



Bachelor of Science in Nursing
Student Handbook

FALL 2024

The policies represented in this BSN Student Handbook are subject to revision at the beginning of each semester. When changes are made, all students will be notified of the changes and required to follow the revised policies. There will be no exceptions.

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INTRODUCTION

Welcome to Southern Arkansas University's (SAU) Nursing Program. We, the faculty, feel you have selected the most challenging, rewarding, and versatile career available today.

We believe that a Professional, baccalaureate prepared nurse is one who possesses considerable knowledge of the basic physical, biological, behavioral, and medical sciences, plus the ability and skill to apply this knowledge in caring for clients with common nursing problems. This requires decision-making ability and sound judgment.

We dedicate our time and effort to offer you those experiences that will assist you in reaching this goal. SAU's academic nursing programs are rigorous, yet achievable to those willing to commit themselves to it. The learning experiences will be available; it is your responsibility to take advantage of them.

SAU provides equal educational opportunities for all, and this policy is fully implemented in all programs according to University guidelines.

Accreditation and State Board of Nursing

Accreditation Commission for Education in Nursing

The Department of Nursing offers the Bachelor of Science (BSN) degree in nursing. The BSN program has continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN) <https://www.acenursing.org/>. The BSN is a traditional 4-year program for pre-license nursing students' degree. The RN – BSN degree is a completion program for persons who are Associate of Science (ADN), Associate of Applied Science (AAS), or diploma Registered Nurses (RN), and wish to obtain this advanced degree.

The Bachelor of Science in Nursing program at Southern Arkansas University located in Magnolia, Arkansas is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Bachelor of Science nursing program is **Continuing Accreditation**.

-View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Arkansas State Board of Nursing

The Department of Nursing is approved by the Arkansas State Board of Nursing. All interested parties (students, graduates, and other parties associated with the SAU Nursing Program) may contact the Arkansas State Board of Nursing to express any statement or concern related to BSN program at the following:

Arkansas State Board of Nursing
University Tower Bldg.
1123 South University Suite 800
Little Rock, AR 72204-1619
Phone: 501-686-2700
Fax: 501-686-2714

Texas Board of Higher Education

The BSN student may complete clinical experiences in Texas. All interested parties (students, graduates, and other parties associated with the SAU Nursing Program) may contact the Texas Higher Education Coordinating Board at the following:

Texas Higher Education Coordinating Board
1200 E Anderson Ln, Austin, TX 78752
Telephone: (512) 427-6101
Or:

The Texas Higher Education Coordinating Board's Student Complaints webpage (with forms and a description of the complaint procedure):

<http://www.theccb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

The web address for the rules governing student complaints-Title 19 of the Texas Administrative Code, Section 1.110-1.120:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=19&pt=1&ch=1&sch=E&rl=Y)

Curriculum

BSN Curriculum is accredited until 2027.

Mission Statement, Core Values, and Philosophy

Mission Statement

The Department of Nursing at Southern Arkansas University supports the mission, vision, and goals of the University. The Department of Nursing is committed to meeting the American Association of Colleges of Nursing (AACN) *The Essentials: Core Competencies for Professional Nursing Education*® through educating students to reflect essential elements of: person-centered care, quality improvement, safety principles, communication, technology, professionalism, critical thinking, clinical judgment, and informed decision making for healthcare leaders in a global environment.

Core Values:

Person-Centered Care
Quality Improvement
Safety Principles

Communication
Technology
Professionalism

Critical Thinking
Clinical Judgment
Informed Decision Making

Revised 1.26.2024

Philosophy of the Department of Nursing

The Department of Nursing is driven by a steadfast commitment to cultivating excellence in evidence-based nursing practice, education, and scholarship. Our philosophy is grounded in the belief that nursing is both an art and a science, and we are dedicated to preparing compassionate, competent, and ethically responsible nurses. Aligned with the AACN *The Essentials: Core Competencies for Professional Nursing Education*, our approach is holistic, focusing on the interconnectedness of person, environment, health, and nursing education (2021).

Person: At the heart of our philosophy is recognizing the individual as a unique and holistic being. We affirm the inherent dignity, worth, and diversity of each person. Through person-centered care, we strive to understand and address each person's physical, psychological, social, and spiritual dimensions. By fostering meaningful connections with clients, we empower them to actively participate in their healthcare decisions, recognizing their autonomy and individuality.

Environment: We acknowledge the profound impact of the environment on health and wellness. Our department is committed to creating healing environments that are inclusive, culturally competent, and responsive to the social determinants of health. By embracing sustainability, we aim to create environments that support population health (and policies) and healthcare technologies that contribute to the well-being of individuals and communities.

Health: Health is a dynamic and multifaceted state encompassing physical, mental, and social well-being. Our philosophy emphasizes promoting health through evidence-based practice, preventative care, and health education. By addressing the root causes of illness and promoting healthy lifestyles, we strive to enhance the overall well-being of individuals and communities.

Nursing: Nursing is a dynamic and evolving discipline that requires scientific knowledge and humanistic values. We embrace the nursing process as a systematic framework for providing holistic care. Through compassionate communication, cultural competence, and ethical decision-making, our educators and students strive to meet the diverse needs of clients, families, and communities. Our commitment to excellence is reflected in our dedication to continuous learning, evidence-based practice, and collaboration within interdisciplinary teams.

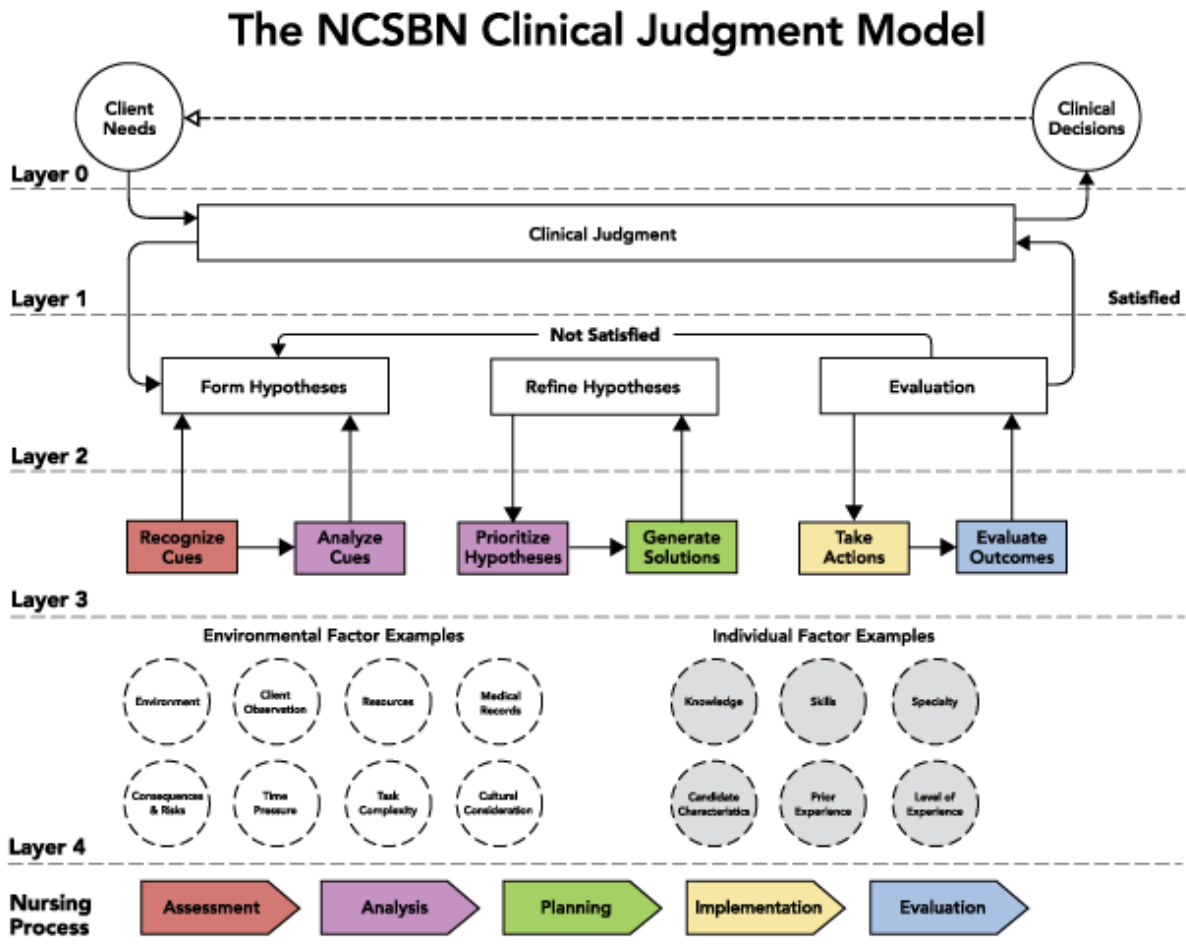
Nursing Education: Education is the cornerstone of our commitment to producing competent nursing professionals. Aligned with the AACN The Essentials: Core Competencies for Professional Nursing Education, our curriculum emphasizes integrating essential knowledge, nursing competencies, and attitudes necessary for professional nursing practice. We foster critical thinking, clinical reasoning, leadership development, and clinical decision-making to prepare graduates who are adaptable to the evolving healthcare landscape. Our educators are dedicated to creating an inclusive and supportive learning environment that encourages a lifelong commitment to learning and professional growth (2021).

The Philosophy of the Department of Nursing is a testament to our dedication to holistic, person-centered care, environmental stewardship, health promotion, excellence in nursing practice, and a dynamic nursing education aligned with the AACN The Essentials: Core Competencies for Professional Nursing Education (2021). Through these principles, we strive to empower our students to become compassionate, competent, and socially responsible nurses, poised to make meaningful contributions to the health and well-being of individuals, families, and communities.

Revised July 2015; Spring 2024

NCSBN Clinical Judgment Measurement Model (CJMM)

NCSBN researchers developed the NCSBN Clinical Judgment Measurement Model (NCJMM) as a framework for the valid measurement of clinical judgment and decision making within the context of a standardized, high-stakes examination. While clinical judgment and decision-making have been important elements in most prelicensure education programs for many years, significant research and development were required to isolate and measure these traits with psychometric rigor.



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DON Goals aligned to SAU Goals

University Learning Goals	Program Learning Goals	Description of Program Learning Goals
LG 1 – Effective Communication	LG 1 – Interprofessional Partnerships	Communicate and collaborate effectively with healthcare professionals, individuals, families/groups, and communities to provide evidence-based, quality nursing care.
LG 2 – Social Responsibility	LG 2 - Professionalism	Formulate one's own sustainable professional identity, including accountability, responsibility, ethical behaviors and decision-making in nursing practice.
LG 3 – Critical Thinking	LG 3 – Scholarship for Nursing Practice	Demonstrate ethical decision making and clinical reasoning. Incorporate knowledge from nursing and other disciplines to support clinical judgment.
LG 4 – Information Literacy	LG 4 – Informatics and Healthcare Technologies	Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support healthcare professionals in practice. Informatics processes and technologies are used to manage and improve the delivery of safe, quality nursing care in accordance with best practice and professional and regulatory standards.
LG5 - Content Knowledge	LG 5 – Knowledge for Nursing Practice	Integrate nursing knowledge (theories, multiple ways of knowing, evidence) and knowledge from other disciplines to inform clinical judgment.

Expected End of Program Student Learning Outcomes (EPSLO)

The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) Domains	DON EPSLO (2021)
Domain 1: Knowledge for Nursing Practice	Synthesize knowledge from the sciences, the humanities, social sciences, and nursing as the foundation for clinical judgment for professional nursing practice.
Domain 2: Person-Centered Care	Facilitate person-centered care utilizing the nursing process to provide compassionate , holistic care to the person, family, community, and population.
Domain 3: Population Health	Consider social determinants of health to facilitate safe, holistic, person-centered care using evidence-based practice to promote and manage population health.
Domain 4: Scholarship for Nursing Practice	Integrate evidence-based practice , critical thinking, and clinical judgment in the delivery of person-centered care.
Domain 5: Quality and Safety	Apply quality improvement and safety principles while delivering culturally competent care to the person, family, community, and population.
Domain 6: Interprofessional Partnerships	Employ collaborative communication to deliver evidence-based, person-centered care adhering to legal, regulatory, and practice policy guidelines.
Domain 7: Systems-Based Practice	Apply knowledge of systems to promote cost-effective person-centered care to diverse populations.
Domain 8: Information and Health care Technologies	Facilitate safe, quality person-centered care utilizing innovative technologies across diverse populations in various settings.
Domain 9: Professionalism	Integrate diversity, equity, and inclusion in person-centered care using a framework of legal, ethical , and professional standards accepting responsibility and accountability for professional nursing practice decisions.
Domain 10: Personal, Professional, and Leadership Development	Promote personal well-being and a spirit of inquiry to develop leadership qualities that guide one's professional development and clinical judgment .

Revised Fall 2018; Spring 2023

Articulation Standards

Based on the [Arkansas Nursing Articulation Model](#), diploma or associate degree RNs who meet the criteria are eligible to receive credit for core nursing courses by validation (without testing). The credit is held in "escrow" until after the student has successfully completed all SAU BSN degree requirements. Potential students eligible for any of the two tracts should contact the department for more information. Refer to [Chapter 6](#) of Arkansas State Board of Nursing rules and regulations 1.3 and the Arkansas Nursing Articulation Model at www.arsbn.arkansas.gov/education/Pages/ArticulationModel.aspx.

Student Rights and Responsibilities

Students' rights and responsibilities are dispersed throughout this student handbook and the SAU Student Handbook. A condensed list includes:

- Professional boundaries
- Social media policy
- Appeal: grades, attendance
- Attendance
- Title IX
- Classroom responsibilities
- Academic Integrity
- Orientation to technology
- Clinical responsibilities
- ANA Code of Ethics

Admission Policy

Application Requirements for Admission to BSN Program:

To be considered for admission into the Bachelor of Science in nursing degree program the student must:

1. Be admitted to SAU with regular or conditional admission status and maintain a University GPA of 2.00 at SAU.
2. Transfer students currently enrolled in other universities at the time of application will be considered for admission into the nursing program if the following documents are on file in the SAU Office of Admissions: completed SAU application form; valid ACT or SAT scores (if available); completed high school transcript or GED scores; college transcripts through the previous semester; and required immunization records. International students must contact the International Student Services Office. Admission to the University does not mean automatic admission to the Department of Nursing.
3. Recognize that priority ranking will be given to SAU students and any student who has successfully completed all non-nursing support courses for the degree (Pre-licensure track only).
4. Have a minimum 2.85 GPA* in Nursing Science Core Courses (NSCCs) (Pre-licensure track only).
5. The GPA for admission to the department will be calculated based on NSCCs completed at the time of admission (Pre-licensure track only).

6. NSCCs and courses applying towards the BSN degree with a C or better. Students with *Ds* or *Fs* in these courses will not be admitted (Pre-licensure track only).
7. GPA will be calculated to include all NSCCs ever taken. Admission is denied for the applicant with more than three attempts at obtaining a passing grade in a NSCC course (Pre-licensure track only).
8. Complete a HESI standardized preadmission examination administered through the Office of Testing. This exam is for diagnostic purposes and must be taken at SAU. HESI Admission Assessment (HESI A2) preadmission examination score must be 75% or greater. The reported score does not round up to 75%. There is a maximum of three attempts per calendar year to this preadmission exam.
9. Have proof of the following infectious disease immunizations and screenings or serological evidence of immunity:
 - Influenza vaccine during current flu season
 - Rubeola (Measles)
 - Mumps, Rubella (MMR) 2 vaccine doses or positive titer
 - Tetanus, Diphtheria, (Tdap) within the past 10 years
 - Initial Mantoux tuberculin skin test (TST) must be 2 steps; subsequent year(s) is/are 1 step TST; or clear chest X-ray
 - Varicella vaccine or positive titer or medically documented history of disease
 - Hepatitis-B – 2-,3-, or 4-dose series OR positive titer
 - 2-dose series only applies when 2 doses of Heplisav-B* are used at least 4 weeks apart
 - 3-dose series Engerix-B, PreHevbrio*, or Recombivax HB at 0, 1, 6 months [minimum intervals: dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 8 weeks / dose 1 to dose 3: 16 weeks]
 - 3-dose series HepA-HepB (Twinrix at 0, 1, 6 months [minimum intervals: dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 5 months])
 - 4-dose series HepA-HepB (Twinrix) accelerated schedule of 3 doses at 0, 7, and 21–30 days, followed by a booster dose at 12 months
 - COVID-19 vaccination card or exemption document
10. To comply with mandates from clinical agencies utilized by the SAU Department of Nursing, students enrolled in all nursing programs are required at the time of conditional acceptance or acceptance into the program and yearly thereafter to have a criminal background check, driving history record check, child maltreatment check, and urine drug screening in order to remain enrolled in any nursing course. All screenings are conducted at the expense of the individual student. More information and pricing are available on the nursing website at <https://web.saumag.edu/nursing/>.
11. Dependent upon clinical site availability to the nursing program, understand travel will be required to clinical sites in Southwest Arkansas, Central Arkansas, or East Texas (Pre-licensure only).

12. Realize if an injury occurs in the clinical setting, the student is responsible for all applicable costs related to the injury. Students are strongly encouraged to obtain health insurance. Information concerning health insurance available for SAU students may be accessed at the following website: www.saumag.edu.
13. Submit a completed Department of Nursing Application according to the deadlines posted on the nursing web at <https://web.saumag.edu/nursing/>.
14. Applications to the BSN Program may be obtained, completed, and submitted electronically during the open application cycle via the Department of Nursing website at <https://web.saumag.edu/nursing/>. Please attach and electronic copy of the following:
 - a) completed BSN Program application
 - b) unofficial college transcripts
 - d) HESI Admission Assessment (HESI A2) with critical thinking pre-admission examination; and
 - e) other pertinent information that may be needed for consideration into the SAU nursing program.

*All exceptions to these requirements must be approved by the Nursing Department Chair and Dean of the College.

*A particularly strong GPA or HESI A2 score may, at the discretion of Department Chair, compensate for a deficiency in the other area.

Updated Spring 2022

Honors

The faculty and administration at Southern Arkansas University fully understand that the students who enter the University possess diverse capabilities and come from a wide variety of backgrounds and experiences. In order to give recognition to students for superior achievement, as indicated by scores on entrance examinations and grades of courses completed, SAU has an honors program consisting of advanced placement, President's List, Dean's List, graduation with honors, Honors Classes, and membership in Alpha Chi, a national honor scholastic society.

To earn the distinction as an Honors College graduate, students must complete a total of twenty-four (24) hours of Honors College credit. Classes offered include seminars, general education courses, and upper-level courses in the student's major field, colloquiums, and independent studies. The following nursing courses have honors sections that meet the honors requirements:

1. NURS 3093: Techniques of Health Assessment = 3 credit hours
2. NURS 3103: Gerontological Nursing = 3 credit hours
3. NURS 3083: Foundations of Mental Health = 3 credit hours
4. NURS 3403: Nursing Research for Evidenced Based Practice = 3 credit hours
5. NURS 4092: Contemporary Issues and Ethics = 2 credit hours
6. NURS 4224: Nursing Care III – Community Health = 4 credit hours

Advanced Placement

Advanced standing in one or more semesters of course offering may be attained on the basis of high academic high school records (high school credit) and proficiency examinations in many departments. Interested students should consult their department advisors.

Degree Completion

The SAU BSN Curriculum assumes a high school college preparatory track, including chemistry and unconditional admission to SAU. The curriculum entails 120 credit hours as depicted in the BSN Pact 8-degree plan. The degree completion period for the BSN program is provided in the table below.

