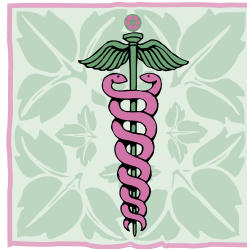


ASSOCIATE DEGREE OF NURSING STUDENT HANDBOOK



Revised May 2008



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INTRODUCTION

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

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

We dedicate our time and effort to offer you those experiences that will assist you in reaching this goal. The learning experiences will be available; it is your responsibility to take advantage of them.

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

Mission Statement

The Department of Nursing at Southern Arkansas University supports the mission statement, goals, and objectives of the University. The mission of the Department of Nursing is to provide students with opportunities for intellectual growth, cultivation of skills for critical thinking, and communication and skill development for career preparation in a global environment. The Department of Nursing is committed to meeting regional health care needs by preparing graduates who demonstrate competency as health care practitioners.

Philosophy of the Department of Nursing

The Department of Nursing clearly differentiates two types of nursing programs. They are:

- Associate degree nursing education prepares the graduate to function as an entry level registered nurse providing direct care to persons as individuals and members of a family/groups in a structured and unstructured health care setting.
- Baccalaureate nursing education prepares the graduate for entry into professional practice as a generalist who cares for persons as individuals, members of a family/groups, and as communities in both structured and unstructured health care settings.

The complexity of decision-making and accountability increases in proportion to the complexity of the client, the health care setting, and the preparation of the practitioner. The different levels of nursing education imply education increases in complexity to correspond with the expected competencies of each graduate.

PERSON

Each **person** is a physiological, psychological, sociocultural, and spiritual being, and is therefore, unique and irreplaceable. The person is continually interacting and affected by the internal and external environment. Each person is dynamic and distinct, because they have unique and common basic human needs across the life span. The person within the context of individual, family/group, or community is the recipient of nursing care.

ENVIRONMENT

The **environment** consists of internal and external elements, which are in constant interaction with the person. The internal environment is composed of physiological, psychological, sociocultural, and spiritual factors, which influence the person from within. The external environment includes the physical and social elements that are external to and interactive with the person. The internal and external environments interact to produce needs unique to each person. The process the person chooses to meet those needs changes the health of the person.

HEALTH

Health is a dynamic state influenced by personal choices occurring in and across all environments. The health of the person is dependent upon resources available within the internal and external environment. Through collaborative efforts, health is promoted, maintained, and/or restored until the end of life.

NURSING

Nursing is a scientific discipline that provides holistic care for culturally diverse persons across the life span. Nursing acknowledges the dignity, worth and the right of all persons to have their health care needs provided in and across all environments through the use of nursing/research process. The practice of nursing is based on knowledge, which incorporates critical thinking, communication, therapeutic nursing interventions, professionalism, roles, and service.

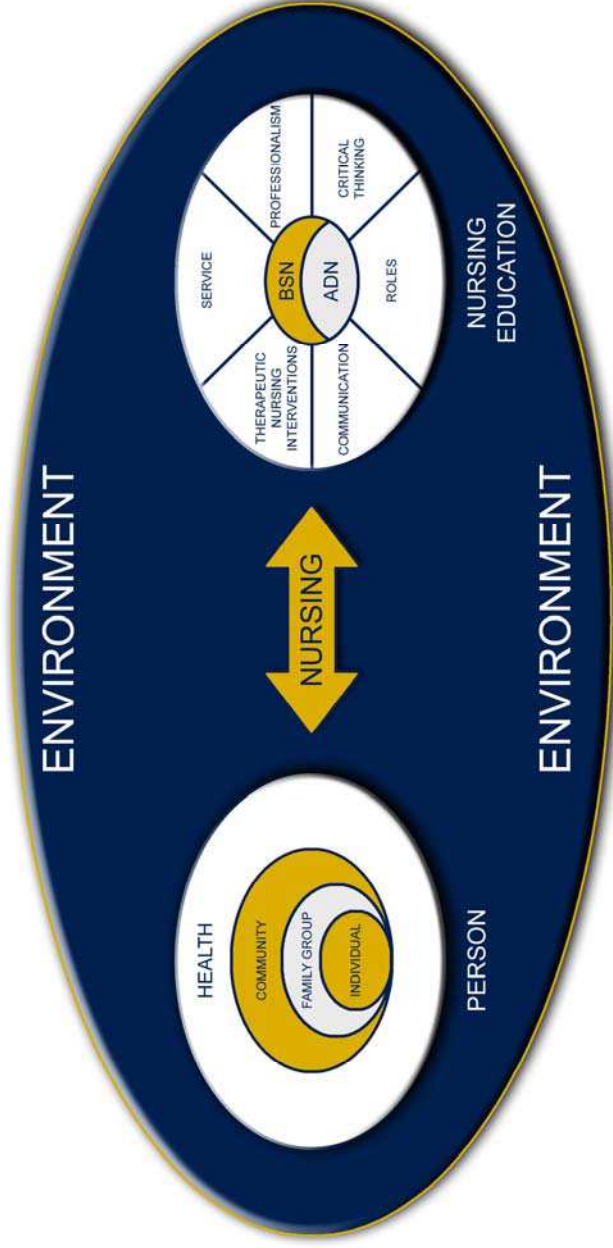
NURSING EDUCATION

Nursing education requires a foundation in liberal education, which provides an effective base of knowledge and cognitive skills upon which to build professional and personal growth. Nursing education within the university setting offers the opportunity to interact with students from diverse educational disciplines, which provides the individual an experience to build a broader foundation, thus shaping their practice of nursing.

Nursing education is a life-long process that assists individuals in developing the potential to function productively within an ever changing health care system. The use of technological resources and innovative creative teaching strategies provides optimal learning experiences. Learning occurs when the student perceives it as relevant and the information received has concurrent application.

Faculty facilitate, create, and guide learning opportunities, thus enabling individuals to seek and develop knowledge, skills, and attitudes to prepare them for practice within the nursing profession.

SOUTHERN ARKANSAS UNIVERSITY
Department of Nursing
Conceptual Model



**ASSESSMENT GOALS OF SAU
NURSING DEPARTMENT & ADN PROGRAM**

SAU Goals (North Central Association)	Department of Nursing Goals	Associate Degree Program Objectives (Terminal objectives)
1. Communication: Graduates will communicate effectively.	Involve patients and families in the decision-making processes. Assess and use communications and technology effectively and appropriately.	Demonstrate appropriate communication techniques with colleagues, other members of the health care team, individuals, and families.
2. Critical Thinking: Graduates possess the knowledge and skills to be successful.	Provide evidence-based, clinically competent, contemporary care.	Demonstrate the ability to critically think using the nursing process in the delivery of health care to individuals and family across the life span.
3. Technology: Graduates use technology effectively.	Assess and use communications and technology effectively and appropriately. Manage information.	Demonstrate the use of appropriate technology in a variety of health care settings.
4. Integrative Learning: Graduates utilize appropriate quantitative skills in making decisions.	Care for community's health. Expand access of effective care. Develop outcome measures.	Use appropriate quantitative skills in meeting the physiological, psychological, spiritual, and sociocultural needs of individuals and families across the life span.
5. Global awareness: Graduates understand their own and other societies and cultures.	Improve the healthcare system operations and accountability. Understand the role of the physical environment. Participate in a racially and culturally diverse society.	Provide culturally competent care to diverse individuals and families throughout the life span.
6. Meaningful Career Preparation: Graduates possess the knowledge and skills to be successful.	Understand the role and emphasize primary care. Practice prevention and wellness care. Continue to learn and help others to learn.	Act consistently to continue life-long learning to advance one's own nursing practice.

<p>7. Competencies of Effective Citizenship: Graduates are prepared to be contributing members of their communities.</p>	<p>Promote health life-styles. Accommodate expanded accountability.</p>	<p>Promote healthy life styles by assisting individuals and families to maintain and promote healthy behaviors across the life span.</p>
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Revised: May 2005

National League for Nursing Accreditation

The Arkansas State Board of Nursing approves the Department of Nursing at Southern Arkansas University. The Department of Nursing offers both Associate of Science (A.D.N.) and Bachelor of Science (BSN) degrees in nursing. The Associate of Science in Nursing program is accredited by the National League for Nursing Accrediting Commission. The BSN degree is a completion program for persons who are ADN or diploma RNs, and wish to obtain this advanced degree. The LPN-RN curriculum is a track in the A.D.N. Program.

All interested parties (students, graduates, and other parties associated with the program) may contact the NLNAC to express any statement or concern at the following: National League for Nursing Accrediting Commission, 61 Broadway, New York, New York, 10006, telephone: 1-800-669-1656, ext. 153.

Curriculum

A.D.N. Curriculum is accredited until 2009.

LPN-RN Curriculum is a track in the A.D.N. program.

RN-BSN Completion Curriculum is accredited until 2011.

**Course of Study Curriculum Sequence
ADN Program and BSN Completion Program**

The purpose of the Associate Degree Program in Nursing is to provide both a general education in the liberal arts and sciences and nursing. The A.D.N. program consists of **four** academic semesters and includes **31** hours of general education courses and **39** hours credit in nursing courses. Clinical laboratory experiences are based in selected community hospitals and allied health agencies.

