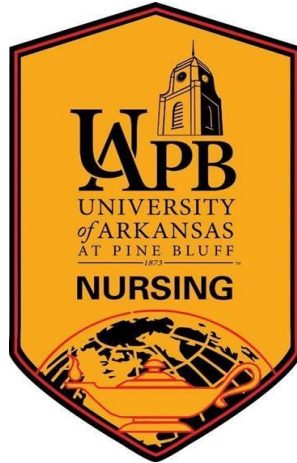


**UNIVERSITY of ARKANSAS  
at PINE BLUFF**



**DEPARTMENT of NURSING**  
**PRELICENSURE STUDENT HANDBOOK**  
**2022-2024**



The Pre-Licensure (Generic) BSN program is approved by the Arkansas State Board of Nursing

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**UNIVERSITY of ARKANSAS at PINE BLUFF**  
**DEPARTMENT of NURSING**

Dear Nursing Majors:

Welcome to the University of Arkansas at Pine Bluff (UAPB) Department of Nursing! The faculty and I are honored that you have chosen this University to facilitate the pursuit of your educational goals. We are proud to be a part of your journey toward academic excellence and socialization into the profession of nursing, a profession that makes a difference in quality of life and health care for all of us.

This Department of Nursing Student Handbook has been developed to guide your academic decisions. The

Handbook will also assist with answers to departmental policies and procedure questions applicable to students. It is our expectation that students will adhere to the policies and guidelines presented in the Handbook and other official publications listed for reference.

Nursing majors are encouraged to schedule conferences with their nursing advisor prior to each registration period and during each semester of active enrollment to: (1) address issues associated with academic standing and progression; (2) discuss departmental or professional issues applicable to nursing majors; and (3) assure information in their student file is current.

The Nursing Department is committed to providing educational opportunities that will prepare graduates for entry

level professional nursing practice. To enhance professional development, students are expected to be active participants in all learning experiences associated with the nursing program and the Student Nurses Association. In addition, students are expected to participate in activities planned for all students by the University.

We extend best wishes for your success at the University of Arkansas at Pine Bluff and within the profession of Nursing.

*Dr. Brenda Jacobs*

DNP, APRN, FNP-BC

Chairperson, Department of Nursing

## INTRODUCTION

The Nursing Student Handbook has been developed as a guide for policies and procedures and thus, a copy is provided to each student enrolled in nursing program courses or to any student by request. It presents information regarding University and Department academic regulations, guidelines, and various student services and activities. This document in no way diminishes the student's responsibility for knowing and complying with the information in the *University Catalog* and the *University Student Handbook*, the *ROAR* (current editions). *The Department of Nursing policies relating to admission and progression supersede university policies.*

The goals of the Department of Nursing at the University of Arkansas at Pine Bluff are to prepare graduates to:

1. Enter the practice of professional nursing as nurse generalist,
2. Assume the responsibilities of an educated person in society,
3. Participate in the advancement of the profession
4. Pursue a graduate degree, and
5. Engage in lifelong learning.

***The Pre-licensure (Generic) BSN program is approved by the Arkansas State Board of Nursing.***

## POLICY STATEMENT REGARDING HANDBOOK

The Department of Nursing reserves the right to make changes, at any time, in the individual courses and curriculum leading to the degree, and any policies contained in this handbook after receiving appropriate approval.

## ARKANSAS ASSESSMENT of GENERAL EDUCATION

Act 1874, passed by the Arkansas Legislature in 1993, requires all college students to be tested on their learning in the general education curriculum. The first phase of this testing began during the spring semester of 1995. Students completing between 45 and 60 hours in the Associate of Arts degree programs will be tested in the areas of mathematics, writing, reading, and scientific reasoning on the Arkansas Assessment of General Education test. Other assessments of writing skills and the fine arts will occur as well. Students eligible for the test will be notified of testing dates and times.

## INFORMATION and CONTACTS



*For further information and questions regarding our program please contact:*

University of Arkansas at Pine Bluff  
Department of Nursing  
1200 North University, Slot 4973 Pine  
Bluff, AR 71601  
Telephone: 870-575-8220

*For information and questions concerning counseling and testing services, please contact:*

University of Arkansas at Pine Bluff  
Student Assessment and Development Center  
1200 North University, Slot 4962  
Pine Bluff, AR 71601  
Telephone: 870-575-8290

*For information and questions regarding the Army ROTC program and scholarship opportunities for nursing students, please contact:*

University of Arkansas at Pine Bluff Military  
Science Department  
1200 North University, Slot 4944 Pine Bluff,  
AR 71601  
Telephone: 870-575-8445

*For information and questions regarding financial aid, please contact:*

University of Arkansas at Pine Bluff  
Office of Student Financial Services  
1200 North University, Slot 4985 Pine  
Bluff, AR 71601  
Telephone: 870-575-8302

*For information and questions regarding admission to the University, please contact:*

Office of Admissions  
P. O. Box 4983  
Pine Bluff, Arkansas 71601  
870-575-8492  
1-800-264-6585

## **THE UNIVERSITY of ARKANSAS at PINE BLUFF**

### **History and Development**

The University of Arkansas at Pine Bluff (UAPB) is a post-secondary educational institution whose origin in 1873 was embedded in an Act of the Arkansas State Legislature. The purpose of the legislation was to provide education for the state's "poorer classes."

In 1875, Branch Normal College, a branch of the Arkansas Industrial University (now the University of Arkansas) opened its doors to seven (7) students in a one-story frame house on the corner of Lindsey and Sevier streets in Pine Bluff, Arkansas. As a branch of the Normal Department of the Arkansas Industrial University, its primary goal was the preparation of teachers. J. C. Corbin (1875-1902), former State Superintendent of Instruction and Chairman of the Board of Trustees for the Arkansas Industrial University, was named Principal of the newly created institution. With the passage of the Second Morrill Act of 1890, Branch Normal became a land-grant institution and its curriculum was expanded to include instruction in agriculture and the mechanical arts and associated trades.

Between 1911 and 1915, the curriculum was reduced to instruction in elementary and secondary coursework. Jefferson Ish (Superintendent 1915-1921), a native Arkansan who followed J. C. Corbin and several other institutional heads, reestablished programs that were lost under prior administrations and the institution was reorganized to align its programs with its designation as an 1890 land-grant institution. He developed a strong agriculture program to accompany the teaching component and initiated training in allied trades, thus establishing a strong foundation for the college.

In 1921, the name of the school was changed to the Arkansas Agricultural, Mechanical and Normal (AM&N)

School to reflect the 1890 land-grant focus as well as its original goal of training teachers. In 1925-1926,

AM&N School advanced to become a two-year junior college. In 1927, AM&N School was renamed Arkansas Agricultural, Mechanical and Normal College, expanded its curriculum to four years, and was made independent of Arkansas Industrial University. AM&N College operated as an independent institution for 47 years from 1927-1972. Arkansas Agricultural, Mechanical and Normal College merged into the University of Arkansas System in 1972 and was renamed the University of Arkansas at Pine Bluff.

UAPB is the only historically black college/university (HBCU) within the University of Arkansas System. In addition, it is the second oldest public educational institution in Arkansas and it is the oldest HBCU in the state. Currently, the institution's student body population is 94% African-American, 4% Caucasian and 1% other.

### **University of Arkansas at Pine Bluff Mission Statement**

The University of Arkansas at Pine Bluff is a public comprehensive HBCU 1890 Land-Grant Institution. The University embraces its land-grant mission of providing cutting edge research, teaching, outreach, and service programs that respond to the social and economic needs of the state and region. Its mission is to promote and sustain excellent academic programs that integrate quality instruction, research, and student learning experiences responsive to the needs of a racially, culturally, and economically diverse



student population. Ultimately, the University is dedicated to providing access and opportunity to academically deserving students and producing graduates who are equipped to excel through their contributions and leadership in a 21st century national and global community.

Approved by the Higher Learning Commission  
December 2015

## **THE DEPARTMENT of NURSING**

### **Mission of the Department of Nursing**

The Department of Nursing is committed to preparing competent baccalaureate graduates who can provide quality nursing care for diverse populations at all system levels (i.e. individuals, families, communities, and populations) within diverse health care settings.

### **Philosophy of the Department of Nursing**

#### **Philosophy**

The curriculum is based on the concepts of nursing, person, environment, health, and nursing education and *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021). The UAPB program is developed based on constructivist theory and is grounded in evidenced based practice standards. The role of constructivism in the BSN program is one where the learner is treated as an adult; the student is able to make decisions about his or her educational needs and be an active participant in that educational process. The faculty believe these processes leads to the development of the ability to think critically (Rolloff, 2010). Because baccalaureate nursing education prepares generalists who learn to critically think and use evidence as the basis for practice, constructivism as a programmatic educational theory allows learners to build knowledge as part of a process for organizing and making sense of their experiences.

Additionally, the curriculum is based on the following core concepts: communication, critical thinking, clinical reasoning, clinical judgment, health promotion, human diversity, illness and disease management, professional values/ethics, and role development.

**Nursing** is a practice discipline, profession, and an art that is concerned with the experiences and responses of individuals, families, communities, and populations to health, illness, disease, and death.

Through client centered ‘modalities’ nurses promote, restore, and maintain optimal health and when death is imminent, nurses provide support that allows the person to die with dignity. Thus, nursing is caring competence.

In a caring environment, the nurse is an advocate for the client, communication is open, and the quality of care is improved. The nurse enacts three practice roles: provider of care, manager of care, and member of the profession. Nurses use a systematic approach to clinical judgement based on critical thinking, problem solving and ethical reasoning to determine appropriate nursing interventions, implement those interventions, and evaluate client outcomes. Critical thinking infers that the nurse identifies, evaluates, and uses evidence to guide logical reasoning and decision making. Finally, nurses have to be technologically competent to assess and document the health status of clients, document care given, and to collaborate and communicate efficiently and effectively with other members of the health care team.

The concept of **person focuses on** individuals, families, communities, and populations who are the recipients of nursing care. Even though people have similar cultural, emotional, intellectual, physical, social, and spiritual characteristics, each is unique deserving individualized, holistic, just, respectful, compassionate, evidenced –based, and developmentally appropriate care.

The **environment** entails those internal and external systems and factors which influence health and safety of health care recipients and providers. The nurse manages health care systems in assisting clients to achieve health and to promote safety in the work environment. The curriculum incorporates Quality and Safety, Education in Nursing (QSEN) standards and nationally established safety goals. A safe environment is one with the absence of internal and external threat or danger or opportunity for error.

**Health**, including disease and illness, is an expression of the interaction between the person and the environment along a continuum. Health is achieved when there is a balance between the dynamic interaction of physiological, psychological, cultural, and spiritual components. Regenerative /restorative care assists those individuals whose health is compromised to return to their former health status, and if this is not achievable, to obtain the highest level of health possible. Health maintenance assists clients to prevent the development of illness/disease.

**Nursing Education/Learning** prepares graduates to practice within professional guidelines and professional standards. The faculty believe that education is achieved best in an environment of trust that is developed between the teacher and the learner. In this environment, students learn to trust the teacher and themselves, thereby, becoming competent in delivering safe and appropriate nursing care. Thus, the teaching learning environment supports the acquisition of clinical competence through continual improvement in clinical reasoning, clinical judgment, and the implementation of appropriate nursing interventions. This environment supports the development of nursing leaders who are capable of influencing health care delivery and health care policy decisions. Finally, this supportive teaching-learning environment fosters the

development of a love for life-long learning in graduates. This technical learning environment requires that faculty engage in continuous educational and professional development.

**Baccalaureate Nursing Education** prepares graduates for entry into professional practice as generalists. This is achieved by building on a liberal arts and science foundation and preparing students to think critically, thereby, enhancing the continual development of clinical reasoning and clinical judgment abilities.

Finally, baccalaureate nursing education prepares graduates with a foundation for master's study.

### **Graduate Competencies**

The Department of Nursing graduate competencies are congruent with the mission of the university and are derived from the program's philosophy. The philosophy and graduate competencies serve as the framework for program development and maintenance. The graduate competencies are based on *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021). The graduate competencies are as follows:

1. Synthesize knowledge from nursing science, the liberal arts and sciences as a basis for delivering safe and culturally sensitive care across the life span to diverse populations focusing on promotion of health and well-being/disease prevention; chronic disease care; regenerative/restorative care ; and hospice/palliative. (**Domain 1: Knowledge of Nursing Practice**);
2. Integrate therapeutic and collegial communication and collaboration skills to create, design, manage, and coordinate the implementation of quality healthcare improvement. (**Domain 2: Person Centered Care**);

3. Integrate knowledge of health promotion and disease prevention principles and their impact on delivery of health care in improving client population health outcomes via Interprofessional collaborations. **(Domain 3: Population Health);**
4. Demonstrate understanding of the research process and apply knowledge of established findings to improve healthcare outcomes. **(Domain 4: Scholarship for the Nursing Discipline);**
5. Employ evidence based safety and quality improvement principles to ensure a culture of client, provider and work environment safety **(Domain 5: Quality and Safety);**
6. Demonstrate the ability to use leadership skills and knowledge of quality improvement to deliver high quality healthcare. **(Domain 6: Interprofessional Partnerships)**
7. Use evidence-based practice findings in interdisciplinary collaborations to improve client outcomes within complex health care systems. **(Domain 7: Systems- Based Practice)**
8. Integrate knowledge of information technology and client care technology to deliver appropriate and high-quality care in one's own professional practice. **(Domain 8: Informatics and Healthcare Technology);**
9. Integrate personal beliefs and professional values of altruism, autonomy, human dignity, and social justice into one's own professional practice. **(Domain 9: Professionalism);** and
10. Engage in self- reflection that fosters personal health and wellbeing; and contributes to lifelong learning in support of acquisition of nursing expertise and ongoing development of leadership skills. **(Domain 10: Personal and Professional Leadership Development).**

## **ORGANIZING FRAMEWORK**

The philosophy and the graduate competencies are the basis of the curriculum.  
The

philosophy and graduate competencies are actualized through the organizing framework which uses the

*University's Mission and The Essentials: Core Competencies for Professional Nursing*

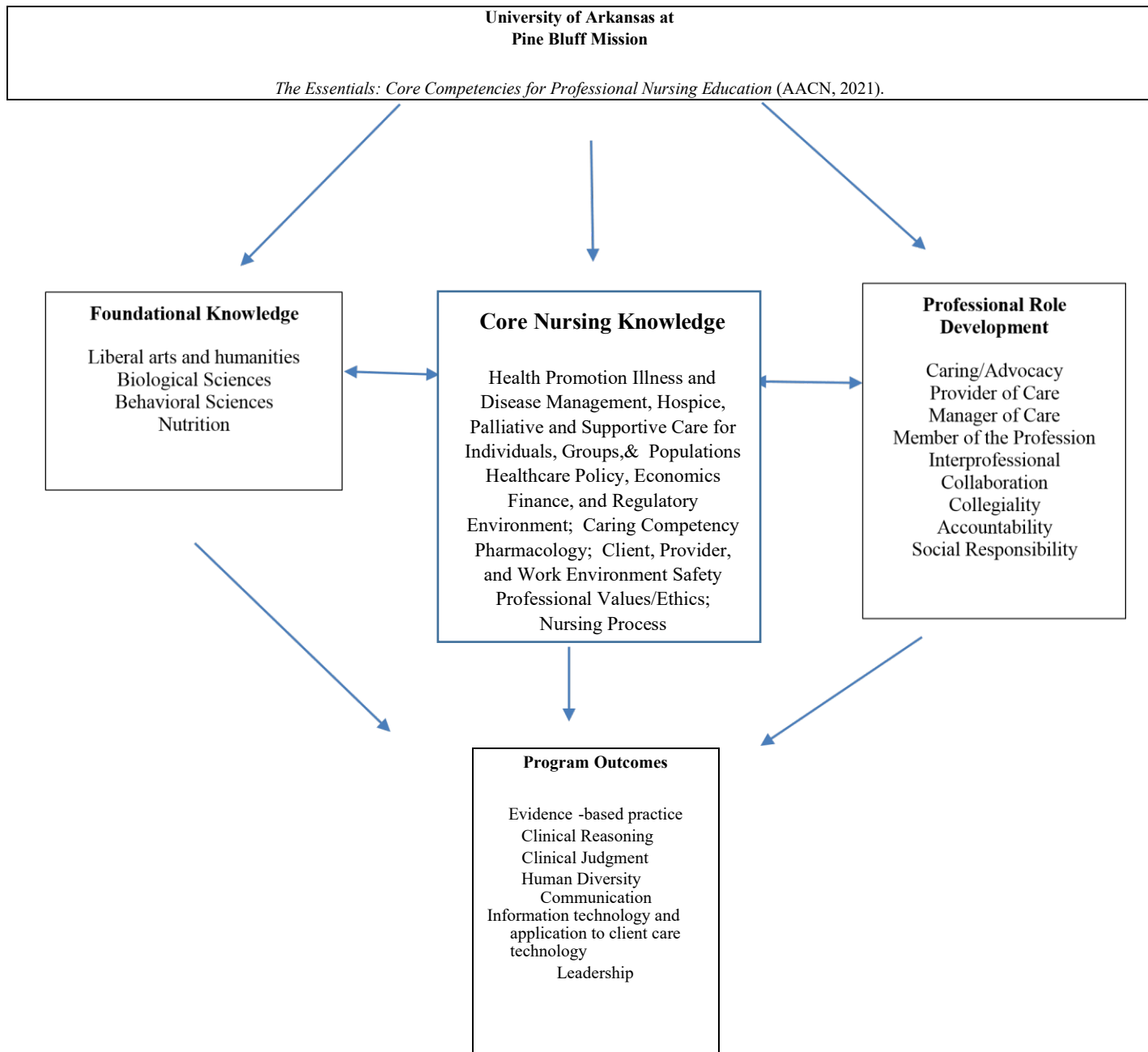
*Education* (AACN, 2021) as the basis for curriculum development (see Figure 1). The major

concepts in the framework are: foundational knowledge, core nursing knowledge, professional

role development, and program outcomes. Foundational knowledge includes prerequisite courses in the liberal arts and humanities, biological sciences, behavioral sciences, and nutrition which form the basis for nursing education. Core nursing knowledge represents concepts from the philosophy of the Department of Nursing as well as course content. These concepts are: health promotion; illness/disease, hospice, palliative and supportive care management; healthcare policy, economics, finance, and regulatory environment; pharmacology; caring competency; and client, provider, and work environment safety.

