

# **Eleanor Mann School of Nursing**

## **BSN Pre-Licensure Student Handbook**



UNIVERSITY OF  
**ARKANSAS**  
COLLEGE OF EDUCATION  
& HEALTH PROFESSIONS

606 N. Razorback Rd. Fayetteville, AR 72701

Phone: (479) 575-3904

<https://nursing.uark.edu/programs/bsn-options/prelicensure-bsn/index.php>

### *About this handbook:*

This handbook is designed to serve as a resource during the course of your BSN studies at the Eleanor Mann School of Nursing, and as such is designed for currently enrolled students. For information about our other degree programs, please consult the [EMSON Pre-licensure website](#) or [Catalog of Studies](#). Also, please note that the electronic versions of all handbooks will be the ones that are updated. The electronic version should be consulted as the primary resource.

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## **SECTION I: EMSON UNDERGRADUATE NURSING**

### **A. Executive Director's Welcome**

Welcome to the Eleanor Mann School of Nursing at the University of Arkansas. The school's undergraduate and graduate degree programs are accredited by the Commission on Collegiate Nursing Education and the Arkansas State Board of Nursing. Our faculty are educationally and experientially prepared to teach, guide, and advise students to their successful goal of licensure as a professional registered nurse (RN), post-RN licensure degree completion, advanced practice registered nurse (APRN) or educator. Our clinical partners offer a wide array of patient, family, and healthcare providers' encounters that prepare our graduates to meet the health and healthcare needs of Arkansans across the life span along the continuum of health and wellness, and beyond.

### **B. History**

The Department of Nursing was established in 1969 as an associate degree nursing extension program of the University of Arkansas for Medical Sciences College of Nursing. The associate degree program graduated its first class in 1972. In 1987, Nursing was established as a department in the College of Education at the University of Arkansas, Fayetteville.

The Associate Degree in Nursing Program was accredited by the National League for Nursing from 1973 (one year after the first class graduated) through 1994. During its 25 year history, over 1,700 graduates completed the program. The last associate degree students graduated in 1994. In 1996, the Department of Nursing was named the Eleanor Mann School of Nursing (EMSON) in recognition of a one million dollar endowment contributed by Mr. Herbert Mann in honor of his wife Eleanor. Although Mr. Mann died in 1998 and Mrs. Mann in 2004, their legacy continues through the support of the endowment fund.

The EMSON was established in response to requests from area nurses seeking to advance their nursing education, the healthcare community in recognition of the need for baccalaureate prepared nurses, and the appeal by national professional nursing organizations to advance the nursing profession through baccalaureate education. Two baccalaureate programs of study were offered, an RN to BSN degree completion and a pre- licensure baccalaureate. The first RN to BSN students graduated in May 1993. The BSN program was granted accreditation from the National League for Nursing in 1995. The program was continuously accredited under the National League for Nursing Accrediting Commission until the accrediting body was changed to the Commission on Collegiate Nursing Education (CCNE) in 2002. The BSN program has had continuous accreditation from CCNE since 2002. Continuous additional program approval was granted by the Arkansas State Board of Nursing.

In 2004, the EMSON began admitting students to the pre-licensure program each semester. In 2012, the EMSON moved into its new facility, The Epley Center for Health Professions, named in honor of Lewis and Donna Epley. The building was dedicated on March 26, 2012. The Murphy Nursing Learning Environment, named in honor of Amelia Remes Murphy, RN, was made possible by a generous donation from her daughter Peggy Murphy Parks. Through a generous donation from Washington Regional Medical Center, world-class high-fidelity simulation laboratories are available for student learning. In response to the needs of working professionals, the faculty modified the RN to BSN degree completion program to an asynchronous online delivery format. In the fall of 2012, the school accepted its first class into the online RN to BSN Program. The RN-BSN online option has been successful in meeting the needs of the working nurse. In order to expand the program and the schools reach within the local community, the state of Arkansas and beyond, the school developed an online LPN-BSN option with the first class accepted in the Fall of 2019.

### **C. Mission**

The mission of the Eleanor Mann School of Nursing is to advance health and quality of life for Arkansans and beyond through cultivation of innovative and transformative nurse-clinicians, educators, scientists, leaders and policy makers.

### **D. Vision**

The EMSON strives to be a recognized leader in nursing education, by preparing highly qualified nurses at multiple levels of academic preparation to demonstrate excellence in service through evidence-based practice, teaching, and research.

### **E. Values**

Excellence in caring, collaboration, belonging and leadership.

### **F. Program Leadership**

Dr. Carrie McDermott  
Executive Director  
115 Epley Center for Health Professions  
479-575-3907 [cmcdermott@uark.edu](mailto:cmcdermott@uark.edu)

Kelsey Gilmet  
Associate Director  
113 Epley Center for Health Professions  
479-575-3904 [gilmet@uark.edu](mailto:gilmet@uark.edu)

## **SECTION II: ACADEMIC PROGRAMS**

### **A. Overview of the EMSON Undergraduate Nursing Programs**

The Bachelor of Science in Nursing (BSN) provides students with extensive knowledge and hands-on experience in a wide variety of settings, offers small clinical class sizes, low faculty-student ratios and one-on-one support from professors. The program emphasizes nurses' varied roles as caregivers, managers, teachers and researchers, and it prepares graduates to practice in the complex, highly sophisticated and exciting world of health care and provides a solid foundation for success in graduate schools and specialty certification. The online LPN and RN to BSN options provide the opportunity for licensed nurses to expand their knowledge and scope of practice. The baccalaureate program also establishes a foundation for graduate education in nursing and for continued personal and professional development.

### **B. Program Learning Outcomes**

The goal of the BSN Program is to prepare graduates to provide culturally sensitive, evidence-based care to clients through the roles of caregiver, teacher, and manager in a variety of settings.

1. Contribute leadership to promote quality care and patient safety.
2. Integrate evolving knowledge into clinical nursing practice.
3. Demonstrate skill in utilizing healthcare technology and information systems.
4. Apply knowledge of healthcare policy, finance, and regulatory environments to advocate for quality health care.
5. Collaborate with inter-professional teams to improve healthcare outcomes.
6. Provide health protection and promotion, risk reduction, and disease prevention to individuals, families, and populations.
7. Demonstrate behaviors that reflect altruism, autonomy, human dignity, integrity, and social justice.
8. Adapt nursing care to meet the needs of patients across the lifespan and healthcare continuum, respecting variations in populations, environments, and access to care.

### **C. Public Notice of Accreditation Review of University of Arkansas Baccalaureate Degree in Nursing and State Board of Nursing Approval**

The undergraduate programs at the University of Arkansas Eleanor Mann School of Nursing are accredited by the:

Commission on Collegiate Nursing Education  
One DuPont Circle, NW Suite 530 Washington, DC 20036  
Phone: (202)887-6791

The Baccalaureate degree in nursing at the University of Arkansas was accredited by the Commission on Collegiate Nursing Education on September 26, 2016, for a term of 10 years. The Arkansas State Board of Nursing has granted the Eleanor Mann School of Nursing continued approval until 2027.

### SECTION III. PRE-LICENSURE ACADEMIC POLICIES AND PROCEDURES

#### A. Technical Standards

The professional nurse must possess the knowledge and ability to effectively assist his/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 a 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 or advanced practice nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. 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. The following abilities and skills are necessary to meet the requirements of the program:

**1. Sensory and Observational Skills:** The candidate must be able to observe a patient accurately at a distance and in proximity. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

**2. Communication Skills:** The candidate must be able to speak, to hear, and to observe patients 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 healthcare team.

**3. Motor and Physical Abilities:** 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. Students who



have a medical condition, injury, or are taking any substance that impairs judgment or physical ability (including prescription medications, medical marijuana, and alcohol) may not be able to meet the requirements of the clinical practicum placement, where patient safety is the topmost concern.

**4. 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 these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

**5. Behavioral and Emotional Stability:** A candidate must possess the emotional health required for full utilization of his/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 to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

#### **Reasonable Accommodations**

The Eleanor Mann School of Nursing is committed to supporting students with documented disabilities. Reasonable accommodation will be provided in accordance with legal requirements, as long as they do not compromise patient safety or essential nursing competencies, or the student's ability to undertake the full curriculum and/or technical standards. In some cases, dependent on the specific course or curriculum requirements an accommodation may not be considered reasonable. Determination will be made by the EMSON Leadership in consultation with the Center for Educational Access whether the necessary accommodations or modifications can be made reasonably.

#### **Conclusion**

Meeting these technical standards is essential for success in the nursing program and future professional practice. Students who have concerns about their ability to meet these standards should consult with faculty or advisors for guidance.

### **B. Academic Advising**

Students work with program academic advisor on an ongoing basis throughout their program of study to promote successful program completion.

Appointments can be scheduled with your academic counselor by self-scheduling through UA Success in Blackboard.

Students are expected to meet with their academic counselor for an advising appointment:

- Each semester prior to registration
- To add or drop a course(s)

- To change their program of study/degree plan prior to graduation
- To discuss any problems affecting academic performance or academic standing
- Discontinuing or re-entering the program

### **C. Faculty Mentor**

Upon admission, students are assigned a faculty mentor. This assignment can be found in Workday. The role of the faculty mentor is to provide professional guidance and personal support. Students are encouraged to contact their faculty mentor at least once a semester to discuss:

- Plans for professional and academic development and/or career paths
- Strategies for success in current courses
- Potential opportunities to engage in service or research activities at the undergraduate level

Please feel free to contact your faculty mentor at any time. If it is an issue that does not fall under the umbrella of the mentor role, your mentor can provide the direction needed for you to get the assistance.