YEAR 1

pproved fall 2007 bf

Fall = 16 hours	Spring = 18
BIO 2063/2061 – A&P I /Lab	MATH 1023 – College Algebra
CHEM 1013/1011 – Gen Chemistry I / Lab	BIO 2073/2071 – A&P II / Lab
NURS 1207 – Care of the Individual	BIOL 3032/3022 – Microbiology / Lab
NURS 1001 – Clinical Calculations	NURS 1217 – Women’s Health

YEAR 2

Fall = 18 hours	Spring = 18 hours
ENGL 1113 – Comp I	ENGL 1123 - Comp II
NURS 2018 – Med-Surg I	SOC 3033 – Marriage & Family <u>OR</u> SOC 4073 – Social Gerontology <u>OR</u> SOC 3013 – Social Problems
NURS 2223 – Mental Health	NURS 2208 – Med-Surg II
NURS 2401 – Pharmacology I	NURS 2143 – Care of the Child
NURS 2003 – General Psychology	NURS 2411 – Pharmacology II

Completion of ADN Program

YEAR 3

Fall = 15 hours	Spring = 12 hours
SPCH 1113 - Speech	SOC 2003 – Intro to Sociology <u>OR</u> SOC 1003 – General Anthropology <u>OR</u> ECON 2103- Microeco. Princ. <u>OR</u> GEOG 2003 – Intro to Geography <u>OR</u>
PHIL 2403 – Philosophy	HIST 2013 – U.S. History <u>OR</u> HIST 2023 U.S. History <u>OR</u> PSCI 2003 Am. Gov.
Foreign Language <u>OR</u> ENG 2213- Literature I <u>OR</u> ENG 2223 – Literature II	SOC 3183 – Statistics
ENGL 3043 – Advanced Comp.	HS 1403 – Personal and Community Health
HIST 1003 World History I <u>OR</u> HIST 1013 World History II	

YEAR 4

Fall = 15 hours	Spring = 13 hours
NURS 3001 – RN-BSN Orientation	NURS 3053 – The Business of Health Care
NURS 3003 – Physical Assessment	NURS 4015 – Leadership & Management
NURS 3043 – Intro. to Nursing Research	NURS 4065 – Advanced Adult health
NURS 3013 – Issues and Trends	
NURS 3035 – Community Health Nursing	

LPN-RN Curriculum

The purpose of the LPN to RN program is to provide upward mobility for the qualified Licensed Practical Nurse, Licensed Vocational Nurse, and Licensed Psychiatric Technician. The program allows credit for previous nursing education and experience. The LPN-RN Transition Program at SAU consists of three academic semesters.

YEAR 1

Fall = 18 hours	Spring = 15
BIO 2063/2061 – A&P I /Lab	NURS 2003 – General Psychology
CHEM 1013/1011 – Gen Chemistry I / Lab	BIO 2073/2071 – A&P II / Lab
BIOL 3032/3022 – Microbiology / Lab	NURS 1001 – Clinical Calculations
MATH 1023 – College Algebra	NURS 1417 – LPN to RN Transition Course**
ENGL 1113 – Comp I	

YEAR 2

Fall = 15 hours	Spring = 15 hours
ENGL 1123 - Comp II	SOC 3033 – Marriage & Family <u>OR</u> SOC 4073 – Social Gerontology <u>OR</u> SOC 3013 – Social Problems
NURS 2018 – Med-Surg I**	NURS 2208 – Med-Surg II**
NURS 2223 – Mental Health	NURS 2143 – Care of the Child
NURS 2401 – Pharmacology I	NURS 2411 – Pharmacology II

** - Courses with a clinical component

SUMMARY

Every effort has been made to ensure that the Nursing Student Handbook covers all of the policies that govern the nursing curriculum. It is your responsibility to know and abide by each of these policies located in the following pages. Those items not specifically covered in the student handbook will be addressed on an individual basis by the nursing faculty. Course specific policies are located in EACH course syllabus. You will be informed in writing (i.e., email or Blackboard postings) of any changes or revisions to the student handbook or course policy when they occur. Students are held accountable to the current policies of the student handbook. Nursing students are encouraged to make helpful, positive suggestions to be included in the handbook for themselves and future students.

Southern Arkansas University
Department of Nursing

Admission, Retention, and Progression Policy

Application Requirements for Admission to ADN Program:

To be considered for admission into the associate degree program in nursing (including the LPN to RN Transition) the student must:

1. Be admitted to SAU with regular or conditional admission status and maintain a 2.0 at SAU. Transfer students currently enrolled in other universities at the time of application will be considered for admission into the nursing program if the following documents are on file in the SAU Office of Admissions by February 28 for fall nursing class (traditional and LPN Transition options) or September 30 for spring nursing class (traditional option only); completed SAU application form; valid ACT or SAT scores; completed high school transcript or GED scores; college transcripts through the previous semester; and required immunization records. International students must contact the International Student Services Office. Admission to the University does not mean automatic admission to the Department of Nursing.
2. Complete HESI Admission Assessment Exam (additional information available on website).
3. Recognize that priority ranking will be given to those who have successfully completed CHEM 1013/1011L (General Chemistry I/Lab) or its equivalent. A 3-hour chemistry course or a chemistry course without lab does not meet the chemistry requirement.
4. Have a minimum 2.5 GPA (Grade Point Average) in Nursing Curriculum Support Courses (NCSCs). GPA for admission to the department will be calculated based on NCSCs completed at the time of application. NCSCs are not prerequisites. It is not necessary to complete all courses in order to apply to the program; however, all science courses **must be completed before NURS 2018 (Medical/Surgical I)**.
5. NCSCs must be completed with a C or better. Students with Ds in these courses will not be admitted.
6. Have proof of Hepatitis B vaccination, TB screening, and current American Heart Association CPR certification.
7. Understand travel will be required to eastern Texas, southwest Arkansas, and northwest Louisiana clinical sites
8. Submit a completed Department of Nursing Application Form postmarked or delivered no later than February 28 for fall semester nursing class (traditional and LPN Transition options) and no later than September 30 for spring semester nursing class (traditional option only). Application forms may be obtained from the Department of Nursing or from our website www.saumag.edu/nursing. Enclose a copy of all unofficial college transcripts.
9. Mail application and unofficial transcripts to SAU, Department of Nursing, Attn: ADN-Application, P.O. Box 9406, Magnolia, AR 71754-9406. Applications may be delivered to Wharton Nursing Building, room 101A.

Retention and Progression:

Once admitted to the nursing program, the student:

1. Must make a “C” or better in **ALL** nursing and nursing support courses each semester to progress to the next semester in nursing. Any student with a “D” in a course applying toward the nursing degree will not be allowed to proceed until that specific course has been repeated and passed with a “C” or better.
2. Must perform satisfactorily in any clinical lab to progress to the next semester.
3. Must complete Anatomy and Physiology I & II, Microbiology with labs, and Chemistry with lab with a “C” or better prior to progressing to Level 3. Students are encouraged to complete all nursing curriculum support courses prior to the second year of nursing. Any Level 3 or 4 student not meeting this requirement may be administratively dropped at any time.
4. Is limited to **ONE** re-enrollment into the program. A student who does not successfully complete the course for any of the following reasons and then chooses to return to the nursing program has utilized their **ONE** re-enrollment opportunity.
 - Receives a grade of “D” or “F” in the nursing course and then chooses to return to the nursing program.

OR

 - Withdraws/drops from a nursing course prior to completion of the semester and receives a “W” for any reason (See Returning Student Policy and Appeal Policy).

If a student has withdrawn from a nursing course/nursing program because of a call to active military duty, this student may return to the program when active duty is completed by sending a letter requesting readmission to the Department of Nursing (See Returning Student Policy). If at any time one of these students withdraws or fails and then returns to the program, this is considered the student’s one re-enrollment as outlined in the paragraph above.

5. Is assured procedural due process as established by the Nursing Department and the University.
6. Standardized exams will be administered in each course throughout the curriculum with weight to be determined by course faculty.

Southern Arkansas University
Department of Nursing

Readmission Policy

To be readmitted to the Nursing Department the student must:

1. Write a letter of intent to the DEPARTMENT OF NURSING, ATTN: Skills Lab Coordinator by October 1 for the spring semester and by March 1 for the fall semester. If a student withdraws or fails from the current course and chooses to repeat immediately the next semester, a letter must be turned in by the **last day** of the current semester.

The letter requesting readmission must be accompanied by an updated transcript of all college courses. The letter must include name, Social Security number, mailing address, working phone number, and which course and semester you wish to re-enter the program. Also include in your letter any resolution for the problem(s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing course or nursing curriculum support course.

2. Must repeat all ADN curriculum nursing courses over five years old.
3. Provide documentation of completion of courses toward the nursing degree. This includes all science courses (A&P I/Lab, A&P II/Lab, Microbiology/Lab, Chemistry/Lab).
4. Have a “C” or better in all nursing and nursing curriculum support courses that apply toward the nursing degree.
5. Schedule an appointment with the Skills Lab Coordinator within the first two weeks of the semester. A successful check-off must be completed prior to the start of clinical orientation for your specific course before you will be allowed to proceed in the course/program.

(SEE POLICY FOR RETURNING STUDENTS)

CHECK-OFF POLICY FOR RETURNING STUDENTS

Students re-entering Women/Infant Health, Med-Surg I, and Med-Surg II must pass a comprehensive check-off, which includes basic nursing skills such as assessment, vital signs, bed making, administering a bed-bath, and dosage calculation. Students must also demonstrate competency in oral and parenteral medication administration. The student is also required to pass a written examination reviewing medications and math problems. The student will be allowed two chances to pass these skills to the satisfaction of the Skills Lab Coordinator. A skills review packet will be provided for these students. These skills must be performed satisfactorily before the student will be allowed to proceed to the clinical area as stated in the Readmission Policy. If the skills cannot be demonstrated properly, the student will be dropped from the nursing program. It is the responsibility of the student to schedule a check-off time with the Skills Lab Coordinator. (SEE READMISSION POLICY)

REVISED: August 2005, March 2006

Southern Arkansas University
Department of Nursing

Policy for Transfer Students with Nursing Credit

TRANSFER STUDENTS WITH NURSING CREDIT:

Transfer requests are considered on an individual basis. Students previously enrolled in another nursing program must forward a letter requesting transfer, a Transfer Nursing Student application, and attach copies of all unofficial college transcripts. Students who are requesting transfer from another nursing program are also required to provide a letter from the program dean/chair/director of eligibility to reenter their previous nursing program in order to be eligible for consideration in the SAU nursing program. If a student has failed a nursing course the request for transfer is classified as an academic reentry request, and reentry policies apply. If a student has failed more than one nursing course they are not eligible for consideration for entry into the SAU nursing program. Transfer equivalency information for Nursing Curriculum Support Courses can be accessed through www.saumag.edu/admissions.

