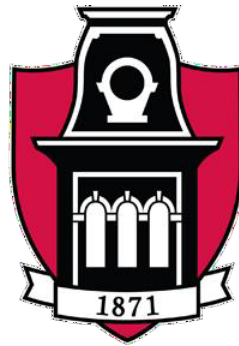


Eleanor Mann School of Nursing (EMSON)

LPN to BSN Student Handbook



UNIVERSITY OF ARKANSAS

COLLEGE OF EDUCATION & HEALTH PROFESSIONS

606 N. Razorback Road
Fayetteville, AR 72701
Phone: (479) 575-3904
<http://online.uark.edu/nurse>

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. Executive Director's Welcome

Welcome to the Eleanor Mann School of Nursing at the University of Arkansas. The school's undergraduate and graduate degree programs are accredited by the Commission on Collegiate Nursing Education and the Arkansas State Board of Nursing.

Our faculty are educationally and experientially prepared to teach, guide, and advise students to their successful goal of licensure as professional registered nurse (RN), post-RN licensure degree completion, advanced practice registered nurse (APRN) or educator. Our clinical partners offer a wide array of patient, family, and healthcare providers' encounters that prepare our graduates to meet the health and healthcare needs of Arkansans across the life span, along the continuum of health and wellness, and beyond.

B. History

The Department of Nursing was established in 1969 as an associate degree nursing extension program of the University of Arkansas for Medical Sciences College of Nursing. The associate degree program graduated its first class in 1972. In 1987, Nursing was established as a department in the College of Education 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. The baccalaureate degree program in nursing, master's degree program in nursing and the doctor of nursing practice program at the University of Arkansas Eleanor Mann School of Nursing are accredited by the Commission on Collegiate Nursing Education <https://www.aacnnursing.org/ccne-accreditation>. 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 LPN 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 mission of the Eleanor Mann School of Nursing (EMSON) is to advance health and quality of life for Arkansans and beyond through cultivation of innovative and transformative nurse-clinicians, educators, scientists, leaders, and policy-makers.

D. Vision

To become the premier nursing destination for emerging and practicing health care leaders through collaboration, innovation, and discovery.

E. 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. Integrate evolving nursing knowledge and knowledge from other disciplines to make innovative and effective clinical decisions.
2. Provide culturally congruent, person-centered care that respects the uniqueness,

dignity, and worth of individuals.

3. Advocate for the health needs of diverse populations to increase health equity and promote social justice.
4. Synthesize evidence to inform nursing practice and contribute to the positive transformation of healthcare.
5. Utilize improvement science to refine healthcare processes essential for the provision of high quality, safe, and cost-effective patient care.
6. Collaborate effectively and intentionally with other healthcare professionals and community stakeholders to provide optimized healthcare.
7. Steward resources and partnerships to provide safe, quality, and equitable care to all people.
8. Employ information and healthcare technologies appropriately to support patient care, communication, and effective decision making.
9. Exhibit collegial, accountable, and emotionally intelligent behavior aligned with the American Nurses Association's Code of Ethics and the Arkansas Nurse Practice Act.
10. Demonstrate a commitment to personal wellness, lifelong learning, and transformational leadership practice.

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 UASuccess.

Students will communicate with the in-program academic 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. Practicum Affiliation Team

A clinical affiliation is an official document that outlines the agreement between the University and a health care facility that provides the legal grounds for students to complete clinical hours at the site. This agreement is required and must be fully established before a student can go to a site. The practicum placement team (see below) 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. Deadlines for new affiliation requests and instructions on processes for setting up practicum experiences are included in the Online BSN Orientation (Practicum Training) non-credit course. This also includes information about the affiliation process. The process of setting up a new affiliation involves many offices and contacts across campus and within the healthcare organization. This process can be lengthy, students are encouraged to begin identifying sites early in their program.

C. Practicum Placement Team

After an affiliation has been secured, students will begin planning with the practicum placement team. The practicum placement team works with students directly and indirectly towards the goal of clinical placement each term. Although students are ultimately responsible for securing their own clinical placements, the practicum team helps guide students through this process. Some sites prefer that students do not contact them directly. For those sites, the practicum team handles all placement requests. The practicum placement team also helps students with the onboarding process at each facility. This onboarding includes required paperwork, such as immunization documentation, BLS certification, background checks, etc., as well as orientation for the specific clinical site. All practicum placements require a BSN-preferred preceptor. Students will be guided in the selection of appropriate preceptors for each practicum experience. Students will be required to submit signed preceptor agreement forms and RN license verifications for each clinical placement. These forms, as well as all onboarding requirements, should be completed well in advance of term start, see the practicum handbook for more details on this process. Students will not be enrolled in their practicum until clinical placement (and full clinical compliance in EXXAT) has been secured. For this reason, it is vital to maintain communication with the practicum team about progress in obtaining clinical placement.

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 and above) Only students who meet all requirements by the given deadline will be manually enrolled by the school of nursing.

E. University and LPN to BSN Orientation

The University and Online BSN orientations (Resources and Practicum Training), located in your courses list under 'Non-Credit'

Courses on your Blackboard homepage serve 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. Exam 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. The total exam average is calculated by the total earned exam points divided by total available exam points. An average of 74.50% to 74.99% will be rounded to achieve the 75% minimum.

