

**Eleanor Mann School of Nursing
(EMSON)
LPN to BSN Student Handbook**



**UNIVERSITY OF
ARKANSAS**

**COLLEGE OF EDUCATION
& HEALTH PROFESSIONS**

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About this handbook:

This handbook is designed to serve as a resource during your BSN studies at the Eleanor Mann School of Nursing, and as such is designed for currently enrolled LPN to BSN students. For information about our other degree programs, please consult the [EMSON website](#) and [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. Directors Welcome

Welcome to the Eleanor Mann School of Nursing at the University of Arkansas. The school's 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 an RN, post licensure degree completion, advanced practice registered nurse (APRN) or educator. Our clinical partners offer a wide array of patient encounters that prepare our graduates to meet the health needs of our residents across the life span and along the continuum of health and wellness.

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 Health Profession 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 to 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 to BSN option with the first class accepted in the Fall of 2019.

C. Mission

The Eleanor Mann School of Nursing (EMSON) contributes to the three purposes of the University: Education, Research and Service. The mission of Eleanor Mann School of Nursing is to transform lives through nursing education and inspire leadership in nursing practice and academics to improve the health and well-being of society.

D. Philosophy

The Eleanor Mann School of Nursing (EMSON), an established entity within the College of Education and Health Professions, and the University of Arkansas, Fayetteville, serves to advance the profession of nursing by preparing graduates to meet ever-changing client needs for health care. The School of Nursing provides excellence in educational delivery to prepare nursing graduates at baccalaureate, masters, and doctoral levels.

The School of Nursing encourages a learner-centered approach to teaching and learning, meeting students where they learn best (Benner, et al., 2010). Students are considered active participants in the learning process toward professional role development that serves diverse

populations of individuals, families, and communities. Students deliver evidence-based nursing practice with a sense of inquiry to understand the client's personal experience as it relates to health and illness.

The School of Nursing supports life-long learning and advances scholarship through programs at all levels of preparation. Entry to practice is supported at the baccalaureate level through traditional programs and articulation options for practicing licensed nurses. The Essentials of Baccalaureate Education in Nursing provide the curricular framework for the professional program. We believe baccalaureate graduates are prepared to enter the profession with beginning leadership, critical thinking, and decision-making skills, capable of improving health care for individuals, families, and communities.

We believe that graduates of the Master of Science in Nursing (M.S.N.), with specialized preparation as educators, contribute to the nursing profession by applying evidence-based teaching and learning practices in a variety of settings with a focus on preparing undergraduate nurses for entry into the profession. The online MSN program is built upon The Essentials of Masters Education in Nursing and allows students from any location to receive quality education in the role of the professional nurse educator. Students apply theoretical foundations of teaching and learning as they advance educational programs for nursing students and client populations at the community, state, nation, and global levels.

We believe that Doctor of Nursing Practice (D.N.P.) graduates are prepared to provide leadership in application of evidence-based clinical practice and contribute to the development of nursing science through independent and collaborative participation in scholarly activities, focusing on the improvement of client care outcomes. Multiple entry options for the DNP program are offered. The online DNP program is built upon The Essentials for Doctoral Education for Advanced Nursing Practice. Students receive advanced preparation in the foundations essential for the advanced practice role to develop clinical judgment and decision making to impact client outcomes at the point of care.

Graduates of all programs recognize the significance of inter-professional collaboration, health policy, uses of technological advances and client care coordination in attaining the highest functional outcomes for populations served. The EMSON graduates function as change agents providing leadership to improve quality in health care.

E. 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.

F. Program Leadership

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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 2026.

The LPN to BSN program is approved in many states. The most current list of approved states can be found on the [program website](#).

SECTION III: LPN to BSN ACADEMIC POLICIES AND PROCEDURES

A. Academic Advising

Students work with an academic counselor upon admission through the Boyer Center for Student Services. Once a student has satisfied all University core requirements and program prerequisites, they will transition to a nursing, In-Program advisor to plan academic progression and success. This assignment can be found in UAConnect and Blackboard. Students will communicate with this In-Program advisor on an ongoing basis throughout their program of study to promote successful program completion.

Each advisor will alert students to their preferred methods of communication and on how to make appointments. This advisor also serves as a mentor to support and enhance academic progression and professional development.