Transfer students will be required to pass and perform a comprehensive check-off with a pass/fail rate for entry into Women/Newborn Health, Med-Surg I, or Med-Surg II. Each student will be allowed two (2) tries to pass the skills check-off. If the student still has not passed, they will be offered the option of either enrolling in Nursing 1206: Care of the Non-Acute Individual to begin the program or to return again the next semester to attempt to pass the check-off and be accepted into the program at the level last completed at the previous school. A packet will be given to the student to review **NECESSARY** skills prior to the check-off. It is the student's responsibility to schedule the check-off with the Skills Lab Coordinator. (SEE CHECK-OFF POLICY)

Calculation of Nursing Curriculum Support Course (NCSC) GPA

A minimum 2.5 NCSC GPA is required to enter the applicant pool for the nursing program.

The following guidelines are used to calculate NCSC GPA:

1. The highest grade in option courses will be recorded on the application worksheet. (Example: If the applicant has a C in Marriage and the Family and a B in Social Gerontology, the B will be recorded for the sociology requirement.)
2. Applicants who receive a course waiver will record an A on the application worksheet. (Example: The applicant who does not have to take Composition I due to a high ACT or SAT score will record an A for Composition I.)
3. Transfer courses that are in compliance with SAU's Articulation Agreement will be calculated into the NCSC GPA. Courses not identified as transferable by the course title and SAU's Articulation Agreement will not be included in the NCSC GPA and will require completion of a substitution form by the student's nursing faculty advisor during the first semester of nursing course work.
4. D and F grades in NCSCs are recorded and calculated.
5. The most recent grade in repeated courses will be used for calculation of NCSC GPA.
6. The Department follows SAU policies regarding academic clemency.

LPN to RN Entry Options: The Department offers two options for students who are currently licensed as LPNs or LPTNs.

Option 1: Traditional (4 semester) Program

Entry into the program is in the first semester (fall or spring semester). Students interested in this option should review Traditional RN Program Admission Information.

Option 2: Transition

Entry into the program is in the semester prior to the third semester of the ADN curriculum. Students enter in August and complete the program in three semesters. Applications for this option are accepted no later than February 28 for the fall semester nursing class.

To be considered for admission to Nursing 1417 (LPN to RN Transition) the student must:

1. Be a graduate of a State Board of Nursing approved LPN or LPTN program.
2. Meet work experience requirement:
 1. Less than 12 months after LPN/LPTN graduation: no Skills Competency testing required for admission to transition option.
 2. Greater than 12 months after LPN/LPTN graduation: no Skills Competency testing required if during past 12 to 24 months have had at least 1000 hours of nursing employment. **Employment verification letter must be provided with application.**
 3. Unemployed during past 12 to 24 months: Skills Competency testing required for admission to fast-track/transition option and will be provided by Department of Nursing during first two weeks of semester.
3. Have a current, unencumbered LPN or LPTN license in the state of nursing practice.
4. Understand travel will be required to eastern Texas, southwest Arkansas, and northwest Louisiana clinical sites.
5. Be admitted to SAU with regular or conditional admission status and maintain a 2.0 at SAU. Transfer students currently enrolled in other universities at the time of application will be considered for admission into the nursing program if the following documents are on file in the SAU Office of Admissions by February 28 (fall nursing class) or September 30 (spring nursing class): completed SAU application form; valid ACT or SAT scores, completed high school transcript or GED scores, and college transcripts through the previous semester; and required immunization records. International students must contact the International Student Services office. Admission to the University does not mean automatic admission to the Department of Nursing.
6. Complete HESI Admission Assessment Exam (additional information available on website).
7. Recognize that priority ranking will be given to those who have successfully completed MATH 1023 (College Algebra) or its equivalent. All developmental courses must be completed.
8. Recognize that priority ranking will be given to those who have successfully completed CHEM 1013/1011 (General Chemistry I/Lab) or its equivalent. A 3-hour Chemistry course or a Chemistry course without a lab does not meet the Chemistry requirement.

9. Have a minimum 2.5 GPA (Grade Point Average) in Nursing Curriculum Support Courses (NCSC). GPA for admission to the Nursing Department will be calculated based on NCSCs completed at the time of application. NCSCs are not prerequisites. It is not necessary to complete all courses in order to apply to the program; however, all science courses must be completed before entering NURS 2018 Medical/Surgical Nursing I. Transfer equivalency information is available at www.saumag.edu/student_affairs/admissions/articulation.asp. Students may complete the general education course requirements at SAU or any accredited college or university.
10. Submit a completed Department of Nursing Application Form postmarked no later than February 28 for fall semester nursing class. Application forms may be obtained from the Department of Nursing or from our website www.saumag.edu/nursing/default/.htm. Enclose a copy of all unofficial college transcripts.
11. Mail application and unofficial transcripts to SAU, Department of Nursing, Attn: LPN-RN Application, P.O. Box 9406, Magnolia, AR 71754-9406. Applications may be delivered to Wharton Nursing Building, room 101A.

Students who fail or drop/withdraw Nursing 1417 (Transition) will be readmitted to Nursing 1207 as their one readmission. There is no need to repeat Clinical Calculations if the course was passed with a “C” or better.

ORGANIZATION OF LEARNING EXPERIENCES

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

1. General lecture sessions. These are large class meeting, which may include general announcements, instructor lectures, group presentations, special guest lecturers, and examinations/quizzes.
2. Small group sessions. These are small group meetings utilized for theory discussion and student participation.
3. Computer sessions. Computer lab time will be assigned per the class coordinator according to the class schedule. **THE DEPARTMENT OF NURSING ADHERES TO THE UNIVERSITY POLICY REGARDING COMPUTER WORK AND PLAGIARISM.**
4. Clinical laboratory sessions. The amount of time spent in clinical lab varies according to the nursing course. The laboratory facilities may include hospitals, mental health centers, doctor's offices, nursing homes, and other designated health agencies. Each faculty member has no more than ten students in the clinical setting. Each clinical lab situation usually begins with a pre-conference, when general instructions are given, the clinical focus is determined, and individual student preparation is defined. The clinical lab session is usually concluded with a post-conference where students share experiences of the day.
5. Campus laboratory sessions. The amount of time spent in the campus lab varies according to the nursing course. The campus lab is held in the nursing building. These sessions are generally used to teach nursing techniques and skills. The sessions consist of orientation, discussion, and demonstration of skills and techniques by the faculty, with return demonstration by the student.
6. Exam sessions. Unit exams will be given covering material from lecture, group sessions, campus labs, clinical labs, computer sessions, and learning labs. Exams consist of, but are not limited to, multiple choice, true/false, short answer, listing, discussion, and essay. Math questions are included on **each** exam. When using Scantron forms, students will not be allowed to make additions or corrections once the form is turned in to the faculty member. Only the marks/answers provided on the Scantron sheet will be accepted. Marks that are omitted (e.g. left blank, skipped), mismarked (e.g. student marks "A" instead of "B"), or improperly marked (e.g. circle not completely bubbled in) are no exceptions.
7. Independent Study:
Students are expected to complete the reading and written assignments as indicated in each unit of study. Additions and/or changes in these assignments may be made from time to time when necessary.
8. DISTANCE EDUCATION: The Department of Nursing adheres to the University policy.

COURSE GRADING POLICY

1. Grading: Grading* is as follows:
- | | | |
|-----------|---|---|
| 100%-90% | = | A |
| 89%-84% | = | B |
| 83% - 78% | = | C |
| 77% -69% | = | D |
| 68%-below | = | F |

*The course grade will be a composite of both components of theory and clinical and **CANNOT** be taken separately. The clinical experience is based on satisfactory or unsatisfactory performance; therefore, clinical will be pass/fail component of the course.

A minimum grade of “C” is considered passing and is necessary in **ALL** nursing and nursing support courses to enroll in subsequent nursing courses. A “D” grade is **NOT** considered as passing in any nursing or nursing support course. If a student makes “D” or lower in any nursing or nursing support course, the course must be repeated and passed, prior to progressing in the program. Anatomy and Physiology I and II, Microbiology with labs, and English Composition I and II must be passed before enrolling in Med-Surg I. **ALL NURSING COURSES MUST BE TAKEN IN SEQUENCE.**

2. **MAKE-UP EXAM POLICY:** Format is dependent on individual faculty preference. Exam questions may be multiple choice, essay, fill-in-the-blank, short answer, or other format. Make-up exams will be given in the event of necessary absence (i.e., personal illness or death in the family) that occurs on the date of a regularly scheduled examination. The student must:

- Notify the appropriate faculty on the day of the missed exam, and
- Schedule the make-up exam with the appropriate faculty to be taken within 1 week of the missed exam.

Make-up exams will be completed within one week of the absence prior to the start of the next class time. In the event the student does not schedule or complete a make-up exam within one week’s time, a zero will be assigned for that exam. The exam will be of equivalent credit to the exam missed.

3. **QUIZ POLICY:** No make-ups for quizzes, classroom assignments, and/or projects will be offered.

4. **CLINICAL DISMISSAL:**

Any student who performs in an **unsafe*** manner may be dismissed from the clinical laboratory setting. Permanent exclusion from the clinical laboratory will result in **FAILURE** of the course, and the student will be dropped in accordance with University policy.

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

Adopted: November 1998

Revised: August 2005, May 2006, January 2007, December 2007

STUDENT RESPONSIBILITIES

CLASSROOM:

Students must:

1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, learning labs, or lectures.
3. Perform on written and oral examinations and written materials at a minimum of **78%** to maintain acceptable standing in the course. All Scantron sheets and test booklets must be turned in at the completion of the exam and /or test review. Failure to return the exam to the instructor prior to leaving the classroom will result in the student receiving a “0” grade on the exam.
4. Submit all written materials on time or before. **No** late work will be accepted for a grade. A grade of zero will be assigned to all late work except in case of excused absence.
5. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. You may be asked to pay a minimal registration fee for some of these educational opportunities.
6. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or other teacher-made assignments.
7. Accept responsibility and be accountable for his or her own conduct not limited to, but including the following:
 - a. Cell Phones are to be turned OFF or turned to vibrate during class time. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.
 - b. All caps/hats are to be removed IN THE CLASSROOM.
 - c. No children are to be brought to class or left unattended in Wharton Nursing Building while the adult is attending class or participating in campus lab/skills lab. **ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.**
 - d. Maintaining appropriate respect and boundaries for faculty, staff, and fellow students.