BSN Program	Time period to complete the BSN program
Pre-licensure track	4 semesters from the first nursing course taken

This period is to ensure that a graduate's knowledge, skills, and competencies are equivalent to those required for licensure and practice as an entry level BSN RN. The Department Chair may consider exceptions.

Students enrolled in the pre-licensure BSN tract will complete 540 clinical hours in a variety of settings. Refer to current course syllabi for further information.

Created: October 2009; December 2013

Revised: May 2010, May 2012, December 2013, July 2015; February 2016, August 2016, May 2019; May 2022

Advisement and Registration Information

Academic Advisors

It is ultimately the student's responsibility to know the academic policies of the University and of the Department of Nursing. Students should be familiar with the degree requirements as stated in the [SAU Undergraduate Catalog](#) and the critical deadlines and general information published in each schedule of courses. All nursing prerequisite courses must be completed by December 15th (Fall application cycle) and June 30 (Spring application cycle).

Students are expected to meet regularly with their advisor to develop their plans of study. The academic advisor is responsible for approving a student's plan of study. This meeting is **required** before the student can register.

Students must meet with their academic advisor or the BSN Program Director or Department Chair prior to withdrawing from a nursing course, the program, or the university.

Advance Registration/Late Registration

SAU schedules advance registration periods in the fall for spring semester and in the spring for summer and fall semesters. The student is responsible to make an appointment with the appointed advisor prior to this advanced registration period.

Course Scheduling for Pre-licensure Students

Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. If a student is unsuccessful in one or two courses in one semester, the student will be allowed to continue in the nursing program by enrolling in the same course(s) the following semester (as space available). However, the unsuccessful attempt at the course or courses will result in graduation delay of at least one semester.

Course Cancellation, Limited Enrollment Policy

The Department of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available, student enrollment is not sufficient, or student enrollment is greater than program resources. Decisions to cancel a class are based in part on student enrollment; therefore, **advanced registration is strongly encouraged**. In the case that all sections of a course that is listed for that semester on a student's plan of study are full, the student must contact a SAU Department of Nursing Advisor.

BSN Progression Policies

COVID-19 Vaccinations

Southern Arkansas University and the Department of Nursing do not require students to be vaccinated for COVID-19. However, clinical agencies may request information regarding COVID-19 vaccination status for any student and/or faculty assigned to the agency. Additionally, some clinical agencies are requiring students to be fully vaccinated for COVID-19 in order to complete clinical rotations at their agency. Clinical agencies that require COVID-19 vaccinations will be noted prior to the start of the semester, although agencies may change their policies at any time during the semester. Students who choose or are assigned to clinical agencies that require COVID-19 vaccinations are required to submit vaccine documentation to the Department of Nursing. All students that have received the COVID-19 vaccine or an exemption/waiver document must submit documentation to the Department of Nursing.

Southern Arkansas University and the Department of Nursing cannot guarantee a student's placement and acceptance at a chosen or assigned clinical agency. **Please note that refusal to comply with all of the vaccination requirements may limit site placement and could impede progression through your program of study.**

Pre-licensure track

Good Standing. Once admitted, a student's progress in the baccalaureate program is reviewed routinely. To remain in good standing the student must:

1. Maintain a cumulative grade point average of 2.0.
2. Earn a minimum grade of "C" in all courses required for the major (nursing and non-nursing).
3. Observe the fundamental rules of ethical conduct as described in the American Nurses' Association Code for Nurses (2017).
4. Maintain civil, respectful and professional conduct with peers and faculty, in and outside of classroom environment. Disruptive or unprofessional behavior may result in dismissal from the nursing program.
5. Demonstrate the "Abilities and Skills for Admission to and the Progression within the Undergraduate Nursing Major".
6. Must make a "C" or better in **ALL** nursing and nursing support courses each semester to progress to the next semester in nursing. Any student with a "D" in a course applying toward the nursing degree will not be allowed to proceed until that specific course has been repeated and passed with a "C" or better.
7. A grade of "D", "F", "WF", "WN", or "W" in any given nursing course is considered a failure and must be replaced with a C or above before the student is allowed to progress to higher level. A given course may be repeated only once. No more than two courses may be repeated at any given semester or throughout the program. Failing more than two nursing courses will result in a permanent dismissal and the student will not be eligible for readmission (that is upon failing a third course). Only two courses may be repeated. Students will not be granted a repeat attempt following a third course failure. The student repeating will be subject to new curriculum requirement if any. Students who are eligible to repeat a course must meet with their advisor to file an Alternate Progression plan (see Alternate Progression form below). The original completed Alternate Progression Plan will be submitted to both the BSN Program Director and the Department Chair for approval and filed in the nursing student's folder located in the Department.
8. A "W" or "WF" does not count as a failure when the student withdraws from a nursing course/nursing semester due to (1) well documented life or death emergency involving the student, spouse or minor child (with approvals from Department Chair and Dean), or (2) a call to active military duty. Only under these circumstances is the student eligible to re-enroll without forfeiting their progression standing in the nursing program. Students must meet with the Nursing Department Chair and the BSN Program Director to pre-approve and initiate such withdrawal, and file an Alternate Progression plan (see Alternate Progression form below).
9. Must perform satisfactorily in all clinical settings to progress to the next semester. A failure in clinical component will result in a failure in the corresponding course.
10. Any student who has been out of the nursing program longer than 12 months will be required to do additional coursework or repeat courses as deemed necessary by Department Chair.
11. Standardized exams will be administered in courses throughout the curriculum. Due to the nature of professional training in the field of nursing, successful completion of academic courses provides only a partial indication of student competency. See the individual course syllabi standardized testing policies.
12. Clinical Dismissal: Any student who performs in an **unsafe*** manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in failure of the course.

Transfer Students with Nursing Credit Policy

Those students previously enrolled in another nursing program are considered a Transfer Nursing Student. Transfer requests are considered on an individual basis. Applicants for SAU's Nursing Program must forward a letter requesting transfer, a Transfer Nursing Student application, and all syllabi pertaining to nursing courses the applicant has successfully completed and attach copies of all unofficial college transcripts. Applicants who are requesting transfer from another nursing program are also required to provide a good academic letter from the program dean/chair/director stating eligibility to reenter their previous nursing program in order to be eligible for consideration in the SAU nursing program. If an applicant has failed any nursing course(s) the academic progression policies will apply (See **BSN Progression Policies**). Transfer equivalency information for Nursing Curriculum Support Courses can be accessed through SAU Office of Admissions.

Transfer Nursing Students

Admission Selection for Transfer Students (SAU Academic Catalog)

Students who meet application requirements will be selected for entry into the nursing program based on grade point average in Nursing Science Core Courses (NSCC), HESI A2 scores, and number of NSCC hours completed on SAU campus. The ranking of admissions is as follows:

1. Students will be initially ranked by grade point average in the NSCCs, HESI A2 scores, and number of NSCC hours completed on SAU campus.
2. If more than one student has the same grade point average in the NSCCs and the same HESI A2 scores, students will be randomly ranked.

Created: October 2009

Revised: May 2019; September 2021; May 2022; December 2022

Southern Arkansas University
Department of Nursing
Alternate Progression Plan

Name _____ Date _____

Address _____

City, State, Zip _____

E-Mail Address _____

Student Identification Number _____ Phone _____

Explain your reason for requesting an Alternate Progression Plan:

Indicate your proposed curriculum plan. List the nursing and non-nursing courses you will take by semester.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

BSN Program Director Signature: _____ Date: _____

Department of Nursing Chair Signature: _____ Date: _____

Note: Refer to the BSN Progression Policies (listed above) in regards to the requirement to petition the BSN Program Director and the Department Chair for readmission.

Revised May 2022; December 2022

Testing (Exam) Policy/Procedures

ExamSoft Policy

Overview: The Department of Nursing has implemented ExamSoft as the testing platform for all nursing courses. ExamSoft is a secure, computer-based testing environment providing students with an experience similar to the Next Generation NCLEX-RN exam using software download known as Examplify. In addition to these testing benefits, ExamSoft provides students and faculty with a detailed analysis of the student's performance by identifying individual and class strengths and opportunities related to specific content areas.

Student Responsibilities for ExamSoft Use:

PRIOR to the start of each semester, students will purchase ExamSoft by the first week of class or the designated date using the instructions provided by the Department of Nursing. Orientation to ExamSoft information will be communicated during NURS 3206: Nursing Care I – Foundations course and/or via SAU email. **Students who do not purchase ExamSoft by the designated due date will be unable to test. The inability to test will negatively affect course grade.**

ExamSoft access purchase link: <https://support.examssoft.com/hc/en-us/articles/11145655549069-Enterprise-Portal-Student-Pay>

Faculty is dedicated to professional integrity. Academic dishonesty and cheating will not be tolerated. The following measures are used in all nursing courses to remove conditions, which may precipitate dishonest behaviors, and to facilitate optimum performance by all students during testing. Additional measures may be used by a faculty member.

1. Leave personal belongings in a secure location outside the testing area. No materials are allowed in the testing area (PowerPoint, textbooks, online resources, electronics, etc.). The Department of Nursing will not be responsible for missing or lost items.
2. Dress comfortably: Hats, scarves, gloves and outerwear are to be left outside of the testing room. Provisions are made for religious/cultural dress.
3. Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, camera, or any other electronic devices are not allowed in the testing location. See Next Generation [NCLEX exam day procedures](#) policy.
4. Student seating must be evenly distributed as much as the classroom allows. Faculty members may assign seating.
5. No drinks or food items will be allowed during testing.
6. Students will need to bring their own erasable note boards (no larger than 8 ½" x 11"), dry erase marker, and eraser during exams. The student must show the faculty member a clean board before and after the exam. In addition, students are to bring their own ear buds with audio jack connector.
7. Any act that could be perceived as violating the university Academic Integrity Policy, as outlined in the university catalog, will be addressed immediately. The [SAU Academic Integrity Policy](#) violation levels will be initiated.

8. See student program handbook for the Safe Medicate Dosage Calculations (SMDC) Exam Policy.
9. If a student is absent for a unit exam, the following procedure will be followed:
 - a. Student must personally notify the appropriate faculty member of absence before or on the day of the exam.
 - b. Arrangements to take the exam are to be made with appropriate faculty members within 24 hours of return to campus or class.
 - c. The make-up exam will be scheduled by the student with the appropriate faculty member and must be taken within 1 week of the missed exam. The exam will be of equivalent credit to the exam missed.
 - d. The format of the make-up exam will parallel the original exam with at least 20% of test items changed.
 - e. In the event the student does not schedule or complete a make-up exam within one week's time, a zero grade will be assigned for that exam.
10. Students have the opportunity to take standardized final exams twice in certain nursing courses within the program. However, if a student is absent for a standardized final exam, the following procedure will be followed:
 - a. Student must personally notify the appropriate faculty member of absence before or on the day of the exam.
 - b. Make-up exams for standardized final exams will only be allowed with the written permission of the Department Chair and Dean documenting a valid **medical or personal emergency**. The validity of any claim of emergency will be determined by the Department Chair and Dean, who may, at their discretion, require written documentation of the emergency.
 - c. Unless the Chair and Dean have approved the make-up standardized final exam, the absence would count as **one** attempt with a "0" score. If both standardized final exams are missed, the student will receive a "0" as the final exam score.
 - d. After permission from the Department Chair and Dean is obtained, arrangements to take an alternate standardized final exam will be made with the faculty of record for the course within 3 business days of the absence.
 - e. In the event the student does not complete an alternate standardized final exam, a zero grade will be assigned for that exam.
11. Students are not to ask faculty questions during the examination, including during the review of rationales, unless having technical issues.
12. Appointments should be scheduled within one week of exam grade posting or at the discretion of the faculty. The time allowed for in-office exam review should be no greater than 30 minutes. Only incorrect questions and rationales should be shown to the student during a face-to-face meeting. The student will leave all personal items outside of the faculty member's office or in the Department of Nursing's office. The student will not photograph, audio, record, and/or video the meeting. The student is not allowed to take any writing items into the meeting.

****Any accommodations (learning, medical, religious, etc.) to the testing policy must originate through the University Testing Center and Office of Disability Support Services. The student is responsible for contacting the Office of Disability Support Services each semester to initiate accommodations for the current semester within the first week of class.***

Updated Spring 2019, Spring 2021; September 2021; May 2022

Assignment Policy

No make-up opportunities for quizzes, classroom assignments, and/or projects toward quiz grade will be offered. In-class quiz opportunities missed due to required attendance at official university functions (including but not limited to participation in academic program or course field trips and events, President Ambassador activities, university sporting events, military service, and activities related to scholarships) will be exempt from the grade. Attending practice is not an excused absence for class or clinical.

August 2016; revised January 2018; August 2018; May 2020; September 2021; Spring 2024

Calculation of Nursing Course Grades:

Calculation of Nursing Course Grades Junior Level II (Level 1)

Grading scale:

100 – 90 = A
 89 – 80 = B
 79 – 75 = C
 74 – 62 = D
 61 and below = F

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all of the standards described below)

Assessment Methods	Weight and Evaluation
Unit Exams	70% of the grade
Final Comprehensive Standardized Exams* <ul style="list-style-type: none"> • Comprehensive Exam #1 (10%) (must complete HESI remediation prior to HESI Exam #2) • Comprehensive Exam #2 (10%) (must complete HESI remediation by the end of the semester) 	20% of the grade
Assignments	10% of the grade (see below)
Midterm Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool
Final Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool

***NURS 3101 Pharmacology I does not have a HESI final**

Standards that must be met in order to pass each course; the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Receive an average score of 75% or above across all exams (unit and comprehensive; no rounding) combined (see formula below) and
3. for NURS 3206 Foundations HESI raw score of 700 or above on a final comprehensive exam
4. for NURS 3103 Gerontology HESI raw score of 700 or above on a final comprehensive exam
5. for NURS 3303 Pathophysiology HESI raw score of 700 or above on a final comprehensive exam
6. for NURS 3093 Health Assessment HESI raw score of 700 or above on a final comprehensive exam.

The conversion scores on both the final exams will be entered into the gradebook as final exam grades.

***All standardized exam benchmarks in this level must be achieved to pass the level.**

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of "D" for the course (which is not a passing grade), or a grade of "F" depending on

their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Comprehensive Exam: In this course, a standardized exam will be used. Students will take the standardized exam twice (different versions), and each conversion score will be recorded and factored in the calculation of the grade according to the Grading Rubric.

Conversion scores will be entered in the Grading Rubric.

All students must complete standardized exam remediation. BSN Student Handbook and Course syllabi will provide information specific to the course remediation guidelines.

Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)

1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778.
2. Each comprehensive exam grade will be multiplied by 1/9 and 1/9, or 0.1111 per comprehensive exam grade.
(These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)
3. Standardized grades will be entered using the Conversion Score.

EXAMPLE: Student receives an average score of 67% on the unit exams.

Student achieved 85% and 80% conversion scores on the two standardized exams.

$$\begin{aligned}67 * 0.7778 &= 52.1126 \text{ (unit exam average)} \\85 * 0.1111 &= 9.4435 \text{ (first comprehensive exam)} \\80 * 0.1111 &= 8.8880 \text{ (second comprehensive exam)} \\ \text{TOTAL} &= 70.4441\end{aligned}$$

This student would receive a "D" in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.

**Calculation of Nursing Course Grades
Junior Level II (Level 2)**

Grading scale:

100 – 90 = A
89 – 80 = B
79 – 75 = C
74 – 62 = D
61 and below = F

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all of the standards described below)

Assessment Methods	Weight and Evaluation
Unit Exams	70% of the grade
Final Comprehensive Standardized Exams* <ul style="list-style-type: none"> • Comprehensive Exam #1 (10%) (must complete HESI remediation prior to HESI Exam #2) • Comprehensive Exam #2 (10%) (must complete HESI remediation by the end of the semester) 	20% of the grade
Assignments	10% of the grade (see below)
Midterm Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool
Final Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool

***Does not apply to NURS 3403 Nursing Research for Evidence Based Practice**

***NURS 3412 Pharmacology II does not have a HESI final**

Standards that must be met in order to pass each course; the student must:

- 1. Pass the final clinical evaluation (only in clinical courses).**
- 2. Receive an average score of 75% or above across all exams (unit and comprehensive; no rounding) combined (see formula below) and**
- 3. for NURS 3307 Nursing Care II – Acute Care HESI raw score of 750 or above on a final comprehensive exam**
- 4. for NURS 3083 Foundations of Mental Health Nursing HESI raw score of 750 or above on a final comprehensive exam.**

The conversion score on both final exams will be entered into the gradebook as final exam grades.

***All standardized exam benchmarks in this level must be achieved to pass the level.**

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Comprehensive Exam: In this course, a standardized exam will be used. Students will take the standardized exam twice (different versions), and each conversion score will be recorded and factored in the calculation of the grade according to the Grading Rubric.

Conversion scores will be entered in the Grading Rubric.

All students must complete standardized exam remediation. BSN Student Handbook and Course syllabi will provide information specific to the course regarding remediation.

Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)

1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778.
2. Each comprehensive exam grade will be multiplied by 1/9 and 1/9, or 0.1111 **per comprehensive exam grade.**
(These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)
3. Standardized grades will be entered using the Conversion Score.

**EXAMPLE: Student receives an average score of 67% on the unit exams.
Student achieved 85% and 80% conversion scores on the two standardized exams.**

$$\begin{aligned}67 * 0.7778 &= 52.1126 \\85 * 0.1111 &= 9.4435 \text{ (first comprehensive exam)} \\80 * 0.1111 &= 8.8880 \text{ (second comprehensive exam)} \\ \text{TOTAL} &= 70.4441\end{aligned}$$

This student would receive a “D” in the course and would not pass (since 70.9996 < 75).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.

Calculation of Nursing Course Grades Senior Level III (Level 3)

Grading scale:

100 – 90 = A
89 – 80 = B
79 – 75 = C
74 – 62 = D
61 and below = F

Grading Rubric/Evaluations (to qualify for a grade based on this rubric, you must first meet all of the standards described below)

Assessment Methods	Weight and Evaluation
Unit Exams	70% of the grade
Final Comprehensive Standardized Exams* <ul style="list-style-type: none"> • Comprehensive Exam #1 (10%) (must complete HESI remediation prior to HESI Exam #2) • Comprehensive Exam #2 (10%) (must complete HESI remediation by the end of the semester) 	20% of the grade
Assignments	10% of the grade (see below)
Midterm Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool
Final Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool

***Does not apply to NURS 4092 Contemporary Issues and Ethics in Nursing**

Standards that **must be met** in order to pass each course; the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Receive an average score of 75% or above across all exams (unit and comprehensive; no rounding) combined (see formula below) **and**
3. for NURS 4214 Nursing Care III – Pediatrics HESI raw score of 800 or above on a final comprehensive exam
4. for NURS 4224 Nursing Care III - Community HESI raw score of 800 or above on a final comprehensive exam
5. for NURS 4234 Nursing Care III – Maternal Newborn HESI raw score of 800 or above on a final comprehensive exam
6. for NURS 4121 Pharmacology III HESI raw score of 800 or above on a final comprehensive exam.

The conversion score on both final exams will be entered into the gradebook as final exam grades.

*** All standardized exam benchmarks in this level must be achieved to pass the level.**

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class (e.g., assignments, clinical evaluations, etc.).

Comprehensive Exam: In this course, a standardized exam will be used. Students will take the standardized exam twice (different versions), and each conversion score will be recorded and factored in the calculation of the grade according to the Grading Rubric.

Conversion scores will be entered in the Grading Rubric.

All students must complete standardized exam remediation. BSN Student Handbook and Course syllabi will provide information specific to the course regarding remediation.

Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)

1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778
2. Each comprehensive exam grade will be multiplied by 1/9 and 1/9, or 0.1111 per comprehensive exam grade.

(These figures are based on the 70% and 20% ratio listed in the Grading rubric.)