Students are expected to meet with their In-Program advisor for an advising appointment:

- Each semester prior to registration for an update on academic progression
- To add or drop a course(s), or taking a semester off
- To change their program of study/degree plan
- Prior to graduation
- To discuss any problems affecting academic performance or academic standing
- To discuss strategies for success in a course found to be difficult
- Discontinuing or re-entering the program
- To discuss professional development, career paths, and/or graduate school

B. Clinical Affiliation Coordinator

The clinical affiliations coordinator will guide the student in selection of appropriate clinical sites for practicum experiences. Students are required to attend a workshop prior to contacting local healthcare organizations regarding practicum rotations. Requests for new affiliations should be made by March 1st for the Summer and Fall practicums, and by October 1st for Spring practicums. Instructions on processes for setting up practicum experiences (to include site attainment can be located in the practicum handbook. Appointments with the clinical affiliation's coordinator can be scheduled.

C. Clinical Placement Coordinator

After an affiliation has been secured, students will begin planning with the clinical placement coordinator. Students will be guided in the selection of appropriate preceptors for each practicum. Students will be required to submit preceptor paperwork and on-boarding paperwork required by the site before enrollment in a practicum course is approved. Deadlines will be given each term for enrollment. Planning for each practicum should begin well in advance, please see the practicum handbook for more details on this process.

D. Registration

Each student will work with their advisor to plan the semester's courses. Once the advising and other holds are removed from the account, the student will self-enroll in all applicable courses. It is important to enroll early to secure placement in the course.

For the practicum courses it is required that all paperwork necessary for compliance be submitted to Exxat Clinical Placement Software. Practicum sites and preceptors are also required. (See Practicum Handbook) Only students who meet all requirements by the given deadline will be manually enrolled by the school of nursing. For department enroll courses, it is not necessary to enter anything into UAConnect, but rather complete the enrollment request Form by the designated due date.

E. University and LPN to BSN Orientation

The University and Online BSN orientations, located in your courses list under 'Non-Credit' Courses on your Blackboard homepage serves as an introduction and orientation to the University and the online nursing program. You will have access to several lessons that will familiarize you with the University library and resources, student success interventions, faculty expectations, course design and assignments, and provide you with a forum for communicating with other students in the program. Participation in the discussion forum is optional, however, the lessons in each orientation are mandatory, as they serve to prepare you for success in your classes.

F. Grading Scale

The EMSON uses the following Grading Scale for all NURS courses in the undergraduate program.

Grade Scale

A = 92 – 100

B = 83 – 91

C = 75 – 82

D = 62 – 74

F = below 62

G. Testing Policies

a. In Course Testing

A 75% average on in class theory exams is necessary to pass the course. Once this criterion is met, other course grades will be factored into the final grade.

b. Dosage Calculation

All practicum courses require demonstration of safety in dosage calculation competency. This is evaluated through a Dosage Calculation Assessment in each practicum course. The student is provided two attempts to achieve the minimum passing score for the course. Failure to pass the Dosage Calculation Assessment on the second attempt is considered an unsafe behavior related to medication management and will result in a Performance Improvement Plan and inability to complete clinical hours. Unsafe behaviors can result in withdrawal from the course.

c. Standardized Testing and NCLEX Preparation – ATI

All students enrolled in the EMSON LPN to BSN program will take the secured, computer-generated ATI Content Mastery Exam(s) throughout the nursing program. Electronic ATI books are provided to the students through student account access online. These books can be downloaded and/or printed.

The 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 of evaluation for the program to ensure curricular alignment and improvement, and to 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. Use of these exams and policies for pass/fail/remediation are outlined within each individual course.

Students pay fees associated with ATI in four payments applied over four academic semesters. The use of this resource is required for all LPN to BSN students.

d. ATI Comprehensive Predictor

All students enrolled in the EMSON LPN to BSN program will take a secure, computerized ATI Comprehensive Predictor in the last semester of the program of study and prior to graduation. This exam also provides a unique remediation and retest plan.

The ATI Comprehensive Predictor requirement 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 National Council Licensure Exam (NCLEX).