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

1. Students are required to complete/sign the University Academic Integrity Honor Pledge annually during active enrollment in the nursing program. (See code of ethics section below)
2. All course exams are computerized, proctored, and delivered in Blackboard Ultra using ProctorU.
3. Documented CEA Testing Accommodations will be honored but must be on file with the CEA Office for the associated course. It is the responsibility of the student to discuss with faculty how

testing accommodations are implemented in each course.

4. Makeup exams are given at the discretion of the course instructor for University approved absences only. Students who are going to miss an exam due to illness or extreme personal emergency (such as the death of an immediate family member) are responsible for contacting the course instructor before the time that the exam is scheduled to begin. Makeup exams may be in a different format and contain different questions than the original exam.
5. Specific dates for exams are outlined in each course calendar. The testing window for each exam is four days and this includes two weekdays and two weekend days.
6. A student arriving late for an exam with ProctorU will likely miss the opportunity to test and the appointment may be cancelled by ProctorU. It is the student's responsibility to reschedule if able. If no appointments are available, a zero will be earned. If a student does not show up for a scheduled ProctorU appointment and is unable to reschedule within the timeframe for the exam, a zero grade is earned.
7. Clarification of test concepts may be submitted in writing after the exam and additionally reviewed during an appointment made with faculty within the time frame outlined in the course syllabus.
8. Content questions will not be discussed during the dates that the exam is open.
9. No electronic devices are allowed in the testing area (e.g. cell phones, iPods, ear buds, smart watches/glasses etc.). If electronic devices are used during an exam, the student will receive a zero on the exam and may face academic integrity sanctions and possible program dismissal.
10. No notes or resources of any kind will be permitted on proctored exams.
11. Students are to have their University student ID. Calculators embedded within exam platform is the only one permitted when taking an exam through ATI. Using calculators on cell phones is NOT permitted. Using these types of calculators will cause the student to forfeit the exam. For course exams, using Blackboard, a basic non-programable calculator may be used and must be shown to the proctor.
12. If an exam allows a scratch piece of paper, the student must show both sides to the camera prior to testing and shred it on camera at the end.
13. During computerized testing, under no circumstances are

students allowed to access email, websites, or any programs other than the current exam. If that should occur, the student will receive a zero for that exam and will face academic integrity sanctions and possible program dismissal.

14. If a student scores less than 75% on any exam, it is required that the student contact faculty for an evaluation of study habits, areas of content weakness, and other reasons they were unsuccessful on the exam. The faculty will make a referral to the Academic Advancement faculty and an Action Plan for Success will be completed and documented in UASuccess. If a student fails to remediate with the Academic Advancement faculty after referral for exam failure, a Performance Improvement Plan will be completed by course instructor.
15. Bonus points will not be awarded on exams.

b. Dosage Calculation

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

c. Standardized Testing and NCLEX Preparation – ATI (Assessment Technologies Institute)

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. The proctored ATI testing requirements embedded within courses are mandatory; they are required to be completed fully for a final grade to be awarded in each course.

The required level of achievement is a level 2 or 3 on the proctored exam. If this level of achievement is not passed, remediation and retakes are required. Required retakes must be taken in the term immediately following the initial exam; and prior to being allowed to take the ATI predictor. Failure to follow or complete the remediation instructions for any ATI proctored exam may delay a student's ability to progress in their degree plan and may delay graduation.

Students pay fees associated with ATI in a series of payments applied to the student account. The use of this resource is required for all LPN to BSN students.

d. ATI Capstone Comprehensive Content Review

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

e. 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 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. Remediation of the Comprehensive Predictor is required to be completed fully for a final grade to be awarded in each course. If each component of the required remediation is not complete before the end of the course, students will not be approved to graduate or take the NCLEX-RN exam until requirements are met.

f. Virtual ATI NCLEX Review

Students must complete a Virtual NCLEX Review Course within the final semester as a program requirement. Students should attain 100% completion and Green Light before 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

For each of the following, see the Undergraduate Catalog of Studies:

Course Repetition and Unsatisfactory Progress
Course Withdrawal
Readmission

Incomplete

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

Academic Dismissal or Suspension

Students should note that any violation of the Eleanor Mann School of Nursing policies or code of ethics can result in course failure and/or dismissal from the program without prior warnings (policies and ethics outlined in this handbook).

A student dismissed from the school of nursing will be asked to self-withdraw from all courses or will be subject to administrative withdrawal.

The University of Arkansas policies are upheld. However, the academic performance standards for the BSN program are higher than that of the University. The policies related to progression and dismissal are outlined above.

A student dismissed from the school of nursing for any reason has the right to appeal following the [University of Arkansas policy](#).

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, they 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. Students must maintain compliance in EXXAT at all times while enrolled in practicum courses. If students are non-compliant in any area, they will not be allowed to attend practicums until compliance is met. Any falsification or alteration of EXXAT documents are subject to investigation by the Office of Academic Integrity. The appropriate disciplinary action will be determined and may include dismissal from the program. See also practicum handbook.

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. Failure to report is considered a violation of the code of ethics.

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.

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 (for students admitted under the pre-Fall 2024 curriculum) and 16 courses (new curriculum) 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.