3. Standardized grades will be entered using the Conversion Score.

EXAMPLE: Student receives an average score of 67% on the unit exams.

Student achieved 85% and 80% conversion scores on the two standardized exams.

$$67 * 0.7778 = 52.1126$$

$$85 * 0.1111 = 9.4435 \text{ (first comprehensive exam)}$$

$$80 * 0.1111 = 8.8880 \text{ (second comprehensive exam)}$$

$$\text{TOTAL} = 70.4441$$

This student would receive a “D” in the course and would not pass (since $70.9996 < 75$).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.

**Calculation of Nursing Course Grades
Senior Level IV (Level 4)**

Grading scale:

100 – 90 = A
89 – 80 = B
79 – 75 = C
74 – 62 = D
61 and below = F

Grading Rubric/Evaluations for Level 4 students (to qualify for a grade based on this rubric, you must first meet all of the standards described below):

Assessment Methods	Weight and Evaluation
Unit Exams*	70% of the grade
Final Comprehensive Standardized Exams* <ul style="list-style-type: none"> • Comprehensive Exam #1 (10%) (must complete HESI remediation prior to HESI Exam #2) • Comprehensive Exam #2 (10%) (must complete HESI remediation by the end of the semester) 	20% of the grade
Assignments	10% of the grade (see below)
Midterm Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool
Final Clinical Evaluation (Clinical courses only)	Pass/Fail is defined by Clinical Evaluation Tool

*NURS 4123 Synthesis of Nursing Concepts: see course syllabus for details on assessment method.

Standards that must be met in order to pass each course; the student must:

1. Pass the final clinical evaluation (only in clinical courses).
2. Receive an average score of 75% or above across all exams (unit and comprehensive; no rounding) combined (see formula below) **and**
3. for NURS 4307 Complex Care, HESI Critical Care HESI raw score of 850 or above on a final comprehensive exam
4. for NURS 4205 Leadership and Management, HESI Management raw score of 850 or above on a final comprehensive exam
5. for NURS 4123 Synthesis HESI RN Exit, HESI raw score of 900 or above on a final comprehensive exam.

The conversion score on both final exams will be entered into the gradebook as final exam grades.

* **All standardized exam benchmarks in this level must be achieved to pass the level.**

Students who do not meet ANY OR ALL of these requirements will automatically receive a grade of “D” for the course (which is not a passing grade), or a grade of “F” depending on their exam performance, regardless of performance in any other area of the class

(e.g., assignments, clinical evaluations, etc.).Comprehensive Exam: In this course, a standardized exam will be used. Students will take the standardized exam twice (different versions), and each conversion score will be recorded and factored in the calculation of the grade according to the Grading Rubric.

Conversion scores will be entered in the Grading Rubric.

All students must complete standardized exam remediation. BSN Student Handbook and Course syllabi will provide information specific to the course regarding remediation.

Calculation of the total weighted average of unit and Comprehensive exams (see #2 above)

- 1. Your average grade on the unit exams will be multiplied by 7/9, or 0.7778**
- 2. Each comprehensive exam grade will be multiplied by 1/9 and 1/9, or 0.1111 per comprehensive exam grade.**

(These figures are based on the 70% and 20% ratio listed in the Grading Rubric.)

- 3. Standardized grades will be entered using the Conversion Score.**

EXAMPLE: Student receives an average score of 67% on the unit exams. Student achieved 85% and 80% conversion scores on the two standardized exams.

$$67 * 0.7778 = 52.1126$$

$$85 * 0.1111 = 9.4435 \text{ (first comprehensive exam)}$$

$$80 * 0.1111 = 8.8880 \text{ (second comprehensive exam)}$$

$$\text{TOTAL} = 70.4441$$

This student would receive a “D” in the course and would not pass (since $70.9996 < 75$).

The final course grade will be rounded after a 75% has been achieved in the theory portion of the course according to the following rubric: 0.01 to 0.49 rounds down to the nearest whole number, for example, 79.49 equals 79 and 0.50 to 0.99 rounds up to the nearest whole number, for example, 79.51 equals 80.

Program Requirement:

The Arkansas State Board of Nursing Registered Nurse Examination Application includes the *RN Nursing Education Program Completion Verification form/Affidavit of Graduation* to be completed by the Department Chair/school representative. This verification form will be provided for any SAU BSN graduate applying for the first Next Generation NCLEX – RN attempt within two (2) years of graduation and who meets all other Next Generation NCLEX – RN preparation requirements, including attendance in an Next Generation NCLEX – RN review course. Students failing NURS 4123 Synthesis of Nursing Concepts must repeat the course (if eligible) the next time the course is offered during the traditional academic year.

Students who are eligible to repeat and must repeat NURS 4123 Synthesis of Nursing Concepts will be responsible for the following expenses:

- Tuition for the course
- Course required remediation, which may include, but not limited to the following: Board Vitals, U World, NCSBN online prep course, review materials

Students with performance scores less than 900 after the second attempt will receive a “D” grade in the course and will not graduate.

All students in the nursing program are required to pass the proctored HESI RN Exit with a performance score of 900 or higher in order to fulfill NURS 4123 Synthesis of Nursing Concepts course requirements.

All students in the nursing program are required to pass the proctored HESI RN Exit with a performance score of 900 or higher during the semester they graduate. This is typically done as part of NURS 4123 Synthesis of Nursing. However, students who must repeat one or more courses other than NURS 4123 during their final semester must also retake the HESI RN Exit and pass with a performance score of 900 or higher to graduate. The following guidelines for HESI RN Exit retake include:

- Student (s) will be allowed two attempts on the HESI RN Exit.
- Student (s) will take the HESI RN Exit at the same date/time as students in the NURS 4123 Synthesis of Nursing course. The faculty of record will notify the student (s) of the dates/times of HESI RN Exit exam testing during the first week of class.

The University will pay for each student's first time attempt at the Next Generation NCLEX – RN exam, but only if that exam is taken within three weeks from graduation date and upon successfully passing the Next Generation NCLEX – RN on the first attempt. Consult with the Department Chair for exceptions due to delayed processing of paperwork, which is not in the control of the student.

Standardized Exam Student Remediation Plan

Student Name _____ Date: _____

Course Name: _____

Step #1: Pre-Exam - Students will prepare & study before the proctored HESI Exam

Faculty will assign the appropriate HESI Practice/Assignment Tests or Elsevier Adaptive Quizzing (EAQ) for students to complete prior to the scheduled standardized exam(s). HESI Practice/Assignment Test or EAQ can be given in a proctored environment (this will yield scores that are more accurate). If a proctored environment is not feasible, consider an out of class assignment and allow only one attempt. Set a time limit and require all students to complete a study plan regardless of score.

All students will develop an individualized study plan to be completed based on areas for improvement as evidenced by the results of the pre-exam resources. Time spent preparing and studying prior to the proctored exam(s) may help students increase their level of confidence and success on the exam(s).

Students: Review & reflect on missed items and determine reasons for missing these items. Complete the "*Student Directed Standardized Exam Student Study Plan.*" Be realistic when determining the amount of materials to be completed. Be mindful of the amount of time in between assignment completion and the scheduled HESI Exam(s)

List study plan:

Student to complete individual study plan below. Use materials/resources for your own learning (may include HESI Comprehensive NCLEX-RN review book, practice test, EAQ, assignments, case studies, patient reviews, videos, other). Always consult with faculty for guidance and assistance.

Student Directed Standardized Exam Student Study Plan:

Resources Used	Score if Applicable

Step #2: Remediate per program policy

Standardized Exam Student Remediation Plan

After every standardized exam, students will complete on-line remediation based on the HESI score for all identified areas of improvement noted on this form. HESI on-line remediation is based on your exam score as outlined below.

- Complete remediation in the areas for improvement based on your HESI Score.
- Remediation packets are prioritized for students and should be completed starting with the top left packet and then progressing from left to right, top to bottom.
- All students will complete all “Essential” remediation packets, clinical judgement skills, and achieve a score of 80% or higher on each assigned case study.
- Refer to BSN handbook and Calculation of Nursing Course Grades for remediation policy
- **Failure to complete the required remediation before the end of the semester will result in being dropped from future scheduled nursing courses until completed.**

HESI Score	Number of Essential packets required to complete	Number of HESI Case Studies to Complete	Number of Clinical Judgment Skills	Elsevier Adaptive Quizzing (EAQ) Custom Quizzes Content or Specialty Area if applicable
# 1 HESI Score _____ 1. Complete all Essential Packets of HESI Remediation 2. Complete any assigned Case Studies in HESI Remediation				
# 2 HESI Score _____ 1. Complete all Essential Packets of HESI Remediation 2. Complete any assigned Case Studies in HESI Remediation				

I _____ (student name) verify that I have completed the above Standardized Exam Student Remediation Plan. Date _____

(Student will upload a signed and completed copy to Blackboard

Revised 5.2.23

Department of Nursing

Unit Exam Remediation

Unit Exam Remediation Plan

If a student does not achieve a passing grade (greater than or equal to 75%) on a unit exam, complete the Unit Exam Remediation form and upload to Blackboard within three (3) days of exam grade posting. Then complete the assigned remediation within two (2) weeks of the exam date.

Student Name: _____ Date: _____

Area of Improvement: ___Theory Course: _____ Exam grade _____

Content, Observations and Recommendations:

Question	Yes	No	Comments
Do you read all assigned content in each unit?			
Have you attended all classes?			
Have you taken notes during class?			
Do you complete all assignments on time?			
Did you use EAQ in addition to assigned content in each unit?			
Did you study alone?			
Did you study in a group?			
Did you study daily?			
Did you take advantage of test taking skills resources?			
When taking an exam, do you read the entire question and each choice before marking your answer?			
Did you get a good night's sleep the night prior to an exam?			
Did you eat breakfast the morning of an exam?			
Did you arrive early enough the day of an exam that you do not feel rushed?			

An exam average of 75 is a requirement to pass the course along with other requirements (please refer to your syllabus for additional requirements).

After ____ exams, your exam average is ____.

Due to a grade of ___ on exam __, you will be required to complete remediation within two (2) weeks from this exam date.

Topics for review are:

Elsevier Adaptive Quizzing, Textbook, Evolve resources

Assigned remediation:

Please evaluate your study habits and make adjustments as indicated. The faculty has recommended that you seek assistance with study and test-taking skills through your faculty member and available resources.

Student

Date

Faculty

Date

Program/Course Policies and Regulations

Complaints

The SAU Department of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the department not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the [SAU Student Handbook](#). The complaint/concern must be provided in writing to the Department Chair during the semester of occurrence, but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the Department Chair informally prior to filing the written complaint in order to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students must make an appointment with the Department Chair.

The formal complaint must contain the name of the person filing the complaint, the complainant's phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution of the problem. The Department Chair will, in a timely manner, usually within ten (10) business days, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within ten (10) business day of date of the notification, appeal the resolution in writing to the Dean of the College of Science and Engineering.

If the complaint is against the Department Chair, the student must file the complaint with the Dean of the College of Science and Engineering.

Formal complaints against the department may also be filed with the accrediting or approving body. The student must follow the criteria and process established by the **Accreditation Commission for Education in Nursing** or by the [Arkansas State Board of Nursing](#).

Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John's University; and North Central Missouri College. July, 2012.

Southern Arkansas University
Department of Nursing

Safe Medicate Dosage Calculations (SMDC) Exam Policy

All junior nursing students in all clinical courses will be given **three (3)** attempts for completion of a Safe Medicate Dosage Calculations (SMDC) Exam with a **90% or better** prior to the beginning of clinical lab experiences. Junior students who are not successful after the first attempt will remediate on their own. Students who are not successful on the second attempt will have mandatory faculty remediation, students who are not successful on the third attempt will be **administratively dropped from the enrolled clinical nursing course.**

All senior nursing students in all clinical courses will have **two (2)** attempts for completion of a Safe Medicate Dosage Calculations (SMDC) Exam with a **90% or better** prior to the beginning of clinical lab experiences. Students who are not successful after the first attempt will receive mandatory faculty remediation. Students who are not successful after the second attempt will be **administratively dropped from the enrolled clinical nursing course.**

The SMDC Exam may be given before or after regularly scheduled class time as indicated on the course calendar. Each SMDC exam consists of **10** dosage calculation problems. Students will have **one hour** to complete the exam. Grades will be posted on Blackboard, but are **not** calculated into the overall final course grade. Simple function calculators and pencils **will be provided** during the SMDC exam.

A student who does not score a minimum of 90% after the **final** SMDC exam attempt **must drop the clinical nursing course(s).** Any student wishing to return to the nursing program after dropping a course because of the failure to successfully complete the required SMDC exam must be in good standing per the Progression Policy as instructed in the BSN Student Handbook.

Abilities and Skills for Admission to and Progression within the Nursing Major

Policy: The Department of Nursing affirms that all students enrolled in the Baccalaureate Program must possess those intellectual, personal, motivational, ethical, physical, and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required for safe and ethical professional nursing practice.

Rationale: The professional nurse must possess the knowledge and ability to effectively assist his or her patient/client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the patient/client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient/client responses to it.

The following abilities and skills are necessary to meet the requirements of the curriculum:

Technological compensation can be made for some disabilities in these certain areas, but a candidate must be able to perform in a reasonably independent manner. Candidates admitted to and students' progression through the nursing program is required to perform activities with or without reasonable accommodations in the classroom, lab and clinical settings. It is recommended that students consult with Office of Disability Support Services as they consider what reasonable accommodation may be appropriate to mitigate the impact of a disability.

Skills & Abilities	Standards (Candidate must be able to):	Functional Abilities (may include but are not limited to):
Observation	Observe a patient/client accurately at a distance and close at hand.	Observation necessitates the functional use of the sense of sight, sound, smell, and touch.
Communication	Speak, hear, and observe clients in order to elicit information. Communicate effectively and sensitively with clients and convey information in oral and written form with all the health care team members.	Describe changes in mood, activity, and posture Perceive nonverbal communications. Communication includes not only speech but also reading and writing.
Motor	Have sufficient motor function to elicit information from clients, gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of clients receiving professional nursing care.	Palpation, auscultation, percussion, and other assessment maneuvers; such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision.
Intellectual- Conceptual, Integrative, and Quantitative Abilities	Abilities include measurement, calculation, reasoning, analysis, and synthesis.	Problem solving, the critical skill demanded of nurses requires all of these intellectual abilities/standards. Comprehension of three-dimensional relationships and to understand the spatial relationships of the structures is essential.
Behavioral, Social and Emotional Attributes	Possess the emotional health required for full utilization of his or her intellectual abilities, exercise good judgment, and prompt completion of all responsibilities attendant to the care of clients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.	Function effectively under stress Adapt to changing environments/display flexibility Non-judgmental attitude and respect for others decisions Maintain confidentiality/privacy

Skills & Abilities	Standards (Candidate must be able to):	Functional Abilities (may include but are not limited to):
Attentiveness / Inquisitiveness	Regularly attends class (extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. Acquires an interest in his/her/their courses and curricular subjects, demonstrating individual pursuit of further knowledge.	Consistently is on time and stays until the end of the experience. Alertness during presentation; taking notes; asking appropriate questions; refrain from engaging in electronic communication that is not approved by the faculty. Display critical thinking standards: clarity, accuracy, relevance, depth, breadth, logic, and significance
Professional Behavior	Possess positive, open attitude towards peers, teachers and others during the course of the nursing studies.	Maintain professional bearing in Interpersonal relationships. (Confidentiality/privacy).
	Show appropriate respect for those placed in authority over him/her/they both within the University and in our society. Function as a responsible, ethical, and law-abiding adult. Student/student and student/faculty academic interchanges must be carried out in a reliable and trustworthy manner.	Differentiate, establish, and adhere to personal and professional boundaries. Nursing school performance is expected as a primary commitment.
Cooperation	Work effectively in large and small groups, with other members of the health team, giving and accepting freely in the interchange of information.	Function in a supportive and constructive fashion in group situations (make good use of feedback and evaluations). Establish and maintain rapport with clients, families, peers, faculty and staff.
Personal Appearance	Personal hygiene and dress must always reflect the high standards expected of a professional nurse.	Cleanliness, modesty, well-groomed, adheres to department dress code.
Moral, Ethical and Legal Standards Professional Role	Respect the rights and privacy of other individuals and does not violate laws of our society. Remain in compliance with ANA Standards of Practice and Arkansas State Board of Nursing Rules and Regulations regarding professional conduct.	Always conduct self as a professional.

August 2016

Professional Boundaries

SAU Nursing students must understand and apply the [National Council of State Boards of Nursing](#) concepts of professional boundaries. “As health care professionals, nurses strive to inspire confidence in their patients/clients and their families, treat all patients/clients and other health care providers professionally, and promote patient’ independence. Patients/Clients can expect a nurse/nursing student to act in their best interests and to respect their dignity. This means that the nurse/nursing student abstains from obtaining personal gain at the patient’s expense and refrains from inappropriate involvement in the patient/client’s personal relationships.” (National Council of State Boards of Nursing).

SAU Nursing students must maintain professional boundaries as follows:

1. The nursing student’s responsibility is to delineate and maintain boundaries.
2. The nursing student will work within the zone of patient/client-centered care.
3. The nursing student will examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
4. Variables such as the care setting, community influences, patient/client needs and the nature of therapy affect the delineation of boundaries.
5. Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients/clients).
6. The nursing student will avoid situations where they have a personal or business relationship with the patient/client, as well as professional one.
7. Post-termination relationships are complex because the patient/client may need additional services. It may be difficult to determine when the nurse-patient/client relationship is truly terminated.
8. Be careful about personal relationships with patient/client who might continue to need nursing services (such as patients/clients with mental health issues or oncology patients/clients). If a nursing student is faced with boundary issues, has violated professional boundaries, or knows of other nursing student who have violated professional boundaries, that person must contact a nursing faculty member, the BSN Program Director, or the Department of Nursing Chair immediately to seek assistance and counseling.

The University and the Department of Nursing reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success.

Professional Liability

All BSN students in clinical nursing courses must be covered by professional liability insurance.

Public Disclosure of Information

The following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Department Chair in writing before the end of the first week of classes each semester that they do not want any or all of these types of information designated as directory information:

- student's name
- address
- nationality
- classification by year
- number of hours in which enrolled and completed
- participation in officially recognized activities and sports
- dates of attendance (including matriculation and withdrawal dates)
- degrees, scholarships, and honors and awards received (including type and date received)

Technology Use Policy

Overall Goal: To support the infusion of technology into the nursing curriculum which will allow enhanced evidenced-based information and data usage.

Students will be able to utilize handheld and computerized technology rapidly and efficiently to access course content and pertinent nursing data upon which to provide safe and appropriate classroom and clinical judgments. When in clinical sites, students will be expected to follow the stricter policy regarding technology use. Technology is the use of any and all electronic devices, including but not limited to cell phones, PDAs, tape recorders, digital recorders, laptop computers, or any other device that would maintain photographs, video recordings, or a written record of persons and/or conversations. Violation of this policy is considered a breach of confidentiality, a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and unprofessional conduct.

1. Cell phones will be kept on silent mode or off position during class and clinical times. Personal phone calls will be limited to scheduled breaks and meal times. Only calls of an emergency nature will be responded to by the student during clinical or class. Students will not make personal calls or text in the classroom or clinical setting.
2. Laptops are allowed in the classroom only for the purpose of the current class related discussion and lecture. Students are not allowed to access email, social networking websites, or any other internet website(s)/activities not related to the current course content.
3. Recording of lectures in the classroom is at the discretion of each faculty member and permission must be granted by the course faculty member prior to recording any portion of class.
4. Students shall not remove, download, or copy confidential patient/client information on to their device. Only patient/client data that is non-identifying (e.g., race, height, weight) may be inputted into the device (e.g., for formula/drug calculations).