This final exam process will occur during the final capstone course(s) and policies related to pass/fail/remediation are outlined in the syllabus for each of those courses.

e. Virtual ATI NCLEX Review

Students must attend/complete a Virtual Review Course at the end of their final semester as a program requirement. Students should attain 100% completion/Green Light for NCLEX testing.

H. 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.

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.

I. 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:

1. The alleged violation;
2. The facts supporting the alleged violation; and
3. 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 Director
Epley Center for Health Professions 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:

1. The date that the complaint was received;
2. A brief statement of the manner in which the department will investigate the complaint;

3. If necessary, request additional information regarding the complaint.
4. A tentative resolution date that is thirty (30) days from the date that the written complaint was received; and
5. 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:

1. The date that the complaint was investigated;
2. A statement of the manner in which the complaint was investigated; and
3. 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:

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

J. Progression Requirements

Students are required to earn a grade of C or better for each course in the nursing program in order to maintain good academic standing and to progress within the program.

Course Repetition and Unsatisfactory Progress

If a student earns a grade of a D or F upon initial attempt of any nursing course, the course may be repeated once after gaining approval of the Student Affairs Committee by way of petition process. If the student does not earn a C or better on the second attempt, he or she will be dismissed from the program based on unsatisfactory academic standing and may not be eligible for readmission.

If a student earns a D or F for a second nursing course within the program, the student will be dismissed from the program for unsatisfactory academic standing and may not be eligible for re-admission.

NOTE: Students who have not exceeded the terms of the University of Arkansas [grade forgiveness policy](#) may apply for grade forgiveness for up to one of the EMSON courses in which a grade of "D" or "F" is received.

Course Withdrawal

If a student withdraws from a didactic course, the course may be repeated. No more than two (2) withdraws from the same didactic course will be allowed. If the didactic course is not passed on the third attempt, the student will be dismissed from the program.

If a student withdraws from a practicum course, the course may be repeated once. The course must be passed on the second attempt.

Students who withdraw from a course with a co-requisite will need to also withdraw from the co-requisite course.

Students that withdraw or are unsuccessful will be reenrolled on a space-available basis according to the priority groups outlined in the catalog.

Spaces in clinical practicum courses are limited and tightly controlled by accreditation, the State Boards of Nursing, and clinical agency policies. Enrollment in didactic courses is limited to space availability. A student re-enrolling in a clinical practicum (whether due to illness, course failure, or other reason) will not be assured a clinical placement space in subsequent courses.

Incomplete

If a student receives an Incomplete ("I") mark in a course, a [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.

Maintenance of Unencumbered LPN Licensure

Students admitted to the LPN to BSN program are required to notify the program of any license status changes including licensure in another state, license lapses, or license encumbrances (such as a LPN license with stipulations or restrictions). If a student experiences an encumbrance at any time during their program of study, he or she must immediately notify the EMSON and will be dismissed from the nursing program.

The EMSON will verify licensure upon admittance. Students are responsible for providing proof of current license upon renewal. Falsification of this information will lead to immediate dismissal and will be reported to the State Board of Nursing in which you are licensed.

The school of nursing will comply with the policies, rules, and regulations set by the Arkansas State Board of Nursing and that of the student's respective State Board of Nursing.

Clinical Compliance

Students who do not complete all required compliance documents as specified in the Student and Clinical Handbooks by the due date will not be enrolled into the clinical course and must defer to the next available semester upon completion of pending compliance requirements.

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 school of nursing should be notified immediately and the student will become ineligible for clinical courses pending the outcome of an investigation and/or judicial process.

For licensed nurses the school of nursing is mandated to report positive drug screens to the board of nursing. Confirmation of a positive drug screen will result in being administratively withdrawn from nursing courses and dismissed from the nursing program.

Program of Study Duration

Students must complete the requirements for the degree within five years of enrolling in the first LPN to BSN nursing course.

Exit interviews: 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.

K. 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.

The LPN to BSN Professional Nursing option consists of 23 courses totaling 57 credit hours. LPNs who have successfully completed the required courses and have satisfied the general education requirements set by the university are awarded 15 credit hours for selected nursing courses that have been held in escrow. The following courses will be credited to the student when enrolled in their final courses:

- NURS 2032 Therapeutic and Interprofessional Communication
- NURS 3313 Pharmacology in Nursing
- NURS 3422 Nursing Concepts: Foundations
- NURS 3424 Professional Role Implementation I: Caregiver
- NURS 3644 Professional Role Implementation II: Caregiver

Total Credit Hours of Escrow (15)

Honor distinction is not available for the LPN-BSN students due to the minimum credit required by the university, for recognition (60 credit hours).