REQUIREMENTS FOR ASSIGNMENTS:

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See www.apastyle.org for assistance.
2. Demonstrate organizational ability.
3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
4. Exhibit scholarship by depth and breadth of content and extent of bibliography.
5. Show originality and creative thinking.
6. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
7. Complete projects on schedule.

STUDENT DISHONESTY:

The faculty believes that honesty is a hallmark of professionalism, and academic dishonesty is viewed in the nursing department as unprofessional conduct. If a student is caught cheating on an exam, the individual's test paper will be taken and the individual will be given an "F" for the course or will be given the option to drop nursing in accordance with SAU policy.

PLAGIARISM:

Plagiarism is the act of using someone's written work without giving appropriate credit to that person. Plagiarism is not acceptable for any required written work. If plagiarism is evident, the student will be given an "F" constituting failure of the written work. If the paper or written work should be a requirement for passing a particular course, then it would constitute failure of that course.

Discipline for Plagiarism or Cheating:

Teacher imposed penalties for plagiarism or cheating includes, but is not limited to:

1. Requiring student(s) to rewrite/retake a graded item. The grade may be lowered.
2. Giving the student(s) a failing grade on the graded item.
3. Giving the student(s) a failing grade on the graded item and filing documentation of the offense in the Office of the Vice President for Academic Affairs.
4. Giving the student(s) a failing grade in the course (*F or W*) and filing documentation of the offense in the Office of the Vice President for Academic Affairs.
5. Recommending University sanctions, including disciplinary suspension, dismissal, or expulsion from the University.

A student will be suspended or dismissed for a second offense of academic misconduct, if documentation is filed in the Office of the Vice President for Academic Affairs. Schools and departments may add to the above policy or take other disciplinary actions which suit their particular needs.

Appeal:

Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. The appeal will be filed with the Vice President for Academic Affairs. The respective school Grade Appeals Committee will review appeals involving grades. The Academic Suspension Appeals Committee will review appeals involving suspension.

CLINICAL RESPONSIBILITIES:

The student must:

1. Maintain professional ANA Code of Ethics standards. (<http://www.nursingworld.org/ethics/ecode.htm>) Keep patient information confidential (See HIPPA policy).
2. Perform safely in all areas of patient care. Discuss areas of uncertainty of nursing care with the faculty PRIOR to entering the patient care area.
3. Appear in clinical area on time and follow the Uniform Regulations Policy.
4. Secure clinical assignment per course instructions and come to the clinical experience with the required written work and be prepared to administer the anticipated nursing care.
5. Be responsible for his or her own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.
6. Secure the consultation and/or assistance of the clinical instructor in the nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the faculty member.
7. Realize that the clinical laboratory is a **learning** experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting.
8. Demonstrate an appropriate knowledge base in implementing patient care by integrating and applying theoretical and general educational content.
9. Share learning experiences in post-conference. Fellow students rely on learning from each other's experiences.
10. Evaluate own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.
11. Share information at regular intervals with fellow students when multiple assignments are made.
12. Arrange for an individual conference time with the appropriate faculty member for assistance in problem areas.
13. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes, or the nature of the health problem.
14. Not misrepresent educational or professional status.
15. Sign name within chart as required by facility protocol. Student Ashley Pratt would sign her name as *A. Pratt, NS*. Students will be instructed by clinical facility regarding the requirements of each clinical site to add the SAU initials to the student signature. If the facility requires the school initials to be added to the student signature the required signature would be *A. Pratt, NS, SAU*.

Revised: August 2005; May 2006

STUDENT CLINICAL EVALUATION

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

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

Clinical Evaluation cont'd.:

D. Anytime the student makes an error that could or does result in harm to the patient, the student is required to fill out a “Report of Student Error” form (LOCATED IN STUDENT HANDBOOK APPENDIX), which will be filed in the student’s folder. This form includes the following:

1. Hospital name, date, and time
2. Student’s name
3. Instructor’s name
4. Patient’s initials, age, diagnosis
5. Room number
6. Description of incident
7. Environmental factors contributing to error
8. Steps taken to prevent recurrence of error
9. Instructor’s comments
10. Signatures of instructor and student

E. If a student’s behavior results in an unsafe act, the student shall:

1. Notify the instructor, staff, and patient’s physician of the error.
2. Fill out the hospital’s standard incident form.
3. Fill out the “Report of Student Error” form.

After this action, the student is dismissed from the clinical area and must appear before the nursing faculty for a review of the situation. The faculty then decides whether the student will be reinstated or permanently dismissed from the clinical lab.

Southern Arkansas University
Department of Nursing

MENTAL AND PHYSICAL ABILITIES STATEMENT

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

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

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

Student Signature

Date

Adopted: August 2005; Revised: November 2006

CLASS ATTENDANCE POLICY

Consistent promptness and attendance in class and the clinical area are required as each class lecture and clinical experience contains valuable content that is vital and necessary to your success as a nurse.

In case of illness or emergency, students are excused from **one class day** of theory and **9** hours of clinical. However, **all** missed clinical hours must be made up according to course requirements. **Three tardies** (no later than 30 minutes to class) is equal to one absence. If a student is not present during roll call, student will be marked absent for the entire class time unless the student speaks to the instructor at the first opportunity that day. If a student chooses to leave class early, the student will be marked absent as well. For courses that do not have a clinical component (e.g., NURS 1001, NURS 2223, NURS 2401, NURS 2143, or NURS 2411), the department follows the university policy of a class absence is equal to one week's worth of class. (i.e., NURS 2411 meets for one hour one day per week. A student who misses one day on 2 separate weeks will be in excess of allowed absences.)

Students are requested to notify the appropriate faculty of an absence as soon as possible. If a student exceeds the absence policy, the student will be administratively dropped from the course and the dean will be notified. The student must initiate the appeals process prior to the next class in order to reenter the classroom or clinical area. If absent on a clinical day, the experience must be completed as designated within the course syllabus. Those students in the nursing program who are student athletes and are absent for student functions representing the University have an excused absence and are expected to make up work/time missed.

The Appeals Committee can meet only **ONE** time per student per course. A waiver may be granted for **LEGITIMATE** circumstances with the stipulation that the student may have **NO** further absences or tardies in the course.

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

Southern Arkansas University
Department of Nursing

UNIFORM POLICY

- Uniforms:**
- (Female) Galaxy Blue uniforms by Landau, white socks, and lab jacket.
- (Male) Galaxy Blue uniforms by Landau, lab jacket, short sleeve-round neck undershirt, and white socks.

All students need:

Emblem: To be sewn on the left upper chest of uniform. Available for purchase at SAU Bookstore.

Name Pins: The Nursing Department will take names and order all tags at one time after registration for the course is confirmed. The cost of the pin is approximately \$5.00. The name pin is to be placed on the uniform under the school emblem.

Stethoscope: It is required that you purchase your own stethoscope. It should have two heads (diaphragm and bell type).

Nursing Shoes: White nursing shoes (no cloth tennis shoes, slides, sandal-type, or clogs will be allowed).

Other: Bandage scissors, watch with a second hand, a pen light, with black and red pens.

Uniform Regulations:

1. It is expected that all clothing including shoes, shoestrings, and hose/socks will be clean and neat at the beginning of each clinical session. All parts of the uniform must be clean and pressed. As a nursing student, you are an ambassador of the Nursing Program and the University at all times and judged not only as an individual, but also as a typical student representing the entire student body. The student uniform must be worn with dignity and pride reflecting credit on the University, the Nursing Program, and the nursing profession. Because the nursing student is embarking in a profession that promotes health, the student uniform must be impeccably clean at all times.
2. All students must wear appropriate undergarments for professional appearance.
3. Neat, careful grooming is considered to be a part of the uniform. Inappropriate and unusual methods of grooming are to be avoided. Make-up should always be kept at a minimum and be appropriate for the clinical setting. No nail polish or artificial nails (including acrylic) are permitted; nails must be kept to the tip of the finger. A daily bath and the use of an effective deodorant are necessary requirements of good grooming. Perfume or aftershave should **NOT** be worn.

Uniform Regulations continued:

4. White hose or socks must be worn over the ankle. No runs or patterns in hose are acceptable.
5. Hair styles for male and female students must be worn off the collar. Hair must be clean and a natural color. No decorative hair ornaments are allowed. Long hair must be confined, pulled back from the face, and secured.
6. A wedding ring (solid band without stone(s)) is the only article of jewelry permitted while in the clinical lab. Wearing of rings in the operating room, nursery, labor section and the delivery rooms is not permitted in some of the hospitals used for clinical lab experience, and the student will be required to comply with hospital policy. No other visible body tattoo or piercing is acceptable (including pierced tongues). All nursing students must wear a watch with a second hand for the purpose of taking vital signs. A medic alert bracelet or necklace may be worn while in uniform.
7. Name pins are to be worn by all students in the clinical area.
8. Students in the operating room, labor section, delivery room, and nursery will wear the uniform designated by the department in that hospital. Also, students in the operating room and delivery room will wear special conductive shoes or shoe coverings, caps and/or masks in accordance with hospital policy.
9. Smoking is not permitted in the clinical area. Please follow individual facility policy for smoking regulations.
10. At no time will gum chewing be permitted in the clinical area.
11. When appearing in the hospital or at educational conferences, in a student role, appropriate attire must be worn with lab coat and name pin. (No jeans, shorts, flip-flops etc.). Clothing should be free of stains, tears and wrinkles.
12. Facial Hair Guidelines: A clean, neatly trimmed mustache may be worn **IF** it does not hang over the upper lip into the mouth, extend below the corner of the lips, or can be twisted or curved at the ends toward the upper cheekbone. Male students in uniform may wear no flared sideburns, sideburns below the earlobes, or beards.
13. Lab Jackets: To be worn when the student is away from the patient care unit. Jackets should be removed when giving direct patient care.

