

UAFSTM

UNIVERSITY OF ARKANSAS - FORT SMITH

College of Health Sciences

Carolyn McKelvey Moore
School of Nursing

SON Student Handbook
Practical Nursing Program

2015-2016

Revised Spring 2016

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University of Arkansas - Fort Smith
College of Health Sciences
Carolyn McKelvey Moore School of Nursing

Practical Nursing Program

Welcome

Welcome to the Carolyn McKelvey Moore School of Nursing! The purpose of this handbook is to provide information about the Practical Nursing Technical Certificate (PN) program at the University of Arkansas Fort Smith (UAFS). The 2015-2016 edition of the *PN Student Handbook* contains policies, procedures, and guidelines that are important to the program. All UAFS nursing students are required to read and remain familiar with the material contained herein.

The *PN Student Handbook* serves as a supplement to the information found in the *UAFS Student Handbook Code of Conduct* and the *UAFS Academic Catalog*. These resources can be accessed on the Web page at www.uafs.edu/university/student-handbook and [UAFS 2015-16 Undergraduate Academic Catalog](#).

Approval and Accreditation

The Arkansas State Board of Nursing serves as the accrediting agency for the School of Nursing programs. On an annual basis, the School of Nursing provides this agency with information regarding enrollment, tuition, fees, and the length of the programs.

You may contact the Arkansas State Board of Nursing at:
University Tower Bldg., Suite 800
1123 South University
Little Rock, AR 72204-1619

History

The UAFS School of Nursing is proud to be an integral part of a city with a century-long tradition of organized health care and a part of a university that has served the community over six decades. Sparks Regional Medical Center was founded as St. John's Hospital in 1887 and established the first school of nursing in Arkansas in 1898. Mercy Fort Smith, formerly known as St. Edward Mercy Medical Center and St Edward Mercy, opened in 1905 with its nursing school originating in 1906. In 1928, Fort Smith High School began to offer junior college classes; UAFS has grown from that beginning.

The three institutions came together in the 1960's when Westark Junior College offered credit courses for the students in the hospital nursing schools. In 1965, the hospitals

initiated a dialogue with the college relative to establishing an associate degree nursing (ADN) program. A steering committee study followed and the hospitals volunteered partial financial support to assist the Westark Junior College program for six years. Westark Junior College employed an ADN chairperson who began the planning year September 1, 1968, and the hospitals admitted their last classes the same month. The ADN program received reasonable assurance of accreditation from the National League for Nursing Accrediting Commission (NLNAC) in May 1969 and admitted the first ADN class in September. Full NLNAC accreditation was received in December 1971 and has been maintained to the present day. The last NLNAC visit was October 2012. The ADN program graduated its last class in the spring of 2014.

In 1969, the practical nursing (PN) program was established at Westark Junior College. The practical nursing program received Arkansas State Board of Nursing approval in 1969 and began preparation to admit the first class. In fall of 1970, the first class was admitted beginning each spring and again in the fall semester until 1986. Due to declining enrollments, the program was restructured and classes were admitted on a yearly basis beginning in January. It was determined that by moving the admission date from January to August, the PN program would be more attractive to students enrolling for their first semester of college. In 2009, a class was admitted in January and then the transition was made to August admissions. The State Board of Nursing granted continued full approval to the PN program in January 2010.

In 1972, the name of the institution was changed to Westark Community College. Westark Community College became known as Westark College in 1998. That same year, the Arkansas legislature granted Westark College the authority to offer a limited number of baccalaureate degrees. In January 2002, Westark College became the University of Arkansas- Fort Smith. In order to meet the ever changing health care needs of the community, the RN-BSN Online Completion Program became a part of the vision for the college in the mid 1990's and became a reality with the approval of the Arkansas Department of Higher Education in July 2002. The first nine students were admitted into the RN-BSN Online Completion Program in spring 2003. The RN-BSN Online Completion program was awarded accreditation by the NLNAC in October 2004. To further advance the profession of nursing, a traditional baccalaureate degree in nursing was approved in the fall of 2005. The first class of traditional BSN students were admitted in spring 2008. In March 2010, NLNAC granted full accreditation to the traditional baccalaureate program. The first class of traditional BSN students graduated in spring 2010. The State Board of Nursing granted continued full approval to the BSN program in January 2013.

Mission

The mission of the UAFS Carolyn McKelvey Moore School of Nursing is consistent with the mission of UAFS (UAFS *Academic Catalog*) by its design and program outcomes. The nursing education programs challenge students to think critically in an environment that facilitates educational mobility, personal growth, and a pattern of lifelong learning.

The nursing education programs also challenge students to use evidence-based practice guidelines in the environment in which nursing is being provided.

PN Mission

The mission of the Practical Nursing (PN) program is to provide a high quality certificate program for the western Arkansas service area, to prepare individuals with the knowledge, skills, values and attitudes essential for practical nursing practice and to pass the NCLEX-PN.

Philosophy

The faculty of the Carolyn McKelvey Moore School of Nursing hold certain values about nursing and the educational process. These values form the framework in which learning activities move in a logical progression throughout the curriculum and are based on the following concepts:

A **client** is a unique holistic individual with worth, rights, and responsibilities. All clients have needs. Fulfillment of these needs occurs within the context of their culture and responses to life experiences.

Health is a dynamic state that encompasses the holistic client. Health results from the client's response to change in internal and external environments. Health occurs along the wellness/illness continuum and is influenced by personal and cultural values.

Environment is the conditions or influences within which the client exists. Stimuli within the internal and external environment are constantly interacting and affect the individual, family and community's position on the wellness/illness continuum.

Nursing, as an art and science, is a dynamic profession with an evolving body of knowledge that is supported by research within the profession as well as from principles and theories from other disciplines. Nursing focuses on assisting clients to meet needs along the wellness/illness continuum. Nurses use the nursing process in the promotion, maintenance, and restoration of health in culturally diverse clients throughout the lifespan. Changes in the current healthcare environment reflect an increased complexity in client needs and in delivery systems and, thus, necessitate various levels of nursing educational preparation.

Nursing education is the means by which students learn to practice nursing and is best provided in an institution of higher learning. Learning is a lifelong activity that is purposeful and motivated by individual need. An environment of learning is provided for students and conveys the complex components of the nursing profession: the caring, the art, and the science of the profession. The various levels of nursing education include, but are not limited to, practical nursing,

associate degree nursing and baccalaureate degree nursing. Each type of nursing educational program provides a unique and valuable contribution to health care.

Practical nursing education focuses on coursework that prepares students to provide basic care based on client needs. Upon entry into practice, the licensed practical nurse works under the direct supervision of physicians, registered nurses and dentists in structured settings. The practical nurse possesses the competencies identified by the Outcomes and Competencies for Graduates of Practical/Vocational, Diploma, Associate Degree, Baccalaureate, Master's Practice Doctorate, and Research Doctorate Programs in Nursing (National League for Nursing, 2010).

Organizing Framework and Model

The Competency Outcomes and Performance Assessment Model (COPA) is used to structure and organize the nursing curriculum. The COPA model emphasizes practice-based outcomes, practice-focus learning, and structured, objective assessment of performance competencies.

The COPA Model is implemented throughout the curriculum. The eight core competencies are operationalized to determine student learning, course, and program outcomes and are used by faculty to facilitate student achievement of these outcomes. The eight core competencies identified in the COPA model are: assessment and intervention skills, communication skills, critical thinking skills, teaching skills, human caring relationship skills, leadership skills, and knowledge integration skills.

Definitions

Assessment and Intervention Skills: Monitoring and data collection; physical assessment, therapeutic treatments.

Communication: *Oral* – interacting, listening taking history, reporting to other providers, discussion; *Written* – recording, writing reports, analyses, memos, assigned papers; *Computing* – data entry, search for resources, networking with other providers.

Critical Thinking Skills: Using evidence for practice, integrating theory into practice, problem solving, decision-making, scientific inquiry.

Human Caring/Relationship Skills: Cultural respect for others, patient advocacy, patient-centered care, ethics, privacy, confidentiality.

Teaching Skills: Telling, showing, demonstrating health care and promotion, instructing others, mentoring, precepting.

Management Skills: Planning delegating, coordinating work of others, human and material resource utilization, team work.

Leadership Skills: Collaboration, coalition building, assertiveness, informed risk-taking, creating alternatives, professional accountability and continued development.

Knowledge Integration Skills: Basing care on knowledge and standards, using evidence-based resources for decision-making, synthesis of information.

Competency Based Education

The nursing component of the SON programs are competency based. Each nursing course is planned carefully and systematically with predetermined minimum levels of achievement established. Student achievement is measured against a competency-based criterion referenced system. Emphases are on individual student achievement of course and program outcomes. Instruction is individualized to the maximum extent possible rather than group-based. Both required and optional learning activities are identified. This approach is to help achieve flexibility and provide for different learning rates and styles. Learning experiences are guided by frequent feedback.

Competency-based education (CBE) brings nursing education and nursing practice together assuring relevance of content in nursing education. CBE includes those competencies most essential for beginning level nursing practice and those competencies most likely to enable the nursing graduate to be a life-long learner.

PN Program Outcomes

The University of Arkansas Fort Smith PN program graduate will:

1. **Assessment and Intervention:** Apply the nursing process and implement holistic care for clients in all clinical settings.
2. **Communication Skills:** Utilize therapeutic communications skills with clients in all clinical settings.
3. **Critical Thinking Skills:** Base nursing care decisions on appropriate policies and procedures, evidence-based practice guidelines, and theoretical concepts.
4. **Human Caring and Relationship Skills:** Promote compassionate health care in the clinical setting to those clients in all clinical settings.
5. **Teaching Skills:** Educate clients and families on a level effective for knowledge and development of the learners.
6. **Management Skills:** Coordinate quality care as defined by the *American Nurses*

Association Standard of Nursing Practice for those clients in all clinical settings.

7. **Leadership Skills:** Demonstrate professional nursing care using concepts from *American Nurses Association Code for Nurses* and the *Nurse Practice Act* for those clients in all clinical settings.
8. **Knowledge Integration Skills:** Incorporate knowledge and skills when providing care for those clients in all clinical settings.

Progression

Each nursing program has a degree plan with a specific schedule of courses. In order to progress as planned, a student

- Must receive a minimum grade of “C” in all courses.
- May not register for any course on the degree plan (PN) more than twice and remain in the program. A course withdrawal or failure will each count as a registration. **A student, who withdraws from a course and then fails the next attempt, will be ineligible for continuation in the nursing program.**
- May not progress in the nursing program after failing or withdrawing from a second lab/clinical course. **This outcome will result in dismissal from the nursing program.**
 - A student who fails LPN 1197 (Fundamentals II) and then fails Medical/Surgical II (LPN 1217), is ineligible to continue in the nursing program.
- The following statements apply to students that fail to progress, withdraw or discontinues nursing course for any reason:
 - 1) The student must follow the readmission criteria and procedure.
 - 2) The student’s application will be reviewed by the Admission Committee to determine if the student is eligible to re-enter the program.
 - 3) Readmission will also be dependent upon space availability in the class the student needs to retake.

Withdrawal

A student who withdraws from the nursing program for any reason is responsible for completing the required paperwork. Grades will be given in accordance with policy for withdrawal from classes found in the *UAFS Academic Catalog*.

The student should also schedule an exit interview with the Executive Director of the School of Nursing or the Dean of the College of Health Sciences.

Readmission Criteria and Procedure

A student who discontinues the nursing sequence for any reason may re-enter the course the next time it is offered pending eligibility of the student and availability of space in the class. Students are permitted (but not guaranteed) only one readmission. Students who are nursing majors may not repeat any course on their degree plan more than one time. A student cannot fail a second clinical course and continue in the nursing program.