### **D. Registration**

At the end of each semester, students in the pre-licensure program are assigned to course sections for the upcoming semester by the EMSON administration. Students are notified through UARK email when the assignment is made. Enrollment instructions are maintained in Blackboard under the Bachelor of Science in Nursing Community course list under 'Non-Credit' Courses on your Blackboard homepage. Students are expected to register/enroll in courses before the end of each semester to ensure timely communication is received related to the upcoming courses.

### **E. Grading Scale**

The Eleanor Mann School of Nursing uses the following Grading Scale for all NURS courses in the undergraduate program.

A = 92 – 100

B = 83 – 91

C = 75 – 82

D = 62 – 74

F = below 62

## **F. Testing Policies**

### **1. In Course Testing**

A 75% average on in course theory exams is necessary to pass the course. Once this criterion is met, other course grades will be factored into the final grade. The total exam average is calculated by the total earned exam points divided by total available exam points. An average of 74.50% to 74.99% will be rounded to achieve the 75% minimum.

To ensure the EMSON exam policy is implemented equitably across all courses for all students, the following guidelines will be included in each course syllabus:

- a. Students are required to complete/sign the University Academic Integrity Honor Pledge annually during active enrollment in the nursing program (See Code of Ethics section below).
- b. No notes or resources of any kind will be permitted on proctored exams.
- c. All course exams are computerized, proctored, delivered in Blackboard using Respondus Lockdown Browser. In person attendance is required for all course exams (including dosage calculation exams), unless otherwise expressly stated in the course syllabus.
- d. Documented CEA Testing Accommodations will be honored but must be on file with the CEA Office for the associated course. It is the responsibility of the student to discuss with faculty how testing accommodations are implemented in each course.
- e. Makeup exams are given at the discretion of the course instructor for University approved absences only. Students who are going to miss an exam due to illness or extreme personal emergency (such as the death of an immediate family member) are responsible for contacting the course instructor or coordinator before the time that the exam is scheduled to begin. Makeup exams may be in a different format and contain different questions than the original exam. The timing of makeup exams for approved absences will be determined by the instructor and proctored in-person.
- f. A student arriving late for an exam may be allowed to take the exam at the faculty's discretion but will only have the amount of time remaining in the regularly scheduled timeframe to complete the exam. If any student in the class has completed the exam and left the room prior to the arrival of the late student, the late student will not be allowed to take the exam and a zero will be earned.
- g. Clarification of test concepts may be submitted in writing after the exam, and additionally reviewed during an appointment made with faculty within the time frame outlined in the course syllabus.
- h. Content questions will not be discussed during exams.
- i. No electronic devices are allowed in the testing area (e.g. cell phones, iPods, ear buds, smart watches/glasses, etc.). If electronic devices are used during an exam, the student will receive a zero on the exam and may face academic integrity sanctions and possible program dismissal.
- j. Students are to bring their University student ID, and a writing utensil. The calculator embedded within the exam platform is the only one permitted. Using calculators on cell phones is NOT permitted. Using these types of calculators will cause the student to forfeit the

exam. Scratch paper will be available for students to use as a visual tool for organizing thoughts, but is not to be used to provide feedback. Scratch paper with the student's name must be turned back in to the instructor (or test proctor) before leaving the test site.

k. During computerized testing, under no circumstances are students allowed to access email, websites, or any programs other than the current exam. If that should occur, the student will receive a zero for that exam and will face academic integrity sanctions and possible program dismissal.

l. If a student scores less than 75% on any exam (based on points earned divided by points available), it is required that the student contact the course faculty for an evaluation of study habits, areas of content weakness, and other reasons they were unsuccessful on the exam. The course faculty will make a referral to the Academic Advancement faculty and an Action Plan for Success will be completed and documented in UASuccess.

m. Bonus points will not be awarded on exams.

## **2. Dosage Calculation**

Selected practicum courses require demonstration of safety in dosage calculation competency. This is evaluated through a Dosage Calculation Exam in certain clinical practicum courses. It is imperative nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The Dosage Calculation Exam serves as a means for continued assessment of these important skills by faculty. Initial failure of the Dosage Calculation Exam will result in completion of an Academic Success Plan with either the course coordinator or Academic Advancement faculty, and the student will be required to remediate before another attempt is offered. Failure to pass the Dosage Calculation Exam on the second attempt will result in a Performance Improvement Plan and administrative withdrawal from the associated clinical practicum course and all associated co-requisite courses. This may lead to a delay in graduation and/or dismissal from the program. In all cases, readmission to the course will be prioritized and, on a space-available basis.

## **3. Standardized Testing Policy and NCLEX Preparation –ATI**

All students enrolled in the EMSON Pre-licensure Program will take secured, computer-generated ATI Content Mastery Exams throughout the nursing program. Paperback books as well as electronic ATI books are provided to the students through student account access online. These books can be downloaded and/or printed. The ATI Content Mastery Exams will be used to achieve the following goals: serve as a program supplement for use by faculty in courses as assigned, identify at-risk students for early implementation of remedial activities, serve as a means for evaluation for the program to ensure curricular alignment and improvement and assist in the preparation of students for the licensure exam. Upon completion of each computerized exam, students will receive a personalized report and remediation plan. Some level of remediation is required for all students (even if they achieve the benchmark) but it will be more extensive for students who do not. Use of these exams and policies for

achievement/remediation are outlined in each individual course syllabus. The EMSON program will use the grading rubric provided by ATI as a guide for integration of ATI resources and remediation practices. The proctored ATI testing requirements embedded within courses are mandatory; they are required to be completed fully for a final grade to be awarded in each course. If the required level of achievement is not passed, remediation and retakes are required. Required retakes must be taken prior to being allowed to take the ATI Comprehensive Predictor exam. Failure to follow or complete the remediation instructions for any ATI proctored exam may delay a student's ability to progress in their degree plan and may delay graduation. Students pay fees associated with ATI applied to student account.

*a. ATI Capstone Comprehensive Content Review*

All students enrolled in the final term will complete the ATI Capstone Comprehensive Content Review as a program requirement (within NURS 47132). This resource is integrated into the curriculum to prepare students for the ATI Comprehensive Predictor and for NCLEX.

*b. ATI Comprehensive Predictor*

All students enrolled in the EMSON Pre-licensure program will take a computerized, live-proctored ATI Comprehensive Predictor in the last semester of the program of study and prior to graduation. This exam is designed to achieve the following goals: Assessment of student progress in achieving professional nursing knowledge as compared to other BSN students, identification of nursing knowledge deficiencies to assist in student development (individualized remediation plan), and to promote high level student passing rates on the NCLEX. This will occur during the final seminar course and policies related to pass/fail/remediation are outlined in the NURS 47132 syllabus. Remediation of the Comprehensive Predictor is required to be completed fully for a final grade to be awarded in each course. If each component of the required remediation is not complete before the end of the course, students will not be approved to graduate or take the NCLEX-RN exam until requirements are met.

*c. Live ATI NCLEX Review*

Students must attend and complete an in-person ATI NCLEX Review Course within the final semester as a program requirement.

## **G. Grievance: Grade Appeals**

In grievances relating to grades, it is important to remember that the instructor has the responsibility for assignment of grades. Appeal of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of the following:

- The instructor's policy was not applied consistently to all students;
- Differed substantially from the announced policy;

- The policy was not announced or stated in the syllabus

A disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described below and outlined in detail in the University of Arkansas Catalog of Studies Student Grievances and Appeals. All grievances concerning course grades must be filed within one calendar year of the end of the term in which the grade that is being appealed was assigned.

## **H. Complaint Policy Purpose**

This policy sets forth the process for resolving a complaint presented by any individual.

### What is a complaint?

A complaint is a written allegation that the EMSON has violated the policies or failure to administer program of study required by the COEHP. An allegation may be submitted in writing or electronically.

### What information should a complaint include?

A complaint shall identify:

- The alleged violation;
- The facts supporting the alleged violation; and
- Any supporting documentation.

The complaint must be submitted as a written or electronic complaint to the Eleanor Mann School of Nursing at:

University of Arkansas  
EMSON Executive Director  
Epley Center Office 115  
1 University of Arkansas  
Fayetteville, AR 72701  
nursing@uark.edu

### What happens after a written complaint is submitted to the EMSON?

When a written complaint is received, the Director issues a Letter of Acknowledgement to the complainant within ten (10) business days of receipt of the complaint. This letter contains the following information:

- The date that the complaint was received;
- A brief statement of the manner in which the department will investigate the complaint;
- If necessary, request for additional information regarding the complaint;
- A tentative resolution date that is thirty (30) days from the date that the written complaint was received; and
- The name and phone number of a contact person for status updates.

What happens after a written complaint is submitted to the Director?

When a written complaint is received, the Director coordinates the investigation of the complaint and may conduct or assign the investigation of this complaint to the appropriate faculty or committee. The investigator of the complaint will provide the following information to the Director:

- The date that the complaint was investigated;
- A statement of the manner in which the complaint was investigated;
- and summary of the outcome of the investigation.

What information is sent to complainant about the investigation regarding the complaint?

When the investigation is complete, the Director:

- Notifies the complainant in writing regarding the outcome of the investigation.
- Maintains a record of the complaint and investigation in the EMSON office.

## **I. Academic Progression Requirements**

For each of the following, see the Pre-licensure BSN Program Catalog of Studies:

Course Repetition and Unsatisfactory Progress

Course Withdrawal

Readmission

### **1. Incomplete**

If a student receives an Incomplete (“I”) mark in a course, the University policy is observed. All incompletes must be completed with a grade of “C” or better within the designated timeframe for a student to maintain satisfactory academic standing and be eligible for program progression.

### **2. Academic Dismissal or Suspension**

Students should note that any violation of the Eleanor Mann School of Nursing policies or code of ethics can result in course failure and/or dismissal from the program without prior warnings (policies and ethics outlined in this handbook). A student dismissed from the school of nursing will be asked to self-withdraw from all courses or will be subject to administrative withdrawal. A student dismissed from the school of nursing for any reason has the right to appeal following the University of Arkansas policy.