Any violation of the uniform regulations will result in an unsatisfactory lab grade for the day for the first offense; thereafter, repeated offense will result in dismissal from clinical lab for that day.

Classroom Attire: No revealing clothing, such as low cut shirts, short-shorts, or short skirts is allowed. THE CLASSROOM IS WHERE PROFESSIONAL BEHAVIOR SHOULD BEGIN, INCLUDING TYPES OF CLOTHING.

Revised: August 2005, May 2006, April 2007, December 2007

OTHER DEPARTMENTAL POLICIES

INCLEMENT WEATHER:

Southern Arkansas University recognizes that transportation problems result from inclement and hazardous road conditions; however, the campus may not close. When conditions dictate, excusing late arrivals or permitting early departures may revise the normal work schedule. Decisions will be made on an individual case basis (each incident of bad weather or hazardous road conditions). Call the faculty member for your course for final instructions.

CPR CERTIFICATION:

All nursing students are required to be certified in cardiopulmonary resuscitation (CPR) prior to going to the clinical facility. Students are to be re-certified every two years, as indicated on each CPR card. The CPR Certification is to be the American Heart Association for Health Care Providers course. Please provide a COPY of this information to the department secretary.

HEPATITIS B VACCINATION:

All students must present evidence (COPY not the original) to the department of having begun the Hepatitis B Vaccine series before going to the clinical facility. The student should have the series completed by the beginning of the third semester and present documentation of such.

TB SKIN TEST:

All students are to be tested for tuberculosis each year before going to the clinical facility. Proof of test results should be presented to the department each year that the student is enrolled in nursing. Provide a COPY of the information not the original.

The Department of Nursing will NOT be responsible for original documentation. Only COPIES are to be provided for the student's folder.

EQUIPMENT POLICY:

Nursing students are not allowed to take equipment and/or audiovisual resources out of the Wharton Nursing Building for any reason.

FOOD AND SMOKING POLICY:

The student lounge has a microwave oven to allow commuting students to heat up food. There is also a recycling bin for empty soft drink cans. The only foods allowed in the classroom are drinks with lids.

Wharton Nursing Building, in following with University policy and state legislation, is smoke free. Students are forbidden to smoke in any part of the building and should be 25 feet away from the building

Revised: August 2005, May 2006

Southern Arkansas University
Department of Nursing

MATH POLICY

All clinical nursing courses require successful completion of a math exam with a 90% or better prior to the beginning of clinical lab experiences. Students enrolled in NURS 1207: Care of the Non-Acute Individual **or** NURS 1417: LPN to RN Transition will be given three (3) attempts to pass the math exam upon completion of NURS 1001: Clinical Calculations with a “C” or better. Students who do not pass NURS 1001: Clinical Calculations will be administratively dropped from NURS 1207: Care of the Non-acute Individual **or** NURS 1417: LPN to RN Transition. Students in NURS 1217: Women’s Health and Care of the Neonate, NURS 2018: Medical-Surgical I, and NURS 2208 Medical-Surgical II will be given two (2) attempts for completion of a math exam with a 90% or better prior to the beginning of clinical lab experiences. The math exams may be given before or after regularly scheduled class time as indicated on the course calendar.

Each math exam consists of 10 math problems. Students will have **one hour** to complete the exam. Grades will be posted on Blackboard. Simple function calculators **will** be allowed during the math test. (Calculators that store formulas, etc. will **not** be allowed.)

A student who is not successful on the second math exam (or 3rd for NURS 1207 or NURS 1417) must drop the clinical nursing course. Any student wishing to return to the nursing program after dropping a course because of failure to successfully complete the math exam must utilize the Returning Student Policy.

COMPUTER LAB:

The Nursing Department adheres to the University policy regarding use of the computer lab located in Wharton Nursing Building.

Food and drink are not allowed in the computer lab next to the equipment (computer, printer) under any circumstances by students, faculty, staff, or visitors.

Games and other software not licensed to be on the computers in the lab are not to be downloaded. Student projects and assignments should be saved to a disk, not the computer hard drive.

Any student found in violation of computer lab policies will not be permitted to use the lab for the remainder of the semester.

Southern Arkansas University
Department of Nursing

Body Substance Exposure Protocol

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

The following measures are to be followed in the clinical area:

Exposure Prevention:

Handwashing: Performed for at least 10 seconds with soap, running water, and friction any time the hands are visibly soiled and between most patient contacts even when gloves are worn.

Gloves: Gloves are used when contact with mucous membranes, nonintact skin, or moist body substances is likely to occur. Gloves can be "leaky," and while they provide substantial protection their use does not decrease the importance of hand washing after each patient contact. Body fluids that require protection include: blood, semen, vaginal secretions, stool, urine, cerebrospinal fluid, synovial fluid, peritoneal fluid, pericardial fluid, amniotic fluid (and vernix), any body fluid that contains visible blood. Gloves must be worn when giving injections and performing intravenous punctures.

Masks and/or Eye Protection: Worn when the eyes, nose, or mouth may be splashed with body substances, or when working with large open lesions.

Needle/syringe and other sharp instruments: Used needles are not to be removed from disposable syringes, recapped or purposely bent or broken or otherwise manipulated by hand. All sharp instruments are disposed of in a rigid, puncture resistant container located preferably near the site of use.

Trash and Linen: Used patient linens are to be securely bagged in leak proof containers and cleaned or disposed of according to institutional policy.

Private Rooms: Desirable for clients who have airborne communicable diseases, or who may frequently soil the environment with body substance.

Ambu Bags: Shall be used in administering CPR to clients/patients, if available. In the event of unavailability, other protective airway mechanisms/devices should be used.

Exposure Guidelines:

The Occupational Safety and Health Administration (OHSA) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol.

Definition of Exposure: Parenteral or mucosal contact with blood, serum, or plasma. Examples include: accidental needle sticks after patient contact, contamination of fresh cutaneous scratches or abrasions, prolonged or extensive contact with blood, mouth pipetting accidents, and accidental splashes to the eyes, nose, or mouth.

Common Protocol: The student or health care provider is offered a series of post-exposure testing for blood-borne pathogens (HIV). Most commonly testing is offered at the time of the occurrence, or within 24 hours, at six weeks, 12 weeks, six months, and 12 months post-occurrence. The institution will offer counseling regarding the signs and symptoms of AIDS, as well as instructions to prevent transmission. If the source can be identified, there is a confidential recording of the HIV status of the source, the type and time of the occurrence, and the follow-up results of testing kept at the institution where the incident occurred.

Each health care facility has its own protocol, but all must comply with the OSHA guidelines, with modifications as implemented.

SAU's **University Health Services** office will interact with the facility to obtain information and may require the student to be evaluated within 24 hours of the incident. The student will complete an Accident Form as soon as possible to be filed at the University Health Services office. The student's tetanus immune status will be evaluated, even when the sharp injury was not following patient contact. While most nursing students will have had hepatitis B prophylaxis, their individual status will be reviewed.

Southern Arkansas University
Department of Nursing

Policy on Inappropriate/Unacceptable Student Conduct

Certain behaviors are considered INAPPROPRIATE when exhibited by nursing students. This includes behaviors both in Wharton Nursing Building and at the clinical sites or anywhere the student is representing the SAU Department of Nursing. Inappropriate student conduct which will not be tolerated by the nursing faculty includes but is not limited to: showing disrespect or contempt of clients, hospital personnel, other students, or nursing faculty; being loud, argumentative, and disrupting the classroom or clinical setting; failing to comply with the written or oral directions of the nursing faculty; inappropriate e-mails, phone calls, messages. If impairment by either alcohol or medication is suspected during time at the clinical setting, the student can be DISMISSED FROM THE FACILITY AND SENT TO STUDENT HEALTH SERVICES for testing. If a student refuses to be tested, they are to be removed from the clinical area and are not allowed to return. THE STUDENT WILL RECEIVE AN UNSATISFACTORY CLINICAL DAY IF THIS OCCURS.

The first time inappropriate conduct occurs, the instructor who is involved in the incident will confront the student and the incident will be discussed privately between the faculty member and the student. Documentation of the incident will be placed in the student's nursing department record. The second time inappropriate conduct occurs, the faculty member involved, the course coordinator, and the department chair will confront the student. Documentation of this incident also will be placed in the student's nursing department record. If a third incident of inappropriate conduct occurs the student will be referred to the Dean of the College of Science and Technology and Vice President for Academic Affairs with the recommendation that he/she be dismissed from the program.

Any inappropriate conduct may result in immediate dismissal from the classroom or clinical lab for the day. The student who is dismissed from clinical lab will receive an Unsatisfactory for the clinical lab day. The behavioral incidences are cumulative over all four semesters while in the nursing program.

Some behaviors are considered totally UNACCEPTABLE and may result in recommending to the Dean of the College School of Science and Technology and Vice President for Academic Affairs with immediate dismissal from the nursing program. Such behaviors would include but are not limited to: plagiarism, cheating, or forgery; alteration of University records, documents, or identification; putting in jeopardy the physical safety of another person; attempting or threatening to strike, kick, or otherwise subject another person to nonconsensual physical contact; drug and alcohol abuse; making obscene or threatening remarks, gestures, or displays; threatening phone calls or e-mails, addressing harassing, slanderous, or libelous language to a person; engaging in a course of conduct or repeatedly committing acts that are disorderly; and violations of state and federal criminal statutes.