For pre-Fall 2024 curriculum, the following courses will be credited to the students 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)

For new curriculum, the following courses will be credited to the students when enrolled in their final courses:

- NURS 21403 Introduction to Nursing
- NURS 24203 Pathophysiology and Pharmacology I
- NURS 32706 Holistic Nursing Care

Total Credit Hours of Escrow (12)

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.

Students must complete the requirements for the degree within five years of enrolling in the first LPN to BSN nursing course. Nursing credits must be reevaluated (and may need to be repeated) if the student does not complete the Professional Program of Study within the five-year limit.

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

L. Program Exit or Inactivity

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 (see Catalog of Studies for readmission eligibility).

M. 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](#) 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 education 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 § 5-2-205;
- 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) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
 - (A) An affected applicant for 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.
- (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
 - (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24th, 2019.
- c. If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction of incarceration 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 disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Kidnapping as prohibited in § 5-11-102;
- (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (5) Rape as prohibited in § 5-14-103;
- (6) Sexual extortion as prohibited in § 5-14-113;
- (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
- (8) Incest as prohibited in § 5-26-202;
- (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
- (12) Arson as prohibited in § 5-38-301.
- (13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303—5-27-305, 5-27-402, and 5-27-403.

f. This chapter does not preclude a licensing entity from taking emergency action

against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

- g. The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:

- (1) An individual who holds a valid license on July 24, 2019;
- (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
- (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.

- h. This section does not apply to licensure or certification:

- (1) Of professions not governed by this title;
- (2) Of Polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq;
- (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.; or
- (4) Of body artists under § 17-26-601 et seq.

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

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

iii. Turnitin

Turnitin may be used for detection of unoriginal writing, including plagiarism (whether human written or generated by artificial intelligence). Unless otherwise specified, the use of generative artificial intelligence tools in any capacity while completing academic work that is submitted for credit, independently or collaboratively, will be considered dishonesty.

IMPORTANT: Protect yourself by completing a self-assessment of all browsers and software used in your schoolwork to remove any AI assisted tools or extensions. Use of these tools will trigger the AI detector when work is submitted, and the work will be sent to the academic integrity board for investigation. (Example – Grammarly, Copilot)

B. Utilizing Proctoring for Exams

Some courses in the LPN to BSN program require the use of the Honorlock 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

C. 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.

N. The EMSON 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:

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

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

- Violating a client's right to privacy
- Lack of Integrity and honesty (e.g. lying about, misrepresenting, or not reporting information about care given; clinical error or any action related to clinical functions; acting outside the scope of the student's role in a clinical, academic, professional, or administrative setting)
- Submitting as one's own work that has been prepared totally or in part by another
- Falsification/forgery of documents, records, or signatures
- Failure to report observed unethical or un 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 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 course instructors to outline expectations and course activities clearly and any concerns to be addressed in a fair and timely manner
- Expect faculty to maintain the availability and communication standards as listed in their course syllabus
- A complete explanation of the evaluation procedures at the beginning of each course as outlined in the course syllabus
- Expect faculty to return graded assignments and tests within a reasonable time period.

Responsibilities –

It is the responsibility of the student to:

- Maintain academic and professional ethics and integrity at all times
- Review course materials in a timely manner throughout the duration of each course
- Ensure that all coursework is submitted in the appropriate content area within Blackboard Ultra
- Complete all course activities and ask questions if the information is not clear
- Follow the course schedule, meeting due date expectations
- Engage in critical thinking
- Share ideas

- Keep an open mind so that they may learn the value of higher education
- Communicate with the faculty of each individual course and with the assigned 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 professional and 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 the program.

Three performance improvement plans are evidence of a pattern of behavior that contradicts our policies and code of ethics. A student with three performance improvement plans will meet with program administration and will be subject to dismissal.

R. 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 Ultra.

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.

S. Civility and Communication

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

Communication Standards for 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. Only communicating via school sanctioned channels (as outlined in course). Electronic communications outside these channels are not endorsed for academic courses.
- Activating and maintaining an active Blackboard Ultra student profile
- Maintain proper netiquette (online etiquette) in both email and course room communications including but not limited to use of proper English, spelling, and grammar and avoiding the use of slang and abbreviations.
- Refraining from inappropriate or unethical behaviors including:
 - Use of obscene or threatening language,
 - Taunting or belittling another student, faculty, or staff; and
 - Sending or forwarding inappropriate emails to students, faculty, or staff.

T. 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. Several online APA resources are available to students free of charge (Purdue Owl, UA Library, etc.) and are outlined in the Online BSN Nursing Orientation course.

U. Minimum computing requirements

Students will be expected to check their email and blackboard ultra 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 understand 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 Ultra occasionally schedules "down time." Users will be notified in advance through a system-wide announcement and will be able to schedule their online work accordingly. If you are experiencing difficulties with the operation or navigation of Blackboard Ultra 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 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
- An external mouse for virtual learning activities
- 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 is 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.

Note: TikTok may no longer be installed or used on any university-issued technology device, including all computers, tablets, smartphones, etc.

TikTok is to be blocked from use on all campus, division, and unit internet networks. Therefore, the platform cannot be used in any UA course related activity.

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 oFamilies, clinical facility staff or clinical institutions oThe 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.