Program outcomes are concepts from the graduate competencies of the nursing curriculum. These concepts include evidence-based practice, ethics, clinical reasoning, clinical judgment, human diversity, communication, information technology and leadership. Professional role development is identified in the philosophy and includes professional values/ethics, caring/advocacy, the practice roles of the professional nurse, interprofessional collaboration, collegiality, accountability, and social responsibility. Foundational knowledge, core nursing knowledge, and program outcomes affect each other and affect professional role development.

Figure 1  
**Organizing Framework**



## ADMISSION

### Upper Division Requirements (NRUD)

The Pre-licensure baccalaureate Upper Division program is designed to be completed in four (4) semesters. The basic liberal arts and science courses undertaken prior to admission to the nursing program provide the foundation for the nursing courses.

In order to be considered for admission to Upper Division Nursing, the applicant must initially satisfy the following criteria:

1. Gain admission to the University by submitting a formal application and all supporting materials, including official transcripts or GED test scores, ACT or SAT test scores and health forms/immunization records to the Office of Admissions and Academic Records by the appropriate deadlines. For more information contact:

University of Arkansas at Pine Bluff  
Office of Admissions  
1200 N. University, Slot 4983  
Pine Bluff, Arkansas 71601  
(870) 575-8492

2. Declare nursing as an intended major. Declaration of nursing as a major does not guarantee admission to the nursing program.
3. Have a cumulative GPA of 2.5 on a 4.0 scale (only nursing prerequisites will be used to calculate the admission GPA). The minimum grade in a prerequisite course is "C"; a prerequisite can only be repeated once and only two prerequisite courses can be repeated. Applicants must have completed all prerequisite courses before admission to the nursing program. *Failure to take and pass all required\* prerequisite courses **will** result in denial of admission.*
4. Have successfully completed the University required Collegiate Assessment of Academic Proficiency Test (CAAP) and the English Proficiency Exam.
5. Have attained a score of 65 or higher on the Department of Nursing admission exam Test of Essential Academic Skills (TEAS).
6. Have submitted an application to the Admission Committee in the Department of Nursing by March 15th of the year the student plans to enter the program.
7. Have submitted application and official copies of transcripts from all schools attended to the Admission Committee.
8. Have submitted documentation of a score of 19 or above on the ACT.

9. **A.** For an applicant not born in the U.S. or in a country where English is the official language, then an official TOEFL score of at least 550 or above on the paper-based exam, or 213 or above on computer based exam, or a minimum score of 20 in each section of the IBT, is required. The test must have been taken within the last two (2) calendar years of admission. Official TOEFL exam score report reflecting successful completion must be received no later than one (1) month after the application deadline date. Only TOEFL test scores received directly from ETS will be accepted. Testing information is available at <http://etsis4.ets.org/tcenter/tcenter.jsp>.

**B.** For applicants not born in the U.S. or in a country where English is the official language, but the applicant's entire educational experience has been in the United States, the TOEFL is not needed. The applicant must submit records/transcripts from the time he or she was in the seventh grade through high school and college. If the applicant cannot provide this documentation, he or she may appeal to the Department of Nursing Admission Committee, then to the Chairperson of the Department of Nursing, and finally to the Dean of the School of Arts and Sciences.

10. If the applicant is an International student and is basing admission eligibility on credits from an international accredited college or university, he/she must follow the admission procedures for the University which are found in the UAPB Catalog and on the UAPB home page.

Accepted applicants will be notified in writing of their admission status after all requested materials have been received and reviewed by the Department of Nursing's Admissions and Academic Standing Committee.

To facilitate consistent and fair practices when admitting/readmitting students into the nursing program, the following conditions apply:

- a. The student must meet all application, admission, and degree requirements;
- b. The student must submit his/her application by the established departmental deadline;
- c. All applicants eligible for admission will be rank-ordered according to the following admission criteria:
  - (1.) Highest Admission Exam scores receive
  - (2.) ACT score (If GPAs are equal, the higher ACT will determine rank)
  - (3.) GPA (Students with the highest GPA will receive higher ranking)
- d. Eligible students who are not admitted will be notified that they have been placed on an Alternative Waiting List. The list is based according to the rank-order established under procedure "c" listed above; and
- e. **Eligible students** not admitted during an admission cycle will be notified in writing and must reapply. The Nursing Department **will not** retain admission files for students not admitted during the cycle for which the application was submitted.
- f. Successful applicants will be notified in writing of their admission status



## **ADMISSION LPN/LPTN-to-BSN**

LPN/LPTN to BSN track students who seek admission to the program must meet the same prerequisite program and degree requirements as generic prelicensure students. Applicants are evaluated on an individual basis. Students admitted to the program are awarded credit for the Fundamentals of nursing course and given advanced placement within the curriculum.

### **ADMISSION REQUIREMENTS for LPN/LPTN**

Applicants who have a current, unencumbered license as a practical nurse (LPN) or psychiatric technician nurse (LPTN) are eligible to apply for admission to the nursing program with advanced placement through specific validations and the “Arkansas Nursing Education Progression Model” Agreement. To apply for admission, refer to “Admission, Nursing program Requirements”, Steps 1-10. In addition, applicants:

- a) Must be a graduate of an approved Arkansas LPN or LPTN program or out-of-state CCNE accredited program;
- b) Must submit a copy of a current, unencumbered Arkansas LPN/LPTN license (updated appropriately).
- c) May be awarded credit equivalent up to 8 semester credit hours in nursing through articulation. Must submit an employee verification letter as part of the admission packet, if graduated from nursing school 12-60 months prior to entering LPN-to-BSN program.

After documentation that all prerequisite courses are complete, either through matriculation or by articulation, the student may enter the nursing program beginning with the courses listed in the degree plan. The LPN to BSN student may be exempt from NURS 3506 and NURS 3304 in lieu of previous work. *Competency testing will be required for NURS 3304 – Pharmacology in Nursing Practice.* These hours will be awarded through The Arkansas Nursing Education Progression Model Competency testing must be arranged before the being allowed to register for the first semester of Upper Division Nursing.

In the absence of active employment, as specified in The Arkansas Nursing Education Progression Model, the LPN/LPTN will be required to take an examination to validate previous learning of fundamental concepts. All interested students must contact the Department of Nursing for further information on the required validation examination. Arrangements for completing the validation exam will be made on an individual basis. The student is responsible for the cost of the examination.

### ***THE ARKANSAS NURSING EDUCATION PROGRESSION MODEL***

[https://www.astate.edu/college/conhp/departments/nursing/wordfiles/ProgressionModel.May.2016.pdf?language\\_id=1](https://www.astate.edu/college/conhp/departments/nursing/wordfiles/ProgressionModel.May.2016.pdf?language_id=1)

**A student who has been denied admission to the nursing program or left the program for any reason must RE-APPLY EACH YEAR to be considered for enrollment.** Students permanently dismissed from the nursing program are not eligible for readmission and should not reapply.

## **STUDENT TRANSFER POLICY**

### **For Advanced Placement (Prelicensure)**

#### **Position Statement**

Reality mandates the necessity for educational mobility among nursing education programs and within the discipline of nursing. Although each nursing education program is unique within itself, the faculty of the UAPB Department of Nursing recognizes that a common knowledge base exists. The faculty believes that the student, the general public, and the nursing profession are best served by policies and procedures that promote educational mobility.

#### **Transfer Students**

Students transferring from a nursing program must meet the same admission criteria as current students. After a transcript evaluation has been made by the Admission/Registrar's office, the Department of Nursing administration will determine which courses are applicable to the requirements for the B.S.N. degree prior to admission.

#### **Transfer Policy Statement**

To facilitate efficient and effective mobility of students, the Department of Nursing has established policies and procedures for transfer of nursing courses from other State Board approved Baccalaureate nursing programs. The student's portfolio will be evaluated to ensure that continuity exists in the areas of course content, participatory experiences, purposes and outcomes between programs.

#### **Procedures:**

1. The student must meet all application, admission, and degree requirements of UAPB and the Department of Nursing.
2. The student must provide a copy of the nursing course syllabi and university catalog for evaluation of each nursing course submitted for transfer credit.
3. Each student transcript and transferable courses will be evaluated on an individual basis.
4. The student may be asked to demonstrate proficiency of psychomotor skills appropriate to the level of entry according to the "General Skills Check-off" list.
5. The student must complete at least thirty (30) credit hours above the 1000 level in residence. Twenty-one (21) of these credits will be UAPB senior level courses.

6. The student must submit an official and current letter of standing from the Chairperson, Dean, and/or Director of the program/school from which the student is transferring.
7. Any upper-division nursing courses appearing on the transcript that are greater than one (1) year old will not be considered for transfer.
8. Note: Applicants will not be considered for admission if they have failed two nursing courses in any previous nursing program.

### **Admitted and Current Students Requirements**

When admitted, the applicant must provide evidence of:

- a. T.B. Skin Test or Chest X-ray with negative results
- b. Hepatitis B Series (x3)
- c. Varicella Vaccines x 2 (or Titer)
- d. Tetanus (within 10 yrs.)
- e. MMR (x2)
- f. Flu Vaccine\*\*
- g. Covid -19 Vaccine – (As Required by clinical affiliates)
- h. Current CPR Certification
- i. Submit to Urine Drug Screen
- j. Provide proof of submission to a \*criminal background check (CBC) during the admission process

*\*\* Required for specific clinical agencies.*

*\*UAPB Department of Nursing does not require nursing students to receive COVID-19 vaccines or the recommended boosters. However, clinical facilities that partner with UAPB establish their own workplace policies, and may require faculty and students to be fully vaccinated for COVID-19 in order to work in the facility or to be assigned to specific areas. Students electing not to receive the COVID-19 vaccine series or boosters may not be able to complete program requirements, which will result in non-progression through the program. Faculty and students who have received the COVID-19 vaccine should submit a copy for their file.*

**Note: STUDENTS WILL NOT BE ABLE TO PARTICIPATE IN CLINICAL NURSING COURSES IF ABOVE INFORMATION IS NOT PROVIDED AND ON FILE AT THE BEGINNING OF THE SEMESTER.**

The cost of these screenings is at the expense of the individual student. State law requires that students applying for acceptance into a medical education program submit to State and Federal \*CBC's prior to admission. The admission CBC is in addition to the Arkansas State Board of Nursing (ASBN) CBC that is required prior to sitting for the NCLEX-RN.

The Department uses [CastleBranch](#) for student admission CBC's. Students must log on to this site, set up an account and request the CBC. Results are posted on the CastleBranch portal in a secure tamper-proof location. This allows only the student and the Nursing Department administrators to view the results.

## **ACADEMIC POLICIES, REGULATIONS, and GUIDELINES**

### **POLICY CHANGES**

The Department of Nursing reserve the right to make changes necessary for the betterment of the program. Students will be notified of all policy changes via written addendums to course syllabi, Campus Bulletin and Blackboard postings, and/or changes to the student handbook. Policy changes will be announced in class and a copy posted on the student information board. Written notification will be mailed to active students who missed the announcement.

### **PROGRESSION POLICY**

1. Students must successfully complete each course within a level to progress to the next level. (See readmission policy).
2. Students must successfully pass the drug math exam which is in fundamentals before the first scheduled clinical day. Students will be given three (3) opportunities to pass the drug math exam with faculty remediation between testing. If students fail the drug math exam, they will fail the course.
3. Students must maintain a nursing cumulative GPA of 2.00 to progress.
4. Students must submit to a criminal background check prior to admission to upper division. Yearly drug screens are required at the beginning of each academic year. Failure to comply will result in administrative dismissal from the program. A positive drug screen will result in an immediate dismissal from the program.
5. Students must have a yearly TB skin test and any other immunizations required of clinical agencies. Students are informed of required immunizations at time of Acceptance.
6. Students must maintain current CPR certification.

7. LPN/LPTN students must maintain an active unencumbered License to practice nursing.

In order to progress in the professional nursing curriculum, a student must make and maintain a cumulative grade point average of 2.00. **Students must achieve a “C” or better in each nursing course prior to progression to nursing courses in the subsequent semester of the curriculum.**

Any student receiving an “I” in a course must remove the incomplete prior to progressing to the next course. When the student is successful in completing the course requirements, a Change of Grade form will be completed by the faculty.

#### **Medication Calculation Competency Policy**

Demonstration of competence will be by passing a medication exam in fundamentals, prior to attending clinical. Students will be given three opportunities to pass this medication examination. The passing score will be 90 out of 100. If a student does not pass the medication examination on the third (3<sup>rd</sup>) attempt, the student will fail the course.

### **OPTIONS for COMPLETING GENERAL EDUCATION COURSES**

**CLEP EXAMINATION:** Credit can be earned through the College Level Examination Program (CLEP). CLEP registration guides are available from the Student Counseling, Assessment and Development Office located in Caldwell (Telephone: 870-575-8290).

### **University of Arkansas at Pine Bluff Department of Nursing Standardized Testing Policy** **NO SMART DEVICES OR PERSONAL BELONGINGS ALLOWED IN THE TEST ENVIRONMENT DURING SCHEDULED EXAMS!!**

#### **Standardized Testing Policy**

**Successful completion of the baccalaureate program and the requirements to take the NCLEX examination is defined as completion with a grade of “C” or better in all courses and program requirements for the baccalaureate degree and awarding of that degree.**

The Assessment Technologies Institute, LLC (ATI) resources are incorporated for assessment, preparation, and demonstration of mastery of knowledge and skills for admission and throughout the pre-licensure nursing curriculum. The costs of ATI resources are partially covered by student fees assessed at the beginning of each semester. These nationally-normed exams will be administered following completion of selected courses throughout the program. Failure to complete any one exam on the date of which the student was scheduled to take the exam will necessitate withholding course grades until the exam is completed. Failure to achieve the identified benchmark score on any end of course exam will require the student to complete formalized remediation following the exam failure but does not prevent progression.

#### **Assessment Technologies Institute (ATI) Standardized Exam Policy**

**Pre-admission Exam:** An applicant must complete and successfully pass the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS). This exam is at the applicant’s expense. The preadmission **TEAS exam must be completed by the last scheduled test date** of the current admission year. A minimum passing score on the adjusted total score

must be at least 65% to be considered for admission to the program (rounding does not apply). Students are allowed to take the exam twice, and the highest exam score is considered for application purposes. It is the students' responsibility to provide the nursing department with the results of the TEAS test if taken outside of the University.

Licensed RNs returning for a BSN degree are exempt from this exam.

All transfer students must take the TEAS exam at their own expense prior to transferring into the program. Students may create an account with ATI before taking the exam at [www.atitesting.com](http://www.atitesting.com). Once you have accessed the website, create an account. Students may register for the TEAS exam on the website or a local site where the test is administered.