Should such unacceptable behavior occur, the student would be given a hearing before a quorum of the nursing faculty, who will review the facts. The majority of the nursing faculty will then determine whether the student will be recommended to remain in the program. Based on measures appropriately regarding the circumstances and the seriousness of the incident, the student may be recommended for dismissal, suspension, or expulsion from the University.

Southern Arkansas University
Department of Nursing

Substance Abuse Policy

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

CONFIDENTIALITY

Southern Arkansas University is committed to protect the individual student privacy rights. Positive drug testing and other incidents involving drugs or alcohol will be kept confidential unless there is a statutory requirement for mandatory reporting. Confidentiality will be maintained under the supervision of the department chair. The Chair **HAS** the right to notify the student's CLINICAL FACULTY, THE APPROPRIATE STATE BOARD OF NURSING, COURSE COORDINATOR, AND UNIVERSITY of the results of the drug and/or alcohol test.

PROCEDURE

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

PENALTY

Failure to present as instructed to University Health Services for testing will be treated as a positive drug screen and will require dismissal from the nursing program. From the time of notification the student will have **3** hours to report to University Health Services. If a student tests positive regardless of route of consumption without prescription documentation, he/she will be dismissed from the program. Students who have documentation for medications (INCLUDING LETTER FROM PRESCRIBING PHYSICIAN STATING THAT THE FUNCTIONS OF A NURSE CAN STILL BE FULFILLED WHILE TAKING THE MEDICINE) showing positive results during drug screening will be allowed to continue in the program, but will be subject to retesting as faculty requests. The nursing faculty may require counseling, and documentation of adhering to request will be required. The Nursing Program adheres to University policy regarding manufacture, sale, or distribution of drugs/alcohol.

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

PRESCRIPTION MEDICATION EFFECTS

IF PRESCRIPTION MEDICATION IMPAIRS CLINICAL JUDGMENT, THE STUDENT WILL BE DISMISSED FROM THE CLINICAL SETTING WITH AN UNSATISFACTORY GRADE FOR THAT DAY.

REVISED: February 2005, August 2005, May 2006

ADN NURSING FEES AND EXPENSES

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

Expenses may vary with your choice of products, style, color, etc., making the following list an estimated cost. ALL PRICES ARE APPROXIMATE and ARE NOT GUARANTEED.

Nursing Lab Fee (each semester)	\$ 90.00
Hepatitis Immunization (available at University Health Services; 3 injections)	\$ 81.00
TB Skin Test (available at a variety of locations, required yearly)	\$ 3.00
CPR (American Heart Association, Healthcare Provider) Offered before the beginning of fall and spring semesters. Class size limited.	\$ 35.00
Student Nurses Association (SNA) Membership (optional and subject to semester of enrollment – see next page)	\$ 25.00
Uniforms and lab coat	\$100.00 - \$150.00
Nursing shoes	\$ 30.00 – \$ 75.00
Watch with second hand	\$ 15.00 – \$ 50.00
Stethoscope	\$ 20.00 – \$100.00
School Patch for Uniform	\$ 2.99
Name Pin	\$ 5.00
Travel to and from Clinical Sites (DEPENDANT ON GAS PRICES and DISTANCE TRAVELED)	\$200.00 - \$400.00/Semester
Books	
Level I	\$400.00
Level II	\$150.00
Level III	\$150.00
Level IV	\$ 50.00
Transition	\$250.00
Class Dues (subject to semester of enrollment)	\$ 33.00/Semester
Pinning Ceremony (Uniform, etc).	\$ 50.00
Pin Guard (optional)	\$ 20.00
State Board Application Fee	\$ 75.00 (AR) \$100.00 (LA)
Temporary License Fee (Arkansas)	\$ 25.00
Background Check Fee	\$ 37.00 (AR)
PRICE ALSO VARIES BASED ON LOCATION (LOCAL OR STATE AUTHORITY)	\$ 50.00 (LA)
NCLEX Fee	\$200.00
Syllabus each semester	\$ 20.00
Student Handbook upon admission	\$ 20.00

Revised: May 2005, May 2006

Southern Arkansas University
Department of Nursing

Student Nurses Association

The Southern Arkansas University **Student Nurses Association** is the student nurse professional organization on campus. The SAU chapter is a member of the Arkansas Student Nurses Association (ASNA) and the National Student Nurses Association (NSNA). Membership is open to any SAU Nursing or Pre-Nursing student. The cost of initial membership is \$25.00/year (subject to change) and also has available a two-year membership plan.

This organization is involved and affords you the opportunity to be involved in community projects, state and national conventions, fund-raisers, scholarship funds, as well as providing support and guidance to all nursing students. It also extends you the opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice in issues affecting nursing and nurses.

The SAU SNA is a participant with other organizations within the College of Science and Technology. Annually, these student organizations plan and implement activities. The organization holds its monthly meeting on the SAU campus. Faculty on the Student Excellence Committee serves as advisors.

The SNA is committed to contributing to nursing education and to aid in the development of the whole person, his/her professional role, and his/her responsibility or the health care of all people. Membership information may be obtained through the nursing office, from SNA faculty advisors, from SNA officers, or online at www.nsna.org.

STUDENT ACCESS TO RESOURCES

Scholarships and Financial Aid to Students

Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants, loans, and employment to those who meet established criteria. Contact the Office of Financial Aid, Room 204, Nelson Hall, for information.

Student Employment Office

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

University Health Services

Located in Room 215 of the Reynolds Center, the University Health Services Office is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Some of the services provided include emergency and first aid treatment, blood pressure checks, allergy injections, T.B. testing, Hepatitis injections, general health evaluations, and assisting in scheduling doctor's appointments. Most of the services are free to all students. If an emergency arises after clinic hours, students should notify the resident assistant on duty in their residence halls. If any emergency occurs outside of the residence halls, call 911 from any University phone.

Student Housing

Southern Arkansas University operates six residence halls on campus. Applications and information about student housing are available in the Office of Student Life, Reynolds Center.

Office of Counseling and Testing

The University provides confidential professional counseling assistance to all students free of charge. The Office of Counseling and Testing is located in Room 216 of the Reynolds Center, and appointments may be made in person or by telephone Monday through Friday by calling 235-4145. Services include personal counseling, educational counseling, planning activities, minority affairs, career counseling, and testing services.

Academic Advising and Assistance Center

Located in Nelson Hall, the Academic Advising and Assistance Center provides continuous support for all freshman students (with the exception of those already admitted to the nursing and the B.S.I.T. programs) and students with less than 60 hours who are undecided about a major field of study. Students are encouraged to visit with personnel in the Academic Advising and Assistance Center in order to plan their academic schedules for subsequent semesters.

Magale Library

All students at SAU may use the University library. The Web homepage is www.saumag.edu/library. The Magale building also houses the Teaching/Learning Center and the Writing Center.

REVISED: May 2005, May 2006, January 2007

General Student Support Services Web Links

Support Services	Web Links
International Students	http://www.saumag.edu/international
Registrar	http://www.saumag.edu/registrar
Writing Center	http://www.saumag.edu/writingcenter
Counseling and Testing Center	http://www.saumag.edu/student_affairs/counseling_and_testing
Disability Support Services	http://www.saumag.edu/disability
University Health Services	http://www.saumag.edu/student_affairs/university_health
Alcohol and Drug Abuse Prevention	http://www.saumag.edu/adapt
University Food Service	http://www.saumag.campusdish.com
University Police	http://www.saumag.edu/police
Bookstore	http://www.sau.bkstr.com
Employment Resource Center	http://www.saumag.edu/student_affairs/employment_resource_center
Alumni Affairs	http://www.saumag.edu/alumni
Student Support Services	http://www.saumag.edu/tutor
Multicultural Services	http://www.saumag.edu/multicultural
Student Accounts	http://www.saumag.edu/student_accounts
Publications	http://www.saumag.edu/newspaper
Magale Library	http://www.saumag.edu/library
Free Application for Federal Student Aid	http://www.fafsaonline.com

Adopted: May 2006
Revised: January 2007

Southern Arkansas University
Department of Nursing

CLASS OFFICERS

STUDENT EXCELLENCE COMMITTEE REPRESENTATIVE

QUALITIES:

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

DUTIES:

1. Attend each Student Excellence Committee meeting.
2. Solicit concerns of individual group members requiring attention of faculty.
3. Convey concerns to faculty.
4. Report faculty decisions to group.

APPEALS COMMITTEE MEMBER

QUALITIES:

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

DUTIES:

1. Attend all appeal meetings.
 2. Consider merits of each appeal.
 3. Share feelings on the merits of each appeal.
 4. Vote according to own convictions.
-
-

APPENDIX

Southern Arkansas University
Department of Nursing
Magnolia Campus

VALIDATION FORM:

This is to certify that

I, _____, a nursing student at Southern Arkansas University have received the *Nursing Department Student Handbook*. My signature indicates receipt of this book and the responsibility for reading all policies enclosed. This form must be completed and turned in to the Course Coordinator within two (2) weeks from the **FIRST DAY OF CLASS. I UNDERSTAND THAT IF CHANGES REGARDING THE STUDENT HANDBOOK OCCUR DURING MY COURSE OF STUDY, I WILL BE NOTIFIED AND WILL BE EXPECTED TO ABIDE BY THE CHANGES AS THEY APPLY.**

(Signature of Student)

(Date)

Revised: April 2005

Southern Arkansas University
Department of Nursing

Release of Information Form

I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, CPR, and MMR immunizations to the clinical facility being used for my clinical lab rotation.

Name _____

Date _____

Southern Arkansas University
Department of Nursing

**STATEMENT OF UNDERSTANDING
REGARDING NEED TO UTILIZE BLACKBOARD AS A LEARNING TOOL**

I understand that it is my responsibility to check the Southern Arkansas University Blackboard Web site for class announcements, course materials, class information, and assignments, due dates, e-mail, lecture notes, grades, and other classroom information, as instructed by the faculty. **I understand that it is also my responsibility to check Blackboard e-mail for information that may only pertain to me.**

I also understand that should I **not** retrieve needed classroom information from Blackboard that could hinder my receiving a passing grade, the faculty is **not** responsible. This form is applicable to all courses I am currently enrolled in this semester in the Department of Nursing.

