they practice. Their role may be advisory or executive.
2. **Legal Requirements:** Members must abide by the legal requirements relating to their practice, and practitioners have a duty to make themselves aware of the appropriate legal requirements for the territory in which they practice.
3. **Objectivity:** Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability is based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.
4. **Competence:** Members shall not undertake responsibilities as emergency management practitioners if they do not believe themselves competent to discharge them. Members shall acknowledge any limitations in their own competence. In pursuit of this members shall take all reasonable steps to obtain, maintain and develop their professional competence by attention to new developments and shall encourage others working under their supervision to do so. Competence is defined as ‘the possession of sufficient knowledge, experience and skill to enable a person to know what he or she is doing and to be able to carry out a task in the way in which a person competent in the activity would expect it to be done and to have an appreciation of one’s own limitations’. Competence is maintained by undertaking continuing professional development and certification (CEM®) and may be supplemented at appropriate levels by membership of other specialist bodies.
5. **Abuse of Membership:** Members shall not improperly use their membership of IAEM for commercial or personal gain.
6. **Conflict of Interest:** Members shall avoid their professional judgment being influenced by any conflict of interest and shall inform their employer, or client, of any conflict between their own personal interest and service to the relevant party. For example, a consultant may be aware that his/her recommendations are not being implemented, but continues to advise the organization in order to avoid losing the revenue associated with the contract. The members, officers and agents of the Association shall act in the best interest of the Association at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.

7. **Confidentiality:** Members shall not improperly disclose any information which may reasonably be considered to be prejudicial to the business of any present or past employer or client.
8. **Professional Responsibility:** Members shall accept professional responsibility for all their work and shall take all reasonable steps to ensure that persons working under their authority or supervision are competent to carry out the tasks assigned to them; are treated with fairness and equal opportunity; and accept responsibility for the work done on the authority delegated by them. Where members have good reason to believe that their professional advice is not being followed, they shall take all reasonable steps to ensure that persons overruling or neglecting their advice are made aware of the potential adverse consequences which may result. In such instances it is advisable that such actions are recorded in writing.
9. **Upholding the Aims and Objectives:** Members shall have regard to the reputation and good standing of The Society, other members' professional practice and standards, and shall not knowingly bring them into disrepute. Disrepute amounts to the loss of a previously good reputation. It may arise from the conduct of a member who by act or omission lowers the professional reputation of The Association and its members in the view of right thinking members of The Association generally. At all times members shall seek to uphold the bylaws and APPs of the IAEM.
10. **Professional Reputation:** Members shall not in the course of their practice recklessly or maliciously injure, or attempt to injure, whether directly or indirectly, the professional reputation, prospects or business of another.
11. **Members Relations Inter Se:** Members shall at all times treat other members of the Association with the utmost respect and fairness, and at no time undermine their integrity and dignity. Members will at all times seek to work in a cooperative and productive way with each other. Elected representatives have a particular responsibility in this regard; to ensure that all members and their views are heard, valued, and respected.
12. **Financial Propriety:** Members shall maintain financial propriety in all their professional dealings with employers and clients. Any inducements which may be seen as prejudicial to professional independence or in breach of contractual or moral obligations should be discouraged.

### **Membership**

For information on joining IAEM, contact the DPEM office at (870) 680-8286 or visit IAEM's website at [www.IAEM.com](http://www.IAEM.com).

From IAEM-Global Administrative Policies & Procedures

Approved Jan. 31, 2011



# Arkansas State University Red Cross Club

The Arkansas State University Red Cross Club is a branch of the Northeast Chapter of the American Red Cross. Students are certified as volunteers in variety of service disciplines by the NEA Chapter and are eligible to be deployed during a disaster.