Students desiring re-entry into the nursing program must submit a new application for admission to the Advising Coordinator. Included should be a written request for readmission detailing what has been done to facilitate their academic success. The Admission Committee will evaluate the student's reasons for resignation/withdrawal along with the pertinent facts of the student's previous performance and skill level. Following review, the student will be notified of their readmission status. The following regulations apply:

1. The length of time between leaving the program and reapplication may not exceed one year. The student may be required to demonstrate proficiency for prior course work through written exams and psychomotor skills tests.
2. A student readmitted to the program would begin the course subsequent to the last successfully completed course (a grade of "C" or better).
3. Applicants may be required to repeat previously completed nursing courses and/or additional learning opportunities based on individual needs identified during the readmission review process.
4. A student will be readmitted under the *UAFS Academic Catalog* and the readmission criteria for the School of Nursing in place at the time of planned re-entry into the program.
5. Student must have a score of 105 on the NLN Pre-Admission Exam (PAX-PN) within in the last 2 years. It is permissible to use results from a PAX-RN Pre-Admission Exam for the PN program. PAX exams are given January thru April each year.

MEETING THE CRITERIA FOR READMISSION DOES NOT GUARANTEE READMISSION.

Deadline for students seeking readmission into the nursing program is two (2) days following the last day of Final Exam week of the semester where student withdrew or was unsuccessful. Please note this deadline is different than the deadline for first time applicants.

Students in the PN program are required to complete the PN nursing courses within a one year time frame.

Acceptance procedure for Re-admission of Students

The SON Admission Committee will evaluate the student data concerning the student's reasons for withdrawal/drop, and pertinent facts of the student's previous performance and skill level. The committee will recommend the eligibility and conditions for readmission.

Admission procedure into another UAFS College of Health Sciences' program

If a student is not successful due to academic and/or clinical performance and desires admission into another UAFS College of Health Sciences' program, the student must follow the admission requirements in accordance with the specific UAFS College of Health Sciences' program.

Transfer from another School of Nursing

The student wishing to transfer will be required to:

- Submit a letter of good standing from the transferring School of Nursing that confirms the student's eligibility to continue in that nursing program
- Provide a copy of course descriptions and syllabi for comparison of curriculum content
- Pass a written theory exam with a score of 77% or greater.
- Pass a dosage calculation exam with a score of 100%.
- Demonstrate competence in psychomotor skills.
- Adhere to all UAFS requirements for transfer students.

Admission of transfer students will be based on the above criteria and availability of space. UAFS nursing students receive priority. The transfer student is responsible for following all guidelines found within the SON Student Handbook. There is no guarantee of admission.

Outstanding Clinician in Nursing

The nursing faculty will select the student from the graduating class to receive the Outstanding Clinician in Nursing award.

The student recipient of this award has:

- a grade point average of 3.0 or above. The GPA will be calculated in the same manner as those considered for the outstanding academician award.
- demonstrated the application of theory to clinical practice.
- demonstrated leadership ability.
- demonstrated the following professional characteristics of : good attendance and punctuality, the ability to work with others, an enthusiasm for the practice of nursing, is neat and has a well-groomed appearance.

The recipient will be presented with a plaque during the awards program.

Carolyn McKelvey Moore School of Nursing Spirit Award

This award is given to a graduating student who is nominated and chosen by his or her peers in each program. The recipient is respected as a role model and is positive and encouraging throughout the nursing education program. The student has demonstrated his or her love for the Carolyn McKelvey School of Nursing through active involvement in student and school activities and organizations, leadership experiences, and academic performance.

The recipient will be presented with a plaque during the awards program.

Dress Code for the Award's Ceremony

1. Attire: Solid colors only
2. If wearing separates, (i.e. pants/skirt and a top), the pants or skirt must be a solid dark color, **black preferred**. (suitable alternatives are dark grey, navy blue, dark brown)
3. The shortest acceptable skirt length is hem of skirt reaching top of knee cap (**no exceptions**).
4. Women may wear a solid black dress, dress length same as that for a skirt (**no exceptions**).
5. Women must wear a solid white blouse if wearing slacks or a skirt. The blouse must not be see-through or low cut. Blouse must be clean and ironed.
6. Hosiery: Sheer hose only (off black, nude, taupe, tan are acceptable colors). No textured, patterned, or mesh hose are acceptable.
7. Men, a neck tie is required. The pants must be a solid dark color, **black preferred**. (suitable alternatives are dark grey, navy blue, dark brown)
8. Solid white shirt for men. Shirt is to have a collar and be clean and ironed.
9. Shoes: Black, Navy, dark grey or brown only (Shoe color should be the same

color as slacks/skirt). NO flip-flops or athletic shoes

ALL students MUST wear their White Lab coats, and the coats must be clean and ironed.

Student Representation in SON Faculty Meetings

Each incoming PN class will elect two peers to serve as class president and vice-president. One of the elected officers will represent the class population at SON Faculty meetings. If an elected representative is unable or unwilling to serve for any reason, the students will have an opportunity to elect a new representative. The election will be held within two weeks of the vacancy occurring and will be held under faculty supervision.

Student representatives are invited to attend the SON meetings, as outlined in the Carolyn McKelvey Moore School of Nursing Faculty By-Laws. The student representatives collaborate with faculty in making suggestions for the development or revision of policies, curriculum changes, and program evaluation.

These student representatives act as liaisons between the faculty and students regarding the business of the SON program. It is their responsibility to communicate the actions of the committee to their fellow students in their respective classes. SON faculty members are interested in student input in the SON program. If students have an agenda item for an SON committee meeting, they should submit it in writing to their representatives. The student representative should submit the issue to a faculty member before the scheduled meeting. The SON faculty meeting dates are published each semester.

Equal Opportunity / ADA Statement

UAFS seeks to make every effort to offer equal educational opportunities for all students. To ensure a total university experience for students with disabilities, UAFS provides reasonable accommodations and services to students who have physical, emotional and/or learning disabilities. The underlying philosophy is to provide support, where possible, that will maximize each student's opportunities for academic success.

Working in partnership with the student, the Student ADA Coordinator will develop an individualized plan for services which may include academic advising and accommodations in testing and instruction. A student with disabilities may present validation of the disability and request services by contacting the Student ADA Coordinator at (479) 788-7577. It is the student's responsibility to request accommodations each semester /term. To request academic accommodations, students are required to complete the application process before or at the beginning of each term.

Academic Honesty

The *2015-16 Academic Catalog* of UAFS states in part: “UAFS is committed to helping students attain the highest level of academic achievement. That achievement is predicated on a foundation of scholastic integrity in all aspects of students’ academic work. This absolute standard of academic honesty lies at the heart of any pursuit of learning and the award of any degree or certificate.

Academic dishonesty in any form including using unauthorized materials, information, or study aids in any academic exercise; plagiarism; forgery; falsification of records; unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; and the assistance of others in any such act is forbidden.” Students may not gain or attempt to gain an academic advantage for themselves or another student by misrepresenting a person’s work or by interfering with the completion, submission, or evaluation of work. Do not submit papers under your name that are, in reality, a slightly altered article or articles obtained from the Internet, library, papers from other students, or from other sources.

A faculty member who has proof that a student is guilty of academic dishonesty may take appropriate action, up to and including, assigning the student a grade of “F” for the course and suspending the student from the class. The “F” will be the final grade and the student may not withdraw from the course with a “W”. The student may appeal either the finding of academic dishonesty or the penalty, or both, to the Academic Integrity Committee under guidelines listed in the *UAFS 2015-16 Academic Catalog*.

Academic Success

Clinical and Classroom Policies

Absence/Tardiness Policy

Students are required to attend all scheduled classes, campus labs and clinical assignments. A student who has a condition or illness that can be transmitted to other students or clients in the health care setting cannot participate in class, clinical, or campus lab but is still held to the same class, clinical, or campus lab requirements for attendance. *It is the student’s responsibility to ask about make-up work, turn in late assignments and/or schedule the make-up test with the faculty.*

Absence—Classroom

It is the responsibility of the student to notify the faculty for the course of any absence. Students must call or email their faculty, for each day of absence, at least 2 hours prior to the start of the scheduled class. Sending a message with a friend or another student does not meet this requirement. Failure to notify a program official of absence is considered unprofessional conduct.

Students arriving 15 minutes or more late or leaving class for more than 15 minutes will be considered absent. The student will be responsible for all class work missed during the absence.

Any classroom absences will be treated in the following manner:

- The first classroom absence from any course will result in a counseling record. The student will be notified of the consequences of future absences.
- The second classroom absence from any course will result in a written warning.
- The third classroom absence from any course will result in a critical incident and possible probation throughout the remainder of the program.

Absence – Clinical Rotations and Campus Labs

Students are required to attend all campus lab and clinical rotations. Leaving the clinical facility or campus lab during scheduled clinical hours is prohibited. A student who will be absent from a campus lab or clinical assignment must notify the instructor at least two hours prior to campus lab or clinical.

Failure to notify the instructor of the need to be absent from a campus lab or clinical assignment is considered unprofessional behavior.

Students are expected to complete the allotted clinical/campus lab hours for each respective course. A clinical rotation absence (or absences) will result in the student receiving a zero for each clinical outcome of the missed day. **Any absence beyond 2 clinical days while in the PN program will result in dismissal from the program.**

Any campus lab and/or clinical absence will be treated in the following manner:

- Students missing 15 minutes or more of a campus lab or clinical will not be allowed to complete the campus lab or clinical day and will receive an absence for that day.
- Any student receiving a campus lab absence must make up the entire campus lab day.
- The first campus lab or clinical absence from any nursing course will result in a written warning.
- The second campus lab or clinical absence from any nursing course will result in a critical incident and possible probation throughout the remainder of the program.
- The third campus lab or clinical absence from any nursing course will result in dismissal from the program.

Punctuality/Tardiness

Punctuality is essential in nursing. For PN classroom, clinical, and campus lab courses, *tardy is defined as arriving past the scheduled starting time for class, clinical or campus lab. Three tardy incidents will be treated as a classroom, clinical, or campus lab absence.*

- The first tardy from any course, clinical, or campus lab will result in a counseling record.
- The second tardy from any course, clinical, or campus lab will result in a written warning.
- The third tardy from any course, clinical, or campus lab will result in a critical incident and possible placement on probation for the remainder of the program
- **A student who is absent from 2 clinical days and has a tardy will exceed the 2 absent days and will be dismissed from the program.**

Students arriving 15 minutes late to clinical will not be allowed to complete the clinical or campus lab day and will receive an absence.

Medication Dosage Calculation Policy

PN students must be proficient in medication dosage calculation to safely administer drugs in clinical facilities. To demonstrate their competency in dosage calculations, students are required to take the Medication Dosage Calculation Clinical Performance Evaluation (CPE) during each semester that includes a hospital clinical rotation.

Note: For all Medication Dosage Calculation CPEs, students:

- Must achieve 100% to pass.
- Are limited to 3 attempts to pass the exam for a given semester.
- Must adhere to the UAFS PN testing policies.
- **Must wait 1 week before repeating next dosage calculation CPE**
- **Must complete remediation prior to the next exam**

Students must pass each exam by the deadline set in the course syllabus. A student who does not score 100% on the first attempt must complete the process identified in the Dosage Calculation Remediation Policy.

If a student is unable to achieve a score of 100% after three attempts, the student must withdraw from the course and will not be allowed to continue in the course. The student may continue in other non-clinical courses for that level; however they must re-apply for

the course from which they withdrew. Students are allowed only one readmission to the program. *Refer to Readmission Criteria and Procedure.*

The student will not be allowed to administer any medications until he or she passes the Medication Dosage Calculation CPE.

Dosage Calculation Remediation Policy

Students are allowed to take the Medication Dosage Calculation CPE three times. Students must score 100% on the exam. Students who do not score 100% will follow the remediation plan for the 1st and/or 2nd retakes.