Circle the appropriate semester: FALL SPRING SUMMER

Fill in the blank: Year _____

SIGNATURE

DATE

Southern Arkansas University
Department of Nursing

STUDENT CONFIDENTIALITY AGREEMENT

GENERAL CONFIDENTIALITY AGREEMENT – I, the undersigned, reviewed and understand the following statements:

- **All patient, employee, student, and proprietary information are considered confidential and should not be used for purposes other than its intended use.**
- **I have an ethical and legal obligation to protect confidential information used or obtained in the course of delivering healthcare or performing other duties and understand that all policies on confidentiality apply equally to data stored both in the computer and on paper records.**
- **Authorization to disclose information is made only by managers and only on a need-to-know basis as part of healthcare delivery, education, or research.**
- **Media contacts concerning any patient, employee, student, or research project must be referred to the office of the appropriate dean, Vice-President of Administration and General Counsel, or department chair.**
- **Education administrators are responsible for communicating SAU's confidentiality policy to their students.**
- **Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment and/or dismissal from an academic program. Violation of confidentiality may also create civil and criminal liability.**

COMPUTER ACCESS CONFIDENTIALITY AGREEMENT - *Persons with Computer Access*

I, the undersigned, acknowledge that in the course of my study at SAU or during clinical lab/practicum, I will be privileged to information confidential to SAU or to an individual patient, employee, or student. I acknowledge receipt of my sign-on code to the facility and understand the following:

- **My application systems (any patient record, student record, or financial record systems) sign-on and password code(s) are equivalent to my signature.**
- **I will be responsible for any use or misuse of my network or application system sign-on code(s).**
- **I will not attempt to access information on the SAU or clinical facility's network except to meet learning needs to my job/position.**
- **I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination, dismissal from an academic program, loss of privileges, or termination of the relationship.**

Signed: _____ SS#: _____ Date: _____

Print Name: _____
 First Name Middle Initial Last Name

THIS AGREEMENT IS TO BE SIGNED AT THE BEGINNING OF EACH SEMESTER AND TURNED IN TO THE COURSE COORDINATOR AS REQUIRED.

REVISED: August 2005, December 2006

Southern Arkansas University
Department of Nursing

Drug/Alcohol Testing Consent Form

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

Please print:

Name _____
(LAST) (FIRST) (MIDDLE)

Address _____

Social Security Number _____

Student ID Number _____

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

(SIGNATURE)

(DATE)

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

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

Southern Arkansas University
Department of Nursing

STUDENT ACCIDENT FORM

Date _____

Name _____

Date of Occurrence _____ Time _____

Place of Occurrence _____

Type of Accident _____

Specific Activity Engaged In _____

Summary of Accident _____

Witnesses: (Name, Address, Phone Number)

Health Care Provider _____

Action Taken: _____

Revised: January 2005

Southern Arkansas University
Department of Nursing

Academic Integrity Policy Affecting Plagiarism and Cheating
REPORT OF INCIDENT

A faculty member is to use this form to report an incident of plagiarism or cheating in his/her classroom or in other graded material submitted by a student when the student is assigned a failing grade on submitted material and/or in the course and the offense is serious enough to be recorded, with documentation, in the Office of the Vice President for Academic Affairs. Students who have two academic integrity offenses filed with the Office of the Vice President for Academic Affairs will be recommended for disciplinary suspension or dismissal.

Student's Name _____
Last First Middle

Student's Address _____ Student I.D. Number _____

Course Name/Number _____ Day and Hour of Class _____ Semester _____

Date of Incident _____ Time of Incident _____ Place of Incident _____

Detailed Description of Incident (attach additional pages, if necessary):

Names of any witnesses (attach statements from witnesses):

Name Address

Name Address

To the student: I understand the seriousness of this incident and that I am in jeopardy of being suspended, dismissed, or expelled from Southern Arkansas University should further incidences of academic dishonesty occur.

Name Date

Instructor's Printed Name and Signature Date

All documentation must accompany the submission of this form.

Rev. Faculty Senate 4/20/00

Southern Arkansas University
Department of Nursing

Notification of Unsatisfactory Lab/Classroom Grade

INSTRUCTIONS: This report is to be completed by the instructor when a student is given a grade of unsatisfactory laboratory or classroom performance. A copy of this report is to be included in the student's file. An example of unsatisfactory classroom performance includes, but is not limited to sleeping in classroom, failure to complete assignments on time, etc. An example of unsatisfactory laboratory performance includes but is not limited to medication errors, lack of preparedness for laboratory experience, dress code violations, etc.

A STUDENT WHO ACCUMULATES A TOTAL OF THREE UNSATISFACTORY LABORATORY/ CLASSROOM PERFORMANCE GRADES WHILE IN THE NURSING PROGRAM WILL APPEAR BEFORE FACULTY AND MAY BE DISMISSED FROM THE PROGRAM.

- 1. Student _____
- 2. Instructor _____
- 3. Date _____

4. Description of Incident _____

5. Action by Instructor _____

6. Action by Student _____

7. Remarks _____

Instructor's Signature

Date of Signature

Student's Signature

Date of Signature

Southern Arkansas University
Department of Nursing

Notification of Inappropriate or Unacceptable Student Conduct

Student's Name _____ Date of Incident _____

Location of Incident _____ Time of Incident _____

Check: Inappropriate Conduct Unacceptable Conduct

Objective Details of Incident

Any witnesses of the incident: _____

Circumstances surrounding the incident: _____

Behavior exhibited by the student: _____

Response of instructor; actions taken: _____

Interpretation of the Incident

Student Comments: _____

Instructor Comments: _____

Significance of the Incident to the Student

_____ I am aware of the Nursing Department's policy regarding inappropriate and unacceptable conduct as stated in the Nursing Student Handbook.

_____ I understand the serious nature of this incident and that I am in jeopardy of being dismissed from the Nursing Program and the University.

	Signatures	Date
Student	_____	_____
Instructor	_____	_____
Course Coordinator	_____	_____
Department Chair	_____	_____

Revised: April 2005

List of Unacceptable and/or Inappropriate Behaviors (not a conclusive list):

- More than one medication error in the same clinical day.
- Offensive comments to patient, patient's family, clinical site staff, SAU faculty, or fellow students.
- Unwilling to perform tasks according to accepted protocol or routine.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Does not follow medication administration protocols.
- Refuses to ask for assistance when performing a task or skill unfamiliar to student.
- Irritable; unpredictable mood swings; social isolation.
- Receive complaints about performance from patients, nurses, patient's family, and/or fellow students.
- Challenges departmental policy and procedures repeatedly.
- Solicitous of patients, families, supervisors.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor patient care.
- Rudeness to patient, patient's family, clinical site staff, SAU faculty, and/or fellow students.
- Questionable integrity/truth of charting.
- Does not follow appropriate guidelines for use of physical restraints, side rails, or other safety issues.
- Communicates poorly and/or ineffectively with patient, patient's family, clinical site staff, SAU faculty, and fellow students.
- Frequently not prepared for daily-expected activities.
- Refuses to admit mistakes or errors in judgment.
- Continually disappearing from assigned unit without appropriate notification to instructor.
- Repeatedly does not bring required paperwork to clinical areas.
- Procrastination of assigned duties during the clinical day.
- Unwillingness to assist fellow students with tasks when asked.
- Inappropriate use of terms and abbreviations.
- Inappropriately dressed or not dressed according to policy established by nursing department at SAU.
- Refuses to adhere to clinical site policy regarding smoking.
- Sleeping in the clinical setting.

SAU Nursing Program Exit Survey

Name: _____ Date: _____
First MI Last

Address: _____
Street City State Zip

Phone #: _____ Semester/Year of Exit: _____
Area Code + Working Phone Number

Age: _____ Race: _____ Gender: _____ Level in Program: _____

1. Reasons for exit (rank all that apply, 1,2,3 etc):

- _____ Failed nursing course
- _____ Failed required co-requisite or pre-requisite course
- _____ Withdraw failing
- _____ Withdraw passing
- _____ Personal reasons
- _____ Money issues
- _____ Nursing is not for me: _____ (other career choice)
- _____ Other (explain): _____

2. If you were unsuccessful in the program, what do you believe the primary reason for this is/was? Put an "A" next to the primary reason and the letter "B" next to the secondary reason, the letter "C" if there was a third etc. for all reasons that apply.

- _____ Financial obligations or limited finances
- _____ Work hours and work schedule
- _____ Family obligations and responsibilities
- _____ Poor study skills
- _____ Poor test taking skills
- _____ Difficulty in understanding theory or clinical concepts
- _____ Problems with medical terminology or language
- _____ Illness or poor health
- _____ Other (explain): _____

3. Please check all support services you used:

- _____ Conferences with faculty
- _____ Tutoring
- _____ Computer assisted instruction
- _____ Independent study groups
- _____ Services related to a documented disability, what other services would have been helpful?
- _____ Other (explain): _____

4. Do you plan to apply for re-entry?

- _____ Within one year
- _____ Within two years
- _____ Never
- _____ Transfer: _____ (specify)
- _____ Readmission Policy: location, deadlines, procedures, and other relative information provided to student. Student signature below verifies receipt of information.
- _____ Not eligible for readmission – Student signature below verifies acknowledgement of status.

Student Signature: _____

Additional Comments:

SAU Nursing Program Exit Survey (cont.)

Information for Students Eligible to Return to the Nursing Program: The following criteria **must** be met in order to be readmitted into the Nursing Program:

1. Write a letter of intent to the DEPARTMENT OF NURSING, ATTN: Skills Lab Coordinator by September 30 for the spring semester and by February 28 for the fall semester. If a student withdraws or fails from the current course and chooses to repeat immediately the next semester, a letter must be turned in by **noon** the **last day** of the current semester.