### **3. Program Completion and Graduation Requirements**

The minimum number of hours required to receive a baccalaureate degree at the University of Arkansas is 120 credit hours. Students will apply to graduate in their final semester. Academic

transcripts and course credits are evaluated by the Registrar's Office, the College of Education and Health Professions, and the Eleanor Mann School of Nursing to determine graduation eligibility. Students must complete the requirements for the degree within five years of enrolling in the first Pre-licensure nursing course. Nursing credits must be reevaluated (and may need to be repeated) if the student does not complete the Professional Program of Study within the five-year limit.

In addition to the program requirements, students must meet the university and college graduation requirements. This curriculum is subject to change to comply with national accreditation and the Arkansas State Board of Nursing Standards.

#### **4. Program Exit or Inactivity**

Students who "stop out" for any reason, need to communicate reasons with their Advisor. There is a form to be completed. If a student does not register for courses in a term and becomes inactive in the UA system, they will have to reapply to both the University and the EMSON (see Catalog of Studies for readmission eligibility).

#### **5. Arkansas State Board of Nursing Requirements for Licensure upon Graduation: Background Checks**

Each student is required to read the Nurse Practice Act, and complete a hand signed form stating they have read ACA §17-87-312 and ACA §17-3-102 and understand that graduating from a nursing program in Arkansas does not assure ASBN's approval to take the licensure examination (see Arkansas State Board of Nursing).

##### *ACA §17-87-312. Criminal background checks.*

- (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by 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:



- (1) Capital murder as prohibited in 5-10-101;
- (2) Murder in the first degree as prohibited in 5-10-102 and murder in the second degree as prohibited in 5-10-103;
- (3) Manslaughter as prohibited in 5-10-104;
- (4) Negligent homicide as prohibited in 5-10-105;
- (5) Kidnapping as prohibited in 5-11-102;
- (6) False imprisonment in the first degree as prohibited in 5-11-103;
- (7) Permanent detention or restraint as prohibited in 5-11-106;
- (8) Robbery as prohibited in 5-12-102;
- (9) Aggravated robbery as prohibited in 5-12-103;
- (10) Battery in the first degree as prohibited in 5-13-201;
- (11) Aggravated assault as prohibited in 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in 5-13-210;
- (13) Terroristic threatening in the first degree as prohibited in 5-13-301;
- (14) Rape as prohibited in 5-14-103;
- (15) Sexual indecency with a child as prohibited in 5-14-110;
- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in 5-14-124 -- 5-14-127;
- (17) Incest as prohibited in 5-26-202;
- (18) Offenses against the family as prohibited in 5-26-303 -- 5-26-306;
- (19) Endangering the welfare of an incompetent person in the first degree as prohibited in 5-27-201;
- (20) Endangering the welfare of a minor in the first degree as prohibited in 5-27-205;
- (21) Permitting abuse of a minor as prohibited in 5-27-221(a);
- (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
- (23) Felony adult abuse as prohibited in 5-28-103;
- (24) Theft of property as prohibited in 5-36-103;
- (25) Theft by receiving as prohibited in 5-36-106;
- (26) Arson as prohibited in 5-38-301;
- (27) Burglary as prohibited in 5-39-201;
- (28) Felony violation of the Uniform Controlled Substances Act, 5-64-101 -- 5-64-510 as prohibited in 5-64-401;
- (29) Promotion of prostitution in the first degree as prohibited in 5-70-104;
- (30) Stalking as prohibited in 5-71-229;
- (31) 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;

(32) Computer child pornography as prohibited in 5-27-603; and

(33) Computer exploitation of a child in the first degree as prohibited in 5-27-605.

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

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

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

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

(A) An affected applicant for licensure; or

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

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

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

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

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

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

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

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

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

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in

subdivision (1)(2) of this section.

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

- (A) Capital murder as prohibited in 5-10-101;
- (B) Murder in the first degree as prohibited in 5-10-102 and murder in the second degree as prohibited in 5-10-103;
- (C) Kidnapping as prohibited in 5-11-102;
- (D) Rape as prohibited in 5-14-103;
- (E) 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;
- (F) Endangering the welfare of a minor in the first degree as prohibited in 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in 5-27-206;
- (G) Incest as prohibited in 5-26-202;
- (H) Arson as prohibited in 5-38-301;
- (I) Endangering the welfare of an incompetent person in the first degree as prohibited in 5-27-201; and
- (J) Adult abuse that constitutes a felony as prohibited in 5-28-103.

*ACA§ 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, if the offense is a felony;
- (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 media 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) Possession or use of child sexual abuse material 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 et seq., 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) or subsection (e) 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.
- (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
- (A) Completed the waiver requirements of this section at his or her initial licensure;
  - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
  - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (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 phrases “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 disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (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;

- (12) Arson as prohibited in § 5-38-301; and
- (13) 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 media 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.
- (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 disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
  - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
  - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
  - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
  - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;
  - (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
  - (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

## **J. Academic Integrity**

As a core part of its mission, the University of Arkansas provides students with the opportunity to further their educational goals through programs of study and research in an environment that promotes freedom of inquiry and academic responsibility. Accomplishing this mission is only possible when intellectual honesty and individual integrity prevail. Each University of Arkansas student is required to be familiar with and abide by the University's Academic Integrity Policy. Each semester, students are required to sign and upload to EXXAT the University Academic Integrity statement. Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

Examples of Academic Integrity Violations include, but are not limited to:

- Using the work of another student
- Giving or receiving unauthorized aid in any assignment
- Submitting a written assignment prepared for one class as original work for any other class without prior and specific knowledge and permission of the instructor
- Representing interactions of clients in written case materials that did not, in fact happen or presenting untrue statements in such

- Fabricating data that are claimed to be
- Collaborating on an assignment UNLESS you are told to do so
- Using unauthorized materials on an exam
- Signing in (attendance or activities) for another student
- In any way sharing questions and/or answers for any exam or quiz that you take in this course or any assignment answers
- Sharing information on the Internet for free or for payment
- The use of Chat GPT, or other Artificial Intelligence software unless you have explicit instructions from the course faculty to do so
- Any other activity prohibited by the Academic Integrity policy

### **1. Reporting**

You should report the incident immediately to your instructor or the Academic Initiatives and Integrity office.

### **2. Sanctions**

If you are accused of an academic integrity violation, you will be contacted by an Academic Integrity Monitor (AIM) to discuss the alleged violation. If the AIM determines sufficient evidence exists, then your case will be forwarded to the All- University Academic Integrity Board (AUAIB), who will make a decision regarding your case. If you contest the allegations or sanction, you will have the opportunity to meet with a representative from the Academic Initiatives and Integrity office to discuss the process and your rights prior to the Board hearing. There is potential for suspension if sanction points accrued reach 1.5-2.5. Students are immediately and permanently expelled if found responsible for a Level 3 violation or if sanction points reach 3.0.

### **3. Turnitin**

Turnitin is a plagiarism checking software available through Blackboard. It compares the text in a submitted document with published resources available to or harvested by the vendor. A report is generated that indicates when phrases, sentences, and larger text strings match materials in the Turnitin database. Careful review of the report is needed to determine if the writer of the submitted document has copied materials without providing correct attribution. As a student you may be required to submit written assignments through this software. The report generated is generally available to the instructor. You are also able to submit documents in a confidential manner using the "self-enrollment" option.

## **K. The EMSON Code of Ethics**

The Eleanor Mann School of Nursing upholds the highest ethical standards and as such is obligated to develop nursing students into professional nurses capable of providing culturally competent care based on mutually respectful interactions. Students are expected to provide client privacy, confidentiality, and safety, while accepting individual accountability. Students are expected to conduct themselves in accordance with the ethical standards consistent with the American Nurses' Association Code of Ethics when engaged in educational or personal activities, whether on or off campus or in the clinical practicum setting,

The EMSON students are developing their ability to practice the art and science of professional nursing and incorporating the ethical principles of:

- Beneficence- doing of good
- Non-maleficence- duty to do no harm
- Justice- fair, equitable, and appropriate care
- Veracity- truth telling
- Fidelity- faithfulness and keeping one's promises
- Autonomy- freedom to make one's own choices

Every enrolled (includes semesters and period in between semesters) student in the school of nursing is expected to comply with the American Nurses Association Code of Ethics, particularly with regard to:

- The worth and dignity of the client;
- The client's right to privacy; and
- Personal responsibility and accountability for practice.

The EMSON will not tolerate unethical behavior. Examples of unethical conduct include but are not limited to the following:

- Violating a client's right to privacy
- Lack of integrity and honesty (e.g., lying about, misrepresenting, or not reporting information about care given;
- clinical error or any action related to clinical functions; acting outside the scope of the student's role in a clinical, academic, professional, or administrative setting)
- Submitting as one's own work that has been prepared totally or in part by another
- Falsification/forgery of any documents, records, or signatures
- Failure to report observed unethical or unsafe practice of others
- Failure to take accountability for one's own judgments made and actions taken in the course of nursing practice
- Failure to uphold the Code of Ethics will result in disciplinary action which includes coaching, counseling and possible dismissal from the nursing program.



Unethical conduct will be addressed by The Eleanor Mann School of Nursing, who is responsible to respond and investigate any unethical behavior by a student while enrolled (this includes semesters as well as period between semesters) in the EMSON.