## CONSTITUTION OF THE Arkansas State University – Red Cross Club 2014

- Article I. Name**
1. The name of the club shall be **Arkansas State University – Red Cross Club**, hereinafter "Club."
- Article II. Authority**
1. The **Arkansas State University – Red Cross Club** is functioning under the guidance and auspices of the **Northeast Arkansas Chapter** of the American Red Cross and is considered an extension of that Unit rather than an independent Red Cross entity.
- Article III. Purpose**
1. Guided by the fundamental principles of the American Red Cross and its mission to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors the **Arkansas State University – Red Cross Club**, will learn, practice and exemplify humanitarian values through mission-related service projects.
  2. Club will plan and coordinate a minimum of three Red Cross mission-related service projects per year. The service projects will focus on preparedness, blood, and fundraising.
    - 2.1 All service projects beyond the required three will fall into the lines of service in the American Red Cross:
      - o Preparedness and Health and Safety Services
      - o Biomedical Services
      - o Disaster Services
      - o International Services
      - o Service to Armed Forces
    - 2.2 Any activities that are not mission-related will first be approved by **Northeast Arkansas Chapter – Arkansas Region**.
- Article IV. Membership**
1. The **Arkansas State University – Red Cross Club** will consist of currently enrolled students or active members at **Arkansas State University or Northeast Arkansas Chapter**.
  2. Club will have a minimum of four active members.
  3. Members of **Arkansas State University – Red Cross Club** are considered volunteers for the American Red Cross and must register with **Northeast Arkansas Chapter – Arkansas Region** and in Volunteer Connection.  
*Note: Club members under the age of 13 must complete a parental consent form and submit it to the Red Cross Unit.*
    - 3.1 All Club members must complete a Volunteer Application and sign a Code of Conduct.
    - 3.2 All Club members must attend a volunteer orientation given by **Northeast Arkansas Chapter – Arkansas Region**
  4. Membership Requirements. The responsibilities of Club members include:
    - 4.1 Learning and following the American Red Cross Mission Statement, Code of Conduct, and the Principles of the Global Red Cross Network.
    - 4.2 Maintaining their personal profile in Volunteer Connection.
    - 4.3 Regularly attending Club meetings and participating in Club activities and events.

5. Duties: Club members will serve and represent the American Red Cross through participation in school or community-based service projects.
6. Voting: Each member is entitled to one vote. Voting by proxy shall not be permitted. Decisions determined to require a vote shall be by majority vote of members present.

## Article V.

### Officers

1. The officers of the **Arkansas State University – Red Cross Club** shall be **President, Vice President, Secretary, Treasurer, and Committee Leads**. The officers will form the Executive Board.
2. The Executive Board shall be comprised of the elected officers of the Club and shall meet on a regularly basis to finalize agenda items, prepare reports, and collaborate on the business of the Club.
3. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Club.

#### 3.1 President

- Represent the Club to the local Red Cross unit and school community
- Serve as spokesperson for the Executive Board and the Club
- Club meetings: Prepare for all meetings, prepare an agenda with the secretary for all meetings, preside and facilitate at Club meetings, provide follow-up to organizational tasks, and inform Executive Board of other meeting information
- Utilize the Volunteer Connection: Register/renew your Club each year in the Volunteer Connection, and work with the secretary to record all Club events/activities in the Volunteer Connection
- Club activities: Ensure that all Club activities are related to the mission of the Red Cross, help coordinate Club projects, and serve on various Club committees or task forces
- Coordinate Executive Board transition
- Maintain regular contact with Red Cross Unit Contact and sponsor/ advisor
- Be aware of financial matters pertaining to Club

#### 3.2 Vice President

- Club meetings: Attend all meetings, preside at meetings in absence of President, and provide follow-up to organizational tasks
- Encourage Club members to utilize Volunteer Connection
- Maintain Club Constitution: Direct updates and revisions to Constitution
- Help coordinate Executive Board transition: Facilitate elections
- Be aware of financial matters pertaining to Club
- Club activities: Serve as liaison to committees, and serve on various Club committees or task forces
- Perform other duties as directed by the President

#### 3.3 Treasurer

- Be aware of financial matters pertaining to Club
- Prepare the Club budget
- Prepare purchase orders, requisition forms or supply requests, as needed
- Maintain a financial history of the Club
- Club meetings: Report to Club officers/members on status of funds
- Utilize the Volunteer Connection: Work with the secretary to record all Club fundraising events/activities in Volunteer Connection
- Maintain regular contact with Red Cross Unit Contact and sponsor/ advisor regarding Club's finances
- Perform other duties as directed by the President