Students selected into Sigma Theta Tau National Honor Society may choose to purchase honor cords through that organization.

L. 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) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of

the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For the purposes of this section, the board shall follow the licensing restrictions based on criminal records under §17-3-102.
- (f) (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
(2) The permit shall be valid for no more than six (6) months.
- (g) (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
 - (A) The affected applicant for licensure, or his or her authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.(2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

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

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;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 -5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5- 27-205;

- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101-- 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 -- 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)(1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

- (A) An affected applicant for licensure; or
 - (B) The individual holding a license is subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;

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

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

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

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

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Kidnapping as prohibited in § 5-11-102;
- (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
- (5) Rape as prohibited in § 5-14-103;

- (6) Sexual extortion as prohibited in § 5-14-113;
- (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
- (8) Incest as prohibited in § 5-26-202;
- (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
- (12) Arson as prohibited in §5-38-301.

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

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

When seeking licensure out of state, consult with that state’s board of nursing for all requirements for licensure.

M. Program Exit, Suspension, Dismissal

The [University of Arkansas policies](#) are upheld. However, academic performance standards for the BSN program are higher than that of the University. Please refer to the Academic Progression Policies for requirements related to minimum academic performance standards and criteria for program dismissal.

N. Code of Ethics

The EMSON 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 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 Nursing Association Code of Ethics, particularly regarding:

- 1) The worth and dignity of the client;
- 2) The client's right to privacy; and
- 3) 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
- Submitting as one's own work that has been prepared totally or in part by another
- 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 for responding and investigating any unethical behavior by a student while enrolled (this includes semesters as well as period between semesters) in the EMSON.

O. 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 LPN to BSN 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 faculty to maintain the availability 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:

- Review course materials in a timely manner throughout the duration of each course
- Ensure that all coursework is submitted in the appropriate content area
- Complete all reading assignments 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 advisor at regular intervals
- Communicate with community partners/practicum sites in a professional manner, providing prompt responses to all inquiries or requests from

practicum preceptor or site

- Response to all communication from faculty, advisor, and staff in a timely manner
- Not to plead, threaten, or use emotional coercion to gain a higher grade than the grade earned
- Identify practicum sites for clinical experiences in own geographic area and comply with all guidance provided by the clinical coordinator
- 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.

P. 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 preceptor 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 is 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.

Q. Performance Improvement Plan

Students who demonstrate deficiencies while progressing through the program will be apprised of these deficiencies by their respective classroom or clinical faculty member. Consequences range from coaching to dismissal from program as outlined in the guideline, which can be located on the [EMSON resources page](#) within the website.

R. APA

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. Online Learner Presence and Participation

Students are not required to come to campus at any time, the LPN to BSN program is online. The platform for the online learning environment is Blackboard.

Online students are expected to demonstrate behavior that facilitates learning. They are accountable for all materials presented in the course room. Course room presence requirements are outlined by the respective course syllabus.

Practicum attendance and participation is outlined in the LPN-BSN Online Preceptor Handbook and Clinical Requirements document.

T. Course Room Conduct and Communications

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 LPN to BSN Nursing Students

- Always using your UARK email account when emailing University of Arkansas faculty, staff, or advisors
- 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, FaceTime, Skype, Microsoft Teams, Collaborate Ultra, Zoom, Flipgrid, Kaltura, etc.
- 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,
 - Cheating, plagiarism, academic dishonesty,
 - Taunting or belittling another student, faculty, or staff; and
 - Sending or forwarding inappropriate emails to students, faculty, or staff.

U. Minimum computing requirements

Students will be expected to check their email and blackboard regularly (several times per week) for important notices, scheduling changes, or any other course revisions. It is assumed that you have the minimum system requirements and computing skills to participate, which includes:

Computing skills required

- 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.

Computer Downtime

Blackboard occasionally schedules "down time." Users will be notified in advance through a system-wide announcement to 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 if technical difficulties are experienced during the course.