#### **L. Professional Conduct**

In addition to the Code of Ethics, all students at the EMSON are expected to adhere to the highest standards of professional behavior. This expectation applies when on campus, in the virtual environment, in practicums, and in their personal and professional lives. Students must exercise sound judgement and the timely completion of responsibilities in their program. Furthermore, students must be able to maintain mature, sensitive, and effective relationships with patients, peers, faculty, staff, agency personnel and other professionals under all circumstances, including highly stressful situations. Students must have the emotional stability to function effectively under stress and adapt to environments that may change rapidly. Students must be able to demonstrate and communicate empathy for the situations and circumstances of others. Students must be willing to self-analyze and change behaviors identified by their faculty, advisor, or practicum mentor when they interfere with productive relationships. Students must demonstrate effective working relationships with the diverse academic, professional, and community environments relevant to their chosen program of study. Students must demonstrate compassion, integrity, humility, honesty, responsibility, advocacy, tolerance, and social commitment. Professional appearance and a learning orientation are required when representing the EMSON. Professional attire and attitude should reflect the beliefs of the school of nursing. The above outlined professional behavior is to be maintained in all situations where the student is identified as an EMSON student, including social media.

#### **O. Performance Improvement Plan**

In the event the student does not comply with any of the expectations or policies discussed in this handbook, as reported by clinical facility personnel, or faculty member, the student will receive a Performance Improvement Plan, to be reviewed with the student by EMSON clinical course faculty, fulltime faculty, and/or program administration. Consequences range from coaching to program dismissal. It is the responsibility of the student to abide by the steps outlined in the Performance Improvement Plan. Three performance improvement plans are evidence of a pattern of behavior that contradicts our policies and code of ethics. A student with three performance improvement plans will meet with program administration and will be subject to dismissal. Falsification or forgery of clinical hours will be referred to the Office of Academic Integrity. Disciplinary action will be taken, including possible dismissal from the program.

## **P. Student Rights and Responsibilities**

At the EMSON our faculty strive to maintain an environment of mutual respect. It is the responsibility of the faculty to deliver an exceptional level of nursing education. The faculty regularly assess the needs of our individual learners and adapt teaching styles and delivery formats in order to meet those needs. Faculty will communicate course changes in a timely manner.

The EMSON pre-licensure students have the following:

### **Rights-**

It is the student's right to:

- Expect instructors to deliver course instructional materials and to follow the academic calendar set by the University Expect course instructors to outline course activities clearly and address any concerns in a fair and timely manner
- Expect faculty to maintain the availability and communication standards listed in their course syllabus
- A complete explanation of the evaluation procedures at the beginning of each course as outlined in the course
- syllabus
- Expect faculty to return graded assignments and tests within a reasonable time period

### **Responsibilities –**

It is the responsibility of the student to:

- Maintain academic and professional ethics and integrity at all times
- Review course materials in a timely manner throughout the duration of each course
- Ensure that all coursework is submitted in the appropriate content area within Blackboard
- Complete all course activities and ask questions if the information is not clear
- Follow the course schedule, meeting due date expectations
- Engage in critical thinking
- Share ideas
- Keep an open mind so that they may learn the value of higher education
- Communicate with the faculty of each individual course and with the assigned faculty mentor at regular intervals
- Communicate with community partners, faculty/staff, advisor/mentor in a professional and timely manner
- Not to plead, threaten, or use emotional coercion in an effort to gain a higher grade than the grade earned
- Submit and maintain all required compliance documents
- Students and faculty have the right to expect respect from one another, and the responsibility to show respect.

## **Q. Civility, and Communication**

Respect for the inherent dignity, worth and unique attributes of every person are fundamental standards of ethical conduct within professional and academic nursing environment. These expectations extend to communications and interactions with faculty, staff, and peers to foster a collaborative learning environment.

Communication Standards for pre-licensure nursing students:

- Always using your UARK email account when emailing University of Arkansas faculty, staff, or advisors. All email communications will only be sent to the student's UARK email account.
- Logging on to your UARK email account to check your messages three (3) to four (4) times per week.
- Proficient use of communication tools such as email, phone, Microsoft Teams, Collaborate Ultra, Zoom, Flipgrid, Kaltura, etc. Only communicating via school sanctioned channels (as outlined in course). Electronic communications outside these channels are not endorsed for academic courses.
- Activating and maintaining an active Blackboard student profile.
- Maintain proper netiquette (online etiquette) in both email and course room communications including but not limited to use of proper English, spelling, and grammar and avoiding the
- Use of slang and abbreviations.
- Refraining from inappropriate or unethical behaviors including:
  - Use of obscene or threatening language
  - Taunting or belittling another student, faculty, or staff
  - Sending or forwarding inappropriate emails to students, faculty, or staff

## **R. APA Formatting**

The nursing department follows the American Psychological Association (APA) guidelines. Students are expected to apply APA format when citing and referencing sources within their written work. The primary resource for APA formatting is the Publication Manual of the American Psychological Association, 7th Edition, Washington, DC, by the American Psychological Association. This reference guide is available from multiple retailers and may be purchased online.

## **S. Minimum Computing Requirements**

It is assumed that you have the minimum system requirements and computing skills to participate, which includes:

- You should have an understanding of basic computer usage (creating folders/directories, switching between programs, formatting and backing up media, accessing the Internet).

- You must be able to use a word processing program such as Microsoft Word to create, edit, save, and retrieve documents.
- You must be able to use a Web browser to open Web pages, open PDF files, manage a list of Web pages (bookmarks/favorites), and search the Internet.
- You must be able to use an e-mail program to send, receive, store, and retrieve messages.
- You must be able to download and install programs from the Internet.

## **1. Computer Downtime**

Blackboard occasionally schedules "down time." Users will be notified in advance through a system-wide announcement so schedule your online work accordingly. If you are experiencing difficulties with the operation or navigation of Blackboard you can visit the UA Blackboard Help website. Please note that personal technical issues (i.e. computer crashes or lack of knowledge of Blackboard) are considered to be the responsibility of the student and will not excuse the student from assignments or other course responsibilities. While the help center will do their best to provide technical assistance, it is imperative that the student develop a local back-up plan to assist in the event that technical difficulties are experienced during the course.

## **2. Hardware and Software Requirements**

Hardware required:

- A reliable computer with sound card and high-speed internet connection to submit assignments, create products, participate in online activities, and view Internet resources
  - Do not rely on a public computer (e.g. library) to complete all activities, since these computers might have limitations that prevent you from using required applications for your course.
- Enough computer space and processor speeds required by any software used in your courses:
  - Varies depending on your software version and operating system
  - Usually 10 GB hard disk space
  - Minimum of a 2 GHz processor
  - Minimum of 4 GB memory
- A microphone and webcam might be required in your course - see your course syllabus for details:
  - A microphone (headset, free standing, or integrated with webcam) that works with your computer
  - A webcam that works with your computer and the required application used in the course (i.e. Collaborate, Zoom, Kaltura, Respondus Lockdown Browser, etc.)

### Software Required:

Care has been taken to ensure that the software that is used for this course does not require any out of the ordinary system set-ups. If your system does not meet the minimum requirements then it is your responsibility to maintain your system to meet the requirements so that you may participate in your courses. Technical difficulties on your part will not excuse you from the timely completion of assignments. If you do experience technical difficulties, please contact Blackboard Support immediately so that proper assistance might be provided so that we can log your technical issue and verify with your instructor if necessary.

- Latest versions of required plug-ins to open and view specific files
  - Adobe PDF reader
  - Adobe Flash player
  - Apple Quick Time
- Latest version of Java to use required applications
- Current web browser (Firefox, Chrome, Internet Explorer, or Safari). Google Chrome or Firefox are preferred. Blackboard advises that your web browser conforms to certain standards. If you have an out-of-date or unsupported browser, it is suggested you either download a certified version of your current browser or a different certified browser before attempting to log into Blackboard. Assistance can be found at the Help Desk, call (479) 575-2905 or chat with an IT professional
- Web browser that must be configured properly as follows:
  - JavaScript must be enabled
  - Cookies must be enabled
  - Pop-up windows must be enabled for learn.uark.edu
- Additional Software may be required for your course such as: Office 365 is free for students, faculty and staff, and it can be installed on up to five of your devices at a time. <https://its.uark.edu/help/ta/office-365-desktop.php#install-office-apps>
- Word processing program, such as Microsoft Word, for creating documents
  - Excel or other spreadsheet creation software
  - PowerPoint or other presentation software

### **T. Social Media**

Use of social media by School of Nursing Students and Employees While social media allows the University to reach many audiences including faculty, staff and students, use of social media by the EMSON faculty, staff and students presents special concerns for privacy and confidentiality. The general use of social media by the EMSON faculty, staff and students cannot include confidential information about the EMSON (including the faculty, staff and students), patients or the EMSON-clinical affiliates (agencies with which the EMSON has entered a contractual relationship to provide clinical practicum experience opportunities for students). Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to

collaborative projects, blogs, microblogs, content communities, social networking sites, virtual game worlds (e.g. World of Warcraft), and virtual social worlds. Regardless of how these forms of media are used, employees and students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity.

Note: TikTok may no longer be installed or used on any university-issued technology device, including all computers, tablets, smartphones, etc. TikTok is to be blocked from use on all campus, division, and unit internet networks. Therefore, the platform cannot be used in any UA course-related activity.

The EMSON students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g. Hospital name or unit).
- Confidential, non-public or proprietary information about
  - Families, clinical practicum facility staff or clinical practicum institutions;
  - The School, its employees and students;
  - Copyrighted or intellectual property belonging to the EMSON or University of Arkansas.
- Comments that express or imply sponsorship or endorsement by the School or the University.
- Comments regarding clinical practicum affiliates or pictures that identify the clinical practicum affiliates.

Accordingly, the use of social media for clinical practicum discussions that include any identifiable information related to patients or SON-affiliated clinical facilities is prohibited. If a faculty member or student identifies themselves as such online (e.g. list affiliation with the School in their Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the Eleanor Mann School of Nursing or the University of Arkansas.

Students in violation of this policy may be considered as having violated the Code of Ethics. Students may face disciplinary action up to and including dismissal.

## **U. Substance Abuse Policy**

The EMSON recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession.