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. 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. Introduction to the Clinical Practicum Experience

Clinical courses offer our undergraduate online BSN students an opportunity to apply newly developed skills and implement theoretical content to professional nursing practice. Clinical situations give students exposure to learning and prepares students for advancing to the next level of nursing practice by enhancing skills in communication, teamwork, and critical thinking. Experiences are best assured when students are proactive in selecting availability at a time and geographic location suitable to each student's needs.

Important note: The student is embarking on the process of learning a new role as a BSN prepared Registered Nurse. The clinical experience in the BSN program requires the student to be actively involved in patient care as a direct care provider and interdisciplinary team member under the supervision of an RN preceptor.

These guidelines are provided to assist students in planning clinical experiences, and to clarify expectations for practicum experiences. Each clinical course requires a specific number of hours in an approved, preceptor facilitated, clinical experience.

B. Clinical Practicum Preceptor and Site Selection Process

Recruiting qualified practicum preceptors and identifying appropriate practicum sites is a student-led process. Preceptors should have clinical expertise in the area of practice required for each practicum course (see qualifications below). This process of identifying sites and preceptors begins by attending a practicum workshop. The student should come prepared to the workshop with knowledge of potential practicum sites (e.g., what services the site offers). It is best to think of sites that can serve multiple clinical rotations. More instructions and resources are found in the orientation course; students are responsible for all information found in the orientation.

Gaining the needed clinical affiliations for new practicum sites is a lengthy process. It varies

from facility to facility. Students should be prepared to work continuously on site and preceptor recruitment. Recruitment requires persistence and organization. The first step is the Affiliation Agreement itself. There are many resources in the orientation course for starting the affiliation agreement.

C. Clinical Practicum Placement

After the affiliation is secured, EMSON's Clinical Operations Manager is contacted to either approve an already identified preceptor or to guide students in the identification of a preceptor. This person will also provide instruction for any specific paperwork and requirements at their organization.

The student must comply with all facility policies and requirements. Even if the student is employed by an institution, there may be additional paperwork to complete (check with the education director, HR, or the student coordinator as appropriate). The student should ensure all onboarding requirements have been met by established deadlines. These deadlines are specified for each term.

Finally, the student will be required to gather the Preceptor Agreement form from their preceptor and submit it to program personnel. This, along with proof of a valid RN license in the state of clinical practice, is required for final approval of the preceptor. After being approved, the preceptor is added to an Online Preceptor Orientation. This brief online course will award CE upon completion.

*See Orientation Course for practicum curriculum table that can serve as a guide to help you understand what type of preceptor and facilities are required for each practicum.

This process is evolving; it requires much flexibility and dedication on the part of the student. It is imperative that you communicate closely with the clinical team throughout this process. Each geographic area and facility are different and that requires us to be creative and flexible. For more information about which states are authorized for completion of practicum requirements, please visit U of A Online website through Global Campus. New affiliation request due dates are found in the online BSN orientation course. Preceptor and site paperwork, as well as full compliance (see section on compliance requirements), are due prior to enrollment in a practicum course; deadlines are specified each term.

The EMSON shall comply with clinical facility placement requirements as stipulated in the formal affiliation agreement(s). Note: No person has the authority to commit the University of Arkansas and/or the Eleanor Mann School of Nursing for any purpose (e.g., enter into agreements) except as authorized by the Board of Trustees, University of Arkansas.

D. Preceptor Qualifications

- BSN (or higher) prepared Registered Nurse
- Unencumbered RN license to practice in the state in which he/she practices.
- At least two years of experience in the clinical practice area

- Current practice area must be congruent with clinical experiences needed by the student.

E. Preceptor 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.

F. 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 (pre-Fall 2024 Curriculum); NURS 35403 Chronic and Palliative Care Practicum (new curriculum)
 - Minors at risk including mental disorders and maltreatment
 - Mandated reporting
- NURS 4124/4143 Child and Family Nursing and Practicum (pre-Fall 2024 curriculum); NURS 32803 Wellness and Disease Prevention Practicum, and NURS 42703 Acute Care Nursing Practicum (new curriculum)

- 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)

G. Scheduling the Clinical Practicum Experience Hours

Students are responsible for ensuring that all required hours of clinical experience with the preceptor, in approved and supervised settings, are completed. The scheduled hours will be arranged in conjunction with the approved practicum site and preceptor (as is reasonable to satisfy the practice experience requirement). Hours may not be carried over between sessions nor completed prior to the course start date. The requirement may be met with full days, partial days or consecutive days as agreed upon with the preceptor. Active participation is required to be counted for clinical hours, no observation-only activity past the first day in each setting.

Clinical experience can only occur while students are regularly enrolled in courses. Students cannot complete clinical experience outside of the regular semester. Clinical experience should not be planned during official university holidays. Before beginning any clinical experience, it is the student's responsibility to review the course objectives and clinical requirements with your preceptor and direct any questions toward the instructor for that course.

Students must submit a clinical schedule to the course instructor at the beginning of the clinical rotation. This schedule should be developed and approved with your assigned preceptor. Changing of the clinical schedule should only occur for university approved excuses. Should a change be necessary, it is the student's responsibility to notify the course instructor as soon as this need is identified. The clinical schedule must be completed one week prior to the intended day at the clinical site. It must be approved by the course instructor before you start your clinical practicum. Scheduled clinical hours may not exceed 12 hours per day, three 12-hour shifts per 7 days, or 40 hours per 7 days. This policy applies regardless if a student is taking more than one clinical course.