V. 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 this program:
 - 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, ECHO 360, Kaltura, etc.)

Software Required:

Care has been taken to ensure that the software that is used for this program does not require any out of the ordinary system set-ups. But 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 (See Support Link in the menu above) 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

W. 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 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 School (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 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 (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), virtual game worlds

(e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). 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.

Social Media

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 facility staff or clinical 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 affiliates or pictures that identify the clinical affiliates.

Accordingly, the use of social media for clinical 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 EMSON 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.

Communication

Official EMSON electronic communication regarding academic classes or academic schedules will occur through School-sanctioned channels, e.g., uark.edu email, and Blackboard. Electronic communications outside these channels are not endorsed for academic courses.

X. Employment Statement

The EMSON 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 for clinical courses, 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.

Y. Health Insurance Portability and Accountability Act (HIPAA)

Patient or client confidentiality at the facilities used by the EMSON during clinical experiences are 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 coursework, clinical assignments or professional/research projects at any facility used by the EMSON in strictest confidence. Confidentiality includes, but is not limited to:

- Discussing patients or their health conditions with people 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.

SECTION IV. CLINICAL PRACTICUM EXPERIENCE POLICIES

A. Preceptor and Practicum Handbook

The LPN-BSN Online Preceptor Handbook and Clinical Requirements document is updated annually and can be found on the EMSON Website. All students are responsible for the policies and information contained in this document.

B. Working with Minors

In compliance with the University of Arkansas policy on protection of minors, all students admitted to the EMSON BSN program receive education on the following topics as a part of the nursing curriculum. All students admitted to the LPN-BSN program are licensed nurses; therefore, they are bound by professional requirements for working with minors.

Curriculum Content Involving Minors:

- NURS 3772/3782 Mental Health Nursing and Practicum
 - Minors at risk including mental disorders and maltreatment
 - Mandated reporting
- NURS 4124/4143 Child and Family Nursing and Practicum
 - Child abuse and neglect
 - Anticipatory guidance with children ages two weeks to eighteen years
 - Review of Arkansas Department of Higher Education video presentation Child Maltreatment Reporter Training of Act 703 of 2007 (Arkansas Code Annotated § 6-61-133)

Background Checks

In compliance with the University of Arkansas policy on protection of minors, all students admitted to the LPN to BSN program at the EMSON complete a background check.

C. 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 Assistant Director and any healthcare facility in which the student is placed as part of their clinical practicum education. The healthcare facility will be able to view the results of the background check on students scheduled for clinical practicums and may restrict the entrance of a student to their facility

based on these results. An unsatisfactory background check:

- May impede or halt the student's progression in the program
- May result in a student being moved to another clinical practicum site or asked to withdraw from the course if other sites are not available.

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. Out of state nurses will need to verify requirements with that respective state board.

Students are expected to report any felony or misdemeanor convictions which occur during their enrollment in the EMSON to the Online BSN Coordinator as soon as possible. Failure to report and engage in the resolution of the charges/convictions (within 10 business days of the incident) are considered a violation of the Code of Ethics (see Code of Ethics policy).

For licensed students, the EMSON may be required to report information revealed in the background check to the appropriate state board of nursing and will follow all stipulations placed on the student as prescribed by that state board. Graduating BSN students making application to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN) examination in the state of Arkansas are required to submit to a criminal background check through the Identification Bureau of the Department of Arkansas State Police to be conducted by the Federal Bureau of Investigation. Students are *not* able to use the background checks completed during their enrollment in the nursing program.

The background check will include the taking of fingerprints. Applicants will sign a release of information to the Arkansas Board of Nurse Examiners and be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check. Students who have issues disclosed in the background check shall be referred to the Arkansas State Board of Nursing for evaluation and approval prior to the student's application being signed by the EMSON Director.

D. Drug Screen

The purposes of the EMSON drug screen policy are to comply with regulations of 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 clinical practicum nursing course(s) are subject to testing for cause as noted in Substance Abuse Policy. A 10-panel drug screen (including screening for amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, methaqualone, opiate, phencyclidine, and propoxyphene) will be required. Confirmation of a positive drug screen will result in removal from the program (See Substance Abuse Policy).