Within the profession of nursing there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational or personal activities, whether on or off campus or in the clinical practicum setting, nurses are expected to be free from the abusive influence of chemical substances/drugs.

1. Illegal Drugs: For purposes of this policy, 'illegal drugs' means illegal use of controlled or illegal (i.e. prohibited) substances. It does not mean prescription drugs that are lawfully being taken by a student prescribed by a licensed health care professional; the student must be under the direct medical care of the licensed health care professional. Although medical marijuana (prescribed for specific medical conditions) is legal in many states, marijuana is a Schedule 1 substance under federal law and continues to be considered an illegal substance for purposes of this policy. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol in the learning environment is also prohibited under this policy.
2. Students who have a medical condition, injury, or are taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) may not be able to meet the technical standards, and therefore may not be suitable for the clinical practicum environment where patient safety is the topmost concern.
3. Students are responsible for coming to class and the clinical practicum area mentally alert and physically capable to care for assigned patients/clients. The EMSON faculty has the responsibility to intervene when patient safety and clinical practicum performance are compromised by a student who is impaired.
4. 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 drugs 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.
5. As a condition of enrollment in the EMSON, all students must provide proof of a negative drug screen. The drug screen is completed on an annual basis and as required by clinical agencies. Students may be required to submit to "for cause" and random drug screening. See Drug Screen Policy.
6. Student failure to submit to a drug screen, attempting to tamper with, contaminate, or switch a sample will result in the automatic dismissal from the nursing program and will be reported to the Dean of Students in the Division of Student Affairs at the University of Arkansas.
7. Due to the level of accountability that nurses have for their action toward others, any students demonstrating behavioral changes associated with drug abuse (Section V) while enrolled in the EMSON, (this includes semesters as well as periods between semesters) will submit an observed for cause urine and/or blood drug screen. Drug screens must be coordinated through PreCheck, Inc.
  - a. The urine specimen must be collected under direct observation by a person of the same sex.

- b. A Chain of Custody must be completed and accompany the drug screen.
- c. The cost of the test will be borne by the student.
- d. Test results will be sent to the EMSON. The student will receive notification of the results of testing from the EMSON.
- e. If results are negative, no further action will be taken.
- f. If the results are positive, the student will be dismissed from the Nursing Program.

8. Behavioral Changes Associated with Substance Abuse—The School of Nursing has developed the following list of behaviors that, 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.)

- Attention Deficit/Cognitive Impairment:
  - \*stupor drowsiness
  - \*diminished ability from the usual for:
    - calculating math for administering medications
    - following directions or procedures
    - organizing activities/setting priorities
    - solving problems
- Motor Impairment:
  - ataxia tremors, especially of 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 for that individual such as:
    - Introversion
    - Extroversion
    - Sullen
    - giddy
    - irritable defensiveness
- Somatic Manifestations/Discomforts:
  - \*odor of alcohol on breath
  - thirst nausea/vomiting
  - frequent trips to bathroom/complaint of urinary frequency or diarrhea
  - hiccoughs/hiccups reddened sclera (bloodshot eyes) pupil changes
  - drooping eyelids complaint of blurred vision or inability to focus
- Speech/Communication Impairment:



- \*slurred (thick tongue)
- \*rapid/choppy communication pattern
- \*incoherent speech

\*Observation of any of these behaviors will result in removal from the learning environment (clinical practicum or classroom) and possible dismissal from the program based on findings.

9. 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 are 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

10. 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 are unknown

## **V. Health Insurance Portability and Accountability Act (HIPAA)**

Patient or client confidentiality at the facilities used by the Eleanor Mann School of Nursing during clinical practicum experiences is of primary importance. In addition to each facility

policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including but not limited to, patient names, their health information, and relevant agency information) gained through their clinical practicum assignment, coursework assignments, or professional/research projects at any facility used by the Eleanor Mann School of Nursing in strictest confidence.

Confidentiality includes, but is not limited to:

- Discussing patients or their health conditions with persons who do not have a need to know;
- Accessing confidential information that is not within the scope of the assignment;
- Misusing, disclosing without proper authorization, or altering confidential information;
- Removing from the facility any documents with individually identifiable patient data from the facility.

Students must remain compliant with the Health Insurance Portability and Accountability Act (HIPAA) with all course activity.

## **W. Working with Minors**

In compliance with The University of Arkansas policy on protection of minors, all students admitted to Eleanor Mann School of Nursing B.S.N. prelicensure program receive education on the following topics as part of the nursing curriculum. All students admitted to the RN- B.S.N., M.S.N. and D.N.P. programs are licensed nurses; therefore, they are bound by professional requirements for working with minors.

Curriculum Content Involving Minors:

- N37432 and N37532
  - Minors at risk including mental disorders and maltreatment
  - Mandated reporting
- N41534 and N41634
  - Child abuse and neglect
  - Anticipatory guidance with children ages two weeks to eighteen years
  - General Hospital Orientation
  - Annual review of Arkansas Department of Higher Education video presentation Child
  - Maltreatment Reporter Training on Act 703 of 2007 (Arkansas Code Annotated § 6-61-133).

The above mentioned course grades are reported and maintained in UA Connect along with the all other course grades.

## **X. Professional Development Policy**

The EMSON encourages student participation in nursing organizations and leadership opportunities. For information regarding organizations encouraged by the EMSON, see “Professional Nursing Resources” section. Student may be eligible for credit toward a class assignment or clinical hours for attending a professional development experience. It is at the discretion of the course instructor or coordinator to determine how many class points or clinical hours the student will receive for an experience. The student will receive credit, but not be awarded bonus points of any kind. All absences due to professional development opportunities must be approved in advance of the event and makeup work may be assigned. Students are highly encouraged to attend the Arkansas Nursing Students’ Association annual convention in the fall semester, as well as Nursing Science Day in the spring semester. If attendance is required for any professional development experience in place of class or clinical, students will be made aware of this in the course schedule released at the start of the semester.

## **Y. Student Employment**

The Eleanor Mann School of Nursing assumes no responsibility for students employed in a health care agency. Students are personally responsible and liable for any activities they conduct while employed. The student liability insurance, purchased by the University of Arkansas, is valid in the student role only, not in the employment role. Students employed in an agency have the responsibility, personally and professionally, to engage in only those activities that are included in the job description for which they were hired. Students have a responsibility to refuse to participate in activities that they have not been legally licensed to perform.

## **Z. Students Serving on Select University and the EMSON Nursing Committees**

Representatives to serve on select University and EMSON committees will be elected in September each year. Students elected to these committee positions must attend the minimum percentage of the committee meetings, as designated by the committee chair, and maintain a minimum 3.0 GPA in nursing courses.

## **AA. Student Access to Facilities**

Any registered student organization, with the approval of its faculty advisor, may use Epley Center for Health Professions facilities for meetings or performances subject only to scheduling regulations. The EMSON Administrative Assistant responsible for coordinating the scheduling of EMSON-sponsored events will assist in room reservations and resolving schedule and facility conflicts.

## SECTION IV: CLASSROOM AND PRACTICUM EXPECTATIONS

### A. Attendance

Students are expected to be diligent in the pursuit of their studies and demonstrate behavior that facilitates learning. This means that regular attendance is expected in both didactic and practicum courses. Students have the responsibility of making arrangements satisfactory to the syllabus regarding all absences. Such arrangements should be made with the course instructor or coordinator prior to the absence, if possible. Policies of making up work missed as a result of absence are at the discretion of the instructor, and students should inform themselves at the beginning of each semester concerning the policies of their instructors. The EMSON, in consultation with the faculty members involved, reserves the right to withdraw a student from a course because of excessive absences that interfere with attainment of course objectives.

### B. Classroom and Clinical Site Conduct

The Faculty of the Eleanor Mann School of Nursing has a commitment to the nursing profession and to students as the next generation of nurses. Professional demeanor and accountability in students are essential to the development of the professional. The Faculty believes that classroom behaviors is as important as clinical behavior and expect students to demonstrate professional behavior in interactions with faculty, staff, peers, and others they come into contact with. Examples of inappropriate behaviors in the classroom and clinical setting include:

- Use of cell phones
- Sleeping in class or clinical
- Arriving late and leaving early
- Arriving unprepared
- Conducting side conversations
- Using a computer or electronic device unrelated to the course
- Dominating conversations and discussions
- Cheating, plagiarism, academic dishonesty, and/or unethical behavior
- Taunting and belittling other students or professor
- Using profanity in the classroom or clinical setting
- Sending inappropriate e-mails to professor, staff, or other students

Students who persistently engage in behaviors that are disruptive to the teaching/learning process will be required to leave the setting.

Use of any electronic devices to store/enter any type of patient information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action which may result in dismissal from the program. Cell phones and other electronic devices (including telephone accessories; this excludes calculators) may not be visible or

audible in the clinical setting. Students are responsible for following the policy for electronics in the individual facility/organization in which they will be completing clinical practicum hours. It will be the student's responsibility to seek out this policy, understanding it, and follow it. Pictures or recording of any kind (cameras, videos and/or audio recorders, cell phones and other devices) is prohibited in any clinical practicum location or classroom setting.

## **SECTION V: CLINICAL PRACTICUM POLICIES AND PROCEDURES**

### **A. Clinical Site Requirements and Program Expectations**

The following are expectations regarding clinical practicum site placements:

- Clinical site placements required to complete practicum courses are limited and will be assigned based on availability; specific site preferences are not guaranteed.
- Clinical assignments may require travel beyond the immediate area and may include hours outside of the traditional business day, such as evenings or weekends.
- Students are responsible for all travel, lodging, and related expenses associated with clinical placements. These costs are not covered or reimbursed by the program or institution.
- Enrollment in this program requires full-time commitment, with the expectation that students will manage their time and responsibilities to meet the demands of a rigorous, campus-based curriculum.
- Failure to meet placement requirements or refusal of assigned clinical sites may result in a delay in progression or overall program completion.