Before 1st or 2nd Re-take:

1. Student reviews CPE performance with theory/clinical instructor to focus on strengths and weaknesses and formulate the study remediation plan after completion of the CPE. Ninety questions must be completed after each failure.
2. Student must bring a printed copy of the completed e-Dose practice questions to the instructor prior to re-testing.
3. Steps 1& 2 must be completed within the prescribed time period in order for the student to retake the medication dosage calculation CPE.

Medication Dosage Calculation Rounding Rules

1. Answers to medical calculations are written as decimal numbers, as follows:

- Answer of less than one must be preceded by a **0**.

Correct: 0.5 Incorrect: .5

- Avoid trailing zeros. Do not use a **0** before a whole number or at the end of an answer.

Correct: 5 Incorrect: 05

Correct: 1.25 Incorrect: 1.250

2. Rules to follow when rounding decimals:

- **Answers of less than 1:** Calculate to 3 decimal places and round to 2 decimal places.

Examples: 0.268 is rounded to 0.27
0.453 is rounded to 0.45

- **Answers of more than 1:** Calculate to 2 decimal places and round to one decimal place.

Examples: 1.75 rounds to 1.8
1.73 rounds to 1.7

- **Medication calculations involving tablets are rounded to the nearest one-half tablet.**

Examples: If the answer is 0.4, give one-half tablet
If the answer is 1.2, give one tablet
If the answer is 1.6, give one and one-half tablet
If the answer is 1.8, give 2 tablets.

- 3. When converting pounds to kilograms, round to the nearest 0.1(tenth)**

Example: 54.54 kg rounds to 54.5 kg

- 4. Intravenous (IV) drip rates, drops and unit amounts.**

Round IV drip rates, drops, and units to the nearest **whole number.**

Competency Performance Assessment (CPA) Policy

The PN program is competency-based. Students are required to take all scheduled Competency Performance Assessment (CPA) exams. Exam questions are based on student learning outcomes and are compiled from required readings, classroom and lab activities, and multimedia assignments. Students must achieve 77% of the total CPA points in order to receive a passing grade on the exam.

For LPN 1237 where the content is split, students must achieve a 77% at the end of each section in order to pass the course.

CPA Policy

To protect the integrity and security of CPAs, the Carolyn McKelvey-Moore School of Nursing adheres to the Academic Honesty policies of the University of Arkansas – Fort Smith. CPA material and item reviews are not to be discussed with other students. No paper copies of the CPA will be printed for distribution. Violations in test security will be considered academic violations, as well as ethical violations, and unprofessional conduct.

To ensure student confidentiality, individual CPA scores are available only by logging onto the Blackboard course shell. Students must notify the instructor of any discrepancy within 72 hours of the posted score.

A student arriving late for an exam may be allowed to take the CPA at the faculty's discretion, but will only have the amount of time remaining in the regularly scheduled timeframe to complete the CPA. For CPAs administered in the computer labs:

- Students are required to have a UAFS picture identification badge placed on the desk face up without a plastic covering. No additional badges are allowed from other agencies.
- Only a pencil/pen can be brought to a CPA. Any paper or calculator used must be provided by the proctor. No personal items are allowed at the testing station. Books, notes, backpacks, bags, etc. should not be brought to the computer lab on test day; however if they are they must be placed at the front of the room. Any materials provided by the proctor must be turned in prior to leaving the CPA.
- Students will be required to have working access to Lions Link and Blackboard.
- Students must maintain a quiet environment until all students have completed the exam.
- CPAs will be monitored by an approved proctor.
- Only one CPA question will appear on the computer screen at a time. Students will not be allowed to revisit previous questions.
- Students must save answer before proceeding to the next question. A checkmark will appear on the right hand side of your page corresponding with the question answered to ensure answers are saved. Students proceeding without saving answers will not receive credit for answers that are not saved.
- Students must access and sign on to Respondus Lock Down browser or designated CPA password prior to signing on for a CPA.
- No cell phones or electronic devices are allowed in the room during a CPA.
- No hats, coats, hoodies, or lab coats may be worn during CPA testing.
- Absolutely no food or drink may be taken into or left outside of the computer lab.

Absence Policy for CPAs and CPEs

CPAs and CPEs are scheduled for precise times. If there is an emergency situation, the student must contact the course instructor within two hours prior to the exam via course mail and/or phone (leave voice message). All exams must be made up within 48 hours of the student's return to campus or at the faculty's discretion. The make-up exam will cover the same content areas, but may be in a different format (essay, short answer, etc.). On the day of the make-up exam, documentation will be required to validate the reason for the exam absence (physician statement, police report, etc.) Documented emergency situations will be reviewed by faculty and SON Executive Director. Failure to notify instructor or to provide documentation will result in a grade of zero (0) for the CPA and/or CPE.

Test Review Policy

Students wishing to review their CPA individually with their instructor may make an appointment to do so. CPAs may be reviewed individually only once. The review must take place before the next CPA is given. After the next CPA has been given, the previous CPA will no longer be available for the student to review. Final CPAs are not reviewed.

CPA Remediation Policy

Upon receiving an exam grade less than **77%**, it is the student's responsibility to make an appointment with the course instructor(s) as soon as possible.

Students who do not achieve a **77%** on any course exam will be required to present a remediation plan that is collaborated with the faculty. This must be completed prior to the next exam. The student is then expected to complete his/her learning contract by the next exam.

Grading Policy

Exams are recorded in raw points earned. Completion of course requirements and achievement of a minimum score of **77%** is required in order to successfully complete a course and progress in the program. A student must attain **77%** of the total points assigned from CPA testing. Points earned from assignments will be added only if the CPAs total 77% or higher.

EXAMPLE: CPA exams 1, 2, & 3 are worth 60 pts. each = 180 pts.
CPA Final exam is worth 100 pts.
A presentation is worth 20 pts.

CPA scores = 280 out of 300 pts.
Other assignment = 20 out of 300 pts.

Student scores 55 on CPA 1, 45 on CPA 2, 50 on CPA 3 = 150
Student scores 80 on CPA Final exam
Student scores 18 on presentation

COMPUTATION:

CPA 1, 2, 3 = 150 pts.

Final CPA = 80 pts.

TOTAL = 230 out of 280 possible pts. = 82.147%

Since 82.14% is greater than 77%, the presentation points will be Added, therefore ...

230 pts. from CPAs + 18 pts. for presentation = 248 out of 300 pts.

248 out of 300 pts. = 82.66%. Student receives a "C"

Note:

1. If the student earns lower than 77% on CPAs, then the other points are NOT added and the grade will reflect the percent (%) earned on the CPAs only
 2. If the student earns a 77% or higher, then the other points are added.
- Student achievement is measured against a competency-based criterion referenced system. A 77% average must be received on theory exams and a 100% must be obtained on each Math CPE to progress to the next level.
 - The following grading scale is used to determine the student's letter grade for the course.
 - A = 93 – 100%
 - B = 85 – 92.99%
 - C = 77 – 84.99%
 - D = 69 – 76.99%
 - F = less than 69%
 - **Grades for CPAs will NOT be released until the exam results have been analyzed to assure accuracy and statistical analysis by faculty. This may take up to 1 week.**

Late Assignments

Late assignments will receive a 10% deduction per day, off of the grade for the assignment, with a maximum 30% deduction (3 days). After three days, the assignment will not be accepted and the student will receive a zero for the assignment. Example: an assignment is worth 30 points and it is due on Sunday by 23:59. You submit the assignment two days late on Tuesday. Because you turned in the assignment two (2) days late, you will have 20 percent deducted from your assignment. Therefore, any point deduction due to errors in the assignment will be taken from 24 points, rather than 30 points. If you turn in the assignment on Thursday (4 days late), you will receive a zero (0) for the assignment.

Competency Performance Examination (CPE) policy

Critical elements are identified for each clinical skill. Students are responsible for observing, asking questions, reviewing available resources, and practicing skills before they proceed to the Competency Performance Examinations.

Each CPE is based on demonstrated skill proficiency. Students must be able to correctly demonstrate all Critical Elements of the skill in order to pass the CPE. Students are allowed three attempts to demonstrate competency for each required skill. The CPE must be performed satisfactorily within the timeframe designated by the faculty. Students must remediate after any failed CPE attempt and cannot re-test sooner than 48 hours.

After the first failed attempt of the CPE, the student must meet with the faculty and design a plan for remediation that is documented on a counseling record. After the second failed attempt to perform the CPE, the student will outline a plan of action to be reviewed with the faculty and documented on a counseling record. Two faculty members will evaluate the student's third attempt on the CPE. If the third attempt is unsuccessful, the student must withdraw from the nursing course and will not be able to progress in the PN program. In addition:

- Students are expected to have the required equipment for their CPEs.
- Students must demonstrate competence in all required skills prior to performance of those skills in the patient care setting.
- Students must retain critical knowledge and skills from previous semesters as they progress in the program.

Clinical Grading Policy

Students will review standards of care for patients in their assigned clinical areas.

Each student is expected to meet the standards of practice for patient care as reflected on the Clinical Evaluation Tool (CET). Standards of practice are competencies that are taught in the classroom or campus labs and found in current texts, current journal articles, and institutional policies and procedure manuals.

Standards of Practice are used as criteria for determining what constitutes the minimum, acceptable level of nursing care. Health care institutions, specialty nursing organizations, professional organizations such as state boards of nursing and the American Nurses Association (ANA), are all involved in creating standards. The affective and cognitive domains related to the psychomotor skills are evaluated through observation, demonstration, and clinical application.

Formative evaluation is an ongoing process in which students have the opportunity to practice new skills and behaviors. Feedback from the clinical instructor and other sources allow for correction and/or refinements of these behaviors. Formative evaluation of clinical performance is documented weekly on the Clinical Evaluation Tool. Clinical performance is graded as "pass" or "fail". Numeric grades are assigned on a scale of 1 to 5, assessing the student's performance. No numeric grade is recorded for a particular learning objective if it is not able to be assessed. The following is an example of clinical evaluation scoring:

- 1 = Unsafe; unable to demonstrate behavior
- 2 = Safe only with assistance. Not always accurate
- 3 = Safe each time, accurate most
- 4 = Safe and accurate each time; occasional verbal directives
- 5 = Safe and accurate each time; without support
- X = Unable to Assess

Any score of 1 or 2 on the Evaluation Tool will be explained and addressed in the CET narrative. An unsatisfactory score on the Clinical Evaluation Tool represents student behavior that is unsafe. The student is required to schedule counseling conference with the clinical instructor to remediate the deficiency.

A score of 3-5 represents behavior that is safe. All behaviors must be at a safe level for the student's clinical performance to be evaluated as Satisfactory.

Summative evaluation occurs during the final week of the clinical rotation. Students must pass in all areas of the Clinical Evaluation Tool. A student who receives an unsatisfactory score (less than 77%) in any area of the Summative Evaluation will minimally fail the course regardless of the student's theory grade. The Clinical Evaluation Tool follows the nursing process and students must achieve a passing score of 77% or above in each of the role competencies to successfully progress to the next level.

For LPN 1237, students must achieve a **77%** at the end of each section in each of the role competencies in order to pass the clinical portion of the course.

***See late assignment statement above.**

National League for Nursing (NLN) Testing Policy-PN Program

As student's progress through the University of Arkansas - Fort Smith PN Program, they will be required to take a series of standardized tests. The exams are administered for the purposes of assessing students' mastery of core nursing content and to prepare students to be successful on the NCLEX-PN. Used as a comprehensive testing program, the proctored and non-proctored computer-based exams help learners identify areas that need more study. The NLN Testing Service allows students to focus their review and remediation efforts, thereby increasing their confidence and familiarity with the NCLEX-PN content.