Attendance will be monitored as outlined within each course syllabus. Students may be competing for clinical practice space at some locations. Flexibility for scheduling will help to ensure smooth clinical progression. Some night and weekend shifts will likely be required. Clinical practicum hours may not be completed during the students' work hours. If you complete clinical hours at your workplace, you must arrange them on a different unit from which you work.

H. Clinical Practicum Compliance Requirements

All University of Arkansas, Eleanor Mann School of Nursing (EMSON) students enrolled in clinical practicum courses must be fully compliant with requirements for clinical practicum

courses by designated due date. A list of requirements and associated due dates can be found on the Bachelor of Science Nursing Community Blackboard page listed under “Non-Credit Courses”. All compliance documentation must be submitted by the student to their personal

EXXAT account by the assigned due dates. Failure to meet compliance requirement deadlines for clinical practicum courses will result in a Performance Improvement Plan and administrative withdrawal from the course, which may delay progression in the program.

Falsification/forgery of any documents, records, or signatures on compliance documentation is a violation of the EMSON Code of Ethics and will result in Academic Integrity sanctions and/or possible program dismissal.

Students are responsible for maintaining their compliance throughout the program. Students unable to meet compliance requirements may petition to be re-enrolled in the program in the subsequent semester only after compliance is confirmed by the EMSON; however, students will not be guaranteed placement and will be placed according to space available and our priority ranking policy (See Academic Progression Policy).

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J. Clinical Attendance

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge.

Students are expected to present to the clinical facility as scheduled, each clinical day. Students should report directly to their assigned preceptor at the beginning and ending of each clinical day. Students will work directly with their preceptor throughout their clinical experience.

Clinical learning activities represent a responsibility to patients and require an essential application of knowledge. Consistent, punctual attendance facilitates learning, while tardiness interferes with the attainment of course outcomes. Therefore, students are required to be present and on time for

each clinical experience. If there is a university excused reason that a student will be missing clinical time in any course, communication must be initiated with the clinical instructor and preceptor right away to make alternative arrangements. Written and virtual clinical activities will be required in each clinical practicum and will be detailed within the Blackboard course. These activities are designed to help facilitate translation of didactic content into clinical application.

Web-based clinical conferencing will also be required to facilitate discussion and shared experiences. Use of clinical conferencing will be outlined within the syllabus for each course. Additionally remote meetings between the student's preceptor and clinical instructor must be completed for proper evaluation of clinical objectives. Practicum courses require multiple contacts with the preceptor while the student is engaged in clinicals. Students should be proactive in facilitating contact between the instructor and the preceptor for practicum evaluation purposes. Students should not use staff nurses or other personnel in place of their approved preceptor when scheduling clinical evaluation contacts with their course instructors.

Faculty may deny or dismiss from clinical practicum experience for the following reasons:

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

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

K. Background Check

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. The criminal background check must be completed annually by the designated due date.

Results of the background check are reported the EMSON 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 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.

L. 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 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 dismissal 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.**

M. Professional Appearance

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

1. Clinical Practicum Uniform Requirements

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

The EMSON Uniform must conform to the following Uniform Requirements:

- Uniform is to be clean, wrinkle free, and unstained.
- Scrubs
 - Color 'True Red'
 - Pants and top may be any style or brand but must be 'True Red' color. Pants and top must match in color.
 - Must fit loosely and allow for ease of movement. Tight, form-fitting scrubs are not allowable. Low rise not allowed.
 - Suggested brand/style: Cherokee Workwear WW120, WW620, WW670
 - Suggested Local Retailers: My Uniform Corner or Premier Uniforms
- The red EMSON patch that the student independently purchases from the University Bookstore, must be adhered to exterior of the left sleeve of the scrub top.
- White or black socks or stockings (in good repair without design) must be worn.
- White or black, nonporous/no fabric solid color shoes (no high top sneakers, clogs, open toe, or shoes with writing).
 - Shoes and shoelaces must be washable and kept clean and neatly polished.
- White or black long or short sleeved turtleneck or crew neck T-shirts without logos or advertisements may be worn under the uniform.
- For students with religious/cultural considerations, skirts or dresses may be worn in lieu of pants. A solid white head covering may be worn but may only cover the hair, full face must be visible.
- Nothing other than the lab coat (sweatshirt or jacket) is to be worn over scrubs during clinical.
- Laboratory Coats
 - Students must purchase a white lab coat. The black EMSON patch that the student independently purchases from the University Bookstore must be adhered to the left side of the lab coat, under the lapel, on the pocket if available.
 - Lab coats are to be worn to and from the clinical practicum experiences or in compliance with specific clinical agency policies. During school activities not requiring the school uniform the lab coat may be worn over business attire.
 - Lab coats must be monogrammed on the left side, under the lapel, above the pocket if available, AND above the black EMSON patch. The monogram is true red, three lines in block lettering, and all capital letters.