### **Standardized Normed Testing - ATI Content Mastery Series (CMS)**

Students are required to take standardized CMS exams throughout Upper Division Nursing to assess and verify proficiency of course content at the end of the courses. Standardized normed exams are given during the junior and senior year in conjunction with certain nursing courses. Exams are as follows: **Junior Level Testing:**

- ❖ Test of Essential Academic Skills (TEAS)
- ❖ RN Fundamentals
- ❖ RN Nutrition
- ❖ RN Nursing Care of the Childbearing Family
- ❖ RN Psychiatric-Mental Health Nursing
- ❖ RN Pharmacology

Failure of any of the above nationally-normed junior level exams requires completion of formalized remediation as assigned by course faculty. Independent study and remediation times are scheduled outside of class times either in group or by appointment. The course instructor will assist with formal remediation and scheduled retesting.

Remediation requirements are contained in respective course syllabi.

### **Senior Level Testing:**

- ❖ RN Adult Medical Surgical (Pre-Test/NURS 4511)
- ❖ RN Adult Medical Surgical (Post-Test/NURS 4512)
- ❖ RN Nursing Leadership
- ❖ RN Community Health
- ❖ RN Predictor ATI (NURS 4111)
- ❖ Critical Thinking Exit Exam

### **ATI Course Final Exams**

All courses listed below have an **ATI Final Course Exam**. In order to facilitate grade calculation of your final exam, this exam will be **customized by your course faculty from the ATI test bank**.

Faculty at the UAPB Department of Nursing is committed to your success in achieving nursing licensure, and therefore, has implemented use of the ATI customized examinations as the final exam in the following courses:

#### **Junior:**

- ❖ NURS 3506 Fundamentals of Nursing
- ❖ NURS 3507 Medical Surgical Nursing I
- ❖ NURS 3508 Nursing Care of the Childbearing Family
- ❖ NURS 3304 Pharmacology for Nursing Practice
- ❖ NURS 3509 Psychiatric –Mental Health Nursing

#### **Senior:**

- ❖ Nursing Care of Children
- ❖ NURS 4511 Medical Surgical Nursing II
- ❖ NURS 4512 Medical Surgical Nursing III
- ❖ NURS 4513 Community Health
- ❖ NURS 4401 Leadership
- ❖ NURS 4111 Integration Seminar (ATI Predictor)

The ATI Final Exams will be very similar to the ATI Standardized proctored examinations.

**IMPORTANT ATI INFORMATION: All students are required to complete the assigned ATI Practice Exams, learning modules, and other ATI assignments with at least a 90% score AND provide their ATI transcript documenting completion of these practice exams and assignments at the time designated by their course instructors. See course syllabi.**

Students scoring within the 80-90% range or below are classified as ‘at risk’ and will be required to

- ❖ Enter an Individualized Success Plan (ISP) Contract with the course instructor and/or Success Coordinator.

- ❖ Schedule and retake Practice Exams until mastery (90%) is achieved.

**\*\* Time required for remediation is scheduled outside of regular class periods. It is the students’ responsibility to adjust personal schedules to accommodate this requirement.**

All students who have earned a passing grade in the course ( $\geq 75\%$  on combined course exam grades) will then take the ATI Standardized Examination following successful completion of the course.

Students who do not earn a passing grade in the course ( $< 75\%$  on combined course exam grades) will not take the ATI Standardized Proctored Examination. While successful passing of the ATI Standardized Proctored Examination is not a requirement for passing the course, incentive points will be awarded for all students that score at a Level II or Level III.

Students who score a Level II or Level III on the ATI Standardized Examination will have the following raw points (**not percentage points**) added to the final course examination:

- ❖ Score of Level III = 7 points added to course final examination
- ❖ Score of Level II = 5 points added to course final examination
- ❖ Score of Level I or below = 0 points added to course final exam

**ATI standardized exam results will not decrease the final course grade. Final course grades will only improve or remain the same but will never decrease as a result of the ATI Standardized Examination incentive point program.**

**Assessment Technologies Institute®, Inc. RN Content Mastery Series 2017  
Proficiency Level Definitions**

Level 1
<p>A student meeting the criteria for Proficiency Level 1:</p> <ul style="list-style-type: none"> <li>• Is expected to meet the absolute minimum NCLEX-RN standards in this content area.</li> <li>• Should demonstrate the minimum level of knowledge in this content area required to support academic readiness for subsequent curricular content.</li> <li>• Should meet the absolute minimum expectations for performance in this content area.</li> </ul>
Level 2

<p>A student meeting the criteria for Proficiency Level 2:</p> <ul style="list-style-type: none"> <li>• Is expected to readily meet or exceed minimum NCLEX-RN standards in this content area.</li> <li>• Should demonstrate a level of knowledge in this content area that more than adequately supports academic readiness for subsequent curricular content.</li> </ul>
<b>Level 3</b>
<p>A student meeting the criteria for Proficiency Level 3:</p> <ul style="list-style-type: none"> <li>• Is expected to exceed NCLEX-RN standards in this content area.</li> <li>• Should demonstrate a high level of knowledge in this content area that confidently supports academic readiness for subsequent curricular content.</li> <li>• Should exceed most expectations for performance in this content area.</li> </ul>

### Senior Capstone Course

NURS 4111 Integration Seminar is the senior assessment/Capstone course for the prelicensure program. The course is offered during the final semester in which students graduate from the BSN program. The Capstone course is graded as Pass or Fail. Students will have two (2) opportunities to take the ATI RN Predictor and successfully meet the benchmark score required to pass the course. Students who score a 98% probability on the ATI RN Predictor Exam will receive a passing grade for the Capstone course and be released by the Chair to take the NCLEX-RN licensing Exam upon graduation.

Students who take the exam on the second attempt and do not meet the benchmark score will receive a failing grade for the course (“F”), will not be allowed to participate in the pinning and graduation ceremonies, and will have the following stipulations for program completion.

- ❖ Repeat the course in the summer.
- ❖ Virtual ATI (VATI) Review Course (must complete the VATI course and receive a “Green Light” from the ATI coach).
- ❖ After receiving the greenlight, students will receive a “P” for the course and is released to take the NCLEX-RN Licensure Exam on the next date that degrees are conferred.

**\*\*Students will be required to pay for the summer course and VATI\*\***

If a student fails to complete the VATI Review Course and obtain a greenlight during the summer capstone, the student will receive a failing grade (F) in the course and will not be allowed to retake the course. Students will not be eligible to reapply to the program due to failing the same course twice.

### Incomplete Grade Policy - NURS 4111 Nursing Seminar

Students who do not pass the ATI Comprehensive Predictor exam within the two (2) scheduled exam administrations will earn a grade of Incomplete “I” for the course. At this point the student must pay for and register for the Virtual ATI Review Course. Prior to the next official graduation date, the student must earn a “Green Light” (Proof of Completion) from their Virtual ATI Instructor. At this time, the student’s incomplete grade will be changed to a passing grade and will be cleared to take the NCLEX-RN Licensing Exam.

If the student does not earn a “Green Light” from ATI prior to the completion of the Summer II completion date, the student will earn a failing grade of “F” for NURS 4111.



## GRADING POLICIES

### Grade Calculation/Grade Inflation:

Grades are determined in the following manner:

Rounding of grades is confined to the final course grade. Exams, quizzes, assignments, and any other course requirements **will not** be rounded. Final course grades will be rounded to the nearest whole number from the tenth place. For example: a final course grade of 74.49 will be recorded as 74%; 74.50 will be rounded to 75% - a passing grade.

### Review of Graded Material:

Students should make an appointment with faculty to review any graded material, including but not limited to, quizzes, exams, papers, and homework within **5 working days** from the date the student receives the score for the graded material. After 5 working days, graded material may not be reviewed and the earned grade will be considered final. There is no provision for group review following a final exam.

Grades for unit and final exams will be released to the student following faculty evaluation of the Item Analysis. The student may not redo any graded materials for a better grade.

Students must satisfactorily meet the objectives in clinical and theory in order to pass the course. Theory components and clinical components within each course are evaluated independently. The theory component must be successfully completed with a grade of "C" or above. The clinical component must be successfully completed with a grade of "P".

The grading scale approved for the Department of Nursing is as follows:

100% - 90%	= A
89% - 80%	= B
79% - 75%	= C
74% - 60%	= D
59% & Below	= F

Students **MUST** see their advisor to establish a remediation plan if:

- a) The final grade in the previous nursing course was below 80%; and
- b) Any time the course grade falls below 80%.

## EXAMINATION POLICIES

Refer to the *UAPB Catalog* and the *ROAR Student Handbook* (current issue) for a review of policies related to dishonesty, classroom freedom and responsibility. In addition, the following rules and regulations have been adopted by the Department of Nursing to assist in governing classroom conduct during examinations, test reviews and quizzes.

1. Any student caught exchanging information with other students, talking or in possession of information other than that provided by the faculty during any exam will be dismissed from the testing area. The student will be given a score of "0" for the examination in question.
2. No books, class notes, cell phones, or other materials will be allowed at the student's desk area or on person during exams or test reviews unless approved by the course faculty.

3. No test or test related materials are to be taken out of the testing area unless approved by faculty.
4. Test booklets, answer sheets and work should be submitted to the instructor prior to leaving the room.
5. To facilitate individual test review needs, students will be allowed a period of one week after the examination and scheduled examination review to make appointments for additional individual test reviews and/or conferences. After the special review and conference, all grades will be final.
6. To avoid distracting classmates during an examination, students should follow the protocol established by course faculty relative to conduct, communications and activity in the testing area.
7. Only in special circumstances and with prior approval by the instructor will the student be allowed to make up a missed examination. If a student misses an examination because of an unexcused absence, a grade of zero (0) will be given.
8. Quizzes may be given unannounced. If the student is absent and misses a quiz, a score of zero (0) points will be recorded.
9. Grades will not be posted nor given over the telephone.

**Note:** Refer to each course syllabus for specific course requirements.

### **STANDARDS for WRITTEN ASSIGNMENTS**

1. All written work must be typed or legibly written in black ink on standard sized paper (8 ½ X 11) unless otherwise directed by faculty or a different form is provided. All material must be paginated.
2. For purposes of orderliness, binders or three fastener covers are desirable. Papers should be stapled if unbound.
3. Assignments will be graded for form and grammar, as well as content.
4. All written work must follow the appropriate edition of the APA format. The format must be used consistently throughout the assignment and in the bibliography.
5. Only one side of the paper should be used in any written work, excluding bibliography and drug cards unless otherwise stipulated by the instructor. Margins must be maintained on all sides of all papers and bibliography cards.
6. Papers **must** be error free. Corrections should be retyped or written in ink before the paper is submitted. Papers in which such errors are numerous, or which are defaced by many corrections will be returned to the student for rewriting. This rewriting can affect the overall grade of the paper.
7. All materials, such as references, quotations, and quoted statistics should be carefully checked for accuracy and cited in the paper.
8. A grade of "0" will be assigned to any paper that indicates evidence of plagiarism and may result in dismissal from program.
9. All written work must be handed in by the date assigned. No student should expect full credit for material completed after this date unless a request for delay and the reason for it, have been made and granted by the

instructor. **A penalty of 5% of the total value of the paper will be assessed for every school day past the due date to a maximum of 20%. No paper will be accepted five (5) days past the due date.**

**Plagiarism Policy** Plagiarism is defined as the adoption, appropriation for one's own use and/or incorporation in one's own work, passages from the writings or works of others without acknowledgement, including presenting parts of passages of others' writing as products of one's own mind. Any student who plagiarizes may be subject to: 1) receiving a zero on the written work; 2) failing the course; and 3) dismissal from the Nursing Program. The reference style recommended by the Department of Nursing is the current edition of the American Psychological Association (APA) Manual.

**Use the following general guidelines when referencing material:**

1. The use of exact words from the works of others must be quoted directly. Quotes must have an appropriate reference using scientific notations.
2. Paraphrasing is defined as restatement of a text, passage or work, i.e., not the use of the original writer's exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations, as well as written text, constitute "works of another" and must be footnoted.
4. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading.

## **ACADEMIC INTEGRITY**

### **University's Syllabus Statement**

Academic integrity is the foundation of higher education and is a central component of a student's education. Thus, all members of the university community must promote academic integrity and share in the responsibility of maintaining integrity in all activities. Each student must follow his or her academic goals honestly and be personally accountable for all submitted work. Cheating or representing another person's work as one's own is always unethical. For more comprehensive information on academic integrity, including categories of academic integrity and penalties, please refer to the current ROAR.

As a student in the Nursing Program at the University of Arkansas at Pine Bluff, integrity within personal, academic, and professional actions is required to remain in good standing. Students are required to be aware of and follow the Academic Integrity Policy of the University. The following are policies imposed by the Department of Nursing. Nursing students must refrain from and /or report all instances of unethical behavior committed or brought to their attention as a health care provider. This includes knowledge of acts of cheating (whether initiated or assisted), having access to known exam materials, incivility, or other acts of dishonesty as described in the current University ROAR and/or this Nursing Student Handbook.

### **READMISSION TO NURSING PROGRAM (Returning Students)**

The decision of placement for a student requesting to return to the program when the curriculum is interrupted due to a one (1) course failure will remain at the discretion of the program faculty. The failed course must be repeated prior to being allowed to progress in the curriculum.

Prior to returning to the Department of Nursing, students will be required to take/retake the comprehensive exam of the last successfully completed theory/clinical nursing course. The score will be used to develop a remediation plan with the success coach. The student must also demonstrate clinical skills proficiency. **Failure to**

*demonstrate continuing competence may result in being required to audit additional prerequisite or corequisite nursing courses.* The student will be readmitted on probation for one semester.

A student who fails two (2) or more nursing courses, whether in the same semester or over the course of enrollment in the program, will not be considered for readmission.

A break in enrollment for a period of one or more semesters will require submission of an application for readmission. If the break in enrollment was due to a **suspension**, any conditions stipulated at the time of suspension must be met before the student can re-enter the program. Readmission will be granted on a space available basis.

**Reapplication Does Not Guarantee Readmission...!!!** The student is subject to current Department of Nursing and University policies in effect at the time of readmission. *It is the responsibility of the student to ensure all readmission requirements are satisfied. Students not satisfying all readmission requirements will be denied readmission. The student is strongly encouraged to complete all readmission requirements in a timely manner.* Returning students must:

- Meet with advisor to declare intent to reapply
- Submit a new application for admission
- Meet all current program admission requirements

**NOTE: STUDENTS PERMANENTLY DISMISSED FROM THE NURSING PROGRAM ARE NOT ELIGIBLE FOR READMISSION AND SHOULD NOT REAPPLY.**

Returning students must seek readmission into the program slot within one (1) year of the break in enrollment. Readmitted students will be required to complete all prerequisite and concurrent nursing courses as a condition of readmission. All students who have been admitted to the nursing program must complete the nursing program within five years after their first admission to the nursing program.

**Readmission procedures:**

- Meet with a nursing advisor to declare intent to return and review individual degree audit;
- Submit a new application for admission;
- Submit a current transcript (if required) with the application; and
- Submit all forms, transcript(s) **and examination scores** to the Admission Committee in the Department of Nursing before October 15<sup>th</sup> or March 15<sup>th</sup>, depending on the semester for which readmission is sought. An evaluation and decision will be made, and the student will be notified of his/her admission status in writing.

**Readmission will be denied if:**

1. Cumulative grade point average(CGPA) is below 2.5 in required pre-requisite courses;
2. Student has received a final grade lower than "C" twice in any two nursing courses;
3. All pre-requisite courses are not successfully completed;
4. Student has unsuccessfully completed the readmission process two times; and
5. Student has been permanently dismissed from any nursing program.

**WITHDRAWAL**

See the University Catalog for withdrawal policies.

## **AFFIRMATIVE ACTION POLICY**

The University of Arkansas at Pine Bluff and the Department of Nursing are committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of disability, race, color, sex, creed, veteran status, age, marital or parental status, sexual orientation, or national origin or ancestry.

Any student who alleges the existence of any policy, procedure, or practice prohibited by Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the American Disabilities Act of 1990 (Title II), and their implementing regulations, should contact the Chairperson of the Department of Nursing. The student will be referred to the office of the Affirmative Action Office at 870 575-8316.

## **USE OF ELECTRONIC DEVICES**

All electronic devices are to be turned off or placed on vibration before entering the classroom, except those specifically used by students with disabilities or class instructions as determined by the instructor. Cell phones should not be used in the classroom for personal conversation (*Refer to the current ROAR Student Handbook concerning additional information on "Social Media Policy"*).