### **B. Clinical Practicum Compliance Requirements**

All University of Arkansas, Eleanor Mann School of Nursing (EMSON) students enrolled in clinical practicum courses must be fully compliant with requirements for clinical practicum courses by designated due date. A list of requirements and associated due dates can be found on the Bachelor of Science Nursing Community Blackboard page listed under "Non-Credit Courses". All compliance documentation must be submitted by the student to their personal EXXAT account by the assigned due dates. Failure to meet compliance requirement deadlines for clinical practicum courses will result in a Performance Improvement Plan and administrative withdrawal from the course, which may delay progression in the program. Falsification/forgery of any documents, records, or signatures on compliance documentation is a violation of the EMSON Code of Ethics and will result in Academic Integrity sanctions and/or possible program dismissal.

Students are responsible for maintaining their compliance throughout the program. Students unable to meet compliance requirements may petition to be re-enrolled in the program in the subsequent semester only after compliance is confirmed by the EMSON; however, students

will not be guaranteed placement and will be placed according to space available and our priority ranking policy (See Academic Progression Policy).

### **C. Clinical Attendance**

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Students are expected to be present and on time for each clinical learning experience. Students are required to notify faculty prior to the beginning of the clinical experience if an absence or tardy arrival is expected. Absences and tardiness interfere with attaining clinical competence and meeting course objectives. Satisfactory demonstration of course requirements and clinical competency is necessary for successful completion of the course. When absences do occur, it is the student's responsibility to consult with the instructor about making up the missed time. A failing grade or withdrawal from the course may result from excessive absences. Any student who does not successfully meet compliance requirements mandated by clinical agencies, such as immunizations, criminal background checks, drug screens, driving record, etc., and/or is refused access to an agency, will not be able to meet program objectives. The student will, therefore, be administratively withdrawn from the clinical course(s), which could delay progression or lead to program dismissal. Faculty recognize the University Attendance Policy for Students. The instructor may require that the student provide appropriate documentation for the above absences. There is no make up for missed clinical practicum days, other than if cancelled by the Program. All absences must be approved by the course Coordinator, with additional permission from the Program Coordinator if necessary. Faculty may deny or dismiss from clinical practicum experience for the following reasons:

- Student is unprepared for patient care/clinical practicum experience.
- Student appears physically or psychologically ill.
- Student appears to be under the influence of mind-altering substances.
- Student is unaware of his/her own limitations or fails to seek help when he/she recognizes his/her limitations.
- Student is in violation of clinical uniform policy.

If the student has missed excessive clinical practicum hours, there will not be sufficient time to evaluate the safe performance of the student's abilities or course outcomes. This will result in a failure in the course.

Clinical practicum courses will be cancelled if the University is closed and in certain instances if the local schools are cancelled due to weather. If the University experiences a delayed opening, clinical practicum experiences will also be delayed. Students will be contacted prior to the start of the clinical day by the clinical practicum instructor if there is a delay or cancellation of the clinical day. If the clinical practicum cannot be made up and an outside written assignment or virtual assignment may be given, depending on the course and number of hours missed. Please refer to the University Inclement Weather Policy/Course Cancellation Policy. Students must exercise judgment with regard to the inclement weather policy and clinical

practicum experiences. If the inclement weather policy has NOT been announced yet, and you believe it would be dangerous for you to travel to your assigned clinical site, please stay home. Under these circumstances, however, you must make every effort to contact your instructor and explain your situation. You must then work with the course faculty to make up what you miss.

#### **D. Background Check**

The criminal background check must be completed annually by the designated due date. Results of the background check are reported to the EMSON and any healthcare facility in which the student is placed as part of their clinical practicum education. A positive background check may impede or halt the student's progression in the program and may impact clinical placement and eligibility for licensure. If a student is arrested during their program of study, the Pre-licensure Program Coordinator should be notified immediately, and the student will become ineligible for clinical courses pending the outcome of an investigation and/or judicial process.

If the student has an academic break in enrollment, the student will be required to submit another satisfactory background check before being allowed to attend any clinical practicum course.

Students will also be required to have another background check as part of their application to take the National Council Licensure Examination- Registered Nurse (NCLEX). The EMSON background check cannot be used for the Arkansas Board of Nursing licensure application.

#### **E. Drug Screen**

The purposes of the EMSON drug screen policy are to comply with regulations of area health care agencies, to provide optimal care to patients, and to support the university zero tolerance policy related to illicit use of substances as stated in the University of Arkansas Student Handbook: Student Standards of Conduct.

All nursing students enrolled in the EMSON will be required to complete a drug screening annually, for cause, and if randomly selected. Also nursing students enrolled in nursing course(s) are subject to testing for cause as noted in Substance Abuse Policy in the EMSON Student Handbook. A 10-panel drug screen (including screening for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, methaqualone, opiate, phencyclidine and propoxyphene) will be required. For students in clinical practicum nursing course(s), drug screen results are shared with clinical facilities for compliance purposes.

Confirmation of a positive drug screen will result in dismissal from the program (see Substance Abuse).

## **F. Guidelines for Clinical Practicum Supervision Rationale/Purposes**

Faculty has the responsibility for planning, implementing and assuring quality in the learning experiences of students in the professional program of studies. Assignments are designed to extend educational experiences for students in the development of nursing roles beyond that which would be possible in the traditional clinical practicum group placement.

The experiences are expected to provide students an opportunity to:

- Translate theory into practice in the delivery of nursing care in a specific care setting and/or for a specific type of client.
- Develop effective clinical judgments based on interactions with professionals who have demonstrated success in practice.
- Increase competence and confidence under the guidance of faculty and clinical nurses.
- Benefit from the relationship between nursing education and nursing practice.

### **Responsibilities of Full-time Faculty**

- Responsible for overall coordination of the experience.
- Provide student with orientation to course expectations/requirements.
- Establish and maintain patterns for communication with clinical nurse and student.
- Facilitate problem-solving and provide on-going guidance to clinical nurse and student.
- Meet with the student according to an arranged schedule to review progress in meeting course outcomes and goals for personal and professional growth.
- Assume responsibility for the evaluation process of student's clinical practicum performance incorporating data supplied by clinical nurse and student.
- Assume responsibility for the overall evaluation of the experience collaborating with the agency, clinical nurse, and student.

### **Section Practicum Instructor**

- Act as a role model as practitioner, teacher, and/or manager.
- Provide the student with ongoing constructive feedback that relates performance standards to student performance.
- Provide suggestions that will assist and improve student performance to achieve course and clinical practicum objectives.
- Assist the student to gain competence and confidence in assuming responsibilities and functions comparable to beginning nursing role.
- Communicate ongoing student progress to the student and faculty and contribute to the student's summative evaluation.
- Provide supervision of student activities in the absence of a clinical instructor.

### **Student**



- Assume responsibility for understanding course requirements and outcomes and develop goals for personal and professional growth communicating these to faculty and clinical nurse.
- Assume responsibility for fulfilling goals and directed learning activities.
- Maintain lines of communication with clinical nurse and faculty to promote achievement of directed learning activities.
- Maintain punctual clinical practicum schedule according to a predetermined agreement, and notify clinical nurse and faculty when schedule cannot be met.
- Assume responsibility for arranging and maintaining the schedule of conferences with faculty.
- Maintain clinical practicum journal and review this with faculty on a scheduled basis.
- Participate in self-evaluation.
- Participate in the evaluation of achievement of directed learning activities and the clinical nurse experience as a whole.

#### **G. Student Performance Evaluation in Practicum Courses**

Grading criteria for each practicum will be outlined within each specific course syllabus. Student will complete a self-evaluation for each practicum based on the outcomes for the course. Complete details will be provided within each course syllabus. Clinical practicum instructor will complete evaluation of the student. These occur at regular intervals throughout the course. The final evaluation is based on the outcomes for the course and observed student performance.

#### **H. Simulation Lab Policies for Students**

The following policies and guidelines have been developed in order to preserve the resources of the Simulation Lab and protect the safety of those utilizing the learning center. The Simulation Lab is a place to integrate high fidelity simulation into undergraduate education to enhance the educational experience of our students. Using simulators, students will experience real life scenarios in a safe clinical environment.

- Scheduled simulations are a component of the associated clinical practicum course. Attendance is mandatory. Students will only be eligible for a makeup simulation experience for university approved absences. An unexcused absence or missing any part of the scheduled experience will result in a Performance improvement Plan and associated penalty on the student's performance evaluation in the practicum course.
- Students must complete assigned prework in order to be eligible to participate in the simulation. If not completed by the due date, the student will receive a Performance Improvement Plan and grade penalty as outlined in the associated practicum course syllabus and must reschedule the experience with the Simulation Lab Coordinator. If

time does not allow for the experience to be rescheduled, a thorough makeup assignment will be assigned to substitute for the loss in practicum hours.

- All learners will be in uniform/clinical practicum attire, including nametag, while participating in simulation learning activities. Refer to Clinical Practicum Uniform Requirements Policy for proper clinical practicum attire. If not followed, this will result in a Performance Improvement Plan.
- Learners should bring standard equipment (stethoscope and assessment tools) required for clinical practicum during simulator experiences.
- Learners will wash their hands to remove stains, ink, or oils prior to working with simulators.
- No food or beverages are allowed in the simulation or debriefing areas. Scheduled breaks are allowed throughout each simulation lab time.
- Standard precautions will be adhered to in the simulation area as it is considered a clinical facility area.
- All users of the Simulation Lab are required to ensure that at the end of their practice session, the lab is clean and ready for use by the next group. This entails needles in sharps container, empty syringes put in trash, nothing in patient bed, etc.
- Sharing of any simulation lab materials—including scenarios, assignments, documentation, or debriefing content—is considered a violation of the university's Academic Integrity policy. These materials are intended for educational purposes within the course and must not be copied, distributed, or discussed outside of the assigned learning environment. Unauthorized sharing compromises the integrity of the simulation experience and may result in disciplinary action.
- Learners will be recorded for evaluation purposes.
- Learners will not be allowed in the Simulation Lab without a simulation faculty/staff member present.
- Supplies and equipment used in simulation scenarios are to be left in the Simulation Lab.
- Please do NOT do the following on the simulator: place PO medication in the simulator's mouth; REMOVE an IV from a simulator, use betadine, or stick simulator with any needles.
- No cell phones or other electronic devices are allowed in the Simulation Lab without facilitator's approval. These items must be switched off or to silent and placed with the students' personal belongings outside of the lab spaces.
- Anyone not following these rules will be asked to leave the Simulation Lab and receive a Performance Improvement Plan placed in their file.