MANN SCHOOL OF NURSING
UNIVERSITY OF ARKANSAS
BSN STUDENT
- Name Badge
 - Name tag ordering instructions were provided upon acceptance to the program via
 - Blackboard Orientation Non-credit Course.
 - Should always be visible on the front of the uniform or lab coat on the upper right side.
 - Is printed with the student's first name and last name. The second line is printed with "BSN Student".
 - The official EMSON issued name badge is required to be worn at all clinical practicum experiences (Arkansas State Board of Nursing requires that all healthcare

- providers are clearly identifiable through name tags with credentials listed).
 - Name badge will be purchased in person at the card office in the Union.
 - Up to 4 badges are included in student fees before a fee will occur .
- Other Required Equipment:
 - A pair of bandage scissors
 - A Pen light
 - A stethoscope
 - A manual blood pressure cuff
 - May need pocket calculator, hemostats, eye protection
- Business Attire: Professional attire is expected whenever you are representing the EMSON. Some activities may require the student to wear business attire with or without wearing the EMSON lab coat. The following are general examples of appropriate attire:

Women

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

Men

- Suit/jacket/blazer/sweater
 - Shirt - traditional shirt with collar/ polo style
 - Slacks
 - Tie
 - Shoes - dress loafers/lace-ups (no flip flops, sneakers or sandals), must be closed toe
 - Unacceptable clothing for either sex includes jeans, sweatshirts, shirts of underwear type, see-through clothing, sleeveless shirts or any clothing that exposes a midriff, back, chest or underwear.
- Personal Hygiene: It is essential that health care providers be free of offensive body odors, including smoke residue.
 - Perfume or aftershave should not be worn in clinical practicum areas.
 - Chewing gum or tobacco products may not be used in any clinical practicum or laboratory facility.
 - Hair
 - Should be neat, clean, and controlled.
 - Should be worn up, restrained and fastened so that it does not fall below chin level or collar. Or may wear hair in a short length, in a style that will not fall below the chin or into the face with movement.
 - Solid white, black, or red headbands are allowed.
 - Mustaches and beards are permissible if kept neatly trimmed.
 - Tattoos visibility is subject to clinical agency policy. Tattoos that are determined by the clinical

faculty or facility to contain obscene, offensive, or discriminatory images or text that result in complaints from visitors or coworkers must be covered.

- Nails
 - Should be short, neatly groomed, and not extend beyond the fingertip.
 - No nail polish or artificial nails of any kind are allowed.
- Jewelry: When in the clinical practicum area, because of the potential for spread of infection and injury to patient and/or student, jewelry is limited to only:
 - A durable analog watch
 - Earrings should be no larger than a nickel in diameter and should not extend below the earlobe or hang off the ear.
 - No visible body piercings (besides earrings) are allowed while in patient care areas. If a piercing or piece of permanent jewelry cannot be removed, it must be covered and secured at all times while in clinical and laboratory settings.
 - A flat band on a ring finger may be worn while in patient care areas. No other rings are allowed.
 - Necklaces should not be worn during clinical and laboratory experiences.

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

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

M. Responsibilities of Clinical Practicum Participants

Faculty

1. Coordination of clinical experience.
2. Provide student and preceptor with orientation to course expectations/requirements.
3. Establish and maintain patterns for communication (honest and timely) with clinical preceptor and student.
4. Facilitate problem-solving. Provide on-going guidance to clinical preceptor and student.
5. Meet with the clinical preceptor and the student according to an arranged schedule (minimum of three times per semester).
6. Review progress toward course outcomes and goals for personal and professional growth.
7. Evaluate student's clinical practicum performance incorporating data supplied by clinical preceptor and student.
8. Assume responsibility for the overall evaluation of the experience collaborating with the agency, clinical preceptor, and student.
9. Abide by the standards established by EMSO and the nursing profession regarding professional conduct.

10. Promote a learning environment that is free from discrimination and harassment. The University of Arkansas prohibits discrimination and harassment based on race/color, sex, gender, pregnancy, equal pay/compensation, age (over 40), national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity and retaliation and any other characteristic protected characteristic under applicable federal and state laws. For more on the University's policy please see: Discrimination (Including Discriminatory Harassment) – Employment, Education, Programs and Services | VCFA | University of Arkansas (uark.edu). To file a complaint please see: Discrimination/Harassment | OEOC | University of Arkansas (uark.edu)

Preceptor

1. Act as a role model as practitioner, teacher, supervisor and/or manager.
2. Provide the student with ongoing constructive feedback related to student performance standards.
3. Provide feedback on student clinical practicum performance and progress toward attainment of objectives to both student and their course instructor.
4. Assist student with opportunities to gain competence and confidence in skill attainment necessary to perform in the BSN role.
5. Contribute to the student's summative evaluation.
6. Supervise student activities in the clinical setting. (NURS 4092 requires support and supervision during the formal presentation of the student's final project in the clinical setting.)
7. Communicate with faculty at set intervals to discuss student progress toward outcomes.
8. Validate students' attendance by verifying recorded hours and signing the clinical time log daily.
9. Report any issues with student attendance to the course instructor immediately.
10. Report any concerns with student performance/professionalism/absenteeism to course instructor immediately.
11. Work with course instructor to provide any necessary accommodation required for a student. EMSON faculty are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. For more information, see guidelines set by the Center for Educational Access.
12. Maintain student rights and privacy as a partner with the University of Arkansas. See FERPA Guidelines for more information.
13. Promote a learning environment that is free from discrimination and harassment. The University of Arkansas prohibits discrimination and harassment based on race/color, sex, gender, pregnancy, equal pay/compensation, age (over 40), national origin, disability, religion, marital or parental status, protected veteran or military status, genetic information, sexual orientation, gender identity and retaliation and any other characteristic protected characteristic under applicable federal and state laws. For more on the University's policy please see: Discrimination (Including Discriminatory Harassment) – Employment,