## **SOCIAL NETWORKING POLICY**

The University and the Department of Nursing at UAPB recognizes that social networking websites such as Facebook, MySpace, Twitter, LinkedIn, etc... are important and timely methods of communication. Students must be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability. Punishment for violations may include fines, and imprisonment. Offenders may also be subject to adverse academic actions that range from a letter of reprimand, probation, or dismissal from the nursing program and/or the university. *See the current Roar – Social Media Policy.*

The following actions are forbidden:

1. Students may not report the personal health information of patients. Removal of an individual's name does not constitute proper identification of protected health information. Furthermore, inclusion of data such as age, gender, race, or date of evaluation may still allow the reader to recognize the identity of an individual.
2. Students may not report private (protected) academic or financial information of another student or trainee. Such information might include, but is not limited to, course grades, narrative evaluations, examination scores, adverse academic actions, or financial aid information.
3. In posting information on social networking sites, students may not present themselves as official representatives or spokespersons for the University of Arkansas at Pine Bluff, their school, department or program.

4. Students may not represent themselves as another person.
5. Students may not utilize websites and/or applications in a manner that interferes with educational or work commitments.
6. Students may not display vulgar language.
7. Students may not display language or photographs that imply disrespect for any individual or group because of age, gender, ethnicity, sexual orientation, or disability.
8. Students may not present photographs that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual misconduct.

Students are strongly encouraged to:

1. Use privacy settings to limit the unknown or unwanted access to the student's profile or application;  
and
2. Use a personal email address (not a uapb.edu address) as the primary means of identification on social media.

## **CLINICAL EXPECTATIONS**

### **Clinical Placements**

Student clinical placements are arranged by the (DON) clinical placement coordinator in collaboration with DON faculty. Clinical placement assignments are determined by availability of required clinical opportunities for students and a valid affiliation agreement with the hosting agency. Student clinical placement assignments may not be exchanged between students.

There are many external factors that affect the complexity of securing clinical placements (e.g. other nursing programs, medical students, residents, and implementations of electronic documentation systems). Therefore, the clinical placement process is an established framework to facilitate appropriate clinical sites that will meet the course and program objectives as well as ensure the strongest preparation possible for students across the program. The DON reserve the right to make changes to the clinical schedule due to unforeseen circumstances or per request by the facility.

The student should adhere to the following guidelines:

1. All "Clinical Skills" must be demonstrated and evaluated in the campus simulations lab with a passing grade prior to performing the skills in the clinical area. It is the responsibility of the student to assist the instructor and clinical staff in locating opportunities to utilize clinical skills. Students should obtain instructor assistance before performing procedures independently. Administration of medications by a student always requires immediate supervision by clinical faculty or staff, if approved.
2. Students are encouraged to self-evaluate and reflect on the following at the end of each clinical day:
  - a. How were the clinical objectives and client needs met;
  - b. How effective were nursing interventions; and
  - c. Student's thoughts about the overall clinical experience.

3. The student is expected to follow clinical lines of authority, to validate unclear instruction, and to question dubious or arbitrary orders as mandated by “prudent nursing” according to the Nurse Practice Act.
4. The student will adhere to institutional policies and protocols.
5. It is the student’s responsibility to obtain and research pertinent client data. This data includes the client’s a) medications, b) therapeutic treatments, and c) causations of the client’s unmet needs. Assigned care plans will include assessment, nursing diagnosis, outcome criteria, selected therapeutic interventions and rationale, as well as evaluation. Any student who comes to the clinical area unprepared will not be allowed on the clinical floor. The student will be sent to an area designated by the clinical instructor for remediation of deficiencies. A clinical absence will be recorded, and a failure will be received for that clinical day/week. A second failure for unpreparedness may result in dismissal from or failure of the course and the nursing program.
6. Conduct in the clinical area must conform to professional standards. Loud talking and profanity are prohibited and constitute unprofessional conduct.
7. ***CLIENT CONFIDENTIALITY MUST BE MAINTAINED AT ALL TIMES.*** (HIPAA) Use client initials only when referring to the client verbally and/or in written formats including care plans and data assessment tools. If a breach in client confidentiality occurs, a student will receive a failure for the clinical day/week. A second failure for breach in client confidentiality may result in dismissal from the course and the nursing program.
8. Learning experiences demonstrating application of knowledge, values, and skills take place in the clinical area. Ethical standards of conduct between the student and instructors must always be observed. At no time should the student be impolite or uncivil in expressing feelings or opinions while in the clinical agencies.
9. Student cellular/portable telephones and/or other electronic devices are not allowed during clinical experiences.

### **SIGNATURE IN CLINICAL LABORATORY AGENCIES**

When a facility requires that a student signature appear on the client’s medical record, it should be entered:

Student Name (First initial and last name)  
University of Arkansas Pine Bluff Nursing Student (UAPBNS)

It is the responsibility of the UAPB Instructor in the clinical area to determine whether a countersignature is required by the facility.

### **LIABILITY INSURANCE**

All students majoring in Nursing are required to purchase malpractice insurance to cover the enrollment period in the program. Malpractice insurance is covered by the student in the Fall of each year.

### **VALIDATION OF NURSING LICENSURE (LPN)**

Licensed practical nurses must maintain a current unencumbered license to practice and provide proof annually and at the time of renewal.

## Clinical Attendance

### REMINDER

**STUDENTS WHO ARE LATE FOR CLINICAL or CLASS (ARRIVE AFTER CLASS BEGINS AND DOOR IS CLOSED) WILL NOT BE ALLOWED TO ENTER THE CLASSROOM UNTIL THE NEXT SCHEDULED BREAK.**

**Grades for quizzes or assignments missed due to tardiness will be forfeited.**

In planning for student clinical practicum in nursing, clinical faculty select clients for student experiences or students select clients under the faculty's guidance. In doing so, the instructor and student assume responsibility for the care and health promotion of those selected clients. The nursing staff in clinical agencies also maintains the responsibility for these clients and therefore has the right to assume that the needs of these selected clients will be met by the student during the period of the student's assignments.

Student **tardiness**, failure to report to duty, and/or failure to notify the instructor of absence can result in client care being jeopardized. The development of a deep sense of professional responsibility toward clients and professional colleagues is a basic objective of the nursing curriculum. It is inevitable that if students fail to achieve this objective, this failure will be reflected in the clinical grade.

Due to the limited amount of clinical time available to students and the need to ensure development of competent nursing skills, the following guidelines apply to students (unless otherwise specified in course syllabi):

1. Students who are unable to report for nursing clinical experiences must report the absence by telephone, cell phone, pager, etc...: (a) to the instructor; **and** (b) to the nursing unit to which they are assigned, no less than sixty minutes (60) prior to the beginning of clinical experiences. Failure to report is considered a "no show/no call" and may result in dismissal from the program.
2. The nature of the student's clinical experience is such that attendance is necessary. All excused missed clinicals must be made up before the end of the semester. Students must meet with the faculty member to plan a schedule to make-up the missed clinical. Virtual simulation may be used for clinical make-up. The student must meet with the clinical instructor to discuss attainment of objectives and/or an alternative assignment. Failure to make arrangements, which are mutually satisfactory to faculty and student, will result in failure of the course.
3. Excused absences may be granted only in exceptional cases, on a case-by-case basis. Students who miss the equivalent of one clinical week will receive a written warning. Students who are absent (without faculty and/or chair approval) in excess of two clinical weeks will be unable to meet course requirements and will fail the course.
4. A student who has an illness that can be transmitted to other students or clients in the health care setting may not participate in class or clinical. Examples of such illnesses may include but are not limited to influenza, gastroenteritis, open or draining wounds and conjunctivitis.
5. Leaving the clinical facility during scheduled clinical hours, without prior permission from faculty, is prohibited. Failure to notify the agency and/or instructor of the intent to be absent from a clinical assignment is considered unprofessional behavior. (*Abandonment*)
6. Unexcused absences will be considered a failure to observe a regulation of the Department of Nursing and will be reported to the appropriate committee for action. A failure will be recorded for each unexcused clinical absence.



## **Clinical Skills Evaluation Guidelines**

The UAPB Department of Nursing (DON) considers clinical as a part of the didactic course. Students will be graded on weekly clinical objectives as PASS/FAIL. This PASS/FAIL grade is based on achieving 90% of the weekly clinical objective / check-off. PASS/FAIL status is also dependent on adherence to the DON and agency/facility compliance requirements listed below.

Instructors in the classroom or lab setting will demonstrate skills to the student. Students are responsible for observing, asking questions, reviewing available resources, and practicing skills prior to the Clinical Competency Examination (CCE). Students must have required equipment for the CCE.

Expectations of student performance in all clinical lab Simulations settings include:

1. Being prepared for clinical assignments;
2. Seeking appropriate guidance in the performance of clinical assignments;
3. Using universal precautions;
4. Maintaining the client and lab environment
5. Following policy concerning medication administration;
6. Implementing core competencies learned in previous Nursing and Liberal Arts courses;
7. Acknowledging, identifying, and reporting student errors or changes in client condition or needs; and
8. Professional and personal honesty.

### **CLINICAL COMPETENCY EXAMINATION (CCE)**

The Clinical Competency Examination is an evaluation of competency demonstrated at the completion of competency experiences required in the DON Simulation Laboratory.

Each student is expected to meet the standards of practice for client care as reflected on the Clinical Competency Examination (CCE). Formative evaluation is an ongoing process in which students have the opportunity to practice new skills and behaviors. Feedback from the clinical instructor and other sources allows for correction and/or refinements of these behaviors. Formative evaluation is documented weekly, at midterm and during final on the Clinical Evaluation Tool (CET).

The affective and cognitive domains related to the psychomotor skills are evaluated through observation, demonstration, clinical application, and test item questions. Clinical performance is graded using “pass” or “fail.”

Students are allowed two (2) attempts to pass a required skill on the CCE. The CCE must be performed satisfactorily within the timeframe designated by the instructor. After the first failed attempt on the CCE, the student will meet with the instructor and discuss a plan for success that is documented on a counseling record. Students who cannot perform satisfactorily after the first attempt will design a remediation plan of action, document supervised practice and review the plan with the instructor prior to implementation.

An assessment of “failure” on the Clinical Performance Tool represents student behavior that is marginal and/or unsafe and requires the student to schedule a conference with the clinical instructor to remediate the deficiency.

### **CLINICAL GRADING – CLINICAL EVALUATION TOOL (CET)**

The Clinical Evaluation Tool (CET) will be used to assign clinical grades when evaluating written assignments

and proceedings of one-on-one and group conferences. An evaluation of a student's performance may occur on a weekly basis. Formal evaluations of clinical performance is conducted by the instructor and student at mid-term and at the completion of the course.

**Anecdotal Records:** The clinical instructor will keep an account of observations of a student's clinical performance. These observations will be shared with the student. The student has the opportunity to write a statement in response to the instructor's observation. Both the instructor and the student will affix their signatures on each entry on the anecdotal record.

### **UNIFORM REGULATION and PERSONAL CARE**

#### **Professional Dress Code**

The dress code for the Department of Nursing is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process and the maturation of the professional nurse.

Students are responsible for ordering school uniforms, polo shirts and lab coat from the appropriate facility to be determined by the Department of Nursing. The student's uniform is appropriately worn in the clinical setting and should not be used as street apparel. While wearing the student uniform, the individual is identified as a representative of the University of Arkansas at Pine Bluff. At all times the student is responsible for appearing well groomed, and suitably dressed. The uniform has become a symbol of nursing to the client and to the general public.

The student uniform should be worn loosely enough to permit easy movement in giving nursing care to clients. Pant length must NOT touch the floor. The clinical dress should be modest in length, preferably knee length. The uniform is to be clean and neatly pressed; shoes clean and shined; and shoe strings neat and clean. The lab coat may be worn over the uniform while in clinical agencies, but should be removed while taking care of clients. Uniform pantsuit or dress is acceptable. Blue jeans, sandals or slippers are examples of unacceptable professional dress.

#### **Uniform Policy**

Nursing Department Standard Uniform:

Scrubs or polo shirts

Cotton Polyester blend fabrics; no lace trim

Skirts or dresses knee length or longer

Must have sleeves

Skirts, culottes, pants may be worn with tunic tops

Tunic style top must be worn on outside of skirt or pants

No elastic or knit cuffed pants

No jumpsuits

No cargo pants

#### **Lab Coats:**

All students must purchase a basic standard thigh length white lab coat. All lab coats, jackets, tops, or dresses must have the UAPB Department of Nursing insignia patch on the left sleeve for identification.

#### **Shoes:**

Shoes are to be all white leather. If athletic shoes are worn, they should be all white. White stockings are required with dresses. White socks are to be worn with pants.

The complete uniform includes:

- a. student uniform or polo shirts, and lab coat;
- b. name tag provided by the University: Ms. J. Doe, SN;
- c. department's insignia on left sleeve of the uniform and lab coat;
- d. bandage scissors, stethoscope with bell and diaphragm, pen light;
- e. clean white shoes;
- f. white stockings/socks;
- g. writing pen (black ink) and a small pad; and
- h. watch with rotary or digital second display.

### Appearance while in uniform

1. Hair: The hair should not touch the collar. It should be clean, neat and well-controlled. If necessary, restrain hair so that it does not interfere with client care. Any devices, such as barrettes and rubber bands, should match hair color and not be decorative. Students should refrain from unnatural hair colors and styles that reflect poorly on the profession.
2. Nails: Nails must be clean and should not extend beyond the tips of fingers so as to not interfere with patient care and safety. Nail polish should be un-chipped and clear or a color that compliments the uniform.
3. Stockings/Socks: White and extend above the ankles.
4. White leather shoes must be worn. They are to be kept cleaned and polished at all times and shoestrings must be clean and white. (No open toe or open heel shoes allowed.)
5. Gum chewing and heavy fragrances are not permitted.
6. Special rotations such as day care, mental health, etc... may require special exceptions to the uniform code. Students will be notified of the exceptions prior to the planned experience.
7. Jewelry: A wedding band, post or stud earrings, and medical alert identification are the only jewelry that may be worn with the uniform. Jewelry may not be worn in the unit where surgical asepsis or isolation technique is required. Tattoos and jewelry for body piercing should not be visible during clinical hours.
8. Cleanliness: Each part of the uniform must be clean and in good repair at all times. Body cleanliness without offensive odors is required. Good personal hygiene and oral care is required at all times.
9. Make-Up: Make-up should be neatly applied and in good taste. In order to present a professional appearance, students are required to apply facial make-up within moderation.

Students representing the Department of Nursing and the University are expected to dress neatly and modestly at all times. The following are examples of appropriate dress for various occasions:

1. *Nursing laboratory and clinical sites* – standard uniform and/or lab coat
2. *Formal programs including Pinning Ceremony & Nurses' Week* – business or dressy attire; 3. *Interviews* – business attire;
4. *Social/Recreational activities* – modest, casual or dressy attire; and
5. *Balls, Galas, and Artistic Productions* – formal, semi-formal and dressy, respectively.

Examples of inappropriate dress and/or appearance include but are not limited to:

1. Caps, do-rags or hoods for men and women in classrooms. This policy does not apply to headgear considered as a part of religious or cultural dress;
2. Midriffs or halters, mesh or netted shirts, tube tops or cutoff t-shirts in classrooms, and University and departmental offices;
3. Bare feet;
4. Short shorts or baggy/sagging pants;
5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;
6. Halter tops, spaghetti straps, strapless, or see-through tops; and
7. Clothing which reveals breasts/cleavage, abdomen, buttocks, underwear, or pajamas.

### **PROBATION, SUSPENSION and DISMISSAL POLICIES**

[**See University Policy 2.4** Academic Jeopardy, Probation Suspension, and Readmission...Probation Policy] the ROAR (current edition)

#### **Nursing Department Policy**

**Admission Probation:** The Department of Nursing will not admit new students on probation with a cumulative grade point average less than 2.50. Students readmitted to the nursing program will be placed on probation for one (1) semester only. Students will not remain in the nursing program on probation beyond one semester. Students not meeting current progression policies will be dismissed from the nursing program. Students may apply for readmission, if eligible, and if all readmission requirements have been met.

**Disciplinary Probation:** Students may be placed on disciplinary probation for violation of University or Department of Nursing policies or failure to meet program requirements. The conditions for the probation will be stipulated in the communication at the time the student is placed on probation. The term of the probation will extend through completion of the program unless otherwise stipulated.

Students placed on probation, suspension, or dismissal will receive notification of their status through written communication from the Admission and Academic Standing Committee or department chair within 7 business days after the committee's decision. A copy of the communication of the student's status will be sent to the student's academic advisor, the Chairperson, and a copy will be placed in the student's file.

#### **Suspension Policy**

**Academic Suspension:** When the cumulative grade point average falls below 2.50, the student is placed on probation for the following semester. Failure to attain a 2.50 GPA at the end of the semester after being placed on probation will result in suspension from the Department of Nursing. Students suspended for failure to maintain a 2.50 cumulative grade point average (GPA) may apply for readmission one (1) year after the last suspension or at the next time the course is offered, on a space available basis. The student should collaborate with his/her advisor on recommended courses to take during the suspension period. Prior to returning to the Department of Nursing, students will be required to take/retake the comprehensive exam of the last successfully completed theory/clinical nursing course. The student score will be used to create a remediation plan with the Success Coach. The student must also demonstrate clinical skills proficiency. If readmitted, the student will be readmitted on probation for one semester. It is the responsibility of the student to make arrangements with the Department of Nursing to schedule exams and skills verification times.