#### 3.4 Secretary

- Club meetings: Record and maintain minutes of all Club meetings, distribute minutes to all Club members, Club advisors and appropriate school staff, prepare an agenda with the president for all meetings, and keep Club informed of all activities and meetings
- Utilize Volunteer Connection: Work with the president to record all Club events/activities in Volunteer Connection, maintain calendar of events, and maintain contact directory (including phone, email) of all Club members
- Perform other duties as directed by the President

### 3.5 Committee Lead

- Be prepared to share committee activities/updates at the Club meetings
- Committee Meetings: Hold committee meetings, attend all committee meetings, set standards and establish goals for the committee, and assign duties for committee members
- Club activities: Ensure that all committee activities are related to the mission of the Red Cross, work with the Secretary to make sure that all committee activities are recorded in the Volunteer Connection
- Perform other duties as directed by the President

### 3.6 All Officers

- Seek new members and work to maintain current membership
- Be open to input and opinions. Remain open to new ideas
- Greet members at meetings and make them feel welcome
- Attend officer training
- Make preparations for new officer at end of term, including ample time for mentoring
- Recognize fellow Club members for achievement and commitment

4. Qualifications: All officers must be enrolled students in good standing at Arkansas State University.
5. Election: Officers are elected for the following (academic) year by a simple majority vote of the members present during, or by the time of, the last Club meeting during the current year.
  - 5.1 Officer terms will last for one academic year.
  - 5.2 In the event of a vote tie, the Club President will cast the deciding vote.
6. Removal From office: Any officer not acting in accordance with the American Red Cross Code of Conduct or who does not meet or fulfill the standards or duties established for the office he/she holds may be removed from office by a majority vote by the membership.

## Article VI.

### Red Cross Unit Contact

1. The Red Cross Unit Contact is the person ensuring the link between the Club and the **Northeast Arkansas Chapter – Arkansas Region** in which the Club resides.
2. The Red Cross Unit Contact for the **Arkansas State University – Red Cross Club** is  
**Dean Hannah**  
**870-534-7312 (office)**  
**501-529-7946 (cell)**
3. Duties: Support and guide the Club in its service engagement as well as inform the Club about opportunities that lay at the local unit level.
  - 3.1 Provide Club with guidance and resources to be successful
  - 3.2 Provide Club with Brand Guidelines and style guidelines and provide guidance about the use of the brand.
  - 3.3 Provide Club access to promotional materials on Brand Central for club recruitment, club member recognition, club events and fundraisers, as needed.
  - 3.4 Integrate Club members into the activities of the local Red Cross unit.
  - 3.5 Provide Club members with volunteer opportunities with multiple lines of service.
4. The Red Cross Unit Contact does not have voting rights and should attend meetings as needed or available.

**Article VII. Sponsor / Advisor**

1. A full-time **Arkansas State University** employee or faculty member shall serve as the sponsor/advisor for the Club.
2. The sponsor/advisor for the Arkansas State University is  
**Dr. Joseph Richmond**  
**870-680-8286**  
**jrichmond@astate.edu**
3. Term: The sponsor shall serve a minimum term of one full (academic) year. There is no term limit.
4. The sponsor will be a registered volunteer with **Northeast Arkansas Chapter – Arkansas Region** in Volunteer Connection.
5. Duties: The sponsor's duties include:
  - Club meetings: Attend Club meetings, keep Club informed about school/institutional matters, give a report during Club meetings when appropriate, respect and encourage all Club functions and assist with risk management decisions
  - Ensure all Club activities are entered in Volunteer Connection
  - Maintain regular contact with Red Cross Unit Contact and Executive Board
  - Provide developmental activities to the Executive Board to assist in developing group cohesiveness: Attend goal-setting meeting with Executive Board and/or Club
  - Help maintain history of the Club from year to year
  - Assist Club with election concerns
  - Recognize Club members for achievement and commitment
6. The Sponsor does not have voting rights.