5. Students will not store passwords, verification codes, or electronic signature codes on to their device.
6. Students will not use any device to send individually identifiable health information via email or text messaging, as electronic messages may be intercepted by others.
7. Taking of pictures or video and audio recordings in the clinical setting is **absolutely** forbidden as a violation of client privacy. Students are strictly prohibited from taking photos or videos of the clinical area, clients, client records, staff, faculty, or peers.
8. Students will not use any device in the presence of patients/clients or family members.
9. Faculty reserve the right to dismiss a student from the classroom or clinical setting if the use of electronic devices becomes disruptive and/or for any inappropriate use of such devices.
10. Students not following this policy, or the policy of the clinical site as applicable, will be subject to disciplinary action up to and/or including being dismissed from the nursing program.

Class Disruptions

Students are expected to behave in a professional manner. Disruptions, such as talking while others are talking, leaving the classroom outside of scheduled breaks, inappropriate use of technology, sleeping etc, will not be tolerated.

Students using cell phones, smart watches, or laptop computers for calls, text messaging, games, emailing, completing other course assignments, or internet during class will be dismissed. Cell phones will be kept on silent mode or off position. Audio recording during class is at the discretion of the individual faculty member.

Created: December 2010, July 2015, January 2018; Spring 2024

Artificial Intelligence (AI) Policy

Faculty have the freedom to adopt their own course policies regarding the use of AI programs. All faculty members should clearly communicate in their syllabi whether they will allow the use of AI in each individual course they teach. If the usage of AI is approved for a given course, the faculty member must clearly specify any assignments, assessment activities, or other coursework where the use of AI will not be permitted. Unless explicitly authorized in the course syllabus, students may not use AI programs for any class assignments, assessment activities, or submitted coursework. Unauthorized use of AI programs will be considered equivalent to receiving unauthorized assistance, a violation of the University's Academic Integrity Policy, and may be reported accordingly.

AI and Data Privacy Policy

The permitted use of AI programs must conform to the same policies that apply to all student work. This includes prohibitions on seeking or revealing private or confidential information, such as student academic records, health details, or any sensitive University data. The use of AI programs must comply with university regulations and state and federal laws, including the Family Educational Rights and Privacy Act (FERPA).

Faculty and staff members are also prohibited from submitting any private or confidential information to AI programs. Violations may constitute a breach of FERPA and/or University policy.

SAU Department of Nursing Social Media/Platform Policy

Introduction: The faculty and staff of the SAU Department of Nursing recognize two guiding principles: 1) Nurses have an ethical and legal obligation to maintain client privacy and confidentiality at all times and 2) there is no such thing as privacy in social media/platform. While most social media/platform policies only apply to nursing programs and clinical settings, this document strives to offer guidelines for assisting students to use social media responsibly, acknowledging that inappropriate use may result in personal and professional consequences punishable by law and the inability to attain or maintain licensure.

The faculty and staff of the SAU Department of Nursing also recognize the benefits of social media for nursing students in a rural setting. It allows student nurses to interact with friends and other student nurses separated by geography or other factors. It is an excellent tool for exchanging knowledge among peers and classmates. It builds relationships, develops a professional presence online, and promotes timely communication. It can bring healthcare issues to individuals not familiar with current nursing and healthcare trends and is a wonderful platform for sharing research and best practices.

Because social networking offers the potential for both positive and negative consequences, nursing students must consider a number of principles when functioning within the virtual world of social media in order to maintain their own reputation, the reputation of SAU's nursing programs and the parent institution, and, ultimately, the image of the nursing profession.

Purpose: The purpose of this policy is to define social media (SM), describe the acceptable use of SM within the SAU Nursing program, offer guidelines for appropriate SM behaviors and consequences for violations of this policy.

Definitions:

Social media

Media designed to be disseminated through social interaction, created using highly accessible and easily manipulated publishing techniques. Examples include, but are not limited to LinkedIn, Twitter, Facebook, YouTube, Instagram, SnapChat, MySpace, TikTok, YikYak.

Social Media Content

Including but not limited to: text, files, profiles, concepts, opinions, images, photos, videos, sounds or other materials that are transmitted, communicated, share, submitted, displayed, published, broadcast or posted.

Types of Social Media/Platforms

Social media platforms may include but are not limited to the following:

Blogging – Blogger, LiveJournal, Xanga

Microblogging – Dailybooth, Foursquare, Google Buzz, Posterious, Tumblr, Twitter

Petitions: Change.org

Postcasting – Blueberry

Social Networking - Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, TikTok, YikYak

Social News sharing – Digg, Reddit

Social Bookmarking/social tagging: Delicious, Diigo, Google Reader, StubleUpon, Instagram

Video hosting – Facebook, Vimeo, YouTube, SnapChat

Rules for Acceptable Use of Social Media/Platforms within SAU Nursing Programs

Student Nurses will **not**:

- Take a photo/video wearing a SAU nursing uniform and post it to social media unless the student receives approval from the Department Chair and/or nursing faculty member.
- Take photos or videos of clients on personal devices, including cell phones and will follow clinical facility policies at all times.
- Share, post or otherwise disseminate any information that can identify a client, or in any way violate a client's rights or privacy. Limiting access through privacy settings of social media platforms is not sufficient to ensure privacy of self or clients.
- Refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.

- Make threatening, harassing, sexually explicitly, or derogatory statements regarding any person's race ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Make disparaging remarks about any college, university, or school of nursing, or clinical site, including the students, faculty members and staff.
- Post content or otherwise speak on behalf of any college, university, and school of nursing, or clinical site unless authorized to do so.
- Video lectures may not be recorded without a prior written agreement signed by the presenter. The agreement must include a copyright statement for audio/visual materials and presentations to reflect the video lecture is the property of Southern Arkansas University/Department of Nursing. The video lecture will not be distributed without permission.

Violations of this policy can result in disciplinary action, up to and including dismissal from the nursing program.

Guidelines for Appropriate Social Media/Platforms Use by Nursing Students:

The nursing student must be aware that academic, professional, and personal social media sites are not independent of each other. What is posted on one is easily transferrable to another creating a potential for irreparable damage to all. While nursing students may think their personal lives are their own and bear no reflection on their competence in nursing school and client care rendered in the clinical facilities, they must recognize that social media sites are public forums. Those who use these forums privately for personal purposes may not realize the decree to which their activities are visit to the general public; It is advisable to refrain from making any statement on social media sites that you would not be comfortable saying out loud in public. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. Therefore, it is best to observe the following rules.

Think twice before posting. Search engines can turn up posts years after they are created, and comments can be forwarded or copies. If you are unsure, don't post it.

Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors as this may negatively impact your professional image. Remember that potential employers review social media sites before hiring prospective candidates.

Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses must be considered carefully in light of how they would reflect on the person, profession and academic institution of affiliation.

Remember your audience: As well as being respectful, be aware that anything posted can be available to the public at large. This includes prospective nursing students, current students, current employers and colleagues and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

On personal sites, identify your views as your own and make it clear that the views expressed are not necessarily those of the nursing program or student group with which you are affiliated.

Photographs: Photos posted on social media sites can be easily appropriated by visitors and passed along. Adhere to the guidelines above before posting any images that may

be harmful or damaging to anyone and the institutions they are affiliated with. Remember that HIPAA not only applies to the written word but also images.

References

Ball State University Marketing and Communications (2009). Ball State University Social Media Policy.

<https://cms.bsu.edu//media/WWW/DepartmentalContent/UMC/pdfs/BallStateSocialMediaPolicy.pdf> .

National Council of State Boards of Nursing (NCSBN) (2011). White paper: A nurse's guide to the use of social media. https://www.ncsbn.org/Social_Media.pdf.

National Student Nurses' Association, Inc. (2012). Recommendations for: Social media usage and maintaining privacy, confidentiality and professionalism.

https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf.

Created May, 2014, Revised July 2015, May 2022; May 2023

Student Responsibility for Lost Equipment

When equipment used in or borrowed from the Department of Nursing is damaged or not returned, grades of those involved will be administratively held until restitution is made.

Technology Equipment (Apple iPad) Use Policy/Agreement

The nursing student is responsible for the iPad as issued. If the iPad is lost, stolen, broken, or otherwise damaged it is the sole responsibility of the student to replace and/or repair. The cost of the iPad is \$399. Students will sign the iPad in and out per the Nursing Student Handbook policy/agreement. iPads are to be used for active learning within the classroom, clinical environments, and simulation settings. **It is to be used for academic purposes only.**

Organization of Learning Experiences

Each learning experience is designed to assist the student in some way to meet the defined course outcomes. Throughout the nursing education experience the student may be exposed to the following:

1. **Classroom Experiences.** These are large class meeting, which may include general announcements, faculty lectures, group presentations, special guest lecturers, and examinations/quizzes.
2. **Small group sessions.** These are small group meetings utilized for theory discussion and student participation.
3. **Computer testing.** Computer lab time will be assigned per the course coordinator according to the class schedule. **The department of nursing adheres to the University policy regarding computer work and plagiarism.**
4. **Clinical laboratory experiences.** The amount of time spent in clinical lab varies according to the nursing course. The laboratory facilities may include hospitals, mental health centers, health care provider's offices, nursing homes, county health

departments, and other designated health agencies. Each faculty member has no more than eight (8) students in the acute clinical setting, no more than ten (10) in a non-acute setting, and no more than fifteen (15) in a community setting. Each clinical lab situation usually begins with a pre-conference, when general instructions are given, the clinical focus is determined, and individual student preparation is defined. The clinical lab session is usually concluded with a post-conference where students share experiences of the day.

5. **Skills Laboratory experiences.** The learning of nursing skills, an integrated component of the nursing curriculum, occurs in several skills laboratories in Wharton Nursing Building (WNB). The student practices hands-on nursing skills, beginning with Fundamental nursing skills and progressing to more advanced nursing skills alongside the nursing curriculum. Campus skills lab experiences may be assigned to the student by course faculty as: 1) a clinical component of a nursing course or 2) an open-lab, independent student practice time. The skills lab is utilized for practical clinical training to support didactic nursing concepts. Prior to attending a skills laboratory experience, the student receives theoretical content and completes preparatory work as designated by course faculty. Assignment and completion of preparatory work allows the student to have the valuable hands-on time needed in the skills lab to practice.
6. **Simulated experiences.** Simulation is a controlled, safe environment where students apply nursing knowledge through critical thinking without the risk of harm. High-fidelity patient simulators are full-body, interactive mannequins of various ages and gender that respond physiologically to nursing interventions by the student. Students experience a variety of scenarios that realistically place them in situations faced in a realistic health care environment. The SAU – Health Sciences Simulation Center collaborates with the Department of Nursing faculty to tailor simulated experiences to student learning outcomes for the course.
7. **Exam sessions.** Unit exams are given covering material from previous learning from general education and nursing courses, lecture, group sessions, campus labs, clinical labs including simulation, and computer sessions. Dosage calculations are included on **each** exam. Exams will consist of traditional and Next Generation NCLEX-RN type items. Examinations are administered via the computer with a time limit per protocol. Questions are presented one at a time, without ability to backtrack, and must be completed in one setting. Rationales are provided at the end of unit and standardized exams. Students are strongly encouraged to review these as part of remediation and as a method of improving future examination performance.
8. **Independent Study:** Students are expected to complete the reading and written assignments as indicated in each unit of study. Additions and/or changes in these assignments may be made from time to time when necessary.

Revised: May 2010, July 2015, August 2016, August 2021

Classroom Responsibilities

Students must:

1. Actively participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Achieve a minimum of **75%** to maintain acceptable standing in the course. Exams are administered via computer.
4. Submit assignments in timely manner. Late assignments, except pre-class assignments, will receive a late penalty of 10% per day for each day it is not submitted.
5. Students must check Blackboard and email account at least daily including weekends.
6. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. A minimal registration fee may be required at the student's expense for some of these educational opportunities.
7. Adhere to the University [Academic Integrity Policy](#).
8. Adhere to the Technology Use Policy.
9. Adhere to the classroom responsibilities:
 - A. Cell phones will be kept on silent mode or off position during class time. Cell phones will be placed face down on a desk and are not to be accessible during class time unless an exception is made by the faculty member for an in-class activity. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.
 - B. No children are to be brought to class, or left unattended in Wharton Nursing Building while the adult is attending class or participating in study sessions, tutoring, and lab/skills lab. Only those who have paid for the course will be allowed in the classroom.
 - C. Adhere to the nursing Code of Ethics.
10. Adhere to the policies and procedures as outlined in the [SAU Student Handbook](#).

Classroom Attire:

The classroom is where professional behavior/appearance begins, including professional attire. Students are to maintain professional behavior/appearance and hygiene during classroom activities. Faculty will address individual students when failure to meet this expectation is not met.

REQUIREMENTS FOR ASSIGNMENTS:

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA format. See www.apastyle.org for assistance.

2. Demonstrate organizational ability.
3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
4. Exhibit scholarship by depth and breadth of content and extent of bibliography.
5. Show originality and creative thinking.
6. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
7. Complete projects on schedule.
8. Submit assignments in timely manner. Late assignments, except pre-class assignments, will receive a late penalty of 10% per day for each day it is not submitted.

SAU Emotional Support Animal (ESA) handbook

<https://cd1.saumag.edu/housing/files/2023/07/Emotional-Support-Animal-Handbook.pdf>

Academic Integrity Policy

Southern Arkansas University affirms its commitment to academic integrity and expects all members of the University community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the University's Academic Integrity Policy, approved by the president and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the faculty determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this University policy.

The DON supports the University Academic Integrity Policy found in the catalog and on the SAU website. <https://web.saumag.edu/library/home/academic-integrity/>

Plagiarism: Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person as one's own.

Cheating: Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. **Compiling or acquiring exam questions from previous students is a form of cheating.**

Fabrication: Fabrication is faking or forging a document, signature or findings of a research project.

Appeal Policy

Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. Review the appeals policy in the University handbook (See [SAU Student Handbook](#)). Follow the process as outlined to write an appeal process.

Attendance Policy Classroom, Laboratory, Simulation, Clinical

Consistent promptness and attendance in class and the clinical area are required as each class lecture and clinical experience contains valuable content that is vital and necessary to your success as a nurse. Being tardy or absent from class or clinical may jeopardize the student's ability to meet the course outcomes.

A tardy is defined as thirty minutes or less of class or clinical time missed. Missing more than 30 minutes of a class or a clinical day is considered an absence. Three tardies are converted to one absence.

If a student is not present during roll call, the student will be marked absent for the entire class or clinical time unless the student speaks to the faculty at the first opportunity that day.

Students are requested to notify the appropriate faculty of an absence **as soon as possible**. If a student exceeds the attendance policy, the student must initiate the appeals process prior to the next class in order to reenter the classroom or clinical area. If the appeal is not granted, the student will be administratively dropped from the course and the Vice President for Student Affairs will be notified.

A student may submit only **ONE** appeal per course. In courses that have a clinical component, the absences are collective, meaning there is not an appeal option for the didactic and clinical. A waiver may be granted for LEGITIMATE circumstances with the stipulation that the student may have NO further absences or tardies in the course.

Those students in the nursing program who are athletes, band members, President Ambassadors, etc. have an excused absence from theory and clinical. However, all clinical hours must be made-up within the same semester in which the student is enrolled in the course. Additionally, students participating in intercollegiate athletics must provide course faculty with the **written** intercollegiate athletic schedule **during the first week of class**, ideally before the semester begins to coordinate clinical and exam schedules.

Any class activities missed due to unexcused tardiness or absences will be entered as a zero.

Theory

The Department of Nursing follows the university policy of defining a class absence as limited to one week's worth of absence per course (e.g. 3 clock hours in NURS 3083 Mental Health or 4.5 clock hours in NURS 4307 Nursing Care IV – Complex Care). A student who misses a week's worth of classes and is then tardy or absent on another class day has exceeded the attendance policy and must appeal.

Clinical

The Department of Nursing limits an absence to one week's worth of clinical per course. (e.g. NURS 3307 Nursing Care II – Acute Care, a student who misses a clinical day and is then tardy to another clinical day has exceeded the attendance policy and must appeal). Days assigned on the course calendar as skills and/or simulation lab time are considered clinical

days. All missed clinical hours must be made up according to course requirements per the discretion of the course coordinator.

Attendance for Online Courses

Student attendance in online courses is defined as **active participation** in the course as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation no more frequently than daily, which can be documented by any or all of the following methods:

- Completion of tests or quizzes
- Discussion forums
- Submission/completion of assignments
- Communication with the faculty
- Or other course participation

Students are required to log in to each online course by the second day during the week in which the course officially begins, or the day enrolled during late registration to complete the initial introductory postings required in the course. As a component of attendance student email, course announcements and discussion forums should be checked frequently (daily is recommended). The student is solely responsible for checking updates related to the course. Note: nonattendance may affect financial aid. If a student fails to meet the attendance requirements, he/she/they may be recommended for withdrawal from the course. In the case of an anticipated absence, such as military deployment, the student should contact the faculty in advance and make arrangements to complete the required assignments. In case of an emergency (illness/accident or death in family), a student should contact the faculty as soon as possible providing documentation supporting the need for any late submission of a graded event.

FAILURE TO MEET THE ABOVE STIPULATIONS WILL RESULT IN THE STUDENT BEING DROPPED FROM THE COURSE ACCORDING TO UNIVERSITY POLICY.

Required Supplies and Equipment

At the beginning of each semester, nursing students are required to purchase required supplies and equipment for use in the classroom, computer rooms, and laboratory learning experiences (clinical and simulated). A list of required supplies will be provided by course faculty prior to or at the beginning of each semester via the SAU [Bookstore](#) website. Students must have their own equipment; sharing equipment will not be permitted. The deadline for purchasing the equipment required for a particular semester is the first day of classes or a date set by the course faculty. Those who do not have the required equipment by the designated date will be counted as absent and not allowed to participate in learning experiences until equipment is obtained. Faculty has the right to drop students from the course due to non-attendance.

Project Concert

Overview: Project Concert software has been implemented within the Department of Nursing. This cloud software manages your educational program information. For example, you will complete clinical/lab evaluations via Project Concert. Student immunizations are stored within this system. In summary Project Concert houses the following information:

- Accreditation
- Simulation Assessments
- Admission management
- Curriculum
- Clinical and Lab
- Compliance
- Reporting
- Evaluations
- Exit, Alumni & Employment Surveys

Student Responsibilities for Project Concert Use:

Annually, students will purchase Project Concert prior to the first day of class. Orientation to Project Concert will be communicated by your faculty member during the first week of the semester and/or via SAU email.

April 2021

Blackboard® Course Management System

Blackboard® is the course management system used at SAU for online and enhanced course delivery. Access to Blackboard® course websites is automatic with enrollment in the course. Blackboard® will be utilized to facilitate presentation of course content, communication between students and faculty, to post course materials and presentations, electronic submission of assignments, and for online case discussions, etc. Please go to <https://web.saumag.edu/online/support-request/> if you have questions or need assistance with Blackboard. **Students must check Blackboard at least daily including weekends.**

Blackboard® Login

Log into [mySAU](#) to access Blackboard® courses. Student account information is required to log in to [mySAU](#). For assistance with student information, take a photo ID to the IT Help Desk in Dolph Camp Hall. Once in Blackboard®, go to the My Courses tab. To access the course, click on the course and a new window should pop up with the course homepage.

Orientation to Technology

Students will receive orientation to technology at designated times. Technology resources used in the nursing program include, but are not limited to, Blackboard® (learning management system), Evolve Elsevier resources, ExamSoft, HURST NCLEX-RN Review, Project Concert Sherpath, SAU email, SAU Magale Library online resources. Additional technology resources may be used as faculty deem necessary.

Confidentiality (HIPAA)

What does the HIPAA Privacy Rule do?