Students who are suspended for cause (disciplinary) are not allowed to continue to attend theory or clinical classes. Details of the suspension will be provided at the time of the disciplinary action.

## **Dismissal Policy**

Students may be **permanently dismissed** from the program for any of the following reasons:

### **Academic deficiencies**

1. Failure to maintain a cumulative grade point average (GPA) of 2.50 or above
2. Failure in two (2) nursing courses (courses with a “NURS”)
3. Failure of the same course twice (courses with a “NURS”)

### **Unprofessional Behavior/Unsafe Practice**

1. Conduct that is likely to deceive, defraud, or injure clients, students or the public by any act or practice. Uncivil behavior is unsafe practice.
2. Any omission that fails to conform to the accepted standards of professional nursing profession and indicates conscious disregard for the health and welfare of the client and the public
3. See additional discussion on violation of safe practice below.

### **Falsification of Information/Credentials**

1. Willful intent to omit, defraud, or misrepresent information or a licensure.

### **Dishonesty** (to include, but not limited to):

1. Receiving information or assisting with actions which result in cheating on examinations or other evaluative measures, plagiarism, false documentation, altering legal documents, lying in a classroom or clinical situation
2. Stealing or fraudulent illegal activity
3. Miscommunication or lack of communication regarding theory and/or clinical practice

### **Substance abuse**

1. Use and/or addiction to substances, legal or illegal which have not been prescribed by a health care provider (physician/APN). Student may be requested to submit documentation from a health care provider, if necessary.
2. Inability to participate in and complete clinical learning experiences due to substance and/or poly-substance abuse- this includes alcohol.
3. The Department of Nursing reserves the right to require any student suspected of substance and/or poly-substance abuse to undergo a random drug test at the student’s expense.

## **Violation of Safe Practice**

A student who demonstrates unsafe behavior (directly endangering the well-being of a client, student, faculty, agency, or its employees) in a nursing course will receive a failing final grade and will not be permitted to repeat that course or continue in the nursing curriculum program.

An UNSAFE behavior is defined as an act of omission or commission that could result in injury, death, prolonged hospitalization or recovery of the client. This includes but is not limited to: Failure to protect the client's safety;

1. Inadequate use of the nursing process;
2. Violation of previously learned core competencies;
3. Inappropriate independent or dependent decisions in the clinical setting; and
4. Inappropriate or unsafe administration of medications.

### POSITIVE PROGRESSIVE DISCIPLINE

For unacceptable theory and/or practicum performance that does not warrant suspension or immediate dismissal, positive progressive discipline may range from verbal counseling up to and including dismissal, depending upon the seriousness and/or frequency of the action. Progressive discipline may not apply to **serious infractions** which question professional integrity or involve client or student safety issues. All disciplinary actions result in a probationary status for the remainder of enrollment in the program. Serious actions may result in immediate suspension or dismissal (termination) from the program. **Note:** Students who are terminated from the program may not be eligible for readmission

- I. Verbal counseling, written correction, suspension, up to and including termination:
  1. Non-compliance with dress and/or uniform policy.
  2. Provoking or reacting to provocation.
  3. Disturbing others at their work.
  4. Disruption or obstruction of the educational process, including disruption or obstruction of study, teaching, administration, discipline procedures, or other college activities including public functions or other authorized activities is prohibited.
  5. Creating or contributing to unsanitary conditions.
  6. Excessive personal telephone calls or visitors during class time.
  7. Use of cell phones while in the clinical area.
  8. Loitering or loafing during clinical assignment.
  9. Neglect of duty.
  10. Smoking, except in designated areas and/or designated times.
  11. Unreported absence or tardiness.
  12. Disruptive behavior uncivil aggressive behavior
  
- II. Suspension, up to and including Dismissal:
  1. Disclosing confidential information-Violation of the Health Insurance Portability and Accountability Act (HIPAA)
  2. Jeopardizing the safety and welfare of a client.
  3. Unauthorized accessing of confidential information.
  4. Inappropriate use of social media
  5. Sleeping in the clinical area.
  
6. Threatening, intimidating, or coercing fellow students or staff at any time, for any purpose.
  6. Misrepresentations of any form (other than student role).
  7. Use of abusive or obscene language in regard to, or in the presence of patients, visitors, staff or fellow students.
  8. Horseplay or throwing things.
  9. Defacing, damaging, or destroying University or clinical agency property.

10. Unauthorized absence from the assigned clinical area.
11. Failure to notify the clinical instructor of absence from a scheduled clinical (No call/No show).
12. Failure to follow policies of the Agency, and/or Department of Nursing Student Handbook.

### III. Immediate Termination

1. Willful violation of ANY Medication Administration guidelines.
2. Insubordination
3. Possession of/ or reporting to class or clinical under the influence of, alcoholic or other habit-forming drugs.
4. Refusal to submit to a random drug screen.
5. Physical or verbal altercations
6. Possession of weapons on University or clinical facility property.
7. Theft
8. Falsification of information, records, or documents (including presenting work of another as being yours).
9. Fighting
10. Physical or verbal abuse of a patient.
11. Habitual tardiness to the clinical area.
12. Willful execution of skills you have not been taught or out of scope of practice.
13. Unsafe performance of psychomotor skills which endanger client safety

Students are responsible for their actions and held accountable. A student may be disciplined for actions not listed.

## **POLICIES GOVERNING NURSING STUDENT RESPONSIBILITIES and STUDENT LIFE**

### **PROFESSIONALISM**

Accountability refers to responsibility. Students enrolled in the professional program of the Department of Nursing are responsible and accountable for their actions inside and outside of the classroom, at departmental and university-based functions, and for their actions related to client care. As a beginning professional, the student is expected to develop and practice high standards of achievement and conduct defined as professional behavior. The behavior of the professional student extends beyond the Department of Nursing and the clinical laboratory facility. Professional behavior also extends to client care and to the utilization of protected health information for educational and health care purposes. Students are required to exhibit professional behavior in maintaining confidentiality of client information. Violations of client confidentiality are a serious matter. Violations of client confidentiality can also result in dismissal from the nursing program.

Students are personally liable and responsible for violations of client confidentiality, as specified in the Health Insurance Portability and Accountability Act (HIPPA) of 2003. Violations of HIPPA can result in fines and/or imprisonment. Students are required to comply with HIPPA regulations during enrollment in the program of nursing.

In addition, students should be aware that appropriate or inappropriate personal behavior and/or attire represent self as well as THE Department of Nursing. The student who consistently demonstrates inappropriate or "nonprofessional" behavior will be counseled and subject to disciplinary action. It is expected that each student will come to class and clinical experiences prepared and present themselves as sincere and motivated learners.

**CAUTIONARY NOTICE: The faculty and administration of the Department of Nursing expect an acceptable quality of work and self-directed behavior from students. Each student is regarded as an adult and responsible for his/her own learning. The faculty member is a facilitator in the teaching-learning process. The facilitators will utilize their expertise to create an environment that is conducive to learning and will develop educational opportunities that will enable the responsible student to acquire the needed knowledge, skills and attitudes. No student will receive special consideration on the basis of a plea of ignorance of scholastic status or academic policy.**

## **FUNCTIONAL ABILITY REQUIREMENTS FOR NURSING STUDENTS**

### **INTRODUCTION**

In order for safe nursing practice to occur and for students to be qualified to participate in and complete the program, all nursing students must be able to perform these essential functions. The programs will provide qualified disabled students with reasonable accommodations that are necessary to enable them to meet the nursing care standards required of them.

The American Association of Colleges of Nursing (AACN) and the National Council of State Boards (NCSBN) have defined a thorough list of competencies necessary for the professional practice of nursing. These competencies were defined from an extensive study of practicing nurses and can be defined in general terms as:

1. Ability to see, hear, touch, smell, and distinguish colors;
2. Oral and writing ability with accuracy, clarity, and efficiency;
3. Manual dexterity, gross and fine movements;
4. Ability to learn, think critically, analyze, assess, solve problems, and reach judgment; and
5. Emotional stability and ability to accept responsibility and accountability.

All educational programs are dedicated to principles of nondiscrimination. This includes a commitment not to discriminate against qualified disabled applicants and students.

If a student cannot perform the function in the manner indicated, he or she will not necessarily be precluded from participating in the program, but will need to be able to perform the essential functions with or without reasonable accommodation.

Specific functional abilities for nursing students are identified in the following pages.

### **ESSENTIAL FUNCTIONS AND STANDARDS OF PERFORMANCE IN THE CLASSROOM, LABORATORY, OR CLINICAL SETTING**

#### **COGNITIVE**



**The student must be able to thoroughly, efficiently and reliably:**

1. recall information from reading material, lecture, discussion, patient evaluation;
2. interpret and extrapolate information from reading material, lecture, discussion, patient evaluation;
3. apply information from reading material, lecture, discussion, patient evaluation;
4. analyze information from reading material, lecture, discussion, patient evaluation;
5. synthesize information from reading material, lecture, discussion, patient evaluation; and
6. evaluate or form judgments about information from reading material, lecture, discussion, patient evaluation.

**AFFECTIVE****The student must be able to:**

1. establish professional, trusting, empathetic relationships with a variety of individuals;
2. demonstrate respect and engage in non-judgmental interactions regardless of individuals' life-styles and cultures;
3. accomplish work effectively in groups;
4. meet externally determined deadlines;
5. be present at required activities in classroom, lab and clinical settings; and
6. attend to cognitive, communication and psychomotor tasks for as long as three hours at a time.

**COMMUNICATION****The student must be able to:**

1. hear the spoken word;
2. attend selectively and in a controlled manner to various types of communication, including the spoken and written word and non-verbal communication;
3. speak intelligibly in English;
4. communicate in writing, intelligibly in English;
5. relay information in oral and written forms reliably, thoroughly and intelligibly to individuals and groups; and
6. read English (typed and hand-written).

**PSYCHOMOTOR****The student must be able to:**

1. reliably inspect and observe the skin, facial expression, anatomical structures, posture, and movement of others, typically by sight;
2. assess blood pressure, lung and heart sounds, typically by listening with a stethoscope;
3. reliably read equipment dials and monitors, typically by sight;
4. feel pulses, skin condition, muscle and tendon activity, joint and limb movement, typically with hands and fingers;
5. negotiate level, ramps and stairs to assist patients/classmates appropriately, typically from an upright position;
6. react and effectively respond quickly to sudden or unexpected movements of patients;
7. manipulate dials, knobs, electrodes and other small to large parts and pieces of equipment typically with the hands/fingers;
8. lift at least approximately 100 pounds in order to move dependent patients;

9. move continuously throughout an 8 to 12 hour work day;
10. transport self from one room to another, from one floor to another; and
11. don and doff clothing, including gowns, masks, gloves.

Adapted from:

Davidson, S. (1994) The Americans with disabilities act and essential function in nursing Programs, Nurse Educator, 19(2), 31-34.

## **STUDENTS with DISABILITIES**

It is the policy of UAPB to accommodate students with disabilities pursuant to federal and state laws and the university's commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example, in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. The chair of the nursing department is also available to assist with accommodations. To ensure successful matriculation through UAPB, all students with disabilities should contact:

**Mr. Michael Bumpers Office of Disability Services and Veteran Affairs Caldwell Hall, Room 109  
870 – 575 – 8552**

### **UNIVERSITY of ARKANSAS at PINE BLUFF STUDENT'S BILL of RIGHTS at UAPB**

Adapted from the *Bill of Rights and Responsibilities for Students of Nursing* (available at <http://www.nсна.org/pubs/billofrights.asp>) as revised by the NSNA House of Delegates in 1991.

## **STUDENT RECORD ACCESS**

Students have the right to review or obtain a copy of their student file. Review of the record should occur with the Faculty Advisor.

## **STUDENT ADVISEMENT**

Advising is viewed by the Department of Nursing as an integral part of each student's education. Upon admission to the University, each pre-nursing student will be assigned a nursing faculty member as an academic advisor. This faculty member will advise the student regarding University procedures such as registration, drop add, prerequisites, repeating courses, etc., and will also explain academic regulations and its relationship to the student's program. During registration periods, students will access the **Student Self-Service Portal** to plan their schedule courses and submit for review by their advisor. Each student enrolled in professional nursing courses will be advised and/or counseled throughout the semester in relation to clinical and/or academic performance. **Appointments should be made for advising.** All faculty members will post office hours at the beginning of each semester. Students must meet with the assigned faculty advisor a minimum of twice each semester.

**THE ULTIMATE RESPONSIBILITY RESTS with THE STUDENTS to MAKE and KEEP APPOINTMENTS with THEIR FACULTY ADVISOR.**

### **Advisement Procedure:**

1. Each semester the student will meet with the faculty advisor to review the student's progress prior to registration, as appropriate.

2. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties.
3. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or impending jeopardy status in enrolled course(s). All course changes should be signed by the faculty advisor on designated university forms.
5. Upon completion of each academic year, each student must schedule an appointment with his/her assigned faculty advisor prior to registration for subsequent courses to review a plan of study and required credits for graduation. The student and faculty advisor will review both University general requirements and Department of Nursing requirements in documenting the current status of the student. If the student has any deficiencies of required courses or credits, progression to subsequent courses will be deferred until evidence is provided by transcript that the deficiencies have been removed.

The advisor and the student will review the student's progression to sequential courses and the GPA. Students will sign the advising form or revised plan of study each time they review it with the advisor.

#### **LIABILITY INSURANCE**

Liability insurance affords protection for the students, their family, the Department of Nursing, UAPB, and the clients served. Students accepted into the program are covered under a Blanket Malpractice Insurance policy. Students are responsible for payment of the malpractice insurance premiums each fiscal year.

#### **STUDENT HEALTH and WELFARE**

The Department of Nursing complies with policies set forth by the University in providing health care (see *UAPB Catalog*). All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high standards for students.

Prior to being admitted to the professional segment and each year thereafter, nursing students are required to submit to the Department of Nursing results of a current TB skin test. If the TB test is positive, chest x-ray reports must be submitted to the nursing department. Proof of MMR, (for students born after 1956), Tetanus, Varicella, and Hepatitis B Series or waiver form must be on file in the nursing office.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping and eating habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in clinical courses can result in course failure. When frequent illness occurs, a doctor's statement should be filed with the Department of Nursing office.

All pregnant students **MUST** notify the Chairperson of the Department of Nursing and her course coordinator that they are pregnant and expected date of delivery. If a student elects to remain in school, she must submit a written statement from her physician indicating her due date and that she is physically able to continue her course of study.

Any student requiring physician-mandated weight limitations or other restrictions related to pregnancy or other medical conditions must submit evidence in writing to the nursing department. The student may be referred to the Disability Office and/or Student Health Services for assistance and follow up.

**NOTE:** Students employed by agencies which also require the Hepatitis B Vaccine may submit evidence of having had the vaccine and/or a waiver. The expense of the vaccine is the student's responsibility.

### **INFECTIOUS EXPOSURE/NEEDLE STICK POLICY**

Although the risk for infectious exposure is reduced when following guidelines for prevention of HIV transmission and universal precautions, accidents may occur. In the event that an exposure should occur, the student shall follow the steps below.

1. If a needle stick occurs, bleed the area and flood the puncture site with water for 5 to 10 seconds then wash area with bactericidal soap and cover with bandage.

If your skin is contaminated with blood or body fluid, wash the area with soap and water immediately.

If your eyes or mucous membranes are contaminated by blood or body fluids, flood the area with copious amounts of water.

2. Notify your clinical instructor and the charge nurse immediately of needle stick injury. A variance report will be filled out by the student and instructor.  
The student will be instructed to return to campus and go to the UAPB Infirmary, where blood will be drawn and/or prophylactic treatment given, if needed, by the infirmary staff. This will be done at no charge to the student.
3. The blood will be sent to Jefferson County Health Department and forwarded to the Arkansas Department of Health for analysis. The student will contact the infirmary with appropriate identification at the specified time, as instructed by infirmary staff, to obtain results and for any subsequent testing and/or counseling. Testing and retesting will be consistent with the guidelines of the Arkansas Department of Health.
4. No information relating to the HIV status of the student will be released by the infirmary to the nursing department without the expressed written consent of the student involved.
5. No information relating to the HIV status of the student will be released by the nursing department to any other person, agency, insurer, employer, or institution, including physicians, health clinics, or hospital, without the prior written consent of the student involved.
6. The student may return to clinical/class after blood has been drawn and/or prophylactic treatment has been given. A written statement should be presented on return to the clinical area stating that the student's blood has been drawn.