Student

1. Assume responsibility for meeting all course requirements and outcomes.
2. Develop goals for personal and professional growth communicating these to faculty and clinical preceptor.
3. Assume responsibility for fulfilling goals and directed learning activities.
4. Maintain lines of communication with clinical preceptor and faculty to promote achievement of directed learning activities.
5. Maintain punctual clinical practicum attendance according to a predetermined schedule. Notify clinical preceptor and faculty immediately if schedule cannot be met.
6. Maintain an accurate record of clinical attendance in EXXAT and on clinical time log. Ensure that time log is validated with preceptor's signature, daily.
7. Ensure that recording of practicum clinical hours is represented accurately and honestly in required course documents. Obtain preceptor signature on time log daily to validate clinical hours.
8. Assume responsibility for arranging and maintaining the schedule of conferences with faculty.
9. Maintain clinical practicum journal to be utilized for self-reflection on the clinical evaluation tool.
10. Complete an honest self-evaluation of own professional growth and weaknesses.
11. Participate in the evaluation of achievement of directed learning activities and the clinical preceptor experience.
12. Maintain a professional attitude of learning, humility, and service to others. Above all, the students will conduct themselves in a manner that exemplifies the high standards of the University of Arkansas, the EMSON, and the nursing profession.
13. Complete all orientation and onboarding required of clinical facility/University.
14. Maintain patient confidentiality according to HIPAA, the facility and University policies.

Helpful Hints for Preceptors

1. Set the tone for open and honest communication early and be clear on your expectations (e.g., no cell phone, follow when I lead, appropriate times to ask questions, etc.)
2. Be liberal with communication about their performance.
3. The course instructor will be in contact with you prior to the student's start and throughout the student's clinical time. If you do not hear from them or need assistance other than what they can provide, you may reach out to nurseprac@uark.edu.
4. Encourage the student to be proactive in achieving their goals and course objectives.
5. Complete the preceptor continuing education course available through the University.
6. If you are having any issues with a student, do not wait until scheduled evaluations to report this. Contact the student's course instructor immediately with your concerns. If you need an instructor's contact information you may reach out to the practicum team at nursprac@uark.edu
7. Remember that you are a vital part of the student's educational journey. Share your

expertise! This is your opportunity to help shape the future of our profession.

8. Although our students are licensed nurses, they are to perform a student role while in clinical. Supervising skills helps them to learn new techniques or perfect ones they have been using to prevent short cuts or bad habits from being rein

N. Experience Evaluation

Grading criteria for each practicum will be outlined within each specific course. To assist with that process and to facilitate continuous quality improvement, at the end of the practicum experience, evaluations will be required as outlined below.

Student Evaluation

- Student will complete a self-evaluation for each practicum based on the outcomes for the course. Complete details will be provided within each Blackboard course.
- The preceptor will complete evaluations of the students. These occur at regular intervals throughout the course. The final evaluation includes an internet survey. Students will also be evaluated by the preceptor at least twice during their clinical rotation. The student is responsible for ensuring these evaluations are completed. Without preceptor input on student performance, student's self-evaluation cannot be validated.

Preceptor and Clinical Site Evaluation

- Students will evaluate the preceptor by completing a survey that will be provided within each course.
- Students will evaluate the clinical site by completing a survey that will be provided within each course.

Experience Evaluation

- Survey items will be included for preceptor to provide feedback on the course, expectations, general experience satisfaction, faculty collaboration, etc.
- Students will have the opportunity to provide feedback during the student evaluation process at the end of each semester.

Policy for Infection Control

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

Policy for Student Injury in the Clinical Practicum Setting

1. Administer first aid.
2. If the injury occurs in the Clinical Practicum Setting:
 - a. Fill out an incident report for the clinical agency and submit a copy of the report (complete with the appropriate signatures) to the School of Nursing.
 - b. Notify the course instructor as soon as possible to fill out an Eleanor Mann School of Nursing incident report.
 - c. Incident report will be filed in student cumulative record.
3. Assessment of the student's status is required.
 - a. If the clinical agency has an emergency service department with a healthcare

provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere. A report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the School of Nursing.