The NLN PN Achievement Examinations consist of 125 questions. The exams will be administered during the following courses as PN student's progress through the program.

- **PN Fundamentals** given near the end of LPN 1197
- **Maternity** given during LPN 1237
- **Child Health** given during LPN 1237
- **Adult Health Nursing** given during LPN 1227
- **Pharmacology** given during LPN 1227
- **PN Critical Thinking** given during LPN 1197 and LPN 1237
- **Mental Health Concepts** given during LPN 1237

- **NLN Diagnostic Readiness Test** given prior to the Live Review during the final semester

The achievement exams include practice exams and access to online practice questions for remediation.

Upon completion of all program requirements, students will take the **PN Comprehensive Exam**, which provides probability of NCLEX success. This exam is a program requirement that must be taken prior to graduation. Upon completion of the **PN Comprehensive Exam**, the student will receive a printed profile identifying content areas needing more study, prior to the student taking the NCLEX-PN.

In addition, the **NLN Live Review** is mandatory for graduating students during the final semester in the PN program. The NLN one-day NCLEX-PN Live Review coordinates the review to students' weak areas, based on their Diagnostic Readiness Test results. The Live Review includes access to the NLN Alternative Item Exam, which allows students to have hands-on computer-based experience taking alternate item questions.

Remediation Policy for NLN Exams

Students who do not achieve at least a 77% raw score on any NLN Achievement Exam will be required to complete a collaborated remediation plan between the faculty and the student. After completing the remediation plan, the student will take the NLN Practice B exam at the Testing Center. If 77% is not achieved on the Practice B exam, then a structured remediation plan must be developed and completed in the HLRC. The structured remediation plan must be completed before the first day of the following semester.

Clinical Setting

Required Supplies for Clinical

All supplies must be professional in appearance

Stethoscope

Blood Pressure Cuff (Manual only)

Pen Light

Watch with second hand

Bandage scissors

Ballpoint pen with red and black ink

Uniform with solid white or black leather or synthetic leather material shoes that have enclosed toes and heels

Lab coat – plain(no ornamentation), long-sleeve(no elastic cuffs), button down the front, with collar, mid-thigh length

UAFS photo ID (These are available in the Campus Center and must identify the student as a nursing student.)

Goggles

Confidentiality

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The provisions under HIPAA impose strict compliance with confidentiality on the part of all who have access to patient records. All healthcare providers are required to have documented training regarding these patient privacy regulations. All SON students will be provided formal HIPAA training as required by their clinical site. Training will be completed prior to the start of clinical practice. Documentation of training is required.

Students are required to adhere to all HIPAA provisions and standards related to patient privacy. In addition, civil and criminal penalties may result from misuse of personal health information. **A student may be dismissed from the School of Nursing for any violation of confidentiality.**

Prescribed Medication Policy

If a student requires a prescription medication during the day, only the required dosage should be brought with the student to class, campus lab, or clinical. It is the student's responsibility to notify the faculty of the need to take the medication.

Photocopying

Nursing students are prohibited by HIPAA guidelines and hospital policy from making photocopies of clients' charts. All information gathered from a chart must be kept confidential and cannot leave the clinical unit.

Student Signature Policy

A nursing student's signature is an indication of professionalism and accountability. Students are required to identify themselves as providers of care in the clinical setting by signing their first and last name followed by the title NS,UAFS (e.g., Jane Smith, NS,UAFS) or as per agency policy. Per the Arkansas State Board of Nursing, student signatures are to be co-signed by the clinical instructor or agency RN for all student entries made on the client record.

Visitors

Learning experiences are designed for students officially enrolled in courses. Visitors (family,friends, children, etc.) cannot be included in scheduled activities or laboratory experiences. The Executive Director of the School of Nursing or Dean of the College of Health Sciences must pre-approve any visitor being part of an activity with an educational purpose.

Personal Phone Calls

Cell phones are to be on vibrate or turned off and must not be audible at any time during class, campus lab, or clinical experiences. Pagers should be on vibrate only. **Active use (texting or verbal) of a cell phone in class, campus lab, or clinical experience will result in disciplinary action. (Note: Unprofessional Conduct Policy #32).** For the first incident, the student will receive a counseling record and be placed on probation. Subsequent incidents will result in course failure.

Agency telephones are available for student use; however, personal communications are not to occur during the time you are in clinical or campus lab. The same applies to texting or any form of electronic communication.

Emergency phone calls must be channeled through an instructor.

Transportation

Transportation to and from the clinical/community sites is the responsibility of the individual student.

Parking

Students are required to park only in the locations designated by the clinical/community agencies. Failure to park as directed will result in disciplinary action up to and including dismissal from the program.

Injury and Accident Policy

Any injury/accident occurring on Health Service Agency premises during scheduled clinical experiences will be assigned /rendered as emergency care through the agency's Health/Emergency Department. The cost of such services will be borne by the student. Students are not afforded protection under the University's or the Health Services Agency's workers compensation or health care program. Any expenses or treatment shall be borne by the student.

Any injury/accident is to be documented on the agency's incident form. A copy of the completed documentation is to be given to the Executive Director of the School of Nursing if the organization will provide a copy. If not, the information is to be documented by the faculty and given to the Executive Director.

The insurance that the university pays for students is for patient injury sustained from a student nurse. Students must pay for any injury they sustain. Students working as employees in a healthcare facility are NOT covered for patient injury by the university insurance.

Accidental Exposure to Blood or Body Fluids Guidelines

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain bloodborne pathogens.

In the event of accidental exposure, the following steps are to be followed:

1. Wound Care/First Aid
 - a. Clean wound with soap and water
 - b. Flush mucous membranes with water or normal saline solution
 - c. Other wound care as indicated
2. The exposure will be documented on the incident form that is used by the agency in which the exposure occurred. Should the exposure occur in a location not connected with a clinical agency, a counseling record should be made covering pertinent details.
3. The completed incident report form will be submitted to the appropriate agency representative and a copy brought back to the school for the student's files.
4. The person who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the person experiencing the exposure. The health care options available for students include, but are not limited to:
 - a. The emergency or outpatient department of the agency in which the exposure occurred (at personal expense).
 - b. The county health department
 - c. The private physician of the individual's choice
 - d. Arkansas AIDS Foundation
5. It is vital the STUDENTS UNDERSTAND THAT THEY ARE RESPONSIBLE FINANCIALLY FOR ANY EXPENSES INCURRED IN THE COURSE OF TREATMENT OR TESTING. NEITHER UAFS NOR THE CLINICAL AGENCY WILL ASSUME ANY LIABILITY (FINANCIAL OR OTHERWISE), REGARDING THE EXPOSURE INCIDENT.

Student Health Policy

Students must be able to physically and emotionally complete all program requirements and meet technical abilities of the PN program. The student is responsible for notifying the clinical instructor of any physical conditions that impact the student's ability to meet technical standards.

The following technical abilities are required during enrollment in the PN program. These same abilities are needed for a successful professional nursing career.

- Work in a standing position and walk frequently.
- Lift and transfer all patients up to six inches; push or pull the weight up to three feet.
- Safely perform transfers for all patients.
- Apply up to 10 pounds of pressure to bleeding sites or when performing CPR.
- Respond and react immediately to spoken instruction, request, and/or monitor equipment.
- Perform auditory auscultation accurately.
- Perform up to a 12 hour shift in a campus lab or clinical setting.
- Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
- Discriminate subtle differences between sharp/dull and hot/cold correctly.
- Perform mathematical calculations accurately for medication preparation and/or administration.
- Communicate effectively with voice in words and in writing, using appropriate grammar and vocabulary.
- Make quick, accurate decisions in stressful situations.
- Monitor and assess subtle changes in patient status.

It is the responsibility of students to submit and have approved the required documentation of immunizations and CPR certification to their Immunization Tracker account. Students must also submit their completed Health Care Provider Statement/ Medical Release to the designated Administrative Specialist for the School of Nursing. ***All immunizations, CPR certification, and Medical Releases must remain current throughout the program even if classes are not in session.***

Failure to keep immunizations current will prevent students from attending the assigned clinical experience, result in counseling and possibly halt progression within the program.

Student Health Guidelines

The following **documents (front and back)** are required:

- **CPR certification:** Certification must be through the American Heart Association: Basic Life Support for Healthcare Providers
- **Proof of immunization:**
 - **TST: (Mantoux tuberculin skin test)** – Initial testing: two step tuberculin skin testing for initial test and then **ANNUALLY** thereafter. A positive tuberculin skin test result should be followed with an initial chest radiograph. If the chest x-ray is negative, repeat radiographs are not needed unless symptoms develop that could be attributed to TB. An annual certificate of health is required for students that are unable to receive a PPD due to a previous positive test or allergy to PPD. If

the chest x-ray is positive, must provide documentation of initiation of INH therapy. A two- step TB is required if you have not been tested in 1 year.

- **TDaP: (Tetanus, diphtheria and pertussis)** – Everyone is required to have TDaP. Even if your previous Td (Tetanus and diphtheria) is less than 10 years old. TDap is good for 10 years.
- **HB: (Hepatitis B recombinant vaccine)** – Three IM doses: Initial dose, second dose 1-2 months after the initial dose, third dose 4-6 months after second dose. Waiver must be signed if series is incomplete or the student refuses vaccine. (Waiver can be found in the Health Care Provider Statement/Medical Release packet).
- **MMR: (Measles, Mumps, Rubella vaccination)** - Measles component: Healthcare workers born during or after 1957 who do not have documentation of having received 2 doses of live vaccine on or after the first birthday or a history of physician diagnosed measles or serologic evidence of immunity. One dose SC; second dose at least 1 month later. Measles vaccination should be considered for all healthcare workers who lack proof of immunity, including those born before 1957. Mumps component: Adults born before 1957 can be considered immune to mumps. One dose SC; no booster. Rubella component: Healthcare workers who do not have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC; no booster.
- **VZV: (Varicella zoster live virus vaccine)** – Two 0.5ml doses SC 4-8 weeks apart if ≥ 13 years of age. Indicated for healthcare workers who do not have a reliable history of varicella. Recommend having a titer drawn, vaccination, **OR** submit a signed waiver. (Waiver can be found in the Health Care Provider Statement/Medical Release packet).
- **Influenza**: Recommend having vaccination annually **OR** submit a signed waiver. (Waiver can be found in the Health Care Provider Statement/Medical Release packet).

➤ **Health Care Provider Statement/Medical Release**

This form is to be completed and signed by the student and their physician. The form can be found at:

<http://health.uafs.edu/health/downloadable-forms>

Then “click” on CHS Student Health Statement/Medical Release.

Students are required to submit a completed Health Care Provider Statement/Medical Release form upon entrance into a Health Sciences program.

- If a student's **health status** changes at any time during the program, *the student is required to submit a new and updated Health Care Provider Statement/Medical Release.*
- If a student's **medications** change at any time during the program, *the student is required to submit a new and updated Health Care Provider Statement/Medical Release.* This includes adding or discontinuing medications

➤ **Drug screening**

A drug screen is required of all students accepted into the UAFS School of Nursing Program. A third party vendor will conduct the drug screens. The student is responsible for all fees associated with any components of the drug screening process. All information will be treated as confidential but will be accessible to the School of Nursing Executive Director and/or Dean of the College of Health Sciences. A positive drug screen may result in revocation of admission, failure to progress, or dismissal from the nursing program.

Criminal Background Policy

Purpose:

The UAFS College of Health Sciences is committed to producing graduates who go beyond academic excellence, who are productive, self-sufficient citizens of society, who are responsive to the global community and who maintain high ethical standards in their personal and professional lives. The attainment of this goal is facilitated by partnering with clinical agencies that consent to having faculty and students practice in their facilities. Students must therefore adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

Policy:

A criminal background check is required of all students accepted into the UAFS College of Health Sciences Imaging Sciences, Dental Hygiene, Surgical Technology and School of Nursing Programs. A third party vendor will conduct the background checks. The student will be responsible for all fees associated with any components of the background check process. All information will be treated as confidential but will be accessible to the College of Health Science Executive Directors and assigned agencies when requested and will be retained in the student's file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in **any** of the clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the background check

process prior to the deadline noted on the admission letter will result in the student's inability to complete the program objectives and will therefore halt progression in the student's program of study.