### **GUIDELINES for PREVENTION of HIV TRANSMISSION in the CLINICAL AREA**

Transmission of any disease is an important concern for all health care providers in clinical situations. Nursing students must always be knowledgeable of infection control practices which help prevent infection and the

spread of disease. The following safety guidelines, as recommended by the Centers for Disease Control (MMWR 2005, Sept. 30, 54:1-17; MMWR 2001, Jun 29, 50:1-42) should be utilized with the handling of blood and body fluids containing visible blood or to which universal precautions apply:

1. Use of precautions for blood, for body fluids containing visible blood, and for certain other body fluids\*\* for all patients, since medical history and examination cannot reliably identify all patients infected by HIV and other fluid or blood-borne pathogens;
2. Use of appropriate barrier precautions for handling items or surfaces soiled with blood or body fluids containing visible blood, and certain body fluids to which universal precautions apply\*\* or performing venipuncture and other vascular access procedures;
3. Gloves should be worn when in contact with blood, body fluids containing visible blood, body fluids to which universal precautions apply, tissues, and mucous membranes and for handling items or surfaces soiled with the above, or for performing venipuncture or other vascular access;
4. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate airborne droplets of blood or body fluids to which universal precautions apply to prevent exposure of the mucous membranes of the mouth, nose, and eyes;
5. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or the body fluids to which universal precautions apply;
6. Resuscitation bags, mouth pieces, and ventilation devices should be available in areas where the need is predictable;
7. Used equipment should be disposed of in a manner to prevent transmission of disease and to prevent injury to personnel with potential contact with the equipment, i.e., health care workers, housekeeping, and laundry personnel; and
8. Particular attention should be given to prevent injuries caused by needles, scalpel and other sharp instruments. **RECAPPING OF NEEDLES USING TWO HANDS IS PROHIBITED by Occupational Safety and Health Administration (OSHA) and WILL NOT BE PERMITTED WHERE STUDENTS ARE ASSIGNED FOR CLINICAL ROTATIONS.**

\*\* Universal precautions apply to blood, semen, vaginal secretions, as well as tissues, cerebral spinal fluid, synovial fluid, pleural fluid, and amniotic fluid. These body fluids have been epidemiologically associated with transmission of HIV and/or HBV.  
(Taken from: NLN AIDS Guidelines)

### **EBOLA POLICY**

1. If faculty or students become exposed to a client suspected of having the Ebola Virus Disease (EVD) they are to use the Ebola guidelines of the healthcare agency where the exposure occurred.

2. Students should not be assigned a client suspected of having EVD.
3. Report any possible exposure to the Chair of the Department of Nursing who will inform the Dean of the School of Arts and Sciences, and the Vice Chancellor for Academic Affairs.

### **COVID-19 POLICY**

#### COVID Testing and Contact Tracing for UAPB Department of Nursing

1. Requirements and Recommendations  
 The University of Arkansas at Pine Bluff Department of Nursing will follow the guidelines that require all students to be fully vaccinated. Also required to wash hands, wear appropriate face coverings, and practice social distancing on campus, in clinical settings, and while engaging in face to face educational activities.  
 In addition to handwashing, wearing a mask, and practicing social distance, students may be required to complete a screening for COVID 19 prior to entering classrooms and labs. The screening will ask students to report actual testing results if taken (with documentation), and answer screening questions for exposure, and symptoms. This screening tool is identical to the security clearance required by hospitals and facilitates such as the Arkansas Children’s Hospital. It is confidential information that will be used for documenting test results, contact tracing and most importantly maintaining safety.  
 We ask students to keep in mind, Nursing is a health profession committed to “Do No Harm”, providing safety and care for all patients and the community. UAPB Department of Nursing does not require nursing students to receive COVID-19 vaccines or the recommended boosters. However, clinical facilities that partner with UAPB establish their own workplace policies, and may require faculty and students to be fully vaccinated for COVID-19 in order to work in the facility or to be assigned to specific areas. Students electing not to receive the COVID-19 vaccine series or boosters may not be able to complete program requirements, which will result in non-progression through the program. Faculty and students who have received the COVID-19 vaccine should submit a copy for their file.
2. Environment Safety  
 Every classroom and lab will be cleaned after use. Students are responsible for cleaning equipment, and lab items used during learning activities and clinical skill lab demonstrations. Faculty and other staff will notify environmental services when all students have signed out of the lab or classroom, and label the room with the “Need Cleaning” sign. Clean rooms will be marked “Clean”. Facilities management will be provided with department’s hybrid schedule for their convenience.
3. Classroom Safety  
 In the classrooms, computer and or desk are labeled by number. When attending lecture or lab in the classrooms, students are required sign in, and document their desk/computer number. This information is used for contact tracing.
4. Positive Test and Exposure  
 Students will follow policy and guidelines of the University of Arkansas at Pine Bluff. Students with positive test, and exposure should contact the chancellor’s office, and office of student affairs. Students will receive instructions at that time. Continued updates and changes for addressing COVID safety can be found on the UAPB Web Advisor. Students should check the Web Advisor regularly.

As we continue during the time of a Pandemic, we will work together to stay healthy and protect “The Pride” through washing hands, wearing mask, cleaning, and keeping a safe social distance. Our way of working together to stay healthy and protect the Pride.

### **DRUG FREE LEARNING ENVIRONMENT AND WORKPLACE POLICY**

Students within the Department of Nursing are governed by the Drug Free Workplace Policy Statement of the University of Arkansas at Pine Bluff (Refer to the *ROAR Student Handbook, current*).

Nursing students may also be subject to random drug screening in accordance with policies of agencies where clinical learning experiences are provided. Students who are unable to participate in clinical learning experiences, due to the results of their drug screenings, will not be allowed to maintain enrollment in the nursing program (see Dismissal Policy, p. 34).

### **TRANSPORTATION**

Students are responsible for their own transportation to clinical experiences. For students who do not have their own transportation, carpooling is encouraged.

### **UNDER NO CIRCUMSTANCES ARE STUDENTS TO TRANSPORT CLIENTS/PATIENTS IN THEIR PERSONAL VEHICLES.**

### **PERSONAL REFERENCE LIBRARY**

The student is expected to purchase textbooks and clinical materials/supplies for all nursing courses. These should be retained after completing the courses. They serve as excellent resource books throughout the nursing career. It is a much easier job to study for the NCLEX-RN from books that are familiar and to review nursing theory once engaged in nursing practice. Nursing journals make an excellent addition to a student’s personal reference library.

### **STUDENT EMPLOYMENT**

Nursing is a demanding profession which requires that a nursing student devote many hours of study and practice to gain proficiency in the art and science of nursing.

Students who are employed are expected to insure that their employment does not interfere with their successful achievement in the nursing program. The Department of Nursing uses a formula of two (2) hours of preparation for every enrolled credit hour in estimating the minimum study hours per week which should be allotted for each course. An employment schedule which does not permit adequate time for class preparation will necessitate reduction in either the work schedule or academic schedule, whichever the student prefers.

Students should be aware that:

1. The Department of Nursing assumes no responsibility for their activities as employees of an agency;
2. The student is personally responsible and liable for an activity in which he/she participate while employed;

3. Professional liability insurance purchased by students is valid only in their student role, not their employment role; and
4. Individuals who practice illegally may jeopardize their future nursing role since persons who are convicted of violations of the Nurse Practice Act may not be eligible to take NCLEX-RN or receive licensure.

Students employed in an agency have responsibility, personally and professionally, to engage in only those activities which fall within their job description as nonprofessional workers (i.e., nursing aides & LPN's). They have a responsibility to refuse to participate in activities which they have not been legally licensed to perform (i.e., giving medications, assuming total responsibility for a division, performing tasks not approved by the curriculum, etc....).

### **Reference/Letters of Standing**

The student must submit the request for the letter of reference/standing seven (7) working days prior to the date it is needed. The student should be aware that information contained in the student's file may be included in the letter or verbal reference.

### **STUDENT ACADEMIC GRIEVANCE PROCEDURES**

A formal complaint is any complaint for which the student has completed the "Grievance, Problem, and Concerns Appeal Form"

Student academic complaints or grievances within the Department of Nursing will be managed in accordance with the grievance policies found in *The ROAR Student Handbook*, *UAPB Catalog* and the *Department of Nursing Handbook*. The university prohibits discrimination practices against students, faculty, and staff, and it makes every effort to eliminate discrimination within the university community. Complaints involving equal opportunity and nondiscrimination, including sexual harassment, should be made to the Affirmative Action Office.

#### **Grade Disputes**

The Department of Nursing Grievance committee shall review student grievances regarding academic matters within the Department of Nursing at the University of Arkansas at Pine Bluff. If a student disagrees with a grade he/she has received, the following procedures should be followed until the problem is resolved. Appropriate documentation (notation of the date, time, location, length, content and final outcome) must be provided in order to proceed to the next step.

1. The student will schedule a conference with the faculty member involved. After the student and faculty member involved have met and are unable to come to an agreement or resolve their differences, the student should proceed to step two.
2. The student will schedule a meeting with the Chairperson. After the student and faculty member involved have met and are unable to come to an agreement or resolve their differences the student should proceed to step three.
3. The student must complete the Grievance, Problems, and Concerns Appeal Form including statements of his/her best solutions to the problem, as required on the form. (Copy in Handbook). The chair will submit the form to initiate a review by the Grievance Committee.



4. Decisions of the Grievance Committee will be considered final within the Department of Nursing. However, if the dispute is not resolved, the student should request a meeting with the Dean of the School of Arts and Sciences.
5. If the dispute is not resolved in step four, the student should request a meeting with the Provost/Vice Chancellor for Academic Affairs. The decision of the Provost/Vice Chancellor for Academic Affairs is final and no further appeal is possible.

### **Non-Academic Grievances**

A student may have a grievance which goes beyond a dispute over the grades received in a course. For such non-grade grievances, the following procedures will be followed until a resolution is reached. These steps must be followed in order and appropriate documentation (notation of the date, time, location, length, content and final outcome) must be provided in order to proceed to the next step.

1. The student should request a meeting with the Chairperson of the Department of Nursing. The instructor will not be present at this meeting, but a follow-up meeting will be scheduled with the instructor and the Chairperson.
2. If the grievance is not resolved in step one, the student should request a meeting with the Dean of the School of Arts and Sciences. The instructor of the course, the Department Chair, and the student will be present at this meeting.
3. If the grievance is not resolved in step two, the student should request a meeting with the Affirmative Action Officer or the Dean of Student Life. The Dean of the School of Arts and Sciences, the instructor, and the student will be present.
4. If the grievance is not resolved in step three, the student should request a meeting with the Chancellor. The Chancellor will schedule a follow-up meeting with the instructor, the Chairperson of the Department of Nursing, the Dean of the School of Arts and Sciences, and the Affirmative Action Office and/or the Dean of Student Life. The Chancellor also has the option of empowering a panel of professors to review the allegations made by the student, render a judgment, and recommend an action for the Chancellor to implement. The decision of the Chancellor will be final.

## **STUDENT ACTIVITIES, ORGANIZATIONS, and SERVICES**

There are many culturally enriching activities on the University campus. Attendance at these activities for personal enrichment and social growth is strongly recommended (See the *University Catalog, The ROAR, current edition* for listings).

### **UAPB STUDENT NURSES' ASSOCIATION**

The Student Nurses 'Association (SNA) functions as an official organization of the University. The organization was designed to contribute to the students' nursing education by students promoting their interest in fundamental and current professional concerns and to prepare them to participate effectively in professional organizations. Membership in the Student Nurses' Association is mandatory and affords students the following:

1. an opportunity to develop leadership skills;
2. access to printed resources which are free or at a nominal cost;
3. discounts from various medical supply and publishing companies; and
4. financial assistance from the National Student Nurses' Association Foundation.

Nursing Faculty advisors are assigned to the SNA. All nursing majors are eligible for SNA membership. Junior and senior Upper Division students are required to hold membership and participate actively.

### **NATIONAL STUDENT NURSES' ASSOCIATION**

The National Student Nurses' Association (NSNA), established in 1953, is the national organization for nursing students in the United States and its territories, possessions, and dependencies. Its chief purpose is to "aid in the development of the individual student and to urge students of nursing, as future health professionals, to be aware of and to contribute to improving the health care of all people." The functions of the organization, as listed in the bylaws are:

1. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;
2. To speak for nursing students to the public institutions, organizations, and government bodies;
3. To promote and encourage students' participation in interdisciplinary activities;
4. To influence the development of relevant approaches to nursing education;
5. To intensify recruitment efforts and to promote educational opportunities regardless of a person's race, color, creed, sex, national origin, or economic status;
6. To promote collaborative relationships with the American Nurses' Association, the National League for Nursing, the International Council of Nursing, as well as other nursing associations; and
7. To promote collaborative relationships with related health organizations.

The NSNA is autonomous, student-financed and student operated. It is the vote of all nursing students speaking out on issues of concern to nursing students and nursing. The NSNA is a federation of state (or constituent) associations. There are now fifty-four (54) of these, one in each state, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands. Some of these states are further divided into districts, or local units of the state associations.

Any student enrolled in a state-approved program leading to licensure as a registered nurse is eligible for NSNA membership.

### CHANGE OF ADDRESS

It is the student's/graduate's responsibility to keep the Department of Nursing informed of current address, telephone number and email address. Important information is frequently mailed to students/graduates. A permanent address, school address, a local telephone number, and email address should be on file in the Nursing Office and updated as necessary.

### BULLETIN BOARDS

Many items of interest to students are posted on bulletin boards. Students are notified by course faculty of bulletin board locations. Articles such as employment opportunities, application, and information on financial aid, notices from faculty, policy changes, course assignments, etc..., are posted.

### ESTIMATED EXPENSES

In addition to the general fees and expenses administered by the University, upper-division nursing students are assess fees for personal incidental expenses associated with the program. The Nursing Department fee is assessed at the time of registration during each semester of the junior and senior years of enrollment. This fee covers the following:

- Testing and remediation
- Malpractice Insurance
- Drug Screen (1)

Other expenses not included in nursing fees include mandatory Student Nurse Membership (SNA), uniforms, personal equipment and supplies, books, transportation, and pinning and graduation costs. Students are also responsible for expenses associated with the NCLEX-RN application, criminal background checks and drug screenings required by clinical and/or licensing agencies. The Arkansas State Board of Nursing (ASBN) requires criminal background checks as a pre-requisite for licensure. The following *approximate* annual expenses should be anticipated and are governed by University policy:

<b>On Campus</b>	<b>In-State</b>	<b>Out of State</b>
Tuition	\$171/credit hour	\$388/credit hour
<b>Web-Based</b>	\$187/credit hour	\$434/credit hour
<b>Fees</b>		
Facility Fee		\$37 per credit hour
Athletic Fee		\$22.00 per credit hour

Transit Fee	\$ 1.50 per credit hour
Technology Fee	\$10.00 per credit hour
Activity Fee	\$48.00 flat rate
Health Fee	\$50.00 flat rate
Lab Fee	\$35.00 flat rate
Nursing Fee	TBD/ Semester

### Junior Year

Uniforms (2), insignia, lab coat, Polo Shirt (2), shoes, stethoscope, blood pressure cuff, pin light, scissors, and watch.....	\$460.00
Books .....	cost varies
Criminal Background Check//Drug Screen/Record Keeping .....	\$147.00
Repeat Drug Screens.....	\$40.00
CPR .....	cost varies
SNA (Nursing Organization) .....	cost varies

### Senior Year

Pinning Ceremony and Class Pin.....	\$150.00
Senior graduation expenses .....	\$100 (price varies)
(University expenses, class pictures, etc.)	
Books .....	cost varies
Comprehensive Exam .....	cost varies
Liability Insurance (Mandatory) .....	\$20.00
CPR .....	cost varies
SNA .....	cost varies
ASBN Application.....	\$100.00
NCLEX-RN Application.....	\$200.00

The above estimated costs are subject to change. Students are responsible for their own transportation to agencies where learning experiences are scheduled. Individual transportation throughout the nursing program is required to complete clinical experience.

## GRADUATION REQUIREMENTS

Prior to graduation, candidates must file an application for graduation in the Registrar's Office on the form provided. Fees associated with Graduation must be paid at the cashier's office during registration.

See the University Catalog and the current *ROAR* for additional graduation requirements. Attendance and participation in the Pinning ceremony and graduation are mandatory.