**Article VIII. Quorum and Voting**

1. A quorum shall constitute a minimum of 50% of the membership in attendance at a scheduled meeting. The process for general decision-making, including the expenditure of funds, shall be a simple majority of a quorum unless otherwise specified in this Constitution.
2. The Executive Board may, with a majority vote, authorize expenditures of up to \$ **1,000.00** for routine operational expenses.
3. Changes to this Constitution require quorum and a 2/3 vote to pass.

**Article IX. Amendments**

1. Amendments to these bylaws consistent with the Club constitution may be adopted at any meeting of the Club in which a quorum is present, provided that a statement setting forth the substance of such proposed action is included in the notice of the meeting.
2. All active members will be notified of a final meeting before the close of the spring semester during which proposals for amendments to the Constitution can be made.
3. Any active member may propose an amendment to the Club's Constitution in order to ensure that the Club is administered properly.
4. At the final meeting, proposals will be read aloud and all active members will vote on the proposal.
5. A 2/3 majority vote of a quorum of all active members is required to approve an amendment.

**Article X. Club Requirements**

1. Club will submit a Club Constitution to **Northeast Arkansas Chapter – Arkansas Region** at the start of the school year.
2. Club will submit/renew an annual Red Cross Club Registration in Volunteer Connection.
3. Club will adhere to the Principles of the Global Red Cross Network while conducting their activities.
4. Club will track Club activities/service projects in Volunteer Connection.
5. Clubs will follow brand and style guidelines when using the Red Cross name and logo in external communications, including in connection with all fundraising activities.

**Article XI. Club Finances and Fundraising**

1. Club will notify **Northeast Arkansas Chapter – Arkansas Region** prior to hosting a fundraising event regarding items such as brand use, donor intent, solicitation language, and to ensure they are not contacting individuals or businesses that the Red Cross Unit is currently engaging. Donor intent is the purpose of the donor's gift, which may be designated for a specific disaster or undesignated, for general purposes.
2. In addition to raising funds for the Red Cross, Club may raise funds for Club expenses, as needed. Whether Club is collecting funds for the Red Cross or Club expenses, Club must work with **Northeast Arkansas Chapter – Arkansas Region** on appropriate solicitation language to honor donor intent.
3. Clubs will seek prior approval from **Northeast Arkansas Chapter – Arkansas Region** before seeking donations of the **Arkansas State University** campus.
4. Club will work with **Northeast Arkansas Chapter – Arkansas Region** to report and forward all proceeds within 14 days following a fundraising event.
5. Club financial activity will be managed by **Northeast Arkansas Chapter – Arkansas Region** through the balance sheet of the Red Cross. Net contributions raised will be recorded as a monetary contribution.
6. Club is only permitted to open a separate bank account if required by the school. If such school bank account is required, Club must work with **North West Arkansas Chapter, Arkansas Region** to report and forward all proceeds to the Red Cross Unit within 30 days following a fundraising event.
7. Club can use the 501(c)(3) status of the American Red Cross as long as activities are authorized by and conducted under the auspices of the Red Cross.

## **APPENDICES**

## Appendix A – Required Signature Form

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Arkansas State University  
 College of Nursing & Health Professions  
 Disaster Preparedness and Emergency Management Department

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

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
<b>DPEM Student Handbook</b>	I understand that I am responsible for the information contained in the DPEM Student Handbook and agree to abide by the policies contained therein. It is my responsibility to periodically review the Handbook for updates.		
<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. Annually, a copy of your card from Disability Services Card must be provided to the DPEM program. You must notify faculty each semester of your disability needs for class/clinical.		
<b>College Code of Honor (p. 24)</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>Student Confidentiality Contract (p. 25)</b>	I understand the information presented to me regarding the 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>Substance Abuse Compliance Contract (p. 32)</b>	I have read the Board of Trustee approved <i>Substance Abuse Policy &amp; Procedures</i> of Arkansas State University College of Nursing and Health Professions and agree, as a student in the DPEM 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 by 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>Information to Students via e-mail</b>	I give permission for faculty of the DPEM Department A-State student e-mail 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.		