## **I. Policy for Infection Control**

Students enrolled in a practicum will follow all site policies pertaining to infection control, including required PPE.

**J. Policy for Management of a Student Injury in the Clinical Practicum Setting or Campus Laboratory**

1. If the injury occurs in the Clinical Practicum Setting:
  - a. Administer first aid.
2. If the injury occurs in the Clinical Practicum Setting:
  - a. Fill out an incident report for the clinical agency and submit a copy of the report (complete with the appropriate signatures) to the School of Nursing.
  - b. Notify the course instructor as soon as possible to fill out an Eleanor Mann School of Nursing incident report.
    - i. Incident report will be filed in student cumulative record.
  - c. Assessment of the student's status is required.
    - i. If the clinical agency has an emergency service department with a healthcare provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere. A report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the School of Nursing.
    - ii. The expenses for the above assessment and/or treatment will be borne by the student.

**K. Policy for Exposure to Blood Borne Pathogens**

1. Administer first aid.
2. Management of student injury:
  - a. Fill out an incident report for the clinical agency with a copy of the report (complete with the appropriate signatures) and submit it to the School of Nursing.
  - b. Notify the course instructor as soon as possible to fill out an Eleanor Mann School of Nursing incident report.
3. Assessment of the student's risk status with treatment and follow-up is required. If the clinical agency has an emergency service department with a healthcare provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere. A report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the School of Nursing.
  - a. Identification of the source patient and subsequent risk appraisal should be included in the report.

- b. Expenses for the assessment and treatment will be borne by the student.
  - c. The injured student should discuss his/her medical history and status with the assessing provider.
  - d. A history of documented Hepatitis B infection or completion of Heptavax or equivalent immunization should render the student immune to Hepatitis B, although assessment of immune status may be needed (e.g., incomplete Heptavax series or intragluteal injection).
  - e. An individual who is HIV antibody positive or a low risk individual known to be HIV negative requires no immediate testing.
  - f. A student with unknown HIV status and no history of Hepatitis B infection or immunization may need baseline HIV antibody or Hepatitis B Surface Antigen (HBSA) testing (see specific instructions below).
4. If the source patient cannot be identified, or if he/she refuses evaluation and is of unknown risk status for HIV and Hepatitis B infection:
- a. The student, if not immune to Hepatitis B, should receive a single dose of Hepatitis B Immune Globulin (HBIG), 0.06 cc/kg, as soon as possible after exposure. Heptavax immunization should also be initiated (with consent) within seven days of exposure; 1 cc in the deltoid muscle, booster doses should follow after one month and six months. Students who do not receive Heptavax should receive a second dose of HBIG after one month.
  - b. If the student's HIV antibody status is unknown, a baseline HIV antibody test should be done and, assuming negativity, repeated at six to eight weeks and at six months.
  - c. The student should inquire about relevant symptoms of HIV and Hepatitis B infections, and should notify his/her physician if clinical problems occur. Counseling may be needed for emotional reactions, and education for reducing risk of transmitting a potential infection.
5. If the source patient is identified and consents to evaluation:
- a. If the source patient is known to be immune to Hepatitis B, the student may be reassured (if not immune).
  - b. If the source patient is not immune to Hepatitis B, he/she should have an HBSA test; negative, the student may be reassured if he/she is not immune; if positive, and if the student is not immune, treatment should be initiated within seven days (see 3 above).
  - c. If the patient is considered low risk for HIV infection or is known to be HIV negative he/she may not need to be tested; the student should be tested only if anxious.
  - d. If the patient is of high or uncertain risk for HIV infection, an HIV antibody test should be done and repeated in six to eight weeks and in six months. The student should also be tested as in 3 above.

- e. If the patient is known to be HIV antibody positive, the student should be counseled and tested as indicated in 2 and 3 above.
- f. If the patient is acutely ill, other prophylactic or follow-up measures should be done as appropriate.
- g. Counseling, education, and follow-up are encouraged (see 3c). Expenses for follow-up treatment will be the responsibility of the student.

Note: These Guidelines were developed by the University of Arkansas Health Center. The statements as to the management of the exposure have been adapted to meet the requirements of the School of Nursing and the online student.

## **L. Clinical Practicum Uniform Requirements**

The primary purposes of the uniform are for student identification and to project a professional image to clinical agencies and the clients served.

Unless otherwise specified by the course/instructor, the EMSON approved uniforms are to be worn when the student is engaged in U of A clinical practicum nursing activities, and at no other time.

The EMSON Uniform must conform to the following Uniform Requirements:

- Uniform is to be clean, wrinkle free, and unstained.
- Scrubs
  - Color ‘True Red’
  - Pants and top may be any style or brand but must be ‘True Red’ color. Pants and top must match in color.
  - Scrubs must fit loosely to allow ease of movement; tight, low-rise, or cropped styles are not permitted.
  - Suggested brand/style: Cherokee Workwear WW120, WW620, WW670
  - Suggested Local Retailers: My Uniform Corner or Premier Uniforms
  - The red EMSON patch that the student independently purchases from the University Bookstore, must be adhered to exterior of the left sleeve of the scrub top.
- White or black socks or stockings (in good repair without design) must be worn.
- White or black, nonporous/no fabric solid color shoes (no high top sneakers, clogs, open toe, or shoes with writing).
  - Shoes and shoelaces must be washable and kept clean and neatly polished.
- White or black long or short sleeved turtleneck or crew neck T-shirts without logos or advertisements may be worn under the uniform.

- For students with religious/cultural considerations, skirts or dresses may be worn in lieu of pants. A solid white head covering may be worn but may only cover the hair, full face must be visible.
- Nothing other than the lab coat (sweatshirt or jacket) is to be worn over scrubs during clinical.
- Laboratory Coats
  - Students must purchase a white lab coat. The black EMSON patch that the student independently purchases from the University Bookstore must be adhered to the left side of the lab coat, under the lapel, on the pocket if available.
  - Lab coats are to be worn to and from the clinical practicum experiences or in compliance with specific clinical agency policies. During school activities not requiring the school uniform the lab coat may be worn over business attire.
  - Lab coats must be monogrammed on the left side, under the lapel, above the pocket if available, AND above the black EMSON patch. The monogram is true red, three lines in block lettering, and all capital letters.

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BSN STUDENT

- Name Badge
  - Should always be visible on the front of the uniform or lab coat on the upper right side.
  - Is printed with the student's first name, last name. The second line is printed with "BSN Student".
  - The official EMSON issued name badge is required to be worn at all clinical practicum experiences (Arkansas State Board of Nursing requires that all healthcare providers are clearly identifiable through name tags with credentials listed).
  - Name badge will be purchased in person at the card office in the Union.
  - Up to 4 badges are included in student fees before an additional fee will occur.
- Other Required Equipment
  - A pair of bandage scissors
  - Pen light
  - A stethoscope
  - A manual blood pressure cuff
  - May need pocket calculator, hemostats, eye protection
- Business Attire: Professional attire is expected whenever you are representing the EMSON. Some activities may require the student to wear business attire with or without wearing the EMSON lab coat. The following are general examples of appropriate attire:

#### Women

- Dress, blouse and skirt (skirt length- knee length or below)
- Shirt with collar or polo style
- Dress slacks/ khaki pants
- Shoes - comfortable low heeled pumps, loafers or boots, must be closed toe

#### Men

- Suit/jacket/blazer/sweater
- Shirt - traditional shirt with collar/ polo style
- Slacks
- Tie
- Shoes - dress/loafers/lace-ups (no flip flops, sneakers or sandals), must be closed toe

Unacceptable clothing for either sex includes jeans, sweatshirts, shirts of underwear type, see-through clothing, sleeveless shirts or any clothing that exposes a midriff, back, chest or underwear.

- Personal Hygiene: It is essential that health care providers be free of offensive body odors including smoke residue.
  - Perfume or aftershave should not be worn in the clinical practicum areas.
  - Chewing gum or tobacco products may not be used in any clinical practicum or laboratory facility.
  - Hair
    - Hair must be clean, neat, and secured above the chin and collar, or kept short in a style that stays off the face and will not fall below the chin or into the face with movement.
    - Solid white, black, or red headbands are allowed.
    - Mustaches and beards are permissible if kept neatly trimmed.
  - Tattoos visibility is subject to clinical agency policy. Tattoos that are determined by the clinical faculty or facility to contain obscene, offensive, or discriminatory images or text that result in complaints from visitors or coworkers must be covered.
  - Nails
    - Should be short, neatly groomed, and not extend beyond the fingertip.
    - No nail polish or artificial nails of any kind are allowed.
- Jewelry: When in the clinical practicum area, because of the potential for spread of infection and injury to patient and/or student, jewelry is limited to only:
  - A durable analog watch
  - Earrings must be no larger than a nickel in diameter, must not hang below the earlobe, and should not dangle from the ear.
  - No visible body piercings (besides earrings) are allowed while in patient care areas. If a piercing or piece of permanent jewelry cannot be removed, it must be covered and secured at all times while in the clinical and laboratory settings.