Graduation requirements are:

1. The student must follow and complete the approved degree plan.
2. The student must have a minimum grade of "C" or above in each major course.
3. The student must have a minimum cumulative grade point average of 2.50.
4. The student must complete all general education and departmental course requirements.
5. Minimal degree requirement is 123 hours for the prelicensure program,
6. The student must obtain a passing grade of "C" in English 1311, and 1321. (A passing grade of "C" in English 1310 is required for students scoring less than a 19 in English on the ACT.)
7. The student must remove all incomplete grades in accordance with University Policy.
8. The student must satisfy departmental requirements as specified.
9. The student must complete a minimum of 30 semester hours above the 1000 level in residence beyond the first degree if seeking a bachelor's degree from the University of Arkansas at Pine Bluff.
10. The student must complete the requirements to exit from the School of University College within the first two (i.e. freshman and sophomore) years of study.
11. All students must take and pass the comprehensive predictor exam in their final semester.
12. Nursing students must complete the above requirements (#1-11) in addition to successful completion of the Department of Nursing's comprehensive Exit Examination in their final semester.

#### **NATIONAL COUNCIL LICENSURE EXAMINATION - RN**

In order to become a registered nurse, graduates from the UAPB Department of Nursing are required to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Application to take this examination, accompanied by payment of examination fee, must be made by the student by the required dates.

#### **ARKANSAS STATE BOARD of NURSING CRIMINAL BACKGROUND CHECKS**

Effective January 1, 2000, the Arkansas State Board of Nursing (ASBN) required state and federal criminal background checks as a prerequisite for licensure. No applications for an initial Registered Nurse (RN) license will be considered by the ASBN without state and federal criminal background checks by the Arkansas State police and the Federal Bureau of Investigation. The ASBN shall refuse to issue the RN license to any person who is found guilty, pleads guilty or pleads nolo contendere to any crime listed in Act 1208 of 1999.

Students who have been convicted of a crime may not be eligible to write the national licensing exam upon completion of the program. These students must appear before the Arkansas State Board of Nursing to determine eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A person requesting initial licensure may request a waiver from the ASBN by submitting a written request directly to the ASBN.

Copies of the ASBN Guidelines, relative to criminal background checks, are available in the Nursing Department. The guidelines are also listed under the appendices.

Criminal background checks for graduating nursing students are completed during the final semester of the nursing curriculum. The background check is required prior to submitting an application for the NCLEX-RN licensure examination. Students will be responsible for all licensure related expenses. All policies of the ASBN are recognized by the Department of Nursing and govern licensure applications and related program requirements. Graduating from the BSN Program does not assure ASBN's approval to take the licensure exam.

The cost of these screenings is at the expense of the individual student. State law requires that students applying for acceptance into a medical education program submit to State and Federal \*CBC's prior to admission. The admission CBC is in addition to the Arkansas State Board of Nursing (ASBN) CBC that is required prior to sitting for the NCLEXRN.

The Department uses Castle Branch for student admission CBC's. Students must log on to this site, set up an account and request the CBC. Results are posted on the Castle Branch portal in a secure tamper-proof location. This allows only the student and the Nursing Department administrators to view the results.

### **CRIMINAL BACKGROUND CHECK**

The following guidelines apply for criminal background checks:

Students accepted to the University of Arkansas at Pine Bluff (UAPB) Nursing Upper Division program must pay for and have a completed criminal background check on file prior to the first day of class. The admission Criminal background checks may be done through CastleBranch and is required prior to admission to the Upper Division nursing and the Spring semester of the graduating year for prelicensure students.

Prelicensure students are also required to obtain a criminal background check prior to graduation. Information on this background check will be provided and must be completed through the Arkansas State Police Headquarters:

#### **Arkansas State Police Headquarters**

1 State Police Plaza Drive  
Little Rock, AR 72209  
Phone 501-618-8000  
Email: [info@asp.arkansas.gov](mailto:info@asp.arkansas.gov)

Results of the criminal background check required upon admission must be submitted to the Department of Nursing. Results may be reported to the university administration and any clinical affiliate in which the student is placed. An unsatisfactory background check may result in students being unable to attend clinical experiences and therefore, will result in course failure. Background check must be completed prior to the first day of class.

Payment of the \$45.00 fee associated with the criminal background check is made to CastleBranch at the time of acceptance to the professional program.

1. All graduating nursing students are required to complete an additional Criminal Background Check for the ASBN during the spring semester prior to graduation.
2. Graduating students will not be allowed to complete the comprehensive examination without evidence of submission to the criminal background check on file. Instructions for completing the CBC will be covered in class.
3. All results will be sent directly to the Arkansas State Board of Nursing.

### **17-87-312. Criminal background checks (Arkansas State Board of Nursing Policy)**

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

### **Information Network of Arkansas (INA)**

INA manages the official state web portal, [www.arkansas.gov](http://www.arkansas.gov). INA services are available 24 hours-a-day, 7days-a-week and are continually growing to meet the demands for information services. These services are available at [www.arkansas.gov](http://www.arkansas.gov) or clicking on the link for Subscription Services, or directly at [www.arkansas.gov/subscription.html](http://www.arkansas.gov/subscription.html).

## **NURSING PRACTICE STANDARDS AMERICAN NURSES' ASSOCIATION ETHICAL CODE for NURSES**

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

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

Reference:

American Nurses' Association (2015). Provisions of Code of Ethics. *Code of Ethics for Nurses with Interpretive Statements*.

## **AMERICAN NURSES' ASSOCIATION STANDARDS OF NURSING PRACTICE**

The registered nurse collects comprehensive data pertinent to the patient's health or the situation.

The registered nurse analyzes the assessment data to determine the diagnoses or issues.

The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.

The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.



The registered nurse

- implements the identified plan;
- coordinates care delivery, and
- employs strategies to promote health and a safe environment.

The registered nurse evaluates progress towards attainment of outcomes.

### **STANDARDS of PROFESSIONAL PERFORMANCE**

The registered nurse systematically enhances the quality and effectiveness of nursing practice.

The registered nurse attains knowledge and competency that reflects current nursing practice.

The registered nurse evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

The registered nurse interacts with and contributes to the professional development of peers and colleagues.

The registered nurse collaborates with patient, family, and others in the conduct of nursing practice.

The registered nurse integrates research findings into practice.

The registered nurse considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

The registered nurse provides leadership in the professional practice setting and the profession.  
Source: American Nurses' Association (2004). *Nursing: Scope and Standards of Practice*. Washington, D.C.:Nursebooks.org.

## **SCHOLARSHIPS FOR NURSING STUDENTS**

**All recipients must be enrolled in 12 or more credit hours during the Fall and Spring semesters to be eligible to receive a scholarship.**

### **Alumni Scholarship Endowment Funds**

#### **1. Fred Thomas Jones, Sr. Scholarship**

This award, given by Marie Jones Griffin in honor of her father, is to be given annually to a Junior or Senior in the Nursing Department who maintains a GPA of 3.0 or better. The student must demonstrate dedication to the field of nursing.

#### **2. Marine Jarrell Nursing Scholarship**

This scholarship is awarded to a sophomore student majoring in Nursing from the Delta area with a cumulative GPA of 2.5 or above. Single parents are preferred.

#### **3. Class of 1951 Award**

This award will be given annually to a Junior or Senior in the Nursing Department who maintains a GPA of 3.0 or better, must be an Arkansas resident, must have completed each nursing course without failure, and

is adjudged as having exemplified service on the campus and in the community. Applicant must not hold a current license to practice as a registered nurse.

#### **4. William & Willie Daniels Scholarship**

This scholarship will be given annually to a sophomore student who maintains a GPA of 2.75 or better.

#### **5. Alberta & Roosevelt Robinson Scholarship**

This award was endowed with \$15,000 for the School of Science & Technology at the University of Arkansas at Pine Bluff. Scholarship monies are divided between the sciences and nursing.

#### **6. Richard-Eley Scholarship**

The individual must demonstrate a need for financial assistance and shall present evidence of having completed a high school education or its equivalent. The recipient must be accepted for enrollment into the University with a 2.5 GPA on a 4.0 grading scale. A minimum 2.5 GPA must be maintained for renewal.

#### **8. Louise Henderson Miller Nursing Scholarship**

The Louise Henderson Miller Nursing Scholarship is a one-year non-renewable scholarship established in memory of Louise Henderson Miller. The recipient must be a resident of Arkansas, graduated from an accredited high school or equivalent, volunteer to work at least 24 hours per semester on campus, and maintain at least 2.8 GPA.

### **Pinning Ceremony Awards**

#### **1. Academic Achievement Award**

The Academic Achievement Award is given to the student who has exhibited academic excellence over the four years of college work and has the highest GPA of generic students. This student has not only been an academic leader, but a leader for the class.

#### **2. Most Well-Rounded Student Award**

The Most Well-Rounded Student Award is for the individual who exhibits overall enthusiasm, respect, and caring for the profession of Nursing. The recipient of this award possesses academic ability but also has a keen sense of reality and tends to make learning fun as well as serious.

**3. “Spirit” Award** The “Spirit” Award is presented to the student who best exemplifies the ideal attitude about learning and education. This individual is a self-motivator and seeks ways to expand his or her own knowledge base as well as helping and encouraging others to keep trying and to follow their dreams.

<b>Fall Semester</b>	<b>Semester Hours</b>	<b>Spring Semester</b>	<b>Semester Hours</b>
ENGL 1311 English	3	ENGL 1321 English	3
MATH 1330 College Algebra	3	CHEM 1330 General Chemistry	3
BIOL 2451 *Anatomy and Physiology I	4	CHEM 1130 General Chemistry <b>OR</b> CHEM 1310	1
BAS 1210 Personal & Social Development	2	Principles of Chemistry	
SOCI 1320 Social Science <b>OR</b>	3	CHEM 1110 Principles of Chemistry	
SOCI 2310 Intro to Sociology		BIOL 2452 *Anatomy and Physiology	4
		MATH 2300 General Psychology	
Total Semester Hours	15	Total Semester Hours	14
<b>Sophomore Year</b>			
<b>Fall Semester</b>	<b>Semester Hours</b>	<b>Spring Semester</b>	<b>Semester Hours</b>
PSYC 2301 Developmental Psychology	3	ART 2340 Art Appreciation <b>or</b>	3
MCOM 2390 Oral Communication	3	MUSI 2340 Music Appreciation	
HUMN 2301 Humanities	3	ENGL 2300 Literature or Higher elective	3
HIST 2315/2318 US History <b>or</b>	3	HUMN 2340 Effective Thinking/Logic	3
HIST 2312 American Government	3	BIOL 3470 *Microbiology	4
HUSC 2321 *Nutrition	3	MATH 2370 Statistics	3
Total Semester Hours	15	HLPE 1110– 1125 Physical Education (P. E.)	1
		Total Semester Hours	17
		<b>CAAP Exam</b>	
<b>Junior Year</b>			
<b>Fall Semester</b>	<b>Semester Hours</b>	<b>Spring Semester</b>	<b>Semester Hours</b>
NURS 3318 Professional Development I: Nursing Essentials	3	NURS 3204 Professional Development II: Roles and Ethics	2
NURS 3301 Health Assessment	3	NURS 3507 Medical-Surgical Nursing Care I	5
NURS 3506 Fundamentals of Nursing	5	NURS 3508 Care of the Childbearing Family	5
NURS 3509 Psychiatric-Mental Health Nursing Care	5	NURS 3304 Pharmacology for Nursing Practice	3
Total Semester Hours	16	Total Semester Hours	15
<b>Senior Year</b>			
<b>Fall Semester</b>	<b>Semester Hours</b>	<b>Spring Semester</b>	<b>Semester Hours</b>
NURS 4310 Evidence-based Practice and Nursing Research	3	NURS 4512 Medical Surgical Nursing III	5
NURS 4510 Nursing Care of Children	5	NURS 4513 Nursing Care of Communities and Populations Theory	5
NURS 4511 Medical-Surgical Nursing Care II	5	NURS 4111 Integration Seminar	1
NURS 3312 Nursing Informatics	3	NURS 4401 Professional Development III: Leadership & Management (Theory)	4
Total Semester Hours	16	Total Semester Hours	15

\*Course completed within past five (5) years

**GENERAL EDUCATION HOURS TOTAL: 61**

**GRAND TOTAL HOURS: 123**

**NURSING EDUCATION HOURS TOTAL: 62**

\*The LPN-to-BSN student will take all the courses listed above with the exception of NURS 3506 Fundamentals of Nursing. These five (5) hours may be awarded through the Arkansas Nursing Education Progression Model.

*The Baccalaureate Degree in Nursing (BSN) Program at The University of Arkansas at Pine Bluff is Accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington D.C. 20001, (202) 887-6791 <http://www.ccnaccreditation.org/>*

## **EXPLANATION OF CREDIT, CLOCK AND CLINICAL HOURS**

When determining course credits, one (1) credit hour is equivalent to one fifty-minute lecture period. When determining clinical hours, one (1) credit hour is equivalent to three (3) clock hours of contact time for clinical and laboratory experiences. For every course with a clinical component, the clinical/practicum hours are calculated on a 1:3 ratio of theory to clinical hours. For example, NURS 3506 Fundamentals of Nursing Care has 3 theory and 2 clinical practicum credit hours. Thus, the course meets 3hrs /wk for theory and 6 hours/wk for practicum.

## **DESCRIPTION of PRELICENSURE NURSING (NURS) COURSES**

**Courses are arranged below according to the sequential curriculum plan.**

### **NURS 3318 PROFESSIONAL DEVELOPMENT I: NURSING ESSENTIALS (3)**

This course introduces students to foundational requisites for successful nursing practice. Concepts of medical terminology, application of math for medication and administration, and therapeutic communication skills are emphasized. Lecture: 3 hours per week. Prerequisite: Admission to Upper Division Nursing. Credits: 3 semester hours. Co-requisites: NURS 3301, NURS 3506, NURS 3203, and NURS 3312.

### **NURS 3301 HEALTH ASSESSMENT (3)**

This course is designed to prepare students to complete a physical and health assessment of infant, pediatric, adult, and geriatric clients. Students will acquire knowledge and skills in history taking and performing physical and health assessments to promote the critical analysis of normal and abnormal data. Emphasis is placed on utilization of accurate medical terminology and nursing documentation in the process of history taking and the nursing process. The student will learn to apply the basic skills of observation, inspection, palpation, and auscultation in the head to toe assessment. Variation of culture in the health assessment procedure is also emphasized in providing caring, competent nursing interventions. This 3 hours course is made up of 2 credits of didactics and 1 credit hour of laboratory skills = 2 hours of laboratory time. Thus, for a 15 week semester, this course will be 2 hours theory = 30 clock hours and 1 hour credit lab = 30 clock hours. Credit: 3 semester hours. Prerequisite: Admission to Upper Division Nursing. Co-requisites: NURS 3318, NURS 3506, NURS 3203, and NURS 3312.

### **NURS 3506 FUNDAMENTALS OF NURSING (5)**

This course combines theory, lab and clinical practice to introduce beginning nursing students to the concepts and psychomotor skills needed to provide nursing care to individuals with compromised health problems across the life span. The nursing process, drug math calculations, and basic psychomotor skills are presented and used to guide development of nursing roles and professional practice. In addition to theory, this course requires the completion of 90 clinical hours. This course meets the mission and philosophy of the University of Arkansas Pine Bluff and the Department of Nursing by establishing a foundation on which additional knowledge can be developed. *Credit: 5 semester hours; Lecture: 3 hours per week; Practicum: 6 hours per week.* Prerequisite: Admission to the Nursing Program. Co-requisites: NURS 3318, NURS 3301 and NURS 3312.

### **NURS 3509 PSYCHIATRIC-MENTAL HEALTH NURSING CARE (5)**

The course provides the theoretical and practicum basis for professional nursing practice with clients who have psychosocial and mental health needs. Emphasis is on the therapeutic relationship and its potential to assist affected individuals and families. Application of theoretical and practicum concepts guide professional nursing practice in in-patient and out-patient clinical settings. Concepts related to treatment modalities, such as milieu therapy, crisis intervention, and psychopharmacology, designed for health promotion, maintenance, and restoration throughout the lifespan guide practicum experiences. In addition to theory, this course requires the completion of 90 clinical hours. Semester Credit hours: 5 Lecture: 3 hours per week, Practicum: 6 hours per week. Co-requisites: NURS 3318: 3506:and NURS 3301.

### **NURS 3304 PHARMACOLOGY (3)**

This course focuses on establishing a knowledge base for pharmacotherapeutics and use of therapeutic drugs when caring for clients across the lifespan. Emphasis is placed on the nursing process, drug safety, legal, cultural and ethical aspects of

pharmacology and client education. Students will understand rationales for drugs prescribed and intended therapeutic effects. 3 semester credit hours – 45 contact hours. Prerequisites: NURS 3318, NURS 3301, NURS 3506, NURS 3203, NURS 3312. Corequisites: NURS 3204, NURS 3507, and NURS 3508.