- Provides national standards to protect individuals' medical records and other personal health information.
- Gives clients more control over their health information.
- Establishes appropriate safeguards.
- Holds violators accountable with civil and criminal penalties that can be imposed if they violate clients' privacy rights.

PRIVACY regulations were written to protect every client's health information in any form:

- WRITTEN
- ORAL
- ELECTRONIC

SECURITY regulations were written to ensure integrity and protect health information from:

- Alteration
- Loss
- Destruction
- Disclosure to unauthorized persons

HIPAA Terms

Protected Health Information (PHI) applies to individually identifiable health information transmitted or maintained that relates to:

- past, present, or future health conditions
- health care provided
- payment for health care

Protected Health Information (PHI) is any health information by which an individual client could be identified. There are currently 18 elements of PHI.

Names	Telephone numbers	Social Security numbers
Account numbers	Device Identifiers	Biometric Identifiers
All Geographic	Fax Numbers	Medical Record numbers
Certificate/License numbers	URLs	Photographic Images
All Dates	E-mail Addresses	Health Plan numbers
Vehicle IDs and Serial numbers	Internet Protocol Address numbers	Any other unique numbers or code

USE is sharing of PHI *within* the hospital/healthcare facility.

DISCLOSURE is the release of PHI *outside* the hospital/healthcare facility.

AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Notice of Privacy Practices (NPP)

The hospital/healthcare facilities must provide clients with a notice that describes privacy practices and includes:

- How they use and disclose PHI
 - Clients' rights
- Their responsibilities under HIPAA

Minimum Necessary

HIPAA requires hospitals/healthcare facilities to use or disclose the least amount of information necessary to accomplish their job functions.

Hospitals/healthcare facilities may designate job classifications for electronic client folder access.

“Need-to-Know” Rule

Before looking at a client’s PHI, ask yourself this question, “Do I need to know this to do my job?”

Even doctors/health care providers and nurses don’t have the right to look at every client’s medical record.

If you need to see client information to perform your job, you are allowed to do so.

Business Associates (BA) are companies or individuals that provide services to hospitals/healthcare facilities or who perform, or assist with, a function of the hospital/healthcare facilities. Nursing schools qualify as “Business Associates” under HIPAA regulations.

The hospital/healthcare facilities may disclose PHI to BA without client authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement. The focus for nursing programs is security and privacy of client information.

Enforcement

Clients cannot sue for violations.

Civil Money Penalties - \$100 per violation with a \$25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.

Criminal Penalties - \$50,000 to \$25,000 in fines and up to 10 years in prison enforced by the Department of Justice.

HIPAA Resources and Web Sites

- DHHS Administrative Simplification <http://aspe.hhs.gov/admsimp>
- Office of Civil Rights Privacy (OCR) <http://www.hhs.gov/ocr/hipaa>
- Workgroup for Electronic Data Interchange (WEDI) <http://www.wedi.org>
- Arkansas State Board of Nursing www.arsbn.org
- American Association of Colleges of Nursing www.aacn.nche.edu

“Confidentiality is everyone’s job, not everyone’s business”

Source: HIPAA-The Health Insurance Portability & Accountability Act of 1996

By Pat E. Thompson, EdD, RN, FAAN, University of Arkansas for Medical Sciences 2003.

**Southern Arkansas University
Department of Nursing**

Confidentiality - HIPAA

Initial **all** the blanks below (check marks are not accepted):

Patient Information Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

___ I have been given information regarding patient/client information confidentiality and HIPAA law.

___ I agree to comply with all regulations.

___ I understand that the hospitals and other health agencies where I have clinical experience(s) might have additional requirements to protect patient/client information.

___ I understand that my failure to comply with the regulations may result in my dismissal from the program and/or legal and financial sanctions and penalties against me.

I understand this confidentiality document will be submitted to the clinical facility being used for my clinical lab rotation at their request.

This release is valid during my admission and enrollment in the nursing program.

Print Name _____

Signature _____

Date _____

Created Spring 2024

Clinical Policies and Regulations

Clinical Responsibilities:

The student must:

1. Maintain professional [ANA Code of Ethics](#) standards. Keep client information confidential (See [HIPAA policy](#) & Technology Use Policy).
2. Perform safely in all areas of client care. Discuss areas of uncertainty of nursing care with the faculty **PRIOR** to entering the client care area.
3. Appear in clinical area on time and follow the Uniforms Policy.
4. Secure clinical assignment per course instructions and come to the clinical experience with the required written work and be prepared to administer the anticipated nursing care.
5. Responsible for his/her/their own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.
6. Secure the consultation and/or assistance of the clinical faculty in the nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the faculty member.
7. Realize that the lab/clinical simulation is a **learning** experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting environment.
8. Demonstrate an appropriate, competent knowledge base in implementing client care by integrating and applying theoretical and general educational content.
9. Share learning experiences in post-conference. Fellow students rely on learning from each other's experiences.
10. Reflect upon and own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.
11. Share information at regular intervals with fellow students when collaborative assignments are given.
12. Arrange for an individual conference time with the appropriate faculty member for assistance in areas of concern.
13. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes, or the nature of the health problem.
14. No misrepresentation of educational or professional status.
15. Sign name within chart as required by facility protocol. Student Jane Doe would sign her name as J. Doe, NS. Students will be instructed by clinical facility regarding the requirements of each clinical site to add the SAU initials to the student signature. If the facility requires the school initials to be added to the student signature, the required signature would be J. Doe, NS, SAU.
16. Complete the Certified Background Check and Drug Screening annually.
17. Adhere to the Technology Use Policy (See [Technology Policy](#)).

Transportation

It is necessary that students have independent means of transportation for their clinical experiences of individual visits to agencies or families.

Uniform Regulations

Outcome Goal: To convey a professional appearance to clients/patients, visitors, and healthcare facility staff.

It is expected that all clothing including shoes, shoestrings, and hose/socks with no visible designs will be clean and neat at the beginning of each clinical session (healthcare facility, Clinical Learning Center/skills lab, Health Science Simulation Center). The student uniform must be worn with dignity and pride reflecting on the University, the Nursing Program, and the nursing profession. Because the nursing student is embarking in a profession that promotes health, the student uniform must be impeccably clean and neat at all times.

Uniform Policy: Pre-licensure Students

Required Clinical Equipment

The uniform policy is to be followed during all clinical experiences (healthcare facilities, other clinical experiences, Clinical Learning Center/skills lab, SAU Health Science Simulation Center) unless notified by course faculty or required per healthcare facility policy.

Stethoscope

It is required that you purchase your own stethoscope. It must have two heads (diaphragm and bell type) or have the capability of a single head performing dual roles (i.e. cardiology stethoscope). For safety and infection reasons, the stethoscope is not to be worn around the neck.

Other

Adult blood pressure cuff, bandage scissors, simple function white, black, or silver digital or analog watch with a second hand, a medical pen light with pupil gauge, black permanent marker, clipboard, and black, red, blue ink, or as designated by the healthcare facility. (Charting cannot be done in other colors such as purple, pink, green, etc.) See course syllabi for additional clinical requirements.

Attire:

The student is expected to wear uniform approved by the Department of Nursing faculty.

Clinical uniform:

- Two full sets of clinical uniforms in Galaxy Blue color. Approved brands: Ava Therese, Cherokee, Dickies, Healing Hands, Heart & Soul, Landau, Scrub Star, Skechers
- Galaxy Blue scrub top, scrub pants, lab jacket appropriate/professionally fitting
- **Galaxy Blue scrub top:** no zippers (except on pockets) or button up tops
- **Galaxy Blue scrub pants:** hem of leg to not touch the floor; no jogger style pants are permitted
- **Galaxy Blue Lab Jackets:** Clean, unstained, non-faded, wrinkle-free jackets that button or snap. No zipper jackets are permitted. Lab jackets must be worn to every clinical experience. Jackets must be removed when giving direct patient/client care, including during simulation and Clinical Learning Center activities.

Name Badge

Name badges are to be worn by all students in the clinical area.

1. Obtain photo ID badge from Dolph Camp – ask for nursing clinical ID badge (no additional costs) – obtained after orientation to the nursing program. Students should be in clinical attire for the photo with the SAU patch visible.
2. Return to the Department of Nursing Administrative Specialist to receive a clip. If used, badge reels should be plain without images, words, etc.
3. Students will return their name badge to the Department of Nursing Administrative office prior to graduation or leaving the program.
4. The name badge should be visible on the front of the uniform on the upper left side.
5. Badges with excess wear and tear must be replaced prior to attending clinical.

School Patches

Four school patches can be purchased through the SAU Bookstore.

- One patch should be sewn on the left upper chest of your lab jacket.
 - The other patch should be sewn on the left upper chest of your uniform top.
- Patches will not be allowed if secured with a safety pin, Velcro tape, or any other unsecure method/device.

Nursing Shoes and Socks:

- Only white or black nonpermeable, skid resistant shoes, clogs with back, or athletic shoes will be allowed. The following will **not** be allowed: boots, mesh insets, cloth tennis shoes, slides, flip flops, sandals, sling heel shoes, Mary-Janes, or clogs with holes or without backs.
- Tall, crew style, or compression socks with no visible designs that are white or black in color must be worn. Socks must cover the skin even with sitting or stooping.

Jewelry

- Each student must wear a white, black, or silver digital or analog watch that displays seconds, large enough to be clearly visible, and easy to move up the arm to facilitate hand washing. Expensive watches are discouraged. Students should see these as disposable items in the event of contamination or soiling beyond proper cleaning/disinfecting.
- “Smart” watches are not allowed in the clinical setting because they can harbor microbes (difficult to satisfactorily clean) and can pose a threat to patient/client confidentiality.
- A medic alert bracelet or necklace may be worn while in uniform.
- Students in the operating room, labor section, delivery room, and nursery will wear the uniform designated by the department in that hospital/healthcare facilities. Also, students in the operating room and delivery room will wear special conductive shoes or shoe coverings, caps and/or masks in accordance with hospital/healthcare facilities policy.
- A single, solid band without stones and one small silver or gold colored stud earrings are the only articles of jewelry permitted when wearing the SAU uniform. Wearing of rings in the operating room, nursery, labor section and the delivery rooms is not permitted in some of the healthcare facilities used for clinical lab experience, and the student will be required to comply with hospital/healthcare facility policy.
- No other piercing is acceptable (including nose, pierced tongues, smiley).

Grooming

- A daily bath and the use of an effective deodorant are necessary requirements of good grooming.
- All students must wear appropriate undergarments for professional appearance. Print or colored undergarments that show through the uniform or while wearing the uniform is not permitted.
- Neat, careful grooming is considered to be a part of the uniform. Inappropriate and unusual methods of grooming are to be avoided.
- Perfume or aftershave should **NOT** be worn.
- Hairstyles for male and female students must be securely tied back, worn off the collar, and not fall in the face with the ability to properly wear personal protective equipment if needed. Hair must be clean and a naturally occurring color.
- No decorative hair ornaments unless for established religious or cultural practices.
- Natural length and color artificial eyelashes acceptable. Artificial eye lashes longer than natural length are not permitted.
- Make-up must always be kept at a minimum and be appropriate for the clinical setting. Avoid excessive make-up.
- Facial Hair Guidelines: [CDC recommendations for facial hair](#) will be followed. A clean, neatly trimmed mustache may be worn **IF** it does not hang over the upper lip into the mouth, extend below the corner of the lips, or can be twisted or curved at the ends toward the upper cheekbone. Male students in uniform may not wear flared sideburns, sideburns below the earlobes, or beards.
- A fitted long-sleeve solid black, white t-shirt, or galaxy blue (with the ability to be slid up the arm) for warmth or to cover tattoos may be worn.
- Tattoos may be visible unless:
 - (a) they convey violence, profanity, indecency, or discrimination; or
 - (b) they are on a student's head, face, or neck.
 Tattoos that do not meet this standard must be covered with clothing (e.g., long-sleeves, high collar) or cosmetics. The Department of Nursing reserves the right to require a student to cover tattoos that interfere with clinical learning or as required by the healthcare facility. This rule also applies to branding and other permanent body markings. Visible tattoos will be addressed on an individual basis at the discretion of the clinical faculty, clinical preceptor, or healthcare facility policy.
- No nail polish or artificial nails (including gel or acrylic) are permitted; nails must be kept to the tip of the finger.

Behaviors:

- Smoking is not permitted en route to or in the clinical area. All facilities in Arkansas are now smoke-free. Follow individual facility policy for smoking regulations.
- At no time will gum chewing be permitted in the clinical area.
- **Departmental approval must be received prior to a photo/video being posted to social media wearing an SAU nursing uniform. Students should not pose for a photo/video wearing an SAU nursing uniform in any way that would cast a negative light on the university.**

Any violation of the clinical uniform regulations will result in a clinical deficiency (See [DON](#) Unprofessional Moral Character and Ethical Practice Report and Action Plan) for the day for the first offense; thereafter, repeated offense will result progressive disciplinary action. Students may be sent home from the clinical setting for uniform violations at faculty's discretion.

Addendum

- If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy.
- Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions.
- Any questions must be discussed and clarified with the clinical faculty prior to clinical participation.

Where to Wear the Uniform

- Full uniforms (name badge, uniform/scrub shirt, pants, and lab jacket) are worn when the student is engaged in SAU clinical nursing, simulation activities or speaking with a potential donor for SNA fundraising efforts as instructed by SNA advisor(s).
- When appearing at educational conferences, in a student role, appropriate attire must be worn with lab jacket and name badge. (No jeans, shorts, flip-flops etc.). Clothing must be free of stains, tears and wrinkles. Students will not wear the uniform to any healthcare facility without faculty approval.

Clinical Nursing Course(s) Requirements for Pre-licensure Students

Prior to each clinical course students must present documentation that qualifies them to participate in clinical laboratory learning experiences. This documentation is necessary for student health, client/client safety, and to fulfill contractual agreements with clinical agencies.

Have proof of the following infectious disease immunizations and screenings or serological evidence of immunity **prior** to enrolling in a clinical course:

- Influenza vaccine during current flu season
- Rubeola (Measles)
- Mumps, Rubella (MMR) 2 vaccine doses or positive titer
- Tetanus, Diphtheria, (Tdap) within the past 10 years
- Initial Mantoux tuberculin skin test (TST) must be 2 steps; subsequent year(s) is/are 1 step TST; or clear chest X-ray
- Varicella vaccine or positive titer or medically documented history of disease
- Hepatitis-B – 2-,3-, or 4-dose series OR positive titer
 - 2-dose series only applies when 2 doses of Heplisav-B* are used at least 4 weeks apart
 - 3-dose series Engerix-B, PreHevbrio*, or Recombivax HB at 0, 1, 6 months [minimum intervals: dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 8 weeks / dose 1 to dose 3: 16 weeks]
 - 3-dose series HepA-HepB (Twinrix at 0, 1, 6 months [minimum intervals: dose 1 to dose 2: 4 weeks / dose 2 to dose 3: 5 months])
 - 4-dose series HepA-HepB (Twinrix) accelerated schedule of 3 doses at 0, 7, and 21–30 days, followed by a booster dose at 12 months
- COVID-19 vaccination card or exemption document

All BSN students enrolled in a clinical nursing course must submit a criminal background check with drug screen and proof of current **American Heart Association CPR** certification. (See background check policy)

Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which they affiliate. This may require additional vaccinations, clinical training, and/or policy training. [Students will comply with healthcare agency policies: i.e. may be required to wear a mask the entire time while in the agency, undergo screenings, testing if not vaccinated\).](#)

This material must be up to date at all times while the student is enrolled in the nursing program and nursing courses.

Students who fail to meet these requirements may be administratively dropped from the nursing course(s).

Revised May 2022; December 2022; Spring 2024

Clients Record/Reports/Assignments

All written or verbal reports/records/assignments regarding clients are to be presented in an honest clear, factual and respectful manner, consistent with professional standards. In addition, they must comply with agency standards and policies and with applicable laws such as HIPAA (Health Insurance Portability and Accountability Act). This applies to clients from any setting (such as community or hospital/healthcare facility), and any type of patient/client report/record/assignment such as course papers, logs, or care plans; reports given to staff or in post-conference or class, or patient/client charting completed by the student. Violation of this policy is grounds for clinical failure and dismissal from the program.

Student Errors, Near Misses, and Deficiencies in Clinical and Simulation Laboratory

The faculty recognizes that no student will intentionally make an error when providing patient/client care. They also realize that students are human and that mistakes can and do occur. In order to ensure patient/client safety and as a result of an increasingly litigious society, the faculty has determined that in order to protect the patient/client, the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a student makes an error of omission or commission or has a near miss in the clinical or simulation laboratory. Merriam-Webster.com defines a near miss as "a miss close enough to cause damage" and a "close call." According to the Agency for Healthcare Research Quality (AHRQ) definition, a near miss is an "event or situation that did not produce patient/client injury, but only because of chance."

When a student or licensed personnel recognizes that an error or near miss has occurred, it is the student's responsibility to report the error or near miss immediately to the clinical nursing faculty and clinical agency.

- For clinical errors, an incident report will be filled out and filed with the clinical agency according to agency policy.
- Clinical faculty are to notify the Course Coordinator of any student errors, near misses, or deficiencies.
- The Course Coordinator is to notify the Department Chair or BSN Program Director about the error, near miss, or deficiency.

- The clinical faculty will complete the SAU Department of Nursing Unprofessional Moral Character and Ethical Practice Report and Action Plan with student input. (See [DON Unprofessional Moral Character and Ethical Practice Report and Action Plan](#)).
- All forms related to the error, near miss, or deficiency will be attached to the student's clinical performance record and placed in the student's file.

Important:

- Students not completing the remediation plan satisfactorily will receive a failing grade for the clinical portion of the course, which will result in failure of the course.
- Students making an error and not reporting it to the clinical faculty in a timely manner or found trying to cover-up or hide the error will be immediately dismissed from the clinical experience, dismissed from the course, and will receive an “F” grade for the course.
- Error(s), which may require legal intervention or are of great significance must be submitted in writing to the Department Chair.
- Multiple student errors, near misses, deficiencies/unsafe unprofessional nursing practices, unsatisfactory classroom/clinical behavior may result in the student being dismissed from the program.

Clinical Learning Center (CLC): See [Clinical Learning Center handbook](#)

Students will receive orientation to the Clinical Learning Center (skills laboratories) prior to the initial to use. A copy of the CLC Handbook is in each CLC room.

Body Substance Exposure Protocol

Health care providers are at risk for body fluids that may carry blood borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to clients and others. Pathogens at risk for transmission in health care environments include the *tuberculosis bacilli*; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus, as well as others. All health care agencies have specific policies and it is the student's responsibility to be informed of such policy for each clinical site you attend.

Exposure Guidelines

The Occupational Safety and Health Administration (OHS) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol. If an exposure occurs, the student will complete a Student Accident Form as soon as possible and submit the form to their clinical faculty. The student may choose to follow up with University Health Service or their personal physician if an exposure occurs.

Southern Arkansas University
Department of Nursing

Standard, Transmission Based, and Latex Allergy Precautions Statement

___ I have been given information regarding Standard, Transmission-Based, and Latex Allergy Precautions.

___ I agree to use the precautions during clinical and simulated laboratory practice.

___ I understand that my failure to use these precautions may result in exposure of myself and the clients I care for to pathogens, including the Hepatitis B and Human Immunodeficiency Virus.

___ I understand that my failure to use these precautions may result in potential harm to myself and the clients I care for by exposure to latex-containing materials.

___ I accept all consequences that occur in the event that I do not follow these precautions.

I understand this Standard, Transmission Based, and Latex Allergy Precautions Statement document will be submitted to the clinical facility being used for my clinical lab rotation at their request.

This release is valid during my admission and enrollment in the nursing program.