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

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

**A-State Student ID Number** \_\_\_\_\_

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

Revised 5/7/2012



## Appendix B – Professional Behavior Evaluation Form

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Arkansas State University  
 College of Nursing & Health Professions  
 Disaster Preparedness and Emergency Management Department

Student: \_\_\_\_\_

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Semester: \_\_\_\_\_ Year \_\_\_\_\_

1. Please complete this form for any student whose actions indicate poor professional conduct in the following areas:

Expected Professional Behaviors	Areas of Concern
Punctuality for lecture, classroom, and clinical laboratories	
Consistent preparation for lecture, classroom and clinical laboratories	
Completion of assignments within allotted parameters	
Positive relationships with peers, faculty, patients, and staff	
Compliance with the dress code	
Acceptance and incorporation of faculty feedback	
Adherence to policies and standards stated in the Arkansas State University, CNHP, and DPEM handbooks.	
Other (please be specific):	

2. Attach a sheet detailing the behavior(s) and incident in which they occurred.
3. Corrective Actions to be taken (Mark all that apply):
- \_\_\_\_\_ a. Remediation (attach detailed plan)
  - \_\_\_\_\_ b. Unsatisfactory in a specific area for the day of practicum/classroom
  - \_\_\_\_\_ c. Dismissal from practicum day with an overall unsatisfactory grade
  - \_\_\_\_\_ d. Conference with faculty committee
  - \_\_\_\_\_ e. Dismissal from course or practicum course with unsatisfactory grade
  - \_\_\_\_\_ f. Other actions may be taken with approval of department chair or CNHP dean.

Signatures: \_\_\_\_\_

Date \_\_\_\_\_

(Student)

\_\_\_\_\_

Date \_\_\_\_\_

(Faculty)

\_\_\_\_\_

Date \_\_\_\_\_

(Course Coordinator, if applicable)

\_\_\_\_\_

Date \_\_\_\_\_

(Program Director)

## Appendix E – Student Record Procedure

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### Family Educational Rights and Privacy Act of 1974 (Buckley Amendment)

Arkansas State University School of Nursing publishes the following procedures in accordance with the Family Education Rights and Privacy Act of 1974 (FERPA).

### DEFINITIONS

For the purpose of this document, the department has used the following definitions of terms.

**Student-** any person formally admitted and attends or has attended Arkansas State University nursing program

**Educational records-** any record (in handwriting, print, tapes, film or other medium) maintained by the department which is directly related to a student, except: A personal record kept by a faculty or staff if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.

### PROCEDURE TO INSPECT EDUCATION RECORDS

Students may inspect and review their education records upon request to the DPEM Chair. Students should submit to the DPEM Chair a written request, which identifies as precisely as possible the information he or she wishes to inspect. The DPEM Chair will need to make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.

### RIGHT OF THE UNIVERSITY TO REFUSE ACCESS

DPEM reserves the right to refuse to permit a student to inspect the following records:

- I. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed on file before January 1, 1975.
- II. Those records which are excluded from the FERPA definition of education records.

### REFUSAL TO PROVIDE COPIES

DPEM reserves the right to refuse copies of the records in any of the following situations:

- I. The student has unpaid financial obligation to Arkansas State University
- II. The student has not paid for the copying expenses.

### TYPES, LOCATIONS AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that the university maintains, their locations and their custodians.

Types Location Custodian

- Admission Records/Admissions Office/Director of Admissions
- Cumulative Academic Records/Registrar's Office/Custodian of Records (Current students and five years after graduation or withdrawal)
- Cumulative Academic Records/Registrar's Office/Custodian of Records (Former students; over five years after graduation or withdrawal)
- Health Records/Wilson Student Health Center/Student Health Center Director
- Financial Records/Student Account Services/Administration, Office of Finance/Student Account Advisor
- Placement Records/Career Services Center/Director of Career Services
- Disciplinary Records/ Student Life/ Assistant Dean of Students for Judicial Affairs (Student education records not included in the types above such as minutes of faculty committee meetings, copies of correspondence from other offices, etc.)