*****Clinical practicum compliance information is shared with clinical practicum sites only, and respective state board of nursing if applicable.***

E. Student Tracking Software

The EMSON utilizes an internet-based student tracking system. Students are required to upload documents as requested for clinical practicum compliance (immunizations, TB test/T-spot results, health insurance, CPR, etc.). This system is also used by the EMSON to house clinical affiliation agreements and practicum time logs used in the clinical courses.

Once all prerequisites are complete, students admitted to the nursing program will receive an email invite from EXXAT. After setting up the account, students will have full access to informational resources and the ability to upload the required documents in the software.

F. 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 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 of caring 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 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. The cost of the test will be borne by the student.

c. Test results will be sent to the EMSON. The student will receive notification of the results of testing from the EMSON.

d. If the results are negative, no further action will be taken.

e. If the results are positive, the student will be dismissed from the Nursing Program.

Readmission of the student to the Nursing Program is not guaranteed but contingent upon the following conditions:

The student must:

a. Submit a Petition to the Admission Committee

b. Provide a letter from a treatment agency verifying completion of an approved drug evaluation/treatment program; and

c. Submit to random drug testing after readmission throughout the program as requested by the school. All costs are to be borne by the student.

d. A second positive drug screen will render the student ineligible to continue or re- enroll in the program

e. Positive drug screen results for licensed students will be reported to the Arkansas State Board of Nursing per their requirement. The EMSON will follow all stipulations placed on the student as prescribed by the Arkansas State Board of Nursing and that of the state in which the student resides and is licensed.

f. There is no guarantee made by the EMSON for pre-licensure students that ASBN will permit the individual to take the NCLEX examination if there is a positive history. Each case is judged individually by ASBN at the time the student applies to take the NCLEX-RN licensure test. The EMSON will report positive drug screens of students licensed to practice in another state to the appropriate state board of nursing and will follow all stipulations placed on the student as prescribed by student's state board of nursing.

g. Students will be required to abide by individual institutional policies relating to drug screening and substance abuse in clinical agencies to which they are assigned.

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

- 1) *stupor
- 2) drowsiness
- 3) *diminished ability from the usual for:
 - a) calculating math for administering medications
 - b) following directions or procedures
 - c) organizing activities/setting priorities
 - d) solving problems

Motor Impairment

- 1) ataxia
- 2) tremors, especially of hands
- 3) *slowed response time in a familiar skill
- 4) *diminished from the usual in coordination/dexterity

Social Impairment

- 1) *inappropriate verbal remarks (subjects/ words/expletives)
- 2) *inappropriate behaviors or those beyond the societal norm such as:
 - a) angry outbursts/unrestrained agitation
 - b) crying that cannot be explained
 - c) euphoria
 - d) paranoia
 - e) hallucinations
- 3) *behaviors that are markedly changed for that individual such as:
 - a) introversion

- b) extroversion
- c) sullen
- d) giddy
- e) irritable
- f) defensiveness

Somatic Manifestations/Discomforts

- 1) *odor of alcohol on breath
- 2) thirst
- 3) nausea/vomiting
- 4) frequent trips to bathroom/complaint of urinary frequency or diarrhea
- 5) hiccups
- 6) reddened sclera (bloodshot eyes)
- 7) pupil changes
- 8) drooping eyelids
- 9) complaint of blurred vision or inability to focus

Speech/Communication Impairment

- 1) *slurred (thick tongue)
- 2) *rapid/choppy communication pattern
- 3) *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.

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:

- 1) repeated tardiness
- 2) frequent absenteeism
- 3) numerous chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- 4) untidy personal appearance or deterioration in quality of grooming

- 5) lack of attention to hygiene (hair, nails, skin, oral)
- 6) multiple crises in personal life
- 7) avoidance/lack of eye contact
- 8) isolation/lack of peer support
- 9) repeated excuses for below standard performance
- 10) forgetfulness with appointments/assignments
- 11) slowed response time in familiar activities
- 12) behavior shifts/mood swings
- 13) lack of trust and suspicious of the motives of others
- 14) needle tracks on body surface

Behaviors Surrounding the Administration of Narcotics

- 1) frequent need to waste “unused” medications
- 2) recording the administration of larger doses than ordered
- 3) unauthorized possession of the narcotic key
- 4) unsupervised entry into narcotic cabinet
- 5) volunteering to be in situations to gain greater access to narcotics
- 6) taking frequent breaks/numerous occasions when whereabouts are unknown

SECTION V. ACADEMIC INTEGRITY

A. University of Arkansas’ Academic Integrity Policy

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 prevails.