Students must comply with any additional background checks required by their licensing agency.

Criminal Convictions Policy

After being admitted into a nursing program, students charged with or convicted of a crime must schedule an appointment with the Executive Director of the School of Nursing or the Dean of the College of Health Sciences. The Arkansas State Board of Nursing and the Carolyn McKelvey Moore School of Nursing strongly recommend honest admission of any criminal offenses prior to enrolling in any nursing program as this may prohibit the student from obtaining licensure as a nurse. ***Students charged with or convicted of a crime after being admitted into the PN program, must schedule an appointment with the Executive Director of the School of Nursing or the Dean of the College of Health Sciences. Students will also be required to perform a new criminal background check for clinical agency clearance.***

Criminal Background Policy of the Arkansas State Board of Nursing

For those seeking first-time licensure in Arkansas, a criminal background check will have to be submitted to the Arkansas State Police as well as an FBI fingerprint check. This will occur during the final semester of the nursing program and forms will be supplied to the student.

Please note that before an application to take the National Council Licensure Exam (NCLEX) is approved, the Arkansas State Board of Nursing will require another Criminal Background Check. Negative indicators may result in a denial to take the NCLEX regardless of completing the educational requirements, resulting in your inability to become licensed to practice as a nurse. The following statement is from the Arkansas Board of Nursing Nurse Practice Act.

Arkansas State Board of Nursing -- NURSE PRACTICE ACT 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 Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (a)(2) At the time a person applies to an Arkansas nursing educational program, the program

shall notify the applicant in writing of the provisions and requirements of this section.

- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:
 - (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Manslaughter as prohibited in § 5-10-104;
 - (4) Negligent homicide as prohibited in § 5-10-105;
 - (5) Kidnapping as prohibited in § 5-11-102;
 - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
 - (7) Permanent detention or restraint as prohibited in § 5-11-106;
 - (8) Robbery as prohibited in § 5-12-102;
 - (9) Aggravated robbery as prohibited in § 5-12-103;
 - (10) Battery in the first degree as prohibited in § 5-13-201;
 - (11) Aggravated assault as prohibited in § 5-13-204;
 - (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210;
 - (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
 - (14) Rape as prohibited in §§ 5-14-103;
 - (15) Sexual indecency with a child as prohibited in § 5-14-110;
 - (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
 - (17) Incest as prohibited in § 5-26-202;
 - (18) Felony offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
 - (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited by § 5-27-206;
 - (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
 - (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering

or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 through 5-27-305, 5-27-402, and 5-27-403;

- (23) Felony adult abuse as prohibited in § 5-28-103;
 - (24) Felony theft of property as prohibited in § 5-36-103;
 - (25) Felony theft by receiving as prohibited in § 5-36-106;
 - (26) Arson as prohibited in § 5-38-301;
 - (27) Burglary as prohibited in § 5-39-201;
 - (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 through 5-64-608;
 - (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
 - (30) Stalking as prohibited in § 5-71-229;
 - (31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;
 - (32) Computer child pornography as prohibited in § 5-27-603; and
 - (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.
- (f)(1)(A) The Board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (B) The permit shall be valid for no more than six (6) months.
- (2) Except as provided in subdivision (1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.
- (g)(1) The provisions of subsections (e) and subdivision (f) (2) of this section may be waived by the Board upon the request of:
- (A) An affected applicant for licensure; or
 - (B) The person holding a license subject to revocation.
- (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
- (A) The age at which the crime was committed;
 - (B) The circumstances surrounding the crime;
 - (C) The length of time since the crime;
 - (D) Subsequent work history;
 - (E) Employment references;
 - (F) Character references; and
 - (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.
- (h)(1) Any information received by the Board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be

available for examination except by:

- (A) The affected applicant for licensure, or his authorized representative; or
 - (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.
- (i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
 - (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
 - (k) The Board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
- (l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (1) (2) of this section.
- (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
- (A) Capital murder as prohibited in § 5-10-101;
 - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (C) Kidnapping as prohibited in § 5-11-102;
 - (D) Rape as prohibited in § 5-14-103;
 - (E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
 - (G) Incest as prohibited in § 5-26-202;
 - (H) Arson as prohibited in § 5-38-301;
 - (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
 - (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

The Arkansas State Board of Nursing Nurse Practice Act can be viewed, in its entirety, at <http://www.arsbn.arkansas.gov/forms/Documents/NursePracticeAct.July.2015.pdf>

General Guidelines:

1. Immediately upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. Results MUST be received by the date noted on the admission letter.

2. The following background checks shall be conducted by the vendor. Additional requests may be made by an agency.
 - Office of Inspector General
 - Sex and violent offender check
 - Social Security Verification
 - Current County of Residence
3. If a background check is returned with unfavorable results, the Executive Director of SON Programs will notify the student and the student's assigned clinical agencies. The clinical agencies will determine if the student will be allowed to practice as a student in their clinical facility.
4. The student has the option to dispute any inaccurate information with the reporting agency, as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.
5. If the background check is favorable, no further action will be taken.
6. All background check results will be retained in the student's file.

Critical Incidents

Critical incidents occur anytime the student's actions place an actual or simulated client in actual or potential danger, when the student is unprepared for clinical, has not retained critical knowledge/skills from previous semesters, or has violated the Standard of Professional Conduct.

- Students must demonstrate competence in all required skills prior to performance of those skills in the clinical setting.
- Students receiving a critical incident in the clinical setting will be sent home and receive an absence for the day.
- A student will be placed on probation or dismissed from the program following issuance of the critical incident depending on the severity of the incident.

Physical Appearance

Dress Code

Any changes from this dress code for specific clinical experiences will be announced in each specific semester.

Personal Hygiene

The student's body must be clean and free from odor. Students may not smoke while in their uniform as the odors cling to the uniform and may be offensive to the clients. Students must not arrive at the clinical facility with the odor of tobacco.

- Hair should be neat and clean. All hair accessories must be conservative, plain gold, silver, black, brown, or white. If the hair is long, it is to be secured away from the face and off the collar with a non-ornate barrette or other appropriate hair-securing device (no bows). Moustaches and beards must be neatly trimmed. Hair should be within the natural range of colors (no trendy colors). Hats are not allowed.
- Jewelry is limited to a wedding band, one pair of small stud earrings worn in the earlobes, and a watch with a second hand (required). No other visible body piercing will be allowed, including tongue, eyebrow, and lip piercing(s).
- Tattoos must be covered at all times.
- Cosmetics should be worn conservatively.
- Perfume, after-shave, perfumed lotions or other strong odors such as body odor and/or tobacco smoke are not acceptable.
- Fingernails must be fingertip length and manicured. Artificial nails and/ or nail polish are not allowed.
- Gum chewing is not allowed.

Students who are not in compliance with the dress code will be subject to disciplinary action. Noncompliance can result in an absence (which could lead to failure of the course and/or dismissal from the program).

Dress Code for Campus Lab and Clinical (Uniform)

Students are expected to be neat, clean, and abide by the uniform policy of the School of Nursing and any specific regulations that may be required by the clinical facility. Students who are not in compliance with the dress code are subject to disciplinary action (refer to Professional Conduct Policy). Noncompliance can result in an (which could lead to failure of the course and/or dismissal from the program). Students are allowed to wear uniforms at school-sponsored community events.

1. The following items are approved uniform apparel and may be purchased through uniform apparel store

- Wine-colored Cherokee uniform top and bottom. In cooler weather a long sleeve top in white or wine-colored may be worn under the uniform top. *The shirt underneath should not hang below the bottom hem of the uniform top.*
 - A white lab coat that is plain (no ornamentation), long-sleeve (no elastic cuffs), button down the front, with collar, mid-thigh length is required.
 - A current approved SON patch will be placed on the left upper arm, 3 inches below the shoulder seam. **The patch is to be displayed on all tops and the lab coat.**
2. The UAFS student photo ID (obtained at the Records Department in the Campus Center) must be worn at all times and attached to the left side of the chest. Extra pins on the ID badge or lab coat are not allowed. Lanyards are prohibited.
 3. The nursing uniform must be laundered and neatly pressed. Uniforms should not be tight fitting or baggy (ill-fitting). The length of the slacks must not drag the ground.
 4. Shoes should be solid white or black leather or synthetic leather material with enclosed toes and heels and be in good condition. Males should wear solid white or black socks and females should wear solid white pantyhose or solid white or black socks.
 5. For rotations where the student will change into scrubs after arriving at the facility, the student is to come to the clinical site dressed in full uniform as defined above.

Dress Code for Classroom, Mental Health Clinical & Voluntary Community Events

Students are expected to be neat, clean, and abide by the uniform policy of the School of Nursing. Students who are not in compliance with the dress code are subject to disciplinary action (refer to Professional Conduct Policy). Noncompliance can result in an absence (which could lead to failure of the course and/or dismissal from the program).

1. White polo shirt with SON patch or the uniform top which matches your specific program's color (PN – wine). *Your clinical instructor may specify which top you need to wear based on the clinical site and/or event.*
2. Uniform bottom which matches your specific program's color (PN-wine). The length of the slacks must not drag the ground.

3. Shoes should be solid white or black leather or synthetic leather material with enclosed toes and heels and be in good condition. Males should wear solid white or black socks and females should wear solid white pantyhose or solid white or black socks.
4. A white lab coat that is plain (no ornamentation), long-sleeve (no elastic cuffs), button down front, with collar, mid-thigh length is required. A current approved SON patch will be placed on the left upper arm 3 inches below the shoulder seam. *The lab coat requirement will be dictated by the clinical instructor based on the clinical site and /or event.*
5. The UAFS student photo ID (obtained at the Records Department in the Campus Center) must be worn at all times and attached to the left side of the chest. Extra pins on the ID badge or lab coat are not allowed. Lanyards are prohibited.

School of Nursing Policies

Professional Conduct Policy

All students in the SON are expected to uphold the highest standards of professional conduct and promote a positive image of themselves, the SON, the University, and the profession of nursing. Students are expected to accept responsibility for acting in a professional manner while in the classroom, with peers, when interacting with clients and other health care team members, and when in public. Students failing to adhere to the Professional Conduct Policy are subject to discipline.

Professional Conduct

Students in the SON must satisfy the standards of professional practice and the requirements of clinical performance necessary for the safe practice of nursing. Standards of professional conduct are determined by the Arkansas State Board of Nursing (ASBN) Nurse Practice Act, the American Nurses Association (ANA) Code of Ethics for Nurses With Interpretive Statements (2015), and the ANA Standards of Clinical Practice (2010).

Guidelines

Students within the SON are expected to:

1. Demonstrate responsibility and accountability for decision making and actions.
2. Demonstrate ethical standards appropriate to the practice of nursing.
3. Demonstrate knowledge of legal concepts when implementing nursing care.
4. Seek guidance and assistance from others when limitations are reached.
5. Be responsive to faculty evaluation and suggestions for improvement in performance.

6. Engage in self-evaluation and professional growth by actively seeking out learning experiences and utilizing available resources.
7. Respect the client's right to privacy, confidentiality, and dignity.
8. Arrive promptly for clinical, campus lab and classroom activities.
9. Maintain a positive attitude in clinical, campus lab, and academic settings.
10. Adhere to the ASBN Nurse Practice Act, ANA Code of Ethics for Nurses, and ANA Standards of Clinical Practice.
11. Be prepared for all clinical and classroom activities.
12. Promote the goals and reputation of the SON and UAFS in the community.