## **DISCLOSURE OF EDUCATION RECORDS**

The DPEM will disclose information from a student's education records only with the written consent of the student, except:

- I. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. A person employed by the university in an administrative supervisory, academic or research, or support staff position.
  - b. A person employed by or under contract to the university to perform a special task, such as the attorney or auditor.
  - c. Performing a task that is specified in his/her position description or by a contract agreement.
  - d. Performing a task related to a student's education.
  - e. Performing a task related to the discipline of a student.
- II. To officials of another school, upon request, in which a student seeks or intends to enroll.
- III. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- IV. To appropriate parties in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- V. To appropriate parties required by a state law requiring disclosure that was adopted before November 19, 1974.
- VI. To organizations conducting certain studies for or on behalf of the university.
- VII. To accrediting organizations to carry out their functions.
- VIII. To comply with a judicial order or a lawfully issued subpoena.
- IX. To appropriate parties in a health or safety emergency.
- X. To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime.

## **RECORDS OF REQUEST FOR DISCLOSURE**

The DPEM department will maintain a record of all requests for and /or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

## **DIRECTORY INFORMATION**

The DPEM department designates the following items as Directory Information: student name, address, telephone number, class/semester, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, part/full-time enrollment, degrees and awards received, and most recent previous school attended. The department may disclose any of those items without prior written consent, unless notified in writing to the contrary.

## **CORRECTION OF EDUCATION RECORDS**

Students have the right to ask to have records corrected when they believe these records are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

- I. A student must ask the DPEM to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his/her privacy or other rights.
- II. The DPEM may comply with the request or it may decide not to comply. If it decides not to comply, the department will notify the student of the decision and advise him/her of his/her right to grieve the record believed to be inaccurate, misleading, or in violation of the student's rights. The DPEM will inform the student to follow the student grievance procedure found in the student handbook.
- III. If the DPEM decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and /or a statement setting forth reasons for disagreeing with the decision.
- IV. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the DPEM discloses the contested portion of the record, it must also disclose the statement.
- V. If the DPEM decides that the information is inaccurate, misleading, or in violation of the student's right to privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Approved 8/16/02  
Revised 7/2014

## **Appendix F – Substance Abuse Compliance Contract**

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

I, \_\_\_\_\_, have read the Board of Trustees approved “Substance Abuse Policy & Procedures” of the Arkansas State University College of Nursing & Health Professions, and agree, as a student in a professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medications taken which could adversely affect my ability to perform safely in class or on practicum and/or internship site rotations. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix G – Student Confidentiality Contract**

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

The confidentiality of patients admitted to contracted practicum and/or internship agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breaches this confidentiality is subject to immediate termination from the clinical rotation. Such disclosure is also subject to applicable laws and regulations.

Students are not allowed to discuss confidential and/or private critical information about their associated facility with individuals in the community and are not allowed to discuss confidential and/or private critical information in public areas within the practicum and/or internship site.

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 practicum and/or internship site course at Arkansas State University.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix H – College Code of Honor

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

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.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Appendix I – Disabilities Statement**

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

In accordance with the Americans with Disabilities Act, I, \_\_\_\_\_ ,  
Print Student Name

(Check one item below)

\_\_\_\_ Require no special accommodations to complete the program in which I am enrolled, or

\_\_\_\_ Require the following special accommodations to complete the program in which I am enrolled:

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of your card from Disability Services must be attached to this form if you require special accommodations. Each year a copy of your Disability Services card must be provided to the DPEM department. You must notify faculty each semester of your disability services.

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**Appendix J – Educational Records Release Form**

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

Student's authorization to disclose information in education records pursuant to Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

I, \_\_\_\_\_, hereby authorize Arkansas State University to disclose the following information, documents, etc., contained in my education record:

(specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To (person or organization to whom authorization is given):

\_\_\_\_\_

For the purpose of: \_\_\_\_\_  
(state purpose for which information may be disclosed).

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix K – *Field/Clinical Site Release Form*

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Arkansas State University  
College of Nursing & Health Professions  
Disaster Preparedness and Emergency Management Department

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.

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

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_