- A flat band on a ring finger may be worn while in patient care areas. No other rings are allowed.
- Necklaces should not be worn.

NOTE: If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy. Exceptions to or differences in any of the policies may occur in some clinical practicum areas or with individual instructors to meet the clinical practicum experience requirements. Students will be notified of any exceptions.

Faculty may dismiss a student from a clinical practicum setting if the above policy is violated. Any questions should be discussed and clarified with the clinical practicum instructor prior to clinical practicum participation. Noncompliance with this policy will result in appropriate disciplinary action by the faculty such as verbal warning, written warning, or dismissal from the clinical practicum site.

#### **M. Professional Liability Insurance**

A specially designated student professional liability insurance policy is required of all students enrolled in the Eleanor Mann School of Nursing. Liability insurance fees have been incorporated into the student fees structure by the University of Arkansas. Liability insurance coverage is applicable only when the student is functioning in the student role, in a clinical practicum course and expires on the date of graduation. The policy does not cover students while employed in clinical agencies. A copy of the professional liability insurance policy is on file in the EMSON office.

#### **N. Electronic Devices**

Use of any electronic devices to store/enter any type of patient information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action which may result in dismissal from the program. Cell phones and other electronic devices (including telephone accessories; this excludes calculators) may not be visible or audible in the clinical setting. Students are responsible for following the policy for electronics in the individual facility/organization in which they will be completing clinical practicum hours. It will be the student's responsibility to seek out this policy, understand it, and follow it. Pictures or recording of any kind (cameras, videos and/or audio recorders, cell phones and other devices) is prohibited in any clinical practicum or classroom setting.

#### **O. Tracking Software for Practicum Experiences**

The Eleanor Mann School of Nursing utilizes an internet-based tracking system for practicum experiences. Students are required to upload documents for clinical practicum compliance to their personal EXXAT account by the given deadlines.



EXXAT Instructions for access: Students will receive an email invite from EXXAT. After setting up the account, students will upload the compliance documents (CPR, TB, etc.) under “required documents” in the software.

## SECTION VII: STUDENT RESOURCES

### A. Center for Educational Access

The University of Arkansas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112- The Rehabilitation Act of 1973 as amended. With the passage of federal legislation titled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens. The Center for Educational Access (CEA) serves as the central campus resource for the University community in regard to students with disabilities and accommodations to remove barriers to access. In partnership with students, faculty, and staff, CEA staff members work with students individually and assist academic units to determine reasonable accommodations that will enable every student to have equal access to the full range of programs and service. Faculty members in the EMSON are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with providing authorized documentation through the Center for Educational Access (CEA) and informing faculty of their need for accommodation.

A student or prospective student is not obligated to disclose a disability unless he or she requests an accommodation.

To register for services or for more information, contact the Center for Educational Access, University of Arkansas, 209 ARKU, Fayetteville, AR 72701, phone 479-575-3104 (office) or 479-575-7445 (fax), e-mail: [ada@uark.edu](mailto:ada@uark.edu).

### B. Center for Learning and Student Success

The Center for Learning and Student Success (CLASS+) works with students to refine and strengthen the academic skills necessary for success at the University of Arkansas. They offer academic coaching, tutoring, and writing support and can easily adapt their services to meet the needs of the distance learner when needed. For more information or to make an appointment visit their website, email at [success@uark.edu](mailto:success@uark.edu), or call them at 479-575-3174.

### C. One Stop Student Guide

Explore this [One Stop](#) page to access student resources, support and services offered by offices across the Fayetteville campus. Sign up for email, register for classes, find financial aid

information, check your grades, and much more. Discover the tools and information you need to succeed.

#### **D. University of Arkansas Library**

The UA libraries – Mullins Library is the main library on campus. This library provides support for the research, teaching, and study needs of the university community on campus and at a distance. Mullins library, centrally located on campus, houses the nursing collection and provides services for student, staff, and faculty of the EMSON.

#### **E. Jeanne Clery Disclosure of Campus Security & Crime Statistics Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that an annual security report be distributed to all current faculty, staff, and students, and notice made of its availability to prospective students, faculty, and staff. The annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Arkansas, Fayetteville campus, and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and the like. For prospective students and employees and all others who would like to obtain a copy of the annual report but cannot print it from the Internet, a copy may be obtained by contacting the University of Arkansas Police Department at 479-575-2222.

#### **F. Blackboard**

Blackboard is the online course management system used at the University of Arkansas. When you are accepted to the EMSON, you will automatically be given a Blackboard account to access your courses. Blackboard support is a division of Global Campus that is available to all students with extended hours and quick response times to email after hours. Help can be reached by email at [bbhelp@uark.edu](mailto:bbhelp@uark.edu) or phone at 479-575-6804.

#### **G. Scholarship Office**

The Scholarship Office provides a vast array of scholarships available to students. This office provides applications and information for all potential and current university students. The COEHP has a central scholarship application process that matches students' needs with a variety of available scholarship offerings.

## **H. Multicultural Center**

Multicultural Student Services provides counseling, assistance, and referral information to minority students. The office also conducts special events and provides liaison services between the UA and academic units.

## **I. National Student Nurses Association (NSNA)**

NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. NSNA's Core Values include: Advocacy, Leadership & Autonomy Professionalism, Care, Diversity, Quality Education. To learn more about NSNA's Core Values, click here. <https://www.nsna.org/nsna-code-of-ethics.html>

# **SECTION VIII: PROFESSIONAL NURSING RESOURCES**

## **A. Arkansas Nursing Student Association (ANSA)**

The Arkansas Nursing Student Association was first established in 1955. The state association is one (1) of fifty- one (51) constituent members of the National Student Nurses Association. The association holds a fall convention each year to provide the opportunity for continued growth in nursing and knowledge of the world, people, and ourselves. It promotes professional and social unity among nursing students. There is a Registered Student Organization (RSO) called the Student Nurses Association (SNA) led by EMSON students and faculty academic advisors. All Prelicensure BSN students are offered membership upon enrollment in the program. Meetings are held monthly along with service and mentoring opportunities. There is no minimum GPA required for SNA membership; however, students elected to board positions must maintain a minimum GPA of 3.0 in nursing courses and obtain a letter of recommendation from a full-time EMSON faculty member. All board positions for the SNA are elected in the spring of the junior year, putting rising seniors in the overarching leadership positions. It is recommended that any student pursuing a position at the state or national level consider the impact of the position on their academic performance. The Academic Advisors in consultation with program leadership have the ability to remove board members from the RSO due to violations of the EMSON Code of Ethics, University Student Conduct, or if the student falls out of good standing in a nursing course.

## **B. Sigma International Honor Society of Nursing—Pi Theta Chapter**

Sigma is the International Honor Society of Nursing to which students from all EMSON programs may be invited for membership. Student membership criteria can be accessed on the Sigma Global Nursing Excellence website: <https://join.sigmanursing.org/#/>

Prelicensure students are eligible for membership with a GPA in the top 30% of the cohort after completion of the S1 semester and have proven to not be in violation of any EMSON policies. Membership in the society is limited and highly selective. Sigma Theta Tau was established in 1922 by six (6) students at the Indiana University Training School for Nurses. Their aim was to develop a society that would reward distinguished effort and increase professional spirit in the field of nursing. Sigma Theta Tau is a member of the American Association of College Honor Societies. Sigma's mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. The EMSON belongs to the Pi Theta chapter of Sigma with various faculty serving as the Counselor for the Honor Society. These faculty members are available to answer any specific questions a student may have. Any faculty member can provide the student with the names of these counselors who may be contacted through the office.

### **C. American Nurses Association**

The American Nurses Association (ANA) is the premier organization representing the interests of the nation's 3.6 million registered nurses. ANA advances the nursing profession by fostering high standards of nursing practice, promoting a safe and ethical work environment, bolstering the health and wellness of nurses, and advocating on healthcare issues that affect nurses and the public. ANA is at the forefront of improving the quality of health care for all. Your membership in ANA and your state association makes a powerful statement about you. It shows employers, colleagues and patients your commitment to nursing. Membership identifies you as a nurse who is serious about the profession as well as purposeful about staying informed, educated and involved. For more information, to apply, or to read about the benefits of membership, visit the main website.

### **D. National Council of State Boards of Nursing**

National Council of State Boards of Nursing (NCSBN) is an independent, not-for-profit organization through which boards of nursing act and counsel together on matters of common interest and concern affecting public health, safety and welfare, including the development of nursing licensure examinations.

### **E. American Nurses Credentialing Center**

The mission of the American Nurses Credentialing Center (ANCC), a subsidiary of the American Nurses Association (ANA), is to promote excellence in nursing and health care globally through credentialing programs. ANCC's internationally renowned credentialing programs certify and recognize individual nurses in specialty practice areas; recognize healthcare organizations for promoting safe, positive work environments; and accredit continuing nursing education organizations. Colleagues and employers respect ANCC certified

nurses as experts in their specialties. Advance your career by earning certification through ANCC.

#### **F. Nursing Specialty Organizations**

There are numerous specialty organizations in nursing. Professional organization membership is an excellent first step in becoming a leader within the profession of nursing. Many National organizations have regional, state, or local presence as well. These organization impact nursing by sharing and disseminating information, discussion of clinical practicum or role concerns, and educational opportunities to remain current in the field (just to name a few). See a list of international, national, and state organizations here to find your specialty.

### **SECTION IX: Required Forms**

The following forms are required of students each semester of active enrollment in the program. These are available for download in the Bachelor of Science in Nursing Community Blackboard course. Students must sign and submit these forms to their individual EXXAT account by the given due date.

- A. Academic Integrity Pledge**
- B. Student Confidentiality Statement**
- C. Student Acknowledgment of Clinical Site Requirements and Program Expectations**
- D. Student Handbook: Statement of Understanding**
- E. Simulation Confidentiality & Recording Agreement**