Unprofessional Conduct

Unprofessional conduct refers to all legal/ethical violations and other acts which are deemed unprofessional. The following behaviors are prohibited, will be cause for disciplinary action, up to and including dismissal from the SON; however, items that are **bolded** will result in *immediate dismissal* from the SON :

1. Violating the UAFS Student Handbook Code of Conduct.
2. Violating the SON Professional Conduct policy.
3. **Violating the Social Media Policy.**
4. **Violating the College of Health Sciences Substance Abuse Policy.**
5. Falsifying any information in a client record.
6. Cheating of any kind in the classroom, campus lab, testing center, computer lab and/or clinical area.
7. **Possessing an exam without authorization, making the content of an exam known to others, and/or taking an exam for another student.**
8. Plagiarizing work of another.
9. Falsifying any UAFS record, any information in client records, and/or any information in a classroom/campus lab/clinical assignment.
10. Leaving campus lab or clinical facility during scheduled campus lab or clinical hours.
11. **Possessing or using firearms, explosives, dangerous chemicals or other dangerous weapons.**
12. Stealing.
13. Being convicted of a crime.
14. Being excessively tardy and/or absent from class/campus lab/ or clinical; failing to notify the assigned unit if unable to participate in campus lab or clinical activities.
15. Having repetitive late submission of paperwork.
16. Administering medications and /or treatments in a negligent manner or without the permission of the instructor.
17. Failing to give instructor opportunity to observe skills or proceeding with skills before instructor arrives.
18. Violating client privacy rights through breach of confidentiality of interactions or records or failing to protect privacy in personal care.

19. Using profanity and/or verbal and physical abuse in the classroom, campus lab, or clinical area.
20. Violating the SON dress code.
21. Exhibiting poor personal hygiene.
22. Attempting activities without adequate orientation, preparation, assistance or supervision.
23. Engaging in behavior that is disrespectful of the client's social or economic status, personal attributes or health problems.
24. Misappropriating supplies, equipment, and/or medications.
25. Leaving campus lab or the clinical area without advising appropriate agency personnel and/or faculty.
26. Failing to disclose any clinical error to the instructor and/or appropriate agency personnel.
27. Violating agency policies and procedures.
28. Providing nursing care to clients that fails to achieve the standard of care, violates the Nurse Practice Act, violates the ANA Standards of Clinical Practice and ANA Code of Ethics for Nurses, or calls into question the professional accountability of the student.
29. Making a decision or failing to make decision that could endanger a client.
30. **Engaging in conduct with a client that is sexual in nature, or may reasonably be interpreted as sexual, or any verbal behavior that is seductive or sexually demeaning to a client, or engaging in any sexual activities with a client.**
31. Violating the boundaries between the student and client (e.g., giving a client your home phone number, inviting a client to your home).
32. Use of personal cell phone (texting or verbal) in anyway while in class, campus lab or at a clinical agency.
33. Seeking personal medical advice while representing the SON.
34. Demonstrating unsafe clinical performance as documented on the clinical evaluation tool.
35. Exhibiting the inability to work respectfully with faculty, staff and/or other health care personnel in classroom, campus lab, or clinical agencies.
36. Failing to validate doctor's or nurse's orders prior to client care.
37. Engaging in any activity that jeopardizes the health, safety, and welfare of the client, staff, instructor, other students, or self.
38. Failing to demonstrate adequate preparation for each campus lab or clinical experience, unsatisfactory written clinical paperwork and /or inability to verbalize basic principles of care.
39. Experiencing anxiety so high that it interferes with performance and/or judgment.

This list represents examples of unprofessional conduct and is not an exhaustive list of unprofessional behaviors.

Students who exhibit unprofessional conduct will be subject to disciplinary action. Faculty will determine the type of disciplinary action to be imposed and will be guided by the extent of the unprofessional conduct. Disciplinary action is documented on a Counseling Record.

Disciplinary Actions

Counseling: A written record that is initiated by the faculty and signed by the student. It describes the student conduct in violation of policy, lists guidelines for correction, and gives a timeframe for correction and the consequences of non-compliance.

Written warning: A written record that describes student conduct in violation of policy, lists guidelines for correction, gives the timeframe for correction and the consequences of non-compliance. The faculty and student both sign the written warning. A written warning may follow a counseling record or be initiated without previous counseling, based on the policy violation.

Critical Incident: Occurs when actions by the student place an actual or simulated client in actual or potential danger, when the student is unprepared for clinical or has not retained critical knowledge/skills from previous semesters, or has violated the standard of professional conduct. A critical incident will result in probation or dismissal from the program depending on the severity of the incident.

- The faculty will notify the student (immediately, if feasible) whose actions warrant a critical incident. If circumstances prohibit immediate notification, the instructor must notify the student within one business day.
- The critical incident must be documented on the Clinical Evaluation Tool immediately and followed by a formal counseling record from the faculty within two business days of the occurrence and presented to the student within three business days of the incident.

Probation: A written contract with the student specifying the behaviors required to correct conduct that is unprofessional or clinical performance that is unsafe. Failure to meet probationary contract guidelines during the stipulated timeframe will jeopardize the student's standing in the PN program and may result in the student being dismissed from the program.

Dismissal: A student may be immediately dismissed from the PN program. Any dismissal requires documentation according to the Unprofessional Conduct Policy. A student has the right to initiate the grievance process according to the written policy.

All levels of disciplinary action are documented and maintained in the student's file. A copy of the record is provided to the student.

Physical/Verbal Abuse Policy

The PN program does not tolerate any form of verbal or physical abuse. Students who use physical and/or verbal abuse can expect to be reprimanded, disciplined and/or denied the privilege to continue as nursing students.

Verbal or physical aggressive behavior in the classroom, campus lab and/or clinical setting will result in immediate removal of that student from the learning environment. Students who do not leave willingly will be escorted by security.

Code of Ethics

American Nurses' Association Code of Ethics for Nurses with Interpretative Statements

Provisions:

1. The nurse practices with compassion and respect for the inherent dignity, worth and uniqueness of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy

American Nurses Association (2015). In M.D.M. Fowler (Ed.), *Code of Ethics for Nurses with Interpretive Statements*. Silver Spring, MD: ANA.

Student Conduct Code

All UAFS students must abide by the Student Code of Conduct.

www.uafs.edu/university/student-handbook

Computer Lab

Students are responsible for familiarizing themselves with the computer labs and the resources available in these labs. Students will be given an e-mail account to use during the semester. **Absolutely NO food or drinks are allowed in or outside of the computer labs at any time.** *Failure to adhere to this policy will result in disciplinary action.*

Grievance Policy

All students of UAFS are guaranteed procedural or due process rights. If students believe that they have been unfairly treated or evaluated, they have the right to pursue further investigation through informal and formal grievance processes. Grievance procedures must not be requested frivolously and must follow the sequence outlined below and in the *UAFS 2015-2016 Academic Catalog*.

Grievance Process

Informal Grievances

The informal grievance process must be the first method employed to rectify any problems a student has specific to the program.

When pursuing a grievance, students must use the following general guidelines.

1. Submit a written request for a conference to the instructor involved in the grievance, outlining the situation objectively within two (2) business days of the perceived incident.
2. If the grievance is not resolved with the instructor, the student must schedule an appointment with the level coordinator.
3. If resolution is still not reached, the student must schedule an appointment with the Executive Program Director. If resolution is not obtained with the Executive Program Director, the student must follow the formal grievance policy.

Formal Grievance Process

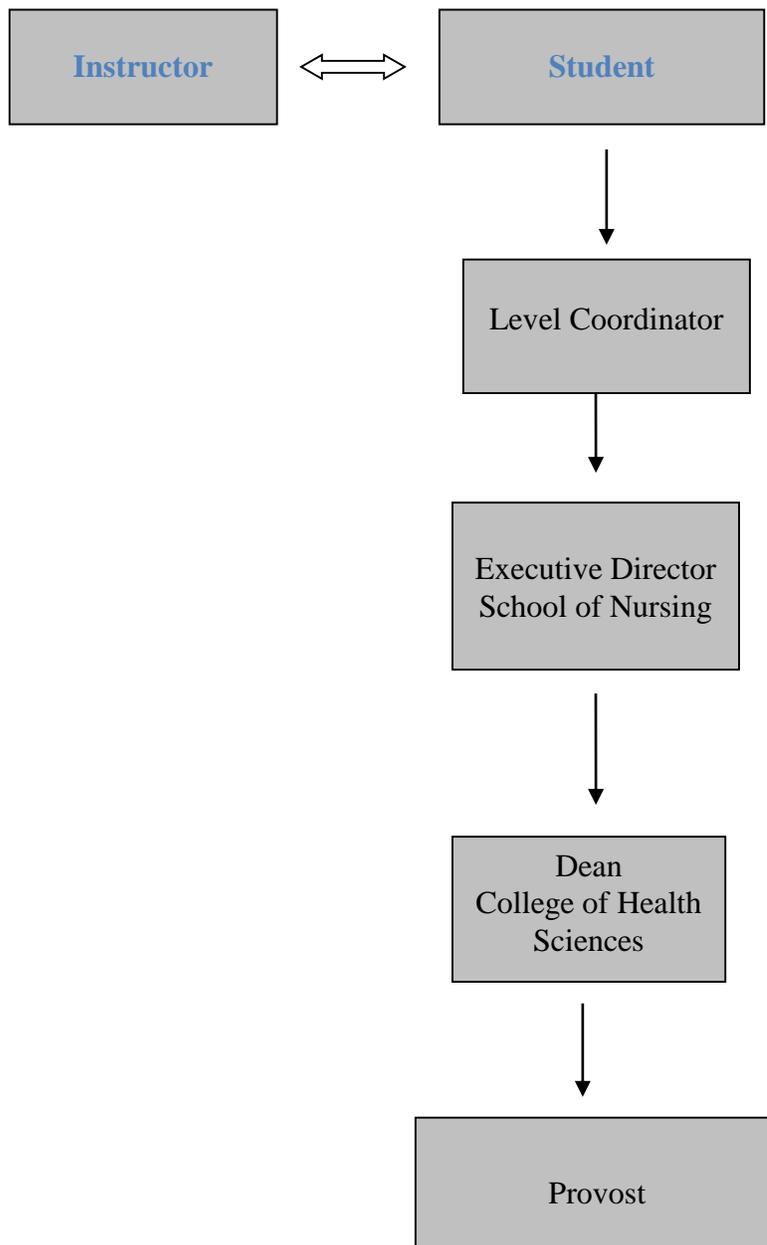
The formal grievance process is used when informal procedures have been exhausted. The student filing a formal grievance must follow the Academic Grievance Process published in the *UAFS Academic Catalog*.

For a formal hearing, the student must submit a request, in writing, to the Dean of the College of Health Sciences within 14 days of the incident. The request must contain:

1. The specific injury to the student
2. The date(s) which the injury(ies) occurred
3. Name(s) of person(s) involved
4. Measures taken by the student to rectify the particular incident being grieved
5. Any other pertinent information.

The dean will review the formal request to determine its merit and to ensure all avenues for resolution have been exhausted by the student. An answer/decision will be issued to the student in writing within seven (7) business days of receiving the formal grievance. If the student wishes to pursue the matter further, he or she must submit a written request within three (3) business days to the provost for the matter to be reviewed. The provost will issue a decision in writing within seven (7) business days. The decision of the provost is final.

The Grievance Process



Health Learning Resource Center (HLRC)

Students will be responsible for familiarizing themselves with the HLRC and the resources available for nursing students. Some materials may be checked out of the HLRC. Please check with the HLRC Coordinator for verification of availability for check-out.