Print Name _____

Signature _____

Date _____

Student Accident Form

Date_____

Name_____

Date of Occurrence_____ Time_____

Place of Occurrence_____

Type of Accident_____

Specific Activity Engaged In_____

Summary of Accident_____

Witnesses: (Name, Address, Phone Number)

Health Care Provider_____

Action Taken: _____

October 2009, May 2012, Reviewed Spring 2021

**Southern Arkansas University
Department of Nursing
Clinical Evaluation Tool (CET)
Course Number and Name**

Student Name: _____ **Faculty:** _____

Setting: _____ **Date:** _____

Number of days absent: _____ **Number of days tardy:** _____

Final clinical grade: Satisfactory (S) or Unsatisfactory (U)

Course Number and Name Clinical Student Learning Outcomes (SLOs)

List Clinical SLOs 1 – 10

This clinical evaluation tool consists of ten essential domains of nursing practice. The ten domains are derived from the end-of-program student learning outcomes (EPSLO) at the Southern Arkansas University BSN program, The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2021), NCSBN Clinical Judgment Measurement Model (2019), Quality and Safety Education for Nursing (2011) and the Arkansas State Board of Nursing Nurse Practice Act. The ten domains include:

- Knowledge for nursing practice
- Person-centered care
- Population health
- Scholarship for nursing discipline
- Quality and safety
- Interprofessional partnerships
- Systems-based practice
- Informatics and healthcare technologies
- Professionalism and personal, professional
- Leadership development

All students are evaluated on their clinical performances by faculty.

Formative evaluations are made at mid-clinical to inform students of their progress. If the student's performance is satisfactory, the student will receive a "progressing" (P, see grading criteria below). If a student's performance is in question, the student will receive an "area needing development" (AND). The student will be counseled, and a clinical remediation plan will be filed and placed in the student's record.

Summative evaluation is completed at the end of the clinical experience. The student will receive a Satisfactory(S)/Unsatisfactory (U).

Grading Criteria for the Clinical Evaluation Tool

Progressing (P) or Satisfactory (S) = Clinical Student Learning Outcomes are met with a score of 3-5. (See clinical SLOs stated above).

Each SLO sub-competency demonstrated by the student will be scored according to the following scale:

5 – Excellent: Performs requirements of the Clinical SLOs and sub-competencies with overall excellence and no significant deficiencies in competencies.

4 – Very Good: Performs requirements of the Clinical SLOs and sub-competencies with a high level of consistency, with no significant deficiencies, although some areas need development.

3 – Good: Performs most clinical SLOs and sub-competencies requirements at an acceptable level but is highly inconsistent. The performance demonstrates strengths and weaknesses, with significant areas that need development.

2 – Fair: Does not consistently meet the requirements of the Clinical SLOs and sub-competencies, although some may be met. There is a significant need for improvement in performance related to some aspects of the Clinical SLOs and sub-competencies.

1 – Poor: Does not consistently meet the requirements of the Clinical SLOs and sub-competencies. Performance related to most aspects of the SLOs and sub-competencies is unsatisfactory.

0 – Unsafe: Does not consistently meet the requirements of the Clinical SLOs and sub-competencies. Performance related to the Clinical SLOs and sub-competencies is unsatisfactory and unsafe.

NO (No Opportunity) = no opportunity for assessment at the time of this evaluation. This notation will be used when the particular SLO and sub-competency are not available but are expected to be met prior to the final clinical evaluation.

Non-Applicable or Suggestions for Improvement (SI) or Unsatisfactory (U) (score of 2-0) = Clinical Student Learning Outcomes are not being met as evidenced by:

- Consistently unable to recognize cues when providing care
- Consistently does not analyze cues when providing care
- Consistently unable to prioritize when giving nursing care
- Does not generate solutions when providing care
- Does not take action in necessary clinical situations
- Unable to evaluate outcomes
- Unable to demonstrate critical thinking skills
- Does not apply theoretical principles and rationales when providing care
- Focuses entirely on own behavior rather than on the client
- Unable to demonstrate requested behaviors
- Performs in an unskilled, disorganized manner

- Unable to complete tasks independently
- Activities are disrupted or omitted; performed with considerable delays
- Demonstrates unsafe behavior and/or does not adhere to the ANA Code of Ethics
- Does not seek out clinical learning opportunities

Clinical Evaluation Tool Grading Rubric – Refer to course syllabi or Blackboard Learning Management System

Skills Completed in the Clinical Agency

Clinical Suggestions for Improvement (SI) Action Plan (if applicable)

Contributing Factors:

Supporting documentation required:

Potential Consequences:

Supporting documentation required:

Student Comments/Suggestions for Improvement of Problem Area:

Resolution/Plan:

Student Signature: _____

Date:

Faculty/Administrator Signature: _____

Date:

(Presence of the student's signature indicates that the student has read and discussed the occurrence with the faculty member/administrator.)

FACULTY MID-CLINICAL EVALUATION

Strengths:

Suggestions for Improvement:

Student Comments:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

FACULTY FINAL EVALUATION

Strengths:

Suggestions for Improvement:

Student Comments:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Clinical Evaluation

1. The students will be evaluated **daily** on the following aspects:
 - a. Administering safe* and therapeutic nursing care as evaluated by faculty and/or other nursing personnel.
 - b. Acceptance of responsibility for care of client assigned. This includes:
 - I. Adequate preparation prior to coming to unit in order to give safe care.
 - II. Honesty and responsibility for admission of error and seeking assistance from faculty as needed.
 - III. Continual communication between the student and faculty/staff as it relates to client care.
 - c. Acceptance of responsibility for meeting specific learning focus for the day by:
 - I. Meaningful contributions and sharing of ideas with others in pre and post conferences.
 - II. Adequate daily preparation related to focus.
 - III. Demonstration of interest and inquiry related to focus.
 - d. Adherence to nursing policies/implications when administering medication.
 - e. Adherence to the basic safety principles in the care of any client when carrying out procedures such as adequate assessment, recognizing signs/symptoms of disease processes, appropriate priority setting skills, adequate client supervision, appropriate intervention, and effective evaluation of care.
 - f. Following appropriate guidelines for physical restraints, side rails, etc.
 - g. Evidence of professional behavior by accountability, excellence, duty, service, honor, integrity and respect for others.
2. A student who is not meeting the required course outcomes will be meet with the clinical faculty and a remediation plan will be developed. If the student does not show satisfactory progress within a period of time designated by the faculty, the student will be advised to drop the course in accordance with University policy. Students who fail to remove a deficiency from the clinical evaluation tool for the specific course by the final evaluation will fail the course.
3. Clinical Dismissal: Any student who performs in an **unsafe*** manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in **FAILURE** of the course, and the student may drop in accordance with University policy.

***Unsafe** is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the client, the client's family, other personnel, or to the individual student.

Clinical Evaluation continued:

4. Anytime the student makes an error that could or does result in harm to the client, the Clinical Faculty and student are required to fill out an “**Unprofessional Moral Character and Ethical Practice Report and Action Plan**” form, which will be filed in the student's folder in the Department of Nursing Chair's office. Faculty will make a notation in the student's original file regarding this form. This following information should be included:
 - Hospital/healthcare facility name
 - Date and time
 - Student's name
 - Instructor's name
 - Client's initials, age, and diagnosis if applicable
 - Description of the incident
 - Action by the instructor
 - Action by the student
 - Environmental factors contributing to the error
 - Steps taken to prevent recurrence of error, if applicable
 - Additional comments or remarks as needed
 - Signatures of instructor and student

5. If a student's behavior results in an unsafe act, it is the responsibility of the student to:
 1. Notify the instructor, staff, and client's health care provider of the error.
 2. Fill out the hospital's/healthcare facility's standard incident form.
 3. Fill out the “**Unprofessional Moral Character and Ethical Practice Report and Action Plan**”

After this action, the student is **dismissed from the clinical area** and must appear before the nursing faculty for a review of the situation. The faculty will then decide whether the student will be reinstated or permanently dismissed from the clinical lab. Permanent dismissal will require the student to be administratively dropped from the current clinical course.

6. Smoking is not permitted in the clinical area. All facilities in Arkansas are now smoke-free. Follow individual facility policy for smoking regulations. Students are not allowed to smoke en route to clinical or during any breaks.

7. At no time will gum chewing be permitted in the clinical area.

Unprofessional Moral Character and Ethical Practice Report and Action Plan



College of Science and Engineering Department of Nursing

Student Name _____ Course Name and Number _____

Date of Incident _____ Location of Incident _____

This student has demonstrated behaviors that do not meet the standards of Good Moral Character as stated in section 17-87-301. Registered nurses of the *Nurse Practice Act of the State of Arkansas, Title 17, Professions, Occupations, and Businesses, Subtitle*

- *Medical Professions, Chapter 87, Nurses (2018) and or ANA's Code of Ethics for Nurses (2015, p v).*

Nurse Practice Act Subchapter 3 – Licensing 17-87-301. Registered nurses.

“(a) Qualifications. Before taking the examination or before the issuance of a license by endorsement, an applicant for a license to practice professional nursing shall submit to the Arkansas State Board of Nursing written evidence, verified by oath, that the applicant: (1) Is of good moral character....” (p 15).

Examples of Good Moral Character (taken from the ANA Code of Ethics):

- Compassion
- Respect
- Accountability
- Responsibility
- Integrity
- Competence
- Ethical (knowledge, skill, wisdom, patience, honesty, trustworthiness, altruism and courage)
- Professional (Practice standards)

Provisions of the Code of Ethics for Nurses with Interpretive Statements

Provision 1 | The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 | The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 | The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 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.

Provision 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.

Provision 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.

Provision 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.

Provision 8 | The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 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.

Document in the appropriate section (s) below and provide specific, relevant documentation of behavior.

- The student fails to demonstrate compassion
 - Did not value what the patient /client verbalized
 - Other

Supporting documentation required:

- The student fails to demonstrate respect
 - Does not demonstrate respect for the preferences of the client
 - Requires repeated reminders of respect for the preferences of the client
 - Does not demonstrate respect towards faculty, staff and/or peers (University/Clinical/Lab/Simulation settings)
 - Excessive emails/texts to peers or faculty members
 - Other

Supporting documentation required:

- The student fails to demonstrate accountability
 - Is resistant or defensive regarding suggestions for improvement
 - Does not recognize deficiencies and the need for improvement
 - Does not accept constructive criticism or take responsibility for errors
 - Is belligerent, abusive or critical of others
 - Talks while faculty or speakers are delivering lecture
 - Interrupts the flow of class with questions or interjections
 - Uses computer, cell phone or other technology device inappropriately in class, lab. Simulation and/or clinical
 - Does not obtain faculty supervision within the clinical setting
 - Other

Supporting documentation required:

- The student fails to demonstrate responsibility
 - Is habitually late submitting assignments
 - Is habitually tardy and/or absent to class/clinical/lab/simulation/exams
 - Dresses inappropriately and/or exhibits nonprofessional appearance/behavior to clinical/lab/simulation
 - Exhibits behavior that is inappropriate (e.g. sexist, racial, threatening, or demeaning, includes swearing, and/or talking in class)
 - Does not maintain confidentiality
 - Ignores unethical behavior of others
 - Requires repeated reminders of own responsibility for knowledge previously discussed in class/clinical/lab/simulation and the responsibilities consistent with the Department of Nursing and/or clinical agency
 - Fails to come prepared to class/clinical/lab/simulation
 - Acts in such a way to create significant anxiety and/or stress to others.
 - Is verbally abusive and/or exhibits threatening, coercive, or violent behavior toward anyone
 - Is unable to maintain professional relationships with others in the classroom/clinical/simulation/lab setting
 - Violates the boundaries of professional nurse-patient/family relationships, **e.g. engages in romantic or sexual relationships**
 - Other

Supporting documentation required:

- The student fails to demonstrate integrity (honest and moral principles)
 - Demonstrates inaccurate, incomplete and/or misleading verbal/written communication
 - Misrepresent and/or falsifies actions or information
 - Violates client, their families, significant other, healthcare professionals, and member of the public trust
 - Other

Supporting documentation required:

- The student fails to demonstrate competence
 - Medication was administered with error pertaining to the 9 rights (medication, client, dose, time, route, reason, documentation, refuse, and response)
 - IV solution was selected or calculated incorrectly
 - Assessment was not complete
 - Does not recognize “cues” to distinguish changes in a patient/client's health status
 - Lack in clinical judgment
 - Attempts skills/procedures/activities without adequate preparation or assistance
 - Is unsafe when performing psychomotor/technical skills
 - Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy, and respect
 - Care includes act (s) of omission in the care of the client, or in relationships with peers, faculty and/or staff
 - Other

Supporting documentation required:

The student fails to demonstrate ethical principles

- Nonmaleficence – the duty or obligation not to cause harm
- Beneficence – the duty or obligation to benefit others, to do that which is good, or to help others further their own legitimate interest.
- Autonomy – the duty or obligation to promote self-determination of others
- Justice – the duty or obligation to allocate social burdens and benefits fairly among all persons

Supporting documentation required:

The student fails to demonstrate professional nursing standards

- Failure to adhere to the American Nurses Association Standards of Professional Nursing Practice
 - Standard 1. Assessment
 - Standard 2. Diagnosis
 - Standard 3. Outcome Identification
 - Standard 4. Planning
 - Standard 5. Implementation
 - Standard 5A. Coordination of Care
 - Standard 5B. Health Teaching and Health Promotion
 - Standard 5C and 5D. Do not apply to Undergraduate students
 - Standard 6. Evaluation
 - Standard 7. Ethics
 - Standard 8. Education
 - Standard 9. Evidence-Based Practice and Research
 - Standard 10. Quality of Practice
 - Standard 11. Communication
 - Standard 12. Leadership
 - Standard 13. Collaboration
 - Standard 14. Professional Practice Evaluation
 - Standard 15. Resource Utilization
 - Standard 16. Environmental Health

Supporting documentation required:

Action Plan

Contributing Factors:

Supporting documentation required:

Potential Consequences:

Supporting documentation required:

Student Comments/Plan for Improvement of Problem Area:

Resolution/Plan:

Student Signature: _____

Date:

Faculty/Administrator Signature: _____

Date:

(Presence of student signature indicates that the student has read and discussed the occurrence with the faculty member/administrator.)

Original will be given to the Department of Nursing Chair to place in the student's file.

Please note:

1. Faculty may ask student to fill out this form.
2. See SAU Department of Nursing Handbook and/or syllabus for further details regarding the outcomes of the infraction noted on the form.

A student who accumulates a total of three unsatisfactory laboratory/ classroom performance grades while in the nursing program will appear before faculty and may be dismissed from the program.

December 2018; December 2022

Southern Arkansas University Department of Nursing

Substance Abuse Policy

The Department of Nursing of Southern Arkansas University will endorse a Drug Free School/Workplace Policy. The Department recognizes the need to protect individual student's rights granted by state or federal law and to set professional standards leading to education and clinical success. At the same time, the individual student providing care for clients in the clinical lab must respect the client's rights to receive care according to standards of nursing practice. In order to maintain ethical and legal standards, it is necessary to comply with the substance abuse policies as established by the University, Department of Nursing, and individual clinical agencies. Individuals not in compliance shall be subject to sanctions, which may range from required enrollment in a drug and alcohol course to expulsion from the University. Evidence of serious offenses such as manufacture, sale, or distribution will be referred to state and/or federal enforcement authorities, in addition to dismissal from the nursing program. Students will submit to testing upon admission into the program and yearly thereafter.

Positive Drug Testing Confidentiality

Southern Arkansas University is committed to protect the individual student's privacy rights. Positive drug testing and other incidents involving drugs or alcohol will be kept confidential unless there is a statutory requirement for mandatory reporting. Confidentiality will be maintained under the supervision of the Department Chair. The Department Chair **HAS** the right to notify the student's **clinical faculty**, the appropriate **state board of nursing**, **course coordinator**, and **university** of the results of the drug and/or alcohol test.

Random Screening Procedure

The Department of Nursing will conduct drug testing of students by random selection including up to ten students each time. Special request testing may be required as well. Certain students may have testing stipulations ordered by different jurisdictions and these students will be tested in addition to the ten random students. The testing will also be performed upon reasonable belief by an faculty that a student has a substance abuse problem. The nursing FACULTY will provide written documentation of any concerns of a student drug/alcohol problem. It will be the responsibility of the Department Chair to coordinate and maintain accuracy in drug testing. The student will be notified to report for testing by written letter, email and/or verbal communication and will be identified by a photo ID. The urine drug test is performed at a designated lab (the clinical faculty or Department of Nursing Chair will provide student with the needed lab information). A private lab provides confirmation testing on positive preliminary urine samples.

Penalty

Failure to present as instructed to designated site for testing will be treated as a positive drug screen and will require dismissal from the nursing program. From the time of notification, the student will have **3** hours to report to the designated site. If a student tests positive regardless of route of consumption without prescription documentation, he/she/they will be dismissed from the program. Students who have documentation for medications (INCLUDING letter from prescribing physician/health care provider stating that the functions of a nurse can still be fulfilled while taking the medicine) showing

positive results during drug screening will be allowed to continue in the program, but will be subject to retesting as faculty requests. The nursing faculty may require counseling, and documentation of adhering to request will be required. The Nursing Program adheres to University policy regarding manufacture, sale, or distribution of drugs/alcohol.

A student suspected of being under the influence of alcohol/drugs will be dismissed from the classroom/clinic and, subsequently, a hearing with a faculty quorum will be held. Another person will witness the verbal warning, and documentation will be added to the student's file. Southern Arkansas University offers students a drug free awareness program that provides information and education about the dangers of drug abuse through ADAPT (Alcohol and Drug Abuse Prevention Team).

Prescription Medication Effects

If prescription medication impairs clinical judgment, the student will be dismissed from the clinical setting with clinical deficiency (see Unprofessional Moral Character and Ethical Practice Report and Action Plan) for that day.

Medical Marijuana

Student nurses are in a **"safety sensitive position"** according to the State of Arkansas House Bill 1460.

A "safety sensitive position" is one in which a person performing the position while under the influence of marijuana may constitute a threat to the health or safety, including without limitation a position that requires:

- performing life-threatening procedures
- working with hazardous or flammable materials, controlled substances, food, or medicine
- in which a lapse of attention could result in injury, illness, or death.

October 2009, Fall 2012, July 2015; December 2022

References

Portions of this handbook have been adapted from:

- *University of Arkansas for Medical Sciences Nursing Student Handbook (2015).*
- *University of Central Arkansas Baccalaureate Nursing Program Handbook (2016-2017).*

Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):

- Deteriorating job performance.
- Decreased responsibility; withdrawal from activities.
- Dismisses details; forgetfulness in routine duties; cuts corners.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Irritable, unpredictable mood swings.
- Social isolation.
- Inability to get along; receive complaints about performance from clients, nurses, families and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitous of clients, families, supervisors, and clinical site staff.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor client care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.
- Increase in pain medications administered during the student's clinical time.
- Patients/Clients complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequent checks narcotic supply.
- Frequently asks a physician/healthcare provider on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during clinical rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the clinical day.
- Waits for other personnel to leave and enters narcotic area alone and unsupervised.
- "Disappears" unexpectedly or without notifying supervisor, team leader, or nursing faculty.
- Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
- Excessive tardiness at first of shift or after breaks.
- Volunteers to give narcotics to patients/clients not assigned to the student's care.

Southern Arkansas University
Department of Nursing

Drug/Alcohol Testing Consent Form

The Southern Arkansas University Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Southern Arkansas University. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive, I would be subject to dismissal from the nursing program.

Failure to submit to testing will result in dismissal from the nursing program.

Please print:

Name _____
(LAST) (FIRST) (MIDDLE)

Student ID Number _____

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the SAU Department of Nursing in regard to substance abuse and testing.