4. The expenses for the above assessment and/or treatment will be borne by the student.

O. Policy for Exposure to Blood Borne Pathogens

1. Administer first aid.
2. Management of student injury:
 - a. Fill out an incident report for the clinical agency with a copy of the report (complete with the appropriate signatures) and submit it to the School of Nursing.
 - b. Notify the course instructor as soon as possible to fill out an Eleanor Mann School of Nursing incident report.
 - c. Assessment of the student's risk status with treatment and follow-up is required. If the clinical agency has an emergency service department with a healthcare provider available, the student is required to be evaluated by the provider at that time. If the clinical agency does not offer this service, the student is required to be evaluated by a provider elsewhere. A report of the attending healthcare provider's assessment of the student's status and/or recommended treatment must be submitted to the School of Nursing.
 - d. Identification of the source patient and subsequent risk appraisal should be included in the report.
 - e. Expenses for the assessment and treatment will be borne by the student.
3. The injured student should discuss his/her medical history and status with the assessing provider.
 - a. A history of documented Hepatitis B infection or completion of Heptavax or equivalent immunization should render the student immune to Hepatitis B, although assessment of immune status may be needed (e.g., incomplete Heptavax series or intragluteal injection).
 - b. An individual who is HIV antibody positive or a low-risk individual known to be HIV negative requires no immediate testing.
 - c. A student with unknown HIV status and no history of Hepatitis B infection or immunization may need baseline HIV antibody or Hepatitis B Surface Antigen (HBSA) testing (see specific instructions below).
4. If the source patient cannot be identified, or if he/she refuses evaluation and is of unknown risk status for HIV and Hepatitis B infection:
 - a. The student, if not immune to Hepatitis B, should receive a single dose of Hepatitis B Immune Globulin (HBIG), 0.06 cc/kg, as soon as possible after exposure. Heptavax immunization should also be initiated (with consent) within seven days of exposure; 1 cc in the deltoid muscle, booster doses should follow after one month and six months. Students who do not receive Heptavax should receive a second dose of HBIG after one month.
 - b. If the student's HIV antibody status is unknown, a baseline HIV antibody

test should be done and, assuming negativity, repeated at six to eight weeks and at six months.

c. The student should inquire about relevant symptoms of HIV and Hepatitis B infections and should notify his/her physician if clinical problems occur.

Counseling may be needed for emotional reactions, and education for reducing the risk of transmitting a potential infection.

5. If the source patient is identified and consents to evaluation:

a. If the source patient is known to be immune to Hepatitis B, the student may be reassured (if not immune).

b. If the source patient is not immune to Hepatitis B, he/she should have an HBSA test; negative, the student may be reassured if he/she is not immune; if positive, and if the student is not immune, treatment should be initiated within seven days (see 3a above).

c. If the patient is considered low risk for HIV infection or is known to be HIV negative, he/she may not need to be tested; the student should be texted only if anxious.

d. If the patient is of high or uncertain risk for HIV infection, an HIV antibody test should be done and repeated in six to eight weeks and in six months. The student should also be tested as in 3b above.

e. If the patient is known to be HIV antibody positive, the student should be counseled and tested as indicated in 2b and 3b above.

f. If the patient is acutely ill, other prophylactic or follow-up measures should be done as appropriate.

g. Counseling, education, and follow-up are encouraged (see 3c). Expenses for follow-up treatment will be the responsibility of the student.

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

P. Professional Liability Insurance

A specially designated student professional liability insurance policy is required of all students enrolled in the Eleanor Mann School of Nursing. Liability insurance fees have been incorporated into the student fees structure by the University of Arkansas. Liability insurance coverage is applicable only when the student is functioning in the student role, in a clinical

practicum course and expires on the date of graduation. The policy does not cover students while employed in clinical agencies. A copy of the professional liability insurance policy is on file in the EMSON office.

Q. Electronic Devices

Use of any electronic devices to store/enter any type of patient information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action which may result in dismissal from the program. Cell phones and other electronic

devices (including telephone accessories; this excludes calculators) may not be visible or audible in the clinical setting. Students are responsible for following the policy for electronics in the individual facility/organization in which they will be completing clinical practicum hours. It will be the student's responsibility to seek out this policy, understand it, and follow it. Pictures or recording of any kind (cameras, videos and/or audio recorders, cell phones and other devices) is prohibited in any clinical practicum or classroom setting.

R. Tracking Software for Practicum Experiences

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

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

SECTION 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 the One Stop page <https://onestop.uark.edu/> 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.

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 Ultra

Blackboard Ultra 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—Pi Theta Chapter

Sigma is the International Honor Society of Nursing to which students from all EMSON programs may be invited for membership. Student membership criteria can be accessed on the Sigma Global Nursing Excellence website.

Membership in the society is limited and highly selective. Sigma Theta Tau was established in 1922 by six (6) students at the Indiana University Training School for Nurses. Their aim was to develop a society that would reward distinguished effort and increase professional spirit in the field of nursing. Sigma Theta Tau is a member of the American Association of College Honor Societies. Sigma's mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing. The EMSON belongs to the Pi Theta chapter of Sigma with various faculty serving as the Counselor for the Honor Society. These faculty members are available to answer any specific questions a student may have. Any faculty member can provide the student with the names of these counselors who may be contacted through the office.

LPN to BSN students are eligible for membership once they:

- 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 30th percentile of the graduating class.

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.

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.

The NCSBN website contains very important resources and practice exams for NCLEX preparation.

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).

SECTION VIII: REQUIRED FORMS

The following forms are required of students each semester of active enrollment in the program. These are available for download in the Blackboard Non-credit Orientation Course. Students must sign and submit these forms to their individual EXXAT account by the given due date.

- A. Academic Integrity Pledge**
- B. Student Confidentiality Statement**
- C. Handbook Statement of Understanding**