Guidelines for the Health Learning Resource Center and Skills (Campus) Laboratories

1. Faculty, students, and staff persons must check with the Coordinator-HLRC, laboratory assistant, or faculty member before using any resources in the HLRC or skills laboratories.
2. **Food and Drinks are NOT allowed in the skills laboratories. Only bottled drinks with a screw on cap are allowed in classrooms or HLRC. *Failure to adhere to this policy will result in disciplinary action.***
3. Children are NOT allowed in the HLRC, skills laboratories, or computer laboratories. The Executive Director of the School of Nursing or Dean of the College of Health Sciences must pre-approve any visitor being part of an activity with an educational purpose.
4. If beds are used for demonstration or practice, shoes must be removed, and bedspreads should be fan folded and placed at the foot of the bed. Bedspreads should be neatly replaced at the conclusion of the demonstration or practice.
5. Skills laboratories should be left in a neat and orderly manner with equipment and/or supplies replaced properly.
6. Beds must be neatly made in the closed, flat position with side rails down and positioned at the lower level.
7. Any equipment that is moved should be returned to the original position.
8. All trash must be removed from the tables, beds, bedside tables, or floors before leaving.
9. Students must always ask for assistance – only faculty, the HLRC Coordinator and/or laboratory assistant have permission to locate equipment and supplies in cabinets and storage rooms.
10. When using manikins for demonstration or practice:
 - a. Keep manikins covered when not in use.
 - b. Apply only silicone base lubricants and/or liquid ivory soap to manikins.

- c. Remove all dressings, supplies, or equipment applied to manikins during demonstration or practice.
11. Students may check out equipment only with permission from faculty or the HLRC Coordinator for use with community experiences. The Equipment Check-Out Log must be completed when checking out and returning equipment. Students are responsible for damage and/or loss of any equipment.
12. Biohazard Waste is kept in the biohazard closet, HS room 236, until retrieved by a contracted biohazard waste disposal company. The following items are considered Biohazard Waste and should be discarded in the red containers:
 - a. Liquid or semi-liquid blood or other potentially infectious materials
 - b. Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state
 - c. Items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling
 - d. Contaminated sharps, pathological and microbiological waste containing blood or other potentially infectious materials
13. Sharps must be discarded in the sharps containers. Do not exceed the level of the fill line. (Items that are not sharp should not be placed in the sharps container).
14. Linens
 - a. Fold and place on the linen cart to re-use
 - b. If soiled, place in the hamper
 - c. Wet linens should be allowed to dry before folding or placing in hamper
15. While using the HLRC and/or skills laboratories, respectful language and professional behavior are expected at all times. Academic dishonesty in any form is prohibited. Please report any issues, problems or concerns to your clinical faculty or the HLRC Coordinator.

Name Change Policy

Any student whose name and/or address changes, while enrolled in any nursing program, is to notify the Record's Office and the School of Nursing. Notification is extremely important to effectively maintain documents, filing systems, and data storage. Name changes are particularly important when applying for licensure. Students must be sure that the information on their drivers license is correct since criminal background checks and drivers license are used to verify Arkansas State Board of Nursing applications for licensure.

Parking

Students cannot park in the restricted (blue permit) area of the College of Health Sciences (Parking Lot H) on the University campus. Failure to comply will result in disciplinary action.

Reference Letters Policy

Reference letters may come from the Executive Director or the faculty. Letters of reference to an agency employing a student or any other requesting agency should be requested in writing by the student. This request may be done via the student's UAFS gmail account.

Letters of good standing must come from the Records or the Dean's office.

A copy of the written request and the letter of reference or good standing will be placed in the student's file. Written requests for electronically submitted references will also be placed in the student's file.

Social Media Policy

Purpose

To communicate potential problems and liabilities associated with the use of the Internet and electronic communication systems.

Definitions

Electronic communication systems – websites or web-based services that users may join, view, and/or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites including but not limited to Facebook, MySpace, Twitter, iTunes, YouTube, LinkedIn, and Flickr.

Policy

1. Individuals may not share confidential information in violation of HIPAA or FERPA related to UAFS business on electronic communication systems, including but not limited to, personnel actions, internal investigations, research material, or patient/student/faculty information. This includes sharing photos or partial information even when names of patients, students, faculty, or employees of clinical agencies are not used. This includes any activity that would cause UAFS to not be in compliance with state or federal law.
2. Individuals assume personal liability for information they post on electronic communication systems, including but not limited to personal commentary, medical advice, photographs, and videos. UAFS does not endorse or assume any liability for students' personal communications.

3. Individuals should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by patients, faculty, students and potential employers.
4. Individuals should not post defamatory information about others, activities or procedures at UAFS, other institutions, or clinical sites through which they rotate.
5. Individuals should not represent or imply that they are expressing the opinion of UAFS, other institutions, or clinical sites through which they rotate.
6. Individuals should not misrepresent their qualifications or post nursing advice.
7. Since information posted on the Internet is public information, UAFS and other interested parties may review electronic communication systems for content regarding current students.
8. Employers, organizations, and individuals may monitor and share information they find posted on electronic communication systems.
9. If potentially inappropriate material has been posted on an electronic communication system, the person who discovered the material should discuss the finding with the Executive Director of School of Nursing.
10. Disciplinary actions may occur in compliance with UAFS School of Nursing Professional Conduct Policy. If an agency denies any student the right to complete time in their facility, it is an automatic dismissal from the UAFS School of Nursing.

College of Health Sciences' Policy for the Prevention and Management of Substance Abuse

Introduction

The University of Arkansas – Fort Smith, College of Health Sciences (CHS) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. We are committed to protecting the safety, health and welfare of faculty, staff, students, and people who come into contact with them during scheduled learning experiences. The CHS strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any CHS student, who is taking pain or other behavior-altering medications, must provide a medical release from the prescribing physician to the Program Executive

Director. Any CHS student who exhibits behaviors (as identified in Appendix A) is subject to testing for cause.

Any CHS student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug, will be subject to disciplinary action as specified in the Policy for the Prevention and Management of Substance Abuse.

Any CHS student who is aware that another CHS student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a CHS faculty member immediately. It is the ethical responsibility of all to ensure that the integrity of the profession and the institution remain in good standing.

The intent of the Policy for the Prevention and Management of Substance Abuse is to identify chemically impaired students. The Policy also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her educational and professional goal. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Release Form (Appendix B) agreeing to adhere to the Policy for the Prevention and Management of Substance Abuse. Failure to adhere to the conditions specified in this policy will result in dismissal from your CHS program. This Policy is in alignment with the UAFS Philosophy. See University Catalog for further information.

Substances- Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV)*. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. The CHS has the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Testing Procedures

When Testing May Occur: The CHS will require a student to submit to drug testing under any or all of the following circumstances:

- Upon conditional admission to any CHS program beginning on or after January 1, 2012.
- Random testing as required by the clinical agencies.
- For cause (see Appendix A).
- As part of a substance abuse recovery program.

STUDENTS WHO REFUSE TESTING OR DOES NOT SUBMIT TO TESTING IN THE 2 HOUR TIME FRAME WILL BE IMMEDIATELY DISMISSED FROM THE CHS PROGRAM.

The student is responsible for the cost of required drug screens, for MRO (Medical Review Officer) consultation, and/or split sample analysis. The student, if tested for cause, will be required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

Testing Facility: The CHS has identified Cooper Clinic (a SAMHSA2- approved laboratory) to perform testing utilizing the agency's policies. The clinic is located at 4300 Regions Park Circle (Appendix C). The CHS will use an MRO who will review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

Sample Collection: The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the University of Arkansas – Fort Smith CHS Policy for the Prevention and Management of Substance Abuse. The Program Executive Director will be notified of the results within 48 hours.

Positive Results: Test results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed established threshold values for both immuno assay screening and gc/ms confirmation studies, and the Medical Review Officer Verification interview verifies unauthorized use of the substance. Split samples are saved at the original lab and may be sent to another SAMHSA-2 approved lab for additional testing at the student's expense. If anyone laboratory is positive for substances classified in the DSM-IV, the decision will be immediate suspension from the program.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The Program Executive Director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. While the issues of testing are confidential within the university community, the information regarding substance abuse and rehabilitation may need to be shared with the licensing agency upon application for licensure. (Reference: Confidentiality issues forbid the CHS from disclosing drug/alcohol information about the student according to guidelines of US Department of Transportation 42 CRF Part 2).

Treatment, Referral, & Readmission

The outcome of a positive drug screen will constitute immediate suspension from the CHS program. The Program Executive Director will refer persons identified as having substance abuse problems for therapeutic counseling for substance withdrawal and rehabilitation.

A student will not be denied learning opportunities based on a history of substance abuse. The readmission process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice from a legitimate substance abuse counselor for a **one year** period of time. Evidence of participation must be presented to the CHS by the student. Acceptable evidence shall include: a written record with the date of each meeting, the name of each group attended, purpose of the meeting, and the signed initials of the chairperson of each group attended, plus any pertinent information.
- Demonstration of at least **one year** of abstinence immediately prior to application through random drug screening, including drug of choice.
- Letters of reference from all employers and sponsor within the **last year**.
- A signed agreement to participate in monitoring by random drug screening consistent with the policy of the CHS and the clinical agency where assigned client care. The student is required to pay for testing.
- Abstinence from the use of controlled or abuse potential substances (and/or alcohol) except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student's dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Program Executive Director or designee within ten (10) days of the date of the prescription.
- If a student is readmitted to the nursing program and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the CHS program.
- Readmission to any CHS program will constitute completing the regular admission process to begin any program and acceptance is determined in the same manner as all other students seeking admission.

Appeal Process:

An explanation of the Appeal Process can be found in the UAFS Academic Catalog at [UAFS 2015-16 Undergraduate Academic Catalog](#) And/or the UAFS Student Handbook Code of Conduct www.uafs.edu/university/student-handbook

Testing For Cause

Any CHS student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. Student behaviors will be observed on campus, in the clinical agencies, and at program-related community activities. The faculty member's decision to drug test for cause will be based on:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, deterioration of work performance or other behaviors as listed in Appendix "A" of "The Policy for the Prevention and Management of Substance Abuse".
- Information that a student has caused or contributed to an accident that resulted in client injury potentially requiring treatment by a licensed health care professional.
- Conviction by a court or being found guilty of a drug, alcohol or controlled substance charge.

Any student found guilty of criminal use of drug, alcohol, or controlled substance will be suspended from the CHS program.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have an additional faculty member or staff confirm the student's suspicious behavior.
2. The student will be required to leave the area. Accompanied by the faculty member and witness to a location ensuring privacy and confidentiality, a discussion of the situation will ensue. A decision as to whether or not to drug test will be made. The discussion and outcome of the discussion will be documented and forwarded to the Program's Executive Director.
3. If warranted, the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UAFS CHS Policy for the Prevention and Management of Substance Abuse and clinical agency policies. Failure to submit for testing within the two hour time frame will result in immediate dismissal from the CHS Program.
4. If the clinical agency initiates random or for cause drug screening, the student will follow clinical agency policy on suspected substance abuse.

5. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the Program’s Executive Director or the Dean of the CHS.
6. If the laboratory test is negative for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
7. If anyone laboratory test is positive for substances classified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), the student will be immediately suspended from the CHS program.
8. Confidentiality will be maintained.