(SIGNATURE) (DATE)

Created: October 2009

Revised: May 2010, December 2021

Criminal Background Check and Drug Screening Information

To comply with mandates from clinical agencies utilized by the SAU Department of Nursing students enrolled in the BSN program are required at the initial semester of enrollment and yearly thereafter to have criminal background checks, driving history record checks, and urine drug screens in order to remain enrolled in any DON course. Failure to comply with background and drug screening mandates will result in immediate administrative dismissal from the program. This information may be shared with healthcare organizations where students attend clinicals. After review of a student's criminal background check (CBC), an organization may decide to deny a student access to the clinical area. The DON will make every effort to place the student in another clinical environment; however, the DON cannot guarantee placement. If the student cannot be placed, he or she will not pass the clinical rotation.

Any nurse or nursing student who test positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, Criminal Background Checks ACA §17-87-312 and Licensing Restrictions Based on Criminal Records ACA §17-3-102 (6); the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.6.m; the SAU University Student Handbook, Section 2: Policies, Rules, and Regulations, 2.12.

If a student has a "negative dilute" result on a urine drug screen or any result that is reported as "invalid" as determined by the testing site, the urine drug screen will need to be repeated **within 24 hours** once the Department Chair is made aware of the test results. The student is responsible for the cost. If a student receives a second negative dilute test result, he or she will receive sanctions for a positive test as stated below.

A positive drug screen from any student may have the following sanctions evoked:

- a learning agreement for behavioral change and/or
- referred for medical evaluation and/or
- dismissal from the BSN program

Readmission process for a student who has previously tested positive for substance abuse will include:

- negative drug test
- evidence of drug counseling and/or rehabilitation
- agree to submit to random drug screenings at the student's expense

If a student who is readmitted to the nursing program has a positive test for substance abuse, 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 nursing program.

Dates to Know:

- Fall semester: **August 1st**; Spring semester: **January 5th** is the deadline for providing proof to the Department of Nursing Administrative Office, of **starting** the process of

the background check and drug screen (unless otherwise specified in a course syllabus/calendar).

- **First day of class** is the deadline for providing **proof of completion** of background check and urine drug screen with the results available to the Department of Nursing Administrative Office.

Background Check and Drug Screening Instructions for a Clinical Education Program Southern Arkansas University Nursing Background Check and Drug Screen

Background checks and drug screening are required on incoming students and progressing students on an annual basis to ensure the safety of the patients/clients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening with results available to the Department Chair in sufficient time for it to be reviewed by the Department Chair and/or associated hospital/healthcare facility prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. Southern Arkansas University - Nursing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. Your order must be placed online through [CastleBranch's portal](#).

Drug Screening Instructions

Go to <https://portal.castlebranch.com/SC54>, which brings you to the Southern Arkansas University – Nursing portal of Castlebranch's website. Utilize the steps below to complete the application.

1. Click "Place Order."
2. On the next page, select "SC54bgdt: Background Check – Drug Test"
3. Read the information. Select the check box beside "I have read order instructions."
4. The box will change from red to green. Select "Click to Continue."
5. Review the information. The cost is \$141 which includes Statewide Criminal AR, Nationwide Federal Criminal, Drug Test, Nationwide Record Indicator with SOI, Social Security Alert, and Residency History.
6. Check email. Within 24-48 hours after you place your order, the electronic chain of custody form (e-chain) will be placed directly into your myCB account. This e-chain will explain where you need to go to complete your drug test. If you are unable to go to a Labcorp facility, please contact the Department of Nursing (DON) to obtain a paper chain-of-custody form. If the DON has provided you with your drug testing form, then you will ignore the e-chain. Bring your physical form with you when you arrive at your collection appointment.
7. Click "I have read, understand and agree to the Terms and Conditions of Use" after reading the Terms and Conditions of Use.
8. Complete the Application and create account.
9. To monitor your order status, view your results, respond to alerts, and complete your requirements. Return to your account by logging into [castlebranch.com](https://portal.castlebranch.com) and entering your username (email used during order placement) and your secure password.

Note on Drug Screen Collection Appointments: Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to obtain necessary forms (if applicable), pre-register, and complete the drug screen within the time frame required by the school.

Castlebranch will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any business.

Frequently Asked Questions:

How do I place my order?

- Once you click Place Order from the home page or go to the Package Selection page, you will be prompted to enter your personal identifying information. Once you have entered all required information, you will then go through an intuitive step-by-step process to complete your background check. If you have any questions along the way, please contact us at 888-723-4263 or email servicedesk.cu@castlebranch.com.

Where can I view my Order Confirmation?

- A copy of your Order Confirmation was sent to the email address you provided when you placed your order. You can also retrieve a copy of your Order Confirmation by logging into your account and clicking on the Document Center tab located at the top of the screen. Once in the Document Center, click on the Background Check folder located on the left side panel; then click on the document titled "Confirmation."

When should I expect my Background Check results to be complete?

- Results are normally returned within 3- 5 business days. Please note that turnaround time will vary based on the specific items in your order. If it has been more than 5 business days and you are approaching your school deadline, please email us at servicedesk.cu@castlebranch.com.

What does "In Process" status mean on my results summary page?

- "In Process" means that the item is not completed and is still being researched.

How do I dispute additional charges or criminal records?

- Once your results are returned, you will receive a message in your account inbox titled "Completed Order Results." In this message, links are provided to dispute additional charges or criminal records.

If I have further questions or need additional help, who do I contact?

Please call Service Desk at 888-723-4263 or email servicedesk.cu@castlebranch.com.

What do I need to do if I require a recheck of my Background Check or recheck of my urine drug screen?

For the instructions above, but select recheck for whichever is appropriate. The recheck fees are: \$81 background check; \$60 urine drug screen.

Arkansas State Board of Nursing Criminal Background Check

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas.

ASBN Nurse Practice Act of the State of Arkansas, Chapter 3 Act 1717-87-312 Criminal background checks and Licensing Restrictions Based on Criminal Records:

17-87-312. Criminal background checks.

(a)

(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

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

(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

(c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.

(e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under §17-3-102.

(f)

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

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

(g)

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

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

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

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

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

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

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

(k)

(1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.

(2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.

(3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

History Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12; 2019, No. 315, § 1542; 2019, No. 626, § 1; 2019, Act 315, No. 990, § 76.

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Possession or use of child sexual abuse material as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;

- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license

based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

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

(2) A basis upon which a waiver may be granted includes without limitation:

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

(B) The circumstances surrounding the offense;

(C) The length of time since the offense was committed;

(D) Subsequent work history since the offense was committed;

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

(G) Relevance of the offense to the occupational license; and

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

(3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:

(A) Completed the waiver requirements of this section at his or her initial licensure;

(B) Been licensed in this state before the enactment of subsection (a) of this section; or

(C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.

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

(A) Was not convicted for committing a violent or sexual offense; and

(B) Has not been convicted of any other offense during the five-year disqualification period.

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

- (1) Use vague or generic terms, including without limitation the phrases “moral turpitude” and “good character”; or
 - (2) Consider arrests without a subsequent conviction.
- (e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103;
 - (12) Arson as prohibited in § 5-38-301; and
 - (13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;

- (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
- (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3

Criminal Behavior While Being a SAU Nursing Student

If a student has criminal charges filed against her/him/them, the student is to make a copy of all related materials and submit the material to the Department Chair within 30 days of filing of the criminal charge or citation.

It is the student's responsibility to keep the Department Chair informed of the charge(s) and to provide any related paperwork.

Criminal behavior engaged in by a student might affect the student's academic standing and progression in the SAU nursing program. Each case is considered on an individual basis in light of ACA § 17-87-312 and 17-3-102 Arkansas State Board of Nursing rules and policies regarding criminal behavior, ethical and professional standards of conduct, and contracts with clinical facilities. Sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

Child Maltreatment Check

Child Maltreatment Check is required with admission to the nursing program on all students to ensure the safety of the patients/clients treated by students in the clinical education program. You will be required to order your child maltreatment check in sufficient time for it to be reviewed by the Department Chair and/or associated hospital/healthcare facility prior to starting your clinical rotation. A child maltreatment check typically takes **10-15 normal business days** to complete and turnaround time of the results is determined by a variety of factors. Arkansas Department of Human Services conducts the child maltreatment checks. Your request must be placed online at <https://humanservices.arkansas.gov/about-dhs/dcfs/central-registry> . Results should be released to Dr. Karen Landry, Department Chair at KarenLandry@saumag.edu .

Graduation and Pinning Ceremony

Department of Nursing Pin

The Department of Nursing pin distinguishes Southern Arkansas University pin was designed by the first graduating associate degree class. When the baccalaureate program was added to the curriculum, a BSN bar that attaches to the pin was added.

Pinning Ceremony

The Department of Nursing has a traditional Pinning Ceremony each semester to honor our nursing graduates who have worked so hard to complete their didactic and clinical experiences. The ceremony occurs on the same day as graduation to include family and

friends who would like to attend this very special ceremony. Class advisors, who are assigned to each cohort upon entering the nursing program, will guide the class with senior pictures and the class presentation for the Pinning Ceremony.

The Pinning Ceremony will last approximately one (1) hour. The Pinning Ceremony will include a welcome, class presentation, significance of the lamp and pin, presentation of pins by the Department Chair, lighting of the candles, and recitation of the Nightingale pledge. Students are responsible for creating a class presentation which should be no longer than 6 minutes in length. The class presentation is submitted via USB travel drive to the Class advisors for review and final approval from the Department Chair no later than two (2) weeks prior to the day of the Graduation/Pinning Ceremony. The presentation will exclude photos of patients/clients in any clinical environment or photos that may be offensive to the public (i.e., unclothed abdomen, etc.). The galaxy blue clinical attire (jacket, scrub top, scrub bottoms) and clinical shoes are to be worn at the pinning ceremony.

Graduating students will be notified when the company representative will be on campus for students to view and purchase their nursing pins. Once the student has completed all degree requirements, the student will be given the pin by the Department Chair, which usually occurs during the graduation ceremony. Students are encouraged, but not required to purchase the lamp or pin.

Graduation Application Process

The Registrar's office will notify students by email of the deadline for graduation application submission. This usually occurs during registration of the student's last semester. The student will complete the application online through their campus connect account. Directions and graduation fees can be found at <https://web.saumag.edu/registrar/graduation/>. Graduation fees will be billed to the student's account.

A degree audit will also need to be completed. Students will schedule an appointment with their advisor to complete the degree audit.

All department and University requirements are to be met before a student may graduate and take the National Council Licensure Examination (NCLEX – RN).

ASBN – LPN Equivalency Initial by Exam

Students, who have successfully completed the BSN program and has an unsuccessful attempt on the NCLEX – RN may apply to take the licensing examination for Practical Nursing (NCLEX –PN). Please go to <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-lpn-equivalency-initial> for additional information.

NCLEX – RN Exam, Application

Prior to taking the Next Generation NCLEX-RN exam, candidates must submit documents and fees to both the Board of Nursing and testing service. Specific information for each state requirement can be found on the individual state's board of nursing website. The Department of Nursing works closely with graduating seniors to assist them with

application processes for all states. **All required completed paperwork (i.e. Affidavit of Graduation for Graduates, Affidavit of Verification, etc.) must be in the Department of Nursing office no later than one (1) week prior to graduation.**

NCLEX – RN Verification of Degree Policy

The State Boards of Nursing Registered Nurse Applications to which the student applied to include a recommendation from the Department of Nursing Chair. This recommendation will be provided for any SAU BSN graduate applying for the first Next Generation NCLEX – RN attempt within two (2) years of graduation and who meet all other Next Generation NCLEX – RN preparation requirements.

Program Requirement

The Arkansas State Board of Nursing Registered Nurse Application includes the RN Nursing Education Program Completion Verification/Affidavit of Graduation form to be completed by the Department of Nursing Chair/school representative. This verification form will be provided for any SAU BSN graduate applying for the first NCLEX – RN attempt within two (2) years of graduation and who meets all other Next Generation NCLEX – RN preparation requirements, including attendance in a Next Generation NCLEX – RN review course.

Revised Fall 2023

BSN Fees and Expenses

See “Fees and Expenses” sheet in University Handbook/Catalog for tuition, etc.

Expenses may vary with your choice of products, style, color, etc., making the following list an estimated cost.

ALL PRICES ARE APPROXIMATE and ARE NOT GUARANTEED.

Nursing fee collected upon admission to BSN program (paid in tuition and fees bill)	\$ 100
Nursing Lab Fee (each semester)	\$ 100
Hepatitis Immunization (available at University Health Services; 3 injections)	\$ 90
TB Skin Test (available at a variety of locations, required yearly)	\$ 10
Varicella (available at Walgreens, health unit if >18 years of age)	\$ 165 each
MMR available at SAU University Health Services	\$70 each
TDAP available at SAU University Health Services	\$35
CPR American Heart Association, Healthcare Provider BLS course (offered before each fall / spring semester)	\$ 80
Castlebranch:	
Certified Background check with urine drug screen for clinical sites	\$135
Background check (if need to repeat)	\$81
Urine Drug Screen (if need to repeat)	\$60
Child Maltreatment Screening (annually) online	\$11
Student Nurses Association (SNA) Membership (optional and subject to semester of enrollment changes)	\$ 30
Ear buds or head phones with audio jack connector	\$ 2 – \$30
Erasable note board no larger than 11" x 14, functioning dry erase marker, eraser	\$ 1 - \$10

Uniforms and lab coat	\$ 100 – \$150
Nursing shoes	\$ 30 – \$75
Medical pen light with pupil gauge	\$ 4 – 10
White, black, or silver digital or analog watch with second hand	\$ 15 – \$50
Stethoscope – see Uniform policy for specifics	\$ 40 – \$180
Adult blood pressure cuff	\$ 15 – 25
Simple function calculator	\$ 1 – \$5
Four School Patches for Uniform securely place on left upper chest of jacket and uniform top	\$6 each
Story's on the Square, 115 S Court Square, Magnolia AR 71753; phone 870-234-7020 will sew patch on if needed	\$ 12 per patch
Name Clinical Photo ID Badge – Obtain at Dolph Camp	\$ Free
Nursing Lab Skills Kit – per semester – purchase from SAU Bookstore	\$ 10 – \$250
iPad expense should damage occur	\$399
Travel to and from Clinical Sites and other assigned activities (dependent on gas prices and distance traveled)	\$200 – \$500 Per Semester
First semester of senior year, students may complete clinical hours at Arkansas Children's Hospital which will require travel expenses (hotel, gas, meals)	\$200
Books – Prices are for students purchasing new books and differ according to nursing program and current course level.	\$200 – \$1100
Student Clinical Orientation (Passport Program)	\$10
Standardized Testing and Resources each semester – included in fees paid to SAU per semester	\$250 – \$300
ExamSoft (purchased at the start of each semester) – price beginning January 2023	\$ 43 Per semester
Project Concert	\$43 per year

Sigma Theta Tau International Honor Society *opportunities for fee waiver are available for qualified members	\$108*
Student Nurses Association (SNA)	\$37 (1 year) \$70 (2 years)
Last Semester Fees	
NURS 4123 Synthesis of Nursing Concept fee (collected in fee bill)	\$ 375
State Board Application Fee (final semester – subject to change) <ul style="list-style-type: none"> Amounts will vary depending upon various state board of nursing requirements 	\$100 (AR) \$100 (LA) \$100 (TX)
Temporary License Fee (final semester)	\$ 30 (AR)
State and Federal Background Check for licensure <ul style="list-style-type: none"> Amounts will vary depending upon various state board of nursing requirements 	\$36.25 (AR) \$39.25 (LA) \$39.75 (TX)
Arkansas Live Scan digital fingerprints (final semester – subject to change)	\$20
Next Generation NCLEX – RN Fee – Pearson Vue (final semester – subject to change) Quick results available after taking the Next Generation NCLEX-RN	\$200 \$7.95
Individual graduation picture for class composite (optional – packages available vary)	\$ Price varies
SAU Nursing Pin with or without Pin Guard (optional for final semester)	\$ Price varies
Nursing Lamp for Graduation/Pinning Ceremony	\$ Price varies
Graduation Fee billed to the student's account	\$100

Other Nursing Information

SAU Student Nurses' Association

The SAU Student Nurses' Association (SNA) is the local chapter of the Arkansas Nursing Student Association (ANSA) and the National Student Nurses' Association (NSNA). The NSNA defines the membership and purpose of the organization as "a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students."

The purpose of the SAU SNA chapter is to improve health care of all people by promoting development of the individual student nurse as a future health care professional; to provide programs representative of fundamental and current professional concerns; to form a network of contacts consisting of, but not limited to, students, faculty, and professional associates; and to aid in the development of the whole person, his/her/their professional nursing role, and his/her/their responsibility for the health care of people in all walks of life.

The SAU SNA is actively involved on campus and in the community, participating in hundreds of service hours each academic year. ANSA State Convention is held in the fall, Midyear Conference follows, and NSNA National Convention occurs each spring. Students who join NSNA are eligible to run for an officer, director, or class representative position at the chapter level during the annual election. Members are also eligible to run for positions on the state and national level. The SAU SNA chapter conducts monthly meetings for chapter business.

Membership is open to **nursing and pre-nursing** students enrolled at SAU. Membership in SNA by pre-nursing majors does not guarantee admission into the Department of Nursing, but it does provide pre-nursing students with excellent opportunities to get involved in the culture of the department and network with potential future colleagues. Anyone interested in joining can contact the faculty advisors.

[SAU Student Nurses' Association](#)

[National Student Nurses' Association \(NSNA\)](#)

[Arkansas Nursing Student's Association \(ANSA\)](#)

SAU Nursing Alumni Chapter

Founded in November of 2011, the Nursing Alumni Chapter is an umbrella chapter of the Southern Arkansas University Alumni Association. The chapter provides graduates of the Department of Nursing an avenue to network with other nursing professionals while remaining connected to Southern Arkansas University. As the Nursing Alumni Chapter grows, opportunities for professional development, scholarship, and fundraising will be available.

Sigma Theta Tau International Honor Society of Nursing, Gamma Xi Chapter

In the spring of 1978 the Gamma Xi Chapter of [Sigma Theta Tau, the International Honor Society of Nursing](#), was chartered. Southern Arkansas University became a branch of the Gamma Xi chapter in the spring of 2012. Sigma Theta Tau is the only honor society for nursing. The first chapter was established in 1922. The society recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual's commitment to ideals and purposes of professional nursing.

Undergraduate students who meet Sigma Theta Tau's criteria are eligible for induction into the Gamma Xi Chapter at large. Currently, those standards include having completed a least one-half of their required nursing credits, in the upper 35% of their class, have a minimum of 3.0 GPA, and have two endorsements by members for membership. Induction into the Honor Society and Gamma Xi Chapter occurs in the fall semester of each year. For further information, contact the Department of Nursing Gamma Xi Liaison.

Student Service on University and Department of Nursing Committees

Opportunities are available for student participation on the standing committees of the department and the university. Students are recruited to serve on the Department of Nursing Curriculum Committees, Student Affairs and Academic Progression (SAAP), and on appropriate ad hoc committees.

Student Participation in Program Evaluation and Research

The Department of Nursing routinely collects evaluative information and research data about the program, which includes faculty, students, and/or courses. The information is not used to determine the academic standing of a student.

To assist faculty with program evaluation and research, students can expect:

- 1) To take standardized academic tests throughout the program;
- 2) That data will be obtained from student and course records for use in educational research and program evaluation; and
- 3) That observers will be present in the classroom or clinical setting for the purposes of collecting research data, evaluating/observing performance of the faculty/staff, or testing educational instruments.

Any educational research sponsored by or conducted in the Department of Nursing is subject to university and departmental policies and procedures. All educational research will comply with the policies and procedures of the SAU Institutional Review Board for the Protection of Human Subjects. Any information/data obtained from student and course records is subject to university policies and procedures and the Family Educational Rights and Privacy Act of 1974.