Each University of Arkansas student is required to be familiar with and abide by the University's [Academic Integrity Policy](#). Students with questions about how these policies apply to a particular course or assignment should immediately contact their instructor.

i. Reporting

You should report the incident immediately to your instructor or the [Academic Initiatives and Integrity](#) office.

ii. 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](#).

B. SafeAssign

SafeAssign is a plagiarism detection service, offered by Blackboard. This service helps prevent plagiarism by detecting unoriginal content within a student's written work. In addition to acting as a plagiarism deterrent, it also has features designed to educate students about plagiarism and the importance of proper citation of any borrowed content.

The SafeAssign feature may be activated as a requirement for selected activities within a course. Alternatively, SafeAssign is available for students who wish to [self-enroll](#) and check their work in SafeAssign before submitting it to their instructor. Once a student has enrolled, they can upload their written work in order to check for originality.

C. Secure Proctoring for Exams

Some courses in the LPN to BSN program require the use of the ProctorU or Proctorio services for secure test monitoring for online exams. Instructions for proper usage can be located in each course in which it applies.

When taking an online exam that requires a proctoring service remember the following guidelines:

- Ensure you're in a location alone where you won't be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, other devices.

- If the instructor giving the exam (course exams) allows resources, keep it minimal and be prepared to show these to the camera during your room scan.
- If allowed a single blank sheet of paper for calculations during the exam (ATI or course exams as applicable), it must be displayed for the camera before you begin and shredded in front of the webcam upon completion.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- Remain at your computer for the duration of the test
- If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check**, run the checks again prior to starting the test
- The testing environment should be free of background noise/music.
- No headphones or earbuds allowed.
- Read questions to yourself, not out loud.
- **You will be asked to provide ID and a full room and workspace scan using your webcam.**
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) is likely to move
 - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

D. Other Proctoring Services

Proctoring services are subject to change due to instructor preferences or available technology. Students are to comply with testing and proctoring guidelines as outlined above and in the course no matter the proctoring platform utilized.

SECTION VI: 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 regarding 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 services.

Faculty members in the EMSON are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate based on 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 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.

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 class@uark.edu, or call them at 479- 575-2885.

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 students, staff, and faculty of the EMSON. Nursing resources provided by the library are available in a variety of formats including electronic, print, microfiche, and multimedia. [Electronic databases](#) as well as full textbooks and journals can be accessed from remote locations. Library services include self-check and computerized checkout and renewal electronic course reserves, virtual reference, document delivery, research consultations, and tailored library instructions for groups and classes. Standard reference resources and monographs are kept current. The University Libraries have an expanding selection of electronic and full-text resources that include CINAHL via EBSCO Host, MEDLINE, PsychInfo, Web of Science, EBSCO Health Source Nursing Academic, World Views on Evidence-Based Nursing (formerly Online Journal of Knowledge Synthesis in Nursing), Joanna Briggs Institute – JBI Connect, and R2 Digital Nursing Library.

- i. Library resources are a critical component of the nursing program and consist of two major components: electronic resources funded by the university libraries for EMSON, and a Nursing librarian to promote their use. Tony Stankus, FSLA, the Nursing Librarian, is a tenured member of the university's faculty and holds the rank of Distinguished Professor. He is assigned to EMSON by the senior library administration and is heavily supported by library web services and interlibrary loan departments.
- ii. To ensure student access 24/7/365 from anywhere in the world, all University Library purchases of nursing books, databases, and journal subscriptions since 2010 have been in electronic formats deliverable online at no cost to students. Mr. Stankus has prepared twelve customized online "how-to" online searching videos for students, as well as eight online Nursing [LibGuides](#) that are available. One of these, [Nursing Basics](#), is a great way to get started using the library resources. This will introduce you to RefWorks, Interlibrary Loan, Best Bets for Nursing Journals and Databases, and the R2 Digital Library.
- iii. All students are encouraged to contact Mr. Stankus by e-mail tstankus@uark.edu, for library help.