#### NURS 3312 NURSING INFORMATICS (3)

This course explores the use of information technology in nursing practice and its role in enhancing client care. Issues related to privacy protection, confidentiality, security of information in health care environments, and the potential use of social networking tools in communication of health care information are discussed. Credit hours: 3 semester hours. Prerequisite: Admission to Upper Division Nursing. Co-requisites: NURS 3318, NURS 3301 and NURS 3506.

#### NURS 3204 PROFESSIONAL DEVELOPMENT II: ROLES AND ETHICS (2)

This course is designed to explore the three roles of the baccalaureate generalist and expanded practice roles in providing direct and indirect client care. Emphasis is placed on the foundational relevance of ethics to the practice of professional nursing in varying roles. This course helps students determine when they and others are experiencing moral and ethical conflicts, and helps them develop pathways of reflective thinking and communicating related to ethical challenges in nursing practice. Students will explore the ANA Code of Ethics and begin incorporating its provisions as a compass for developing professional practice from health promotion to death with the assured preservation of dignity of clients. Credit: 2 semester credit hours. Prerequisite: Successful completion of NURS 3318, NURS 3301, NURS 3506, and NURS 3312. Co-requisites: NURS 3507, NURS 3508, and NURS 3304.

#### NURS 3507 MEDICAL SURGICAL NURSING CARE I (5)

The course builds on theoretical concepts and skill proficiency achieved by students in Fundamentals of Nursing. This course emphasizes wellness, disease management and development of a safe and caring environment for adult and geriatric clients. The nursing process and concepts of pharmacology are reinforced through theory and clinical practice. In addition to theory, this course requires the completion of 90 clinical hours. *Semester Credit Hours: 5. Lecture: 3 hours per week; Practicum: 6 hours per week. Prerequisites: NURS 3318, NURS 3301, NURS 3506 and NURS 3312. Co-requisite Courses: NURS 3204, NURS 3508, and NURS 3304.*

#### NURS 4310 EVIDENCE-BASED PRACTICE AND NURSING RESEARCH (3)

This course prepares students for scholarly excellence in future nursing roles. Students acquire skill in reading and critiquing qualitative and quantitative research which includes quality improvement, communication techniques, clinical judgment, and nursing interventions with diverse populations. Students learn to apply ethical principles when critiquing research involving human subjects. Student develop evidence-based research utilization posters, through which they derive nursing implications based on best practices. Leadership, clinical judgment and communication skills are enhanced through dissemination of their posters in class and if possible during the University's Annual Research Forum. Lecture: 3 hours per week. Credit: 3 semester hours. Prerequisite: NURS 3509. Co-requisites: NURS 4510, and NURS 4511.

#### NURS 3508 CARE OF THE CHILDBEARING FAMILY (5)

This course focuses on the development of the professional nurse role in caring for women experiencing health issues associated with pregnancy and reproductive health. The focus shifts from the individual to the family as the unit of care as students apply the nursing process and clinical reasoning skills while providing care to culturally diverse families in acute and community-based settings. In addition to theory, this course requires the completion of 90 clinical hours. *Semester Credit Hours: 5. Lecture: 3 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 3318, NURS 3301, NURS 3506 and NURS 3312. Co-requisites: NURS 3204, NURS 3507, and NURS 3304.*

#### NURS 4510 NURSING CARE OF CHILDREN (5)

This course provides the theoretical basis and clinical practice experiences for development of professional nurse roles in providing developmentally appropriate holistic care for children and their family. Emphasis is placed on health promotion, maintenance, and restoration during childhood through adolescence. Knowledge is acquired to allow the professional nurse to use evidence based practice to provide high quality care to pediatric clients facing a vast variety of health issues. Knowledge gained in this course will provide the foundation required for competent care of the pediatric client. In addition to theory, this course

requires the completion of 90 clinical hours. *Semester credit hours: 5. Lecture: 3 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 3508. Co-requisites: NURS 4310 and NURS 4511.*

#### NURS 4511 MEDICAL-SURGICAL NURSING CARE II (5)

This course further develops the professional nurse role through integrations and furthering knowledge and skills developed in the Fundamentals of Nursing and Medical Surgical Nursing Care I. Students are prepared to care for adults and geriatric clients with chronic medical surgical health problems in the acute setting. In addition to theory, this course requires the completion of 90 clinical hours. *Semester Credit Hours: 5. Lecture: 3 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 3508. Corequisites: NURS 4510, and NURS 4310.*

#### NURS 4512 MEDICAL –SURGICAL NURSING CARE III (5)

Medical Surgical Nursing Care III builds on knowledge and skills developed in Fundamentals in Nursing, Medical Surgical Nursing Care I, and Medical Surgical Nursing Care II. Senior nursing students are introduced to critical care and emergency nursing concepts. The professional nurse role is developed further as students care for individuals and families throughout the life span experiencing acute and complex medical surgical health problems. In addition to theory, this course requires the completion of 90 clinical hours. *Semester Credit Hours:5. Lecture: 3 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 4511, NURS 4310 and NURS 4510. Co-requisites: NURS 4513, NURS 4111 and NURS 4401.*

#### NURS 4506 NURSING CARE OF COMMUNITIES AND POPULATIONS (5)

This course focuses on public health promotion by applying prevention, detection, and rehabilitation concepts to individuals, families, and communities. Since the development of public policy there is more of a focus on health promotion, lifestyle factors, and disease prevention. The course emphasizes continued changes needed within the public health system for future decline in death, illness and disability rates. The goals and objectives of *Healthy People 2020* which target social, economic, and environmental factors impacting healthy communities, individuals, families, communities, and populations across the life span are explored. In addition to theory, this course requires the completion of 90 clinical hours. *Credit: 5 semester hours. Lecture: 3 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 4310, NURS 4510, and NURS 4511. Co-requisites: NURS 4312, NURS 4111 and NURS 4401.*

#### NURS 4401 PROFESSIONAL DEVELOPMENT III: Leadership and Management (4)

This course is designed to emphasize the foundational relevance of quality leadership and management knowledge and skills necessary for the role of the professional nurse. This course helps the student to assimilate strategies and rationales for effective leadership and management in professional nursing practice. Students read landmark documents that summarize research and evidence based recommendations for best quality care, consider best approaches, and develop core competencies to insure the implementation of best practices for better health care. In addition to theory, this course requires the completion of 90 clinical hours. *Credit: 2 semester hours. Lecture: 2 hours per week. Practicum: 6 hours per week. Prerequisites: NURS 4310, NURS 4510 and NURS 4511. Co-requisites: NURS 4512, NURS 4513, and NURS 4111.*

#### NURS 4111 INTEGRATION SEMINAR (1)

Integration seminar provides a review of the course content for all courses in the nursing program with the exception of course corequisites. During the course students are required to demonstrate readiness for success on the NCLEX-RN through obtaining the required readiness predictor score on a nationally normed exam determined by the department. A satisfactory grade is required on the NCLEX readiness to pass the course. This is a pass/fail course. Failure of this course will result in non-matriculation. *Lecture: 1 hour per week. Semester Credit Hours: 1. Prerequisite: NURS 4310, NURS 4510, and NURS 4511. Co-requisites: NURS 4512, NURS 4513, and NURS 4401.*

# **APPENDICIES**

## CALENDAR of EVENTS

### University of Arkansas at Pine Bluff | 2022 – 2023 Academic Calendar

#### FALL SEMESTER 2022

Dormitories Open for New Freshmen	August 15
Faculty Reports for Duty/Fall Faculty and Staff Seminar	August 16-17
School and Departmental Meetings Convened/Faculty Preparation	August 17
New and Adjunct Faculty Orientation	August 17
New Student Welcome Week Activities Begin (evening)	August 18
Dormitories Open for Upperclassmen	August 18
Registration Continues for all Undergraduate and Graduate Students	August 18
First Day of Instruction	August 22
Late Registration Begins with Late Fees Assessed	August 23
Drop/Add Fees Assessed/Late Registration Continues	August 24
Last day to Register/Drop/Add/Schedule Change	August 26
Satisfactory Payment Arrangements Deadline	August 26
Last Day for Course Cancellation Adjustments	August 30
Labor Day (No Classes/Administrative Offices Closed)	September 5
Enrollment Census (09/6/22) Report Due in Registrar's Office (By 12:00 Noon)	September 8
May 2023 Graduation Application Due in Registrar's Office	September 9
Enrollment Census Drops	September 12
Deadline to Petition for Census Reinstatement	September 15
Mid-Term Examination Week	October 10-14
Mid-Term Grades Due (Report: A,B,C,D,F, or P - P is for Pass/Fail courses only)	October 17
Fall Break (Student Break; Administrative Offices Open)	October 20-21
Last Day to Drop a Class(s)/Grade of "W" Awarded	October 31
Spring 2023 Pre-Registration/Financial and Academic Advisement Begins	November 7-11
Thanksgiving Break (Student Break; Administrative Offices Open)	November 23
Thanksgiving Holiday (Student Break; Administrative Offices Closed)	November 24-25
Final Examinations for December 2022 Graduates	November 28-30
Last Day to Withdraw from the University (All courses)/Grade of "W" awarded	November 28
Grades Due for December 2022 Graduates in Registrar's Office (By 12:00 Noon)	December 2
Last Day of Instruction	December 1
Day of Study	December 2
<b>*Final Examinations</b>	<b>December 5-8</b>
Fall Commencement (10:00 AM/ Processional: 9:45 AM)	December 9
Grades Due in Registrar's Office (By 5:00 PM)	December 12

**The University reserves the right to make changes to the academic calendar as needed.**



## University of Arkansas at Pine Bluff | 2022 – 2023 Academic Calendar

### SPRING SEMESTER 2023

Faculty Reports for Duty	January 2
Academic Appeals and Financial Aid Verification (Resolve Pending Issues)	January 3-4
Registration Continues	January 5
First Day of Instruction	January 9
Late Registration Begins with Late Fees Assessed	January 10
Drop/Add Fees Assessed/Late Registration Continues	January 11
Last day to Register/Drop/Add/Schedule Change	January 13
Satisfactory Payment Arrangements Deadline	January 13
Dr. Martin Luther King, Jr. Holiday Observed (No Classes/Offices Closed)	January 16
Last Day for Course Cancellation Adjustments	January 18
Enrollment Census (1/24/23) Report Due in Registrar's Office (By 12:00 Noon)	January 26
Enrollment Census Drops	January 30
Deadline to Petition for Census Reinstatement	February 2
Mid-Term Examination Week	March 13-17
Mid-Term Grades Due (Report: A,B,C,D,F, or P - P is for Pass/Fail courses only)	March 20
Spring Break Week	March 20-24
Last Day to Drop a Class(s)/Grade of "W" Awarded	March 31
Summer and Fall 2023 Pre-Registration/Financial and Academic Advisement Week	April 3-7
Final Examinations for May 2023 Graduates	April 10-14
Last Day to Withdraw from the University (All courses)/Grade of "W" awarded	April 17
Grades Due for May 2023 Graduates in Registrar's Office (By 12:00 Noon)	April 19
December 2023 Graduation Application Due in Registrar's Office	April 21
Last Day of Instruction	April 28
Day of Study	May 1
<b>*Final Examinations</b>	<b>May 2-5</b>
Spring Commencement (9:00 AM/ Processional 8:45 AM- Simmons Bank Field)	May 6
Grades Due in Registrar's Office (By 5:00 PM)	May 8

### FIRST SUMMER SESSION 2023

Registration for First and Second Term Begins	May 15
First Day of Instruction	May 22
Late Registration/Last Day to Drop/Add/Register with Fees Assessed	May 23
Last Day for Course Cancellation Adjustments	May 24
Memorial Day Observed (No Classes/Administrative Offices Closed)	May 29
Satisfactory Payment Arrangements Deadline	May 30
Enrollment Census (5/30/23) Report Due in Registrar's Office (By 12:00 Noon)	June 1
Last Day to Drop a Class(s)/Grade of "W" Awarded	June 5
Last Day to Withdraw from the University (All Courses)/Grade of "W" Awarded	June 16
<b>*Last Day of Instruction/Final Examinations</b>	<b>June 22-23</b>
Grades Due in Registrar's Office (By 12:00 Noon)	June 26

### SECOND SUMMER SESSION 2023

Registration for Second Term Continues	June 23
First Day of Instruction	June 26
Late Registration/Last Day to Drop/Add/Register with Fees Assessed	June 27
Last Day for Course Cancellation Adjustments	June 28
Independence Day Observed (No Classes/Administrative Offices Closed)	July 4
Satisfactory Payment Arrangements Deadline	July 5
Enrollment Census (7/3/23) Report Due in Registrar's Office (By 12:00 Noon)	July 6
Last Day to Drop a Class(s)/Grade of "W" Awarded	July 10
Last Day to Withdraw from the University (All Courses)/Grade of "W" Awarded	July 21
<b>*Last Day of Instruction/Final Examinations</b>	<b>July 27-28</b>
Grades Due in Registrar's Office (By 12:00 Noon)	July 31

Published March 29, 2022

**\*Blackboard Access Ends for Students at 11:59 P.M. on the Last Day of Final Examinations.**

### **17-87-312. Criminal background checks/requirements.**

- (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.

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

- (a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:
  - (1) Capital murder as prohibited in § 5-10-101;
  - (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
  - (3) Manslaughter as prohibited in § 5-10-104;
  - (4) Negligent homicide as prohibited in § 5-10-105;
  - (5) Kidnapping as prohibited in § 5-11-102;
  - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
  - (7) Permanent detention or restraint as prohibited in § 5-11-106;
  - (8) Robbery as prohibited in § 5-12-102;
  - (9) Aggravated robbery as prohibited in § 5-12-103;
  - (10) Battery in the first degree as prohibited in § 5-13-201;
  - (11) Aggravated assault as prohibited in § 5-13-204;
  - (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
  - (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
  - (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110; (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64- 510, as prohibited in the former § 5-64-401, and §§ 5-64- 419 — 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

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

(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 phrase "moral turpitude" and "good character";  
or
- (2) Consider arrests without a subsequent conviction.

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
- (3) Kidnapping as prohibited in § 5-11-102;
- (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 13-211, if a Class Y felony;
- (5) Rape as prohibited in § 5-14-103;
- (6) Sexual extortion as prohibited in § 5-14-113;
- (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
- (8) Incest as prohibited in § 5-26-202;
- (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

- (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
- (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

### **CRIMINAL BACKGROUND INFORMATION**

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.

#### **Statement of Acknowledgement of the Rules Regarding the Conviction of a Crime and Licensure**

The Arkansas State Board of Nursing has instituted a mandatory criminal background check per state law, Act 1208 of 1999. An FBI fingerprint check is also mandatory. Both of these events occur at the beginning of the semester before graduation and will be at the expense of the student. (This will be in addition to the background check upon admission to the program.)

According to ACA §17-87-312 persons who have been convicted of a crime may not be eligible to write the national licensing exam upon completion of this program. These persons must appear before the Arkansas State Board of Nursing to determine eligibility to take the National Council Licensure Examination (NCLEX) for registered nurses.

I have received, read and understand the information contained in the Arkansas State Board of Nursing regarding ACA§17-87-312 and ACA §17-3-102.

\_\_\_\_\_  
Student's Signature/Date

\_\_\_\_\_  
Witness Signature/Date

**University of Arkansas at Pine Bluff  
Department of Nursing  
Grievance, Problems, and Concerns Appeal Form**

Date: _____	Student Name: _____	ID Number _____
Description of the Problem:		
Resolution Sought:		
Student Signature:	Date:	
<b>TO BE COMPLETED BY THE NURSING DEPARTMENT</b>		
Date Received:		
Action Taken:		
Recommendations:		

Final Disposition by the Department:	
Signature of Department Official:	Date:

UNIVERSITY OF ARKANSAS AT PINE BLUFF Department of Nursing  
(Acknowledgement of receipt of the 2022-2023 *Nursing Student Handbook*)

I, \_\_\_\_\_, acknowledge that I have received, read and understand the policies, guidelines and expectations documented in the University of Arkansas at Pine Bluff *Department of Nursing Student Handbook* dated 2022-2023. I have been given an opportunity to ask questions and to seek clarification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)



UNIVERSITY of ARKANSAS at PINE BLUFF Department of Nursing  
Standardized Testing Policy

Acknowledgement of receipt of Assessment Technologies Inc, LLC. (ATI) Testing Policy

I, \_\_\_\_\_, acknowledge that I have received, read and understand UAPB's ATI Assessment and Review policy. I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by the UAPB Department of Nursing. I have been given an opportunity to ask questions and to seek clarification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student)