Appendix A
Substance Abuse Behaviors

	Alcohol	Drugs
Academic & Clinical Performance	<ol style="list-style-type: none"> 1. Frequently late and/or incomplete paperwork. 2. Unrealistic self-evaluation. 3. Lack of participation in group activities and class. 4. Fails multiple tests. 5. Marginal clinical performance. 	<ol style="list-style-type: none"> 1. Frequently late and/or incomplete paperwork. 2. Unrealistic self-evaluation. 3. Lack of participation in group activities and class. 4. Fails multiple tests. 5. Marginal clinical performance.
Preferences in Assignment	<ol style="list-style-type: none"> 1. Transfers to less demanding or more independent or isolated assignments; 2. Does not volunteer for additional or difficult assignments. 	<ol style="list-style-type: none"> 1. Prefers area with high usage of drug choice, decreased patient awareness and lack of supervision; i.e., intensive care unit, orthopedics, anesthesia, nursing homes, or busy surgical units. 2. Volunteers for evening or night clinical rotations.
Absenteeism	<ol style="list-style-type: none"> 1. Has frequent absences 2. Calls in last minute. 	<ol style="list-style-type: none"> 1. Has frequent absences 2. Calls in last minute.
Time on Unit	<ol style="list-style-type: none"> 1. Arrives late. 2. Departs early 	<ol style="list-style-type: none"> 1. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.
Disappearances	<ol style="list-style-type: none"> 1. Declines offer for meals or breaks with peers; eats on unit or eats alone. 	<ol style="list-style-type: none"> 2. Arrives early; leaves late; skips lunch and breaks; appears at unusual hours.

<p>Decreased Effectiveness</p>	<ol style="list-style-type: none"> 1. Displays inconsistent or erratic performance. 2. Fails to meet deadlines or schedules. 3. Staff complains about student not carrying share of patient assignment. 4. Patients and families complain about student’s job performance. 5. Decreasing ability to make quick judgments or to accomplish routine tasks. 6. Requires more structure for assignments and activities 7. Experiences difficulty conceptualizing assignments. 	
<p>Charting and Reporting in Clinical Setting (Nursing only)</p>	<ol style="list-style-type: none"> 1. Discrepancies are indicated between the patient's and student’s reports. 2. Administers more medications than other students. 3. Omits documenting interventions. 4. Handwriting noticeably affected. 5. Makes illogical comments; increased errors or omissions. 6. Fails to report accidents and to complete incident reports. 7. Writes reports which differ from oral reports. 	<p>Same as Alcohol plus:</p> <ol style="list-style-type: none"> 1. Charts as administered, but patients complain of incomplete relief from medications given. 2. Records un-witnessed or excessive breakage, waste or loss. 3. Signs out several PRN medications at one time; i.e., "I'm going to get all my pre-ops ready now."
	<p>Alcohol</p>	<p>Drugs</p>
<p>Appearance</p>	<ol style="list-style-type: none"> 1. Uses mouthwash or strong perfume to cover alcohol odor on breath and clothing. 2. Eyes are red, "bloodshot," or bleary. 3. Spider veins appear, especially around nose. 4. Face wrinkled, flushed, and puffy. 5. Increasing carelessness about personal appearance. 6. Unkempt; hair lacks luster. 7. Avoids eye contact. 8. Appears older than age. 9. Easily fatigued. 10. Leathery skin. 	<ol style="list-style-type: none"> 1. Always wears uniform with pockets, long sleeves, or sweater even in warmer weather. 2. Uses band aids on hands and arms. 3. Pupils may be constricted (narcotics), or dilated (stimulants), although need to consider multi drug use. 4. Runny eyes or nose with clear mucous drainage. 5. Malnourished, anorexic, signs of fluid and electrolyte imbalance (edema, dehydration).

	<ol style="list-style-type: none"> 11. Thin; fat in front with liver enlargement (weight slightly higher on frame than in obesity, which is in lower abdomen, hips and thighs). 	
Signs of Withdrawal	<ol style="list-style-type: none"> 1. Hand tremors. 2. Poor coordination, gait. 3. Diaphoresis. 4. Headaches, especially in the morning or at the beginning of the shift. 	<ol style="list-style-type: none"> 1. Abdominal muscle cramps. 2. Diarrhea. 3. Irritable; restless manner.
Illness and Injury	<ol style="list-style-type: none"> 1. Frequent minor illnesses; vague somatic complaints (flu, virus, backache, toothache). 2. Prone to accidents. 3. Gastrointestinal problems. 4. Cirrhosis; liver malfunction. 5. Peripheral neuropathy. 6. Pancreatitis. 	<ol style="list-style-type: none"> 1. Requests drug of choice for frequent injuries which require medication or elective surgery. 2. Demonstrates low tolerance for pain and high tolerance for drugs. 3. Experiences infections, abscesses or scar tissue from intravenous punctures. 4. Contracts hepatitis from intravenous punctures.
Common Characteristics	<ol style="list-style-type: none"> 1. Altered states of consciousness. 2. Demonstrates wide mood swings. 3. Experiences difficulty in all types of relationships. 4. Is irritable with staff, patients and family. 5. Acts defensive and suspicious. 6. Blames others. 7. Lies; provides inconsistent information; rationalize and creates elaborate excuses for behavior. 	
Common Characteristics	<ol style="list-style-type: none"> 8. Changing to a younger age group; most often observed in ages 40-45. 9. Socializes only with persons who drink; alcohol becomes focus of all activities; becomes isolated. 10. Demonstrates alcohol tolerance. 11. Experiences blackouts. 12. Drinks early in the day, before parties, alone, and sneaks drinks; sensitive to comments about drinking. 13. Uses coffee or cigarettes excessively. 14. Prone to auto accidents. 15. May have had driver's license suspended or revoked. 16. Changing to 40-50 age group; most often observed in late 20's age group. 17. Spends time alone and sleeping; restricted interests. 18. Preoccupied with obtaining and using drugs 	

Source: Oklahoma Nurse Assistance Program
6414 No. Santa Fe, Ste. A, Oklahoma City, OK 73116
405-840-3478

Appendix B

***Policy for the Prevention and
Management of Substance Abuse***

Release and Acceptance Form

I, _____ (print name), have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I’m tested for cause, I am required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program’s Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS Program. Re-admittance to my program will follow the Program’s Readmission Criteria and Procedures Policy.

I understand that if I’m readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

Student Signature

Executive Director Signature

Date

Date

Appendix C

Map to Testing Center

Directions Distance

There are 0.42 miles between your starting location and the beginning of your driving directions. Use maps to get from your starting location to the beginning of your route.

- 1: Start out going East on GRAND AVE. 0.09 miles
- 2: Take the I-540 W ramp. 0.24 miles
- 3: Merge onto I-540 W. 4.42 miles
- 4: Take the AR-255/ZERO ST. exit - exit number 11. 0.19 miles
- 5: Turn LEFT onto AR-255. 0.46 miles
- 6: Turn RIGHT onto Old Greenwood Road 0.1 miles
- 7: Turn LEFT onto Regions Park Drive – facility will be on right 190 ft.

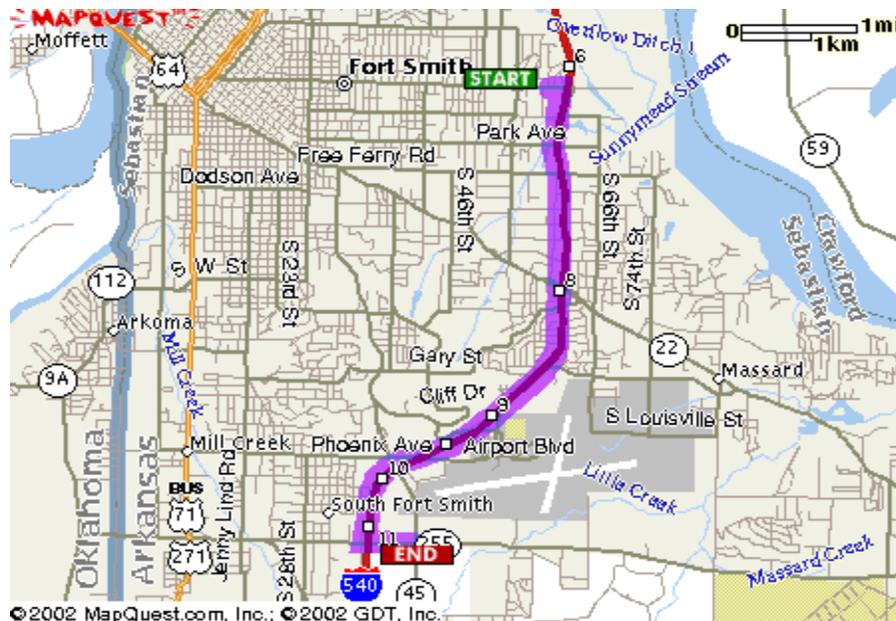
Total Estimated Time: 8 minutes and Total Distance: 5.41 miles

ORIGIN:
5210 Grand Ave
Fort Smith, AR
72904-7362 US

DESTINATION:
Cooper Clinic Occupational Medicine
4300 Regions Park Circle
Fort Smith, AR 72903
479-484-4665

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<http://www.mapfinder.co>



Tobacco-Free Campus Policy

The use of any tobacco product, including electronic cigarettes, is prohibited on the grounds of UAFS in order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all University property, which according to State Statute 25-17-301, "... shall include all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution."

Unlicensed Practice Policy

Students may perform activities usually restricted to licensed nurses in academic and clinical settings **only** when practicing under the supervision of assigned faculty and/or designated nurse preceptor. Under the regulations governing the practice of nursing in Arkansas, any unlicensed person who performs activities, which are limited to licensed nurses, is guilty of practicing nursing without a license. Students are not under faculty supervision when employed in health care facilities.

Professional Organizations

Nurses Christian Fellowship

The purpose of the UAFS Chapter of the Nurses Christian Fellowship is to be an organization of nursing students and faculty who follow Jesus as Savior and Lord: growing in love – for God, God’s Word, God’s people of every ethnicity and culture and God’s purposes in the world. Additionally, this local chapter is to be a fellowship who supports and encourages one another to incorporate Christian principles into daily living and nursing practice through prayer, Bible study and outreach.

College of Health Sciences' Policy for the Prevention and Management of Substance Abuse

Release and Acceptance Form

I, _____ (Print Name), have read and understand the Policy for the Prevention and Management of Substance Abuse for the University of Arkansas – Fort Smith College of Health Science. I understand that I am responsible for the cost of drug screens required due to cause, for MRO (Medical Review Officer) consultation, and/or split sample analysis. I understand, if I'm tested for cause, I am required to arrange for alternate mode of transportation (e.g., family or taxi) rather than self-transport.

I agree that the lab used for drug testing is authorized by me to provide results of the test(s) to the CHS Program's Executive Director. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to 1) compliance of the college with federal and state law and 2) the college's interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I understand that an outcome of a positive drug screen will constitute immediate suspension from my CHS Program. Re-admittance to my program will follow the Program's Readmission Criteria and Procedures Policy.

I understand that if I'm readmitted to the program and a positive test for substance abuse is found, I will be dismissed from the program and will be ineligible to return. Furthermore, I will be ineligible to receive a letter of good standing.

Student Signature

Executive Director Signature

Date

Date

**University of Arkansas - Fort Smith
College of Health Sciences
Carolyn McKelvey Moore School of Nursing**

PN Student Agreement of Understanding

Initial at beginning of each statement (on line), then sign and date to indicate Agreement of Understanding

_____ I understand that all required student documents (criminal background, immunizations, health care provider form, and drug screens) **MUST** be completed and **MUST** be kept current throughout the program even when classes are not in session.

_____ I have received instruction regarding HIPAA regulations and understand the policy on confidentiality.

_____ I have read and understand the Arkansas State Board of Nursing -- NURSE PRACTICE ACT (ACA §17-87-312) Criminal background check information.

_____ I have read and understand the Carolyn McKelvey Moore School of Nursing PN Handbook at UAFS and do agree to abide by policies set forth in this handbook.

_____ In addition, I understand that I must comply with policies found in the UAFS Academic Catalog and the UAFS Student Handbook Code of Conduct

Student Signature

Date

Faculty Signature

Note: This form is to be completed by the student and turned in to appropriate nursing instructor no later than the first week of school.