The letter requesting readmission must be accompanied by an updated transcript of all college courses. The letter must include 1)Name, 2)Social Security number, 3)mailing address, 4)working phone number, and 5)state which course and semester you wish to re-enter the program. Also include in your letter any resolution for the problem(s) that previously resulted in the need to withdraw from or failure to achieve a satisfactory grade in the last nursing course or nursing curriculum support course. Readmission to the Nursing Program **will not be automatic but will be based on space available. Late applications will not be accepted.**

2. Provide documentation of completion of courses toward the nursing degree. This includes all science courses (A&P I/Lab, A&P II/Lab, Microbiology/Lab, Chemistry/Lab). The ADN program must be completed within 4 years from date of initial admission to graduation. If more than 4 years elapse, the student will be required to repeat nursing courses.
3. Have a “C” or better in all nursing and nursing curriculum support courses that apply toward the nursing degree.
4. Schedule an appointment with the Skills Lab Coordinator within the first two weeks of the semester. Students re-entering Women’s Health and Care of the Neonate, Med-Surg I, and Med-Surg II must pass a comprehensive check-off, which includes basic nursing skills such as assessment, vital signs, bed making, administering a bed-bath, and dosage calculation. Students must also demonstrate competency in oral and parenteral medication administration. The student is also required to pass a written examination reviewing medications and math problems. The student will be allowed two chances to pass these skills to the satisfaction of the Skills Lab Coordinator. A skills review packet will be provided for these students. These skills must be performed satisfactorily before the student will be allowed to proceed to the clinical area as stated in the readmission policy. If the skills cannot be demonstrated properly, the student will be dropped from the nursing program. It is the responsibility of the student to schedule a check-off time with the Skills Lab Coordinator.

Further information regarding the readmission policy is available in the Student Handbook or online at www.saumag.edu/nursing.

Student Instructions for Applying for a Louisiana Clinical Site

All students residing in Louisiana are required by the Nursing Department to apply for a Louisiana Clinical Site by following the procedures outlined below. The course coordinator will inform you of the due date for the following items included in the packet of information:

- 1-Application for Approval to Enroll in a Clinical Nursing Course**
- 2-Authorization to Disclose Criminal History Records Information**
- 3-Applicant Processing-Disclosure Bureau of Criminal Identification and Information**
- 4-Money Orders**
- 5-Fingerprint Cards**

1) Complete the “Application for Approval to Enroll in a Clinical Nursing Course” (two-sided). Fill in all the spaces. Leave nothing blank.

2) Complete the “Authorization to Disclose Criminal History Records Information” (one-sided). Fill in all the spaces. Leave nothing blank.

3) Complete the “Applicant Processing-Disclosure Bureau of Criminal Identification and Information” (one-sided). Fill in the spaces. Leave nothing blank.

4) Obtain two (2) money orders as indicated on instructions provided with fingerprinting card.

Louisiana State Board of Nursing (LSBN)

5207 Essen Lane, Suite 6

Baton Rouge, LA 70809

Telephone (225) 763-3570 or (225) 763-3577

Facsimile (225)763-3580

www.lsbns.state.la.us

FINGERPRINT INSTRUCTIONS

APPLICATION FOR PERMISSION TO ENROLL IN CLINICAL NURSING COURSES MUST BE ACCOMPANIED BY FINGERPRINT CARDS AND FEES AS FOLLOWS:

1. Review and sign the **Authorization to Disclose Criminal History Record Information form** and the **Applicant Processing-Disclosure Bureau of Criminal Identification and Information form**.
2. Contact your campus security or local police/sheriff's office, or an office of the state police to inquire about procedures for completion of fingerprint cards. They may specify a particular location, time, and fee for fingerprinting. Take both cards to the designated location for completion.
3. Return the two (2) completed cards, required fee, and authorization forms to the office of your program head. Do not fold or staple the cards.
4. Fee for fingerprint record check is \$45.25 by money order made payable to the **Louisiana Department of Public Safety**.
5. The fingerprint cards will be forwarded to the Louisiana State Board of Nursing (LSBN) by your program head. The cards will be submitted by the LSBN to the Department of Public Safety who will send one card to the Federal Bureau of Investigation for processing.
6. The criminal history record information checks are authorized under the Nurse Practice Act, **Louisiana Revised Statutes 37:920.1** and are required as part of the permission to enroll in clinical nursing courses process.
7. The permission to enroll may not be delayed awaiting these reports; however, future action may result if the criminal history record information so indicates.

Louisiana State Board of Nursing

5207 Essen Lane, Suite 6
Baton Rouge, LA 70809

APPLICATION FOR PERMISSION TO ENROLL IN A CLINICAL NURSING COURSE

For initial approval to enroll in a clinical nursing course and after any subsequent disciplinary action, arrest, charge, or impairment, each student must submit this application to their program head who will submit this form as appropriate to the Louisiana State Board of Nursing (LSBN). *A \$20 application fee in the form of a money order payable to the LSBN shall accompany this application.*

I. Personal Data: SS#: _____ Date of Birth: _____

A. Name: _____
Last First Middle Maiden

B. Mailing Address: _____

C. Phone Number: _____ E-mail address: _____

D. Name of Nursing Program (school name/ADN or BSN): _____

E. Other nursing programs to which admission was granted: _____

II. The following questions must be answered honestly and truthfully:

A. Have you had, or do you now have pending,
any disciplinary action against you by a licensing
or certifying board in any state? _____ Yes
_____ No

B. Have you ever been arrested, charged with, convicted
of, pled guilty or no contest to, or adjudged juvenile
delinquent, for any criminal offense in any state?
(Even though an arrest, conviction, or plea has been
pardoned, expunged, dismissed, or your civil rights
have been restored, you must answer "yes." You may
answer "no" if the juvenile offense has been expunged.) _____ Yes
_____ No

C. Within the last five (5) years, have you habitually used
or been diagnosed as addicted to drugs or alcohol? _____ Yes
_____ No

D. Do you have any physical or mental impairment which
may affect your ability to practice safely as a
registered nurse? _____ Yes
_____ No

Failure to disclose or to correctly answer the previous four (4) questions may result in disciplinary action.

III. **INSTRUCTIONS:** If you answered “yes” to any of the four questions on this form, the following appropriate documentation must be submitted directly to the LSBN by the student for review and action sixty (60) days prior to anticipated enrollment in a clinical nursing course. Any subsequent reportable incident(s) must be immediately submitted to the LSBN.

- A. A written detailed explanation of any item checked “yes.” Provide circumstances of the action, criminal act, arrest, addiction, or impairment; and
- B. Certified copies of any of the following documents that apply:
 - 1. Disciplinary charge, action, and final clearance by the licensing/certifying board,
 - 2. Arrest, charge, Bill of Information or Indictment,
 - 3. Judgment and Sentencing,
 - 4. Completion of the court ordered probation and release from probation, and
 - 5. Pardon, if received.
- C. Documentation of the medical evaluation, diagnosis and treatment, if you answered “yes” to question “D”, regarding physical or mental impairment.

IV. **REPORTING OF SUBSEQUENT ARRESTS, CONVICTIONS, OR IMPAIRMENT:**

If a student is admitted to the clinical sequence of the program, any subsequent action, arrest, criminal charge, or conviction or impairment shall be immediately reported to the LSBN through the program head.

- V. **I HEREBY AUTHORIZE** the Louisiana State Board of Nursing to release information to my nursing program from my criminal history record as provided by the Louisiana Bureau of Criminal Identification and information of the Office of State Police within the Department of Public Safety and Corrections and from the Federal Bureau of Investigation unless such information is public. Further, I certify by signature that the information provided on this form is true and accurate.

Signature of Applicant Date Name of Nursing Program

- VI. **I DO NOT AUTHORIZE** the Louisiana State Board of Nursing to release information to my nursing program from my criminal history record as provided by the Louisiana Bureau of Criminal Identification and information of the Office of State Police within the Department of Public Safety and Corrections and from the Federal Bureau of Investigation unless such information is public. Further, I certify by signature that the information provided on this form is true and accurate.

Signature of Applicant Date Name of Nursing Program

VII. _____
Signature of Program Head

Mail all documents to: **LOUISIANA STATE BOARD OF NURSING**
5207 Essen Lane, Suite 6
Baton Rouge, LA 71809

Board adopted: 5/15/95
Revisions Board Adopted: 11/20/96;
Staff Revisions: 8/4/00
Board Adopted: 10/27/04
Revised: 2/16/05; 3/18/05; 8/2/06

(Copied from the Louisiana State Board of Nursing forms)

What does the HIPAA Privacy Rule do?

- HIPAA provides national standards to protect individuals' medical records and other personal health information.
- HIPAA gives patients more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate patients' privacy rights.

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

- WRITTEN
- ORAL
- ELECTRONIC

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

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

HIPAA Terms

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

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

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

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

More HIPAA Terms

- USE is sharing of PHI *within* the hospital.
- DISCLOSURE is the release of PHI *outside* the hospital.
- AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

Notice of Privacy Practices (NPP)

The hospital must provide patients with a notice that describes privacy practices and includes:

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

Minimum Necessary

- HIPAA requires hospitals to use or disclose the least amount of information necessary to accomplish their job functions.
- Hospitals may designate job classifications for electronic patient folder access.

"Need-to-Know" Rule

- Before looking at a patient's PHI, ask yourself this question, "Do I need to know this to do my job?"
- Even doctors and nurses don't have the right to look at every patient's medical record.
- If you need to see patient information to perform your job, you are allowed to do so.

Business Associates

- Business Associates (BA) are companies or individuals that provide services to hospitals or who perform, or assist with, a function of the hospital. Nursing schools qualify as "Business Associates" under HIPAA regulations.
- The hospital may disclose PHI to BA without patient authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

The focus for nursing programs is security and privacy of patient information.

Enforcement

- Patients cannot sue for violations.
- Civil Money Penalties - \$100 per violation with a \$25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - \$50,000 to \$250,000 in fines and up to 10 years in prison enforced by the Department of Justice.

HIPAA Resources and Web Sites

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

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

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

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