Data collected for educational research or program evaluation will not be used to influence a student's academic standing. It will be used as group data or to evaluate faculty, teaching strategies, courses and/or the program as a whole.

BSN Student Class Officers Responsibilities and Guidelines

Class Officers represent their class and are supervised by Faculty Sponsors. Class Officer Meetings are held each semester and as needed during lunch break as scheduled by the Faculty Sponsor and Class President.

TERM:

All officers shall serve until resign or exit the nursing program by withdrawal or graduation, from the time that school ends in the school year they are elected until elections at the end of the next school year. If for any reason an officer cannot fulfill the duty of office, election(s) will be held within one week of the vacancy and the elected individual will serve only the remainder of the current year of service.

ELIGIBILITY:

1. All elected class officers shall be members of the class in which they serve.
2. All elected officers shall not hold an officer position in any other nursing or on-campus organization.
3. All elected officers shall have a GPA of 2.6 or higher with their most recent grades.
4. All elected officers are expected to attend all meetings during the year of their elected service. Reason(s) for absences must be provided to and approved by the Class Faculty Sponsor.
5. Any elected officer who no longer complies or meets any on the eligibility rules and/or commits an act in violation of the Southern Arkansas University Student Conduct Codes and Regulations and/or the Department of Nursing BSN Student Handbook is subject to removal from office without replacement by judgment of the Class Sponsor and/or BSN Program Director.
6. All elected officers shall represent the SAU Department of Nursing in a professional manner following the ANA Code of Ethics.

**Southern Arkansas University
Department of Nursing**

CLASS OFFICERS

President

The Class President shall serve as an advocate for all students and perform the functions of this office.

1. Work closely with the other class officers for planning and scheduling events, and other activities to ensure the success of all activities.
2. Oversee all meetings. Present agenda.
3. Delegate responsibility in democratic manner.
4. Model and reinforce appropriate student conduct in the classroom and clinical settings.
5. Attend and facilitate all officer meetings.
6. Serve as a liaison with the Faculty Sponsor(s) and Department of Nursing Faculty regarding class issues.

Student Representative to Department of Nursing (DON) Committees – Curriculum & SAAP

QUALITIES:

1. Be strongly committed to excellence in the pursuit of nursing degree.
2. Communicate effectively with cohort and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality of information when necessary.

DUTIES:

1. Attend or provide input to DON Committees.
2. Solicit and convey ideas/concerns of cohort requiring attention of faculty.
3. Report faculty feedback to cohort.

APPEALS COMMITTEE MEMBER

QUALITIES:

1. Be strongly committed to excellence in the pursuit of nursing degree.
2. Communicate effectively with cohort and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality in matters coming to committee.

DUTIES:

1. Attend all appeal meetings.
2. Consider merits of each appeal.
3. Share feelings on the merits of each appeal.

Updated: December 2022; December 2023

Class Officer Contract

I, _____, in the position of _____,

agree to the Class Officer Responsibilities and Guidelines and pledge to work to the best of my ability to ensure that they are fulfilled. I agree to represent my class through hard work, integrity, faithfulness, and will adhere to the Southern Arkansas University Student Conduct codes and to the Department of Nursing's Baccalaureate Student Handbook policies and procedures. I understand that if I do not meet the requirements of my office as outlined in the position description, I may be removed from office at any time.

This form will be placed in the student's file.

Officer Signature

Date

Faculty Sponsor Signature (1)

Date

Faculty Sponsor Signature (2)

Date

Useful Websites

[Alcohol and Drug Abuse Prevention](#)

[Alumni Association](#)

[Application for Federal Student Aid](#)

[Bookstore](#)

[Counseling and Testing Center](#)

[Disability Support Services](#)

[Employment Resource Center](#)

[International Students](#)

[Magale Library](#)

[Multicultural Services](#)

[Publications](#)

[Registrar](#)

[Southern Arkansas University](#)

[Student Accounts](#)

[Student Support Services](#)

[University Health Services](#)

[University Food Service](#)

[University Police](#)

[Writing Center](#)

Professional Websites

[American Nurses Association \(ANA\)](#)

[American Psychiatric Nurses Association](#)

[Arkansas Nurses' Association \(ARNA\)](#)

[Arkansas Nursing Students' Association \(ANSA\)](#)

[Arkansas State Board of Nursing \(ASBN\)](#)

[Association of Perioperative Registered Nurses](#)

[Association of Women's Health, Obstetrics, and Neonatal Nurses](#)

[Emergency Nurses' Association](#)

[Free Nursing Scholarships and Financial Aid Resources](#)

[National Council of State Boards of Nursing \(NCSBN\)](#)

[National League for Nursing \(NLN\)](#)

[National League for Nursing Accrediting Commission, Inc. \(NLNAC\)](#)

[National Student Nurses' Association \(NSNA\)](#)

[Oncology Nursing Society](#)

[Sigma Theta Tau International](#)

[Southern Nursing Research Society](#)

University Services Information

SAU offers many services to students. The following are some that are particularly relevant to nursing students. Refer to the [SAU Student Handbook](#) for more information on these and other services.

Academic Advising and Assistance Center

Located in Overstreet 238, the [Academic Advising and Assistance Center](#) provides continuous support for all freshman students (with the exception of those already admitted to the nursing program) and students with less than 60 hours who are undecided about a major field of study. Students are encouraged to visit with personnel in the Academic Advising and Assistance Center in order to plan their academic schedules for subsequent semesters. Call 870-235-5175 or email sw-advising@saumag.edu for more information.

Once a student declares a pre-nursing major, the College of Science and Engineering Advisor will support students through the pre-nursing advising process. Students with further questions regarding the nursing profession are encouraged to contact the nursing department (870-235-4331) to schedule an advising appointment.

Bookstore

Textbooks, educational supplies, trade books, clothing, souvenirs, gifts, and convenience items are available in the University Bookstore. The [University Bookstore](#) is located on the first floor of the Reynolds Center. Some books are required and others are recommended. The University Bookstore sells all required items. Follow the bookstore requirements regarding refunds. A list of textbooks required or recommended for nursing courses can be obtained at the bookstore website. Some textbooks may also be available in eBook format. This is an acceptable format and based on student preference. For more information, call 870-235-4050.

Computer Services

Southern Arkansas University has [open access computers located in Magale Library](#). All Residence Halls have computers with wireless access. Wharton Nursing Building has two computer labs available for student use as long as the labs are not reserved for class or testing.

Disability Support Services

It is the policy of Southern Arkansas University to accommodate students with disabilities, pursuant to federal law, state law, and the University's commitment to equal educational opportunities. Any student with a disability who feels s/he needs an accommodation based on the impact of a disability will contact the course coordinator at the beginning of the course. Students with disabilities are also encouraged to contact the Office of Disability Support Services, which is located in Reynolds Center, Room 216 and can be reached via telephone at 1-870-235-4145.

Emergency Preparedness System

“Southern Arkansas University has established a multi-layered approach to emergency preparedness. This approach was developed and modeled with the Incident Life Cycle in mind. The Incident Life Cycle includes; Prevention, Preparedness, Response, Recovery, and Mitigation”.

Southern Arkansas University has established an Emergency Operations Plan to lay the foundation for emergency planning and response. This plan also establishes Response and Resource Teams to aid the university community in times of crisis and sets standards for continuous review of policies and procedures.

Since communication is a high priority in an emergency, Southern Arkansas University has installed a network of mass notification systems. Prior to the fall semester of 2007, Southern Arkansas University installed a campus-wide outdoor warning system, which allows for broadcast messages and warning tones to alert the campus community of impending emergencies. Southern Arkansas University utilizes Rave Alert to notify students, faculty, and staff via text messaging, phone, web, and e-mail in the event of emergencies on campus. Southern Arkansas University also partnered with the Arkansas Crime Information Center to offer AlertXpress, a phone, fax, and e-mail mass notification system for parents and local community members. SAU also utilizes an internal “Emergency” e-mail system. To further ensure that the university community can be reached in an emergency, the University Police Department, along with Information Technology Services, has installed an emergency broadcast alert system called Alertus Desktop. Alertus Desktop activates full-screen popup alerts on all Microsoft Windows operating system computers on SAU’s network. Upon receiving an alert message, the client application maximizes to full-screen to display alert information. Red text flashes “Alert!”, while simultaneously displaying the message details and appropriate response. Individuals can click to acknowledge the alert, and thereby provide acknowledgement to our emergency operations staff. This multi-faceted approach allows us to communicate with the university community in a quick and efficient manner.

We encourage everyone to review the [Active Shooter Incident Checklist \[pdf\]](#), as well as our Shelter-In-Place protocol to ensure your safety while living, learning, working, or visiting Southern Arkansas University” (Southern Arkansas University, n.d.).

Information retrieved from <https://web.saumag.edu/police/emergency-preparedness-system/>.

Information Technology Services

[Information Technology Services](#) (ITS) provides quality IT services to meet the current and future information technology requirements of Southern Arkansas University’s staff, faculty, and students in support of the mission of the University. The Helpdesk serves as a single point of contact for all information technology services and is staffed during regular University office hours. Southern Arkansas University students, faculty and staff can contact the Helpdesk regarding such computer issues as e-mail, hardware, software, networking, University Computer Accounts, computing labs, and other services.

Students, faculty, and staff can submit and track desktop support requests, user training requests, and questions [online](#) using their network username and password. If you are unsure of your network username and/or password please, you can find it [here](#). When submitting a desktop support request, please include a complete description of your problem — what occurs, when it occurs, any error message you are getting, and the browser you are using, if applicable.

Contact the Helpdesk at 870-235-4083 or email helpdesk@saumag.edu for further assistance.

Magale Library

Magale Library hours are posted at the Library. Changes due to holidays, semester breaks, or summer sessions are announced online and posted at the library. Students may request an orientation to Magale. Remote access to Magale Library is available and includes interlibrary loan and free academic databases. Information is also available through the [Magale Library Home Page](#). Contact Magale Library at 870-235-4170 for more information.

Assistance with database researches to locate evidence-based research articles may be accessed through the following Magale Library link or by contacting Library personnel.

Office of Counseling and Testing

The University provides confidential professional counseling assistance to all students free of charge. The [Office of Counseling and Testing](#) is located in Reynolds Center 216, and appointments may be made in person or by telephone Monday through Friday by calling 870-235-4911. Services include personal counseling, educational counseling, planning activities, minority affairs, career counseling, and testing services.

Parking Regulations and Parking Permits

All vehicles must have a permit to park on campus at any time. Parking permits are secured by both completing a vehicle registration card and paying the required fee at the Business Office (Overstreet 113). Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid from August 31 of the year indicated on the permit to August 31 of the following year.

SAU Home Page

The [SAU Home Page](#) contains information about the university and is accessible from off-campus.

Scholarships and Financial Aid to Students

Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants, loans, and employment to those who meet established criteria. Contact the [Office of Financial Aid](#), OVR 300, Overstreet Hall, or call 870-235-4023 for information.

Security

The [University Police Department](#) can be reached by dialing 911 or 870-235-4100 from any campus phone. Located across campus are emergency lights. In case of emergency, the button on the light post can be pushed to summon security officers to that location.

Sexual Harassment

Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Southern Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. Refer to the current SAU Student Handbook for more information and university policy. The Department of Nursing follows in the university policy. Sexual harassment occurring in the clinical agency is covered by this policy.

Student Employment Office

The [Student Employment Resource Center](#) assists currently enrolled students in finding on-campus employment. Students may review descriptions of current job openings submitted by faculty and staff and receive training through the Partners in Training program. Students register with the office by completing an application form. The Office is Reynolds Center 217, and is open during the fall and spring semesters. For more information, call 870-235-5115.

Student Housing

Southern Arkansas University operates nine residence halls on campus. Applications and information about student housing are available in the [University Housing Office](#), Reynolds Center 218. Call 870-235-4047 for more information.

Title IX

No person shall, on the grounds of race, age, color, sex, sexual orientation, gender identity, disability, genetic information, religion, veteran status, national origin, or any other legally protected class be denied admission to or employment at Southern Arkansas University, Magnolia, or be excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity sponsored by the University. SAU is an equal opportunity employer and an affirmative action institution of higher education. <https://web.saumag.edu/title-ix/>

University Calendar

The [University Calendar](#) includes critical University dates such as the beginning and ending dates for classes, holidays, final examinations, and the dates for commencement exercises.

University Health Services

The University Health Services' clinic is located on the second floor of Reynolds, room 215. The hours of operation are Monday – Friday 7:30 a.m. – 5:00 p.m. The UHS primary goal is to aid in the retention of students by offering a variety of services to meet the mental, emotional, and physical needs of the SAU student body. The clinic provides health promotion and disease prevention services for students, faculty, and staff. Patients/Clients must have a current SAU student/staff ID to be seen in the clinic. Phone: 870-235-5237; After hours 870-904-1447. Email: uhs@saumag.edu; Fax: 870-235-5263. See the [UHS website](#) for more information regarding services and appointments.

Writing Center

The SAU Writing Center is a full-time, on campus, student-centered facility designed to encourage peer interaction, to establish writing as a multi-disciplinary goal, and to support the idea that writing enhances learning. It offers students from all backgrounds and disciplines the opportunity to confer at any stage of the writing process with trained writing consultants. The SAU Writing Center is located in Magale Library, Room 101. To submit online and receive feedback, click [here](#). For more information, call 870-235-4381 or email writingcenter@saumag.edu.

Student Forms

SOUTHERN ARKANSAS UNIVERSITY
DEPARTMENT OF NURSING

Student Permanent Record

Date _____

1. Name on Student Record: _____ Pronouns (optional): _____

2. University ID#: _____

3. Name on Birth Certificate: _____

4. Permanent Home Address:

_____ Street _____ City _____ State _____ Zip

5. Present Mailing Address (if different):

_____ Street _____ City _____ State _____ Zip

6. Email Address: _____

7. If on Campus, Residence Hall and Room: _____

8. Working Phone Number: (____) _____ 9. Cell Phone Number: (____) _____

10. License Plate Number _____

Emergency Name and Contact Information: _____

The following information is only used for statistical purposes:

11. Race: _____

12. Hispanic: ___ Yes ___ No

13. Date of Birth: _____

14. Gender: ___ Male ___ Female ___ Other

15. Employment Status (circle one): Not Employed Full-time Part-time

Students are responsible for notifying the department of nursing when changes in name, address, phone number, emergency contact, and/or license plate information occur.

Student will submit to SAU Department of Nursing office each semester and as changes occur in health status.

SOUTHERN ARKANSAS UNIVERSITY
Department of Nursing – BSN

Student Clinical Lab Information

By signing below, the student acknowledges that clinical assignments will be made based on (1) concurrent nursing meeting times, (2) past clinical rotations, and (3) past and/or current employment in health facilities. It is the student's responsibility to provide all information related to these three categories. Clinical assignments will not be made based on student preference or request. Once clinical assignments are made, no changes will be made.

Printed Name _____ **Pronouns (optional)** _____

Signature _____ **Date** _____

Address/City (from where you commute)

Telephone (to be reached by faculty/staff and/or peers for assignments)

(1) Past clinical labs/faculty (returning students): **Site** _____ **Faculty** _____

*****Not Applicable to students entering the first semester of the nursing program**

Nursing Care I: Foundations: _____

Nursing Care II: Acute Care _____

Nursing Care III: Peds/OB/CH _____

Nursing Care IV: Complex Care _____

Leadership & Management _____

If you have repeated any clinical course, please list the clinical information here:

Repeated Course _____

(2) Are you currently employed in any healthcare facility? Yes _____ No _____

Have you been employed at any healthcare facility in the past? Yes _____ No _____

If yes, list all below:

Hospital	Unit	Position/Title	Dates Employed
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(3) List any SAU related activity that may impact your clinical attendance (athletics, President Ambassador, etc)

(4) If you feel you have any condition or take any medication that could affect your performance in the classroom or clinical setting, please describe here:

Reviewed Spring 2021; Fall 2023

Southern Arkansas University
Department of Nursing

Update of Health Status

This is to certify that I, _____, a nursing student at Southern Arkansas University, have recently had a change in my health status or medication since completing my original health condition form.

I have been informed by my health care provider of the risks that may be involved to me under my new treatment/medication, and hereby release the faculty of the Department of Nursing and the University from any ill effects, which may result from performing the required functions in order to meet the objectives of the course.

I understand that the faculty may require me to show documented evidence of my new prescriptions and that I may be required to submit a letter from my health care provider stating that I am physically able to participate in my clinical assignment and am able to perform while under the influence of my new medication.

New physical conditions, limitations and/or disorders **including medications currently prescribed and in use:**

N/A: No changes or updates have occurred since last completion of form.

I acknowledge that the information provided to the Department of Nursing is up-to-date.

Signature of Student

Date

Reviewed Spring 2021; September 2021

Mental and Physical Abilities Statement

Students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program. The student must:

1. Be able to work in a standing position and walk frequently in campus/clinical lab setting.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair).
4. Be able to lift and transfer clients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
5. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
6. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
7. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instruction, request, and or monitor equipment; perform auditory auscultation without auditory impediment.
8. Perform up to twelve hours in a clinical laboratory setting.
9. Have visual ability sufficient for observation and assessment necessary in nursing care. Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
10. Have tactile ability sufficient for physical assessment; discriminate between sharp/dull and hot/cold.
11. Perform mathematical calculations for medication administration and be able to reason, analyze, and synthesize information.
12. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
13. Have critical thinking ability sufficient for clinical judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

Student Signature

Date

Reviewed Spring 2021

Southern Arkansas University
Department of Nursing

Release of Information Form

I authorize the release of documentation of:

- Influenza vaccine during current flu season
- Rubeola (Measles), Mumps, Rubella (MMR) 2 vaccine doses or positive titer
- Tetanus, Diphtheria, (Tdap) within the past 10 years
- Initial Mantoux tuberculin skin test (TST) must be 2 steps; subsequent year(s) is/are 1 step TST; or clear chest X-ray
- Varicella vaccine or positive titer or medically documented history of disease
- Hepatitis B-3 vaccine series or positive titer
- COVID-19 vaccination card or exemption document, if requested by the clinical facility
- American Heart Association CPR certification
- Urine drug screening
- Criminal background screening, including driving record
- Child maltreatment check

to the clinical facility being used for my clinical lab rotation. This release is valid during my admission and enrollment in the nursing program.

Print Name _____

Signature _____

Date _____

Reviewed Spring 2021; September 2021; December 2022; May 2023

Southern Arkansas University
Department of Nursing
Handbook Agreement Signature Page

Student Name (Printed): _____ Date: _____

The Southern Arkansas University, Department of Nursing, BSN Student Handbook contains policies and procedures for FALL **2024**.

Initial **all** the blanks below (check marks are not accepted):

___ I have been provided the opportunity to review the handbook and have my questions answered. I agree to read and abide by ALL policies as outlined in the current SAU Baccalaureate Nursing Student handbook.

Criminal Behavior While Being a SAU Nursing Student

___ I understand the Criminal Background Check criteria in the Nurse Practice Act (Criminal Background Checks – ACA §17-87-312 and Licensing Restrictions Based on Criminal Records ACA §17-3-102) provided in this SAU BSN Student Handbook and on the Arkansas State Board of Nursing website <https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks> .

___ I understand that if I have a criminal charge(s) filed against me, I must make a copy(ies) of all related materials and submit the material to the Department Chair within 30 days of filing of the criminal charge or citation.

___ I understand that I am responsible to keep the Department Chair informed of the charge(s) and to provide any related paperwork.

___ I understand that criminal behavior engaged in by me might affect my academic standing and progression in the SAU baccalaureate nursing program.

___ I understand that sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

Signature

Date

Reviewed Spring 2021; September 2021; Spring 2024