E. Jeanne Clery Disclosure of Campus Security Policy and Campus 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, or emailing a request to garyc@uark.edu.

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 or phone 479-575-2905.

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. Center for Multicultural and Diversity Education

[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. There is a Diversity Task Force whose mission is to enhance diversity on campus.

SECTION VII: PROFESSIONAL NURSING RESOURCES

A. 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 for health care 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.

B. Sigma Theta Tau International Honor Society of Nursing

As an International Honor Society for nursing, students are invited to join through Sigma Theta Tau International (STTI) chapters are located at more than 650 colleges and universities around the world. Within the local chapter, Pi Theta, induction is held once a year. At the time of invitation, the following criteria apply:

- Have completed half of the nursing curriculum.
- Achieve academic excellence.
 - For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- Rank in the upper 35th percentile of the graduating class.
- Meet the expectation of academic integrity.

To join Sigma Theta Tau as a nurse leader, the following criteria apply:

- Be legally recognized to practice nursing in their country.
- Have a minimum of a baccalaureate degree or the equivalent in any field.
- Demonstrate achievement in nursing.

For more information, to apply, or to read about the benefits of membership, visit the [main website](#). You may also want to visit the page for our local chapter, [Pi Theta](#).

C. 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.

D. 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.

E. 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 organizations impact nursing by sharing and disseminating information, discussion of clinical 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 VIII: REQUIRED FORMS

A. Student Confidentiality Statement

Submit signed Student Confidentiality Agreement (located at the end of this handbook) to the online BSN Orientation Non-credit Course in the designated location.

B. Handbook: Statement of Understanding

Submit signed Handbook: Statement of Understanding (located at the end of this handbook) to the online BSN Orientation Non-credit Course in the designated location.

C. Background Check Statement of Understanding (ARSBN)

Submit signed Background Check Statement of Understanding (located at the end of this handbook) to the online BSN Orientation Non-credit Course in the designated location.

Eleanor Mann School of Nursing

Student Confidentiality Agreement

Patient or client confidentiality at the facilities used by the Eleanor Mann School of Nursing during clinical 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 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 people 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.

I understand the terms of the Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's confidentiality may result in disciplinary action against me as described in the Eleanor Mann School of Nursing Handbook.

Print Student Name

UA Student ID#

Student Signature

Date Signed

**Effective: August 2017. To be filed in student's record in Eleanor Mann School of Nursing
Form Revised: 01/17/2017**

Eleanor Mann School of Nursing

Student Handbook(s) Statement of Understanding

The Eleanor Mann School of Nursing Program requires that each student reads and understands the EMSON LPN to BSN Student Handbook and the LPN to BSN Preceptor Handbook and Clinical Requirements document.

The student handbook and practicum document can be located at: <http://nurs.uark.edu/>

"I, _____ have read and understand the EMSON LPN to BSN Student Handbook and LPN to BSN Preceptor Handbook and Clinical Requirements document. I am aware that it is the primary source to find policies and procedures and understand that I am responsible to adhere to all policies outlined. I understand that the policies and procedures are subject to change and that the handbooks are updated annually. It is my responsibility to review these student handbooks frequently while enrolled in the EMSON program.

Noncompliance with any policy contained in the handbooks will result in implementation of the performance improvement plan, which could include disciplinary action. "

Print Student Name

UA Student ID#

Student Signature

Date Signed

**Effective: August 2019. To be filed in student's record in Eleanor Mann School of Nursing
Form Revised: April 2020**

Eleanor Mann School of Nursing

Background Check Statement of Understanding

The Arkansas State Board of Nursing (ASBN) requires that each student is made aware of potential bars to licensure. Each student is required to read the Nurse Practice Act, ACA §17-87-312 and ACA §17-3-102 and complete a signed statement form.

“I _____ have read the ASBN Nurse Practice Act ACA §17-87-312 and ACA §17-3-102, and I understand that graduating from a nursing program in Arkansas does not assure ASBN’s approval to take the licensure examination. I also understand that if I reside in a different state, it is my responsibility to review and meet all requirements/expectations set forth by the Nurse Practice Act in my state, including the potential bars to licensure.”

Print Student Name

UA Student ID#

Student Signature

Date Signed