

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

**BSN  
Student Handbook**

**2009-2010**

Welcome to the University of Arkansas – Fort Smith Carolyn McKelvey Moore School of Nursing (SON)! The purpose of this handbook is to provide information about the Bachelor of Science in Nursing (BSN) programs. The 2009 – 2010 edition of the *BSN Student Handbook* contains policies, procedures, and guidelines that are important to the program. All UA Fort Smith BSN nursing students are required to read and remain familiar with the material contained herein.

The *BSN Student Handbook* serves as a supplement to the information found in the *UA Fort Smith Student Handbook* and *UA Fort Smith Catalog*. All of these resources are available on the web pages at [www.uafortsmith.edu](http://www.uafortsmith.edu).

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The RN-BSN program is accredited by the NLNAC; complaints may be addressed to the person listed below.

Dr. Sharon Tanner, Executive Director  
The National League for Nursing Accrediting Commission  
3343 Peachtree Road NE, Suite 500  
Atlanta, GA 30326

The BSN program is approved by the Arkansas State Board of Nursing; complaints may be addressed to the person listed below.

Dr. Calvina Thomas, Program Coordinator  
Arkansas State Board of Nursing  
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*College of Health Sciences***Carolyn McKelvey Moore School of Nursing****History**

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

The three institutions came together in the 1960’s when Westark Community College offered credit courses for the students in the hospital nursing schools. In 1965, the hospitals initiated a dialogue with the college relative to establishing an associate degree nursing program. A steering committee study followed and the hospitals volunteered partial financial support to assist the Westark Community College program for six years. Westark Community College employed an ADN chairperson who began the planning year September 1, 1968, and the hospitals admitted their last classes the same month. The UA Fort Smith ADN program is accredited by the NLNAC. The program received reasonable assurance of accreditation in May, 1969, and admitted the first ADN class that September. Full NLNAC accreditation was received in December, 1971, and has been maintained to the present day.

Westark Community College became known as Westark College in 1997. That same year, the Arkansas legislature granted Westark College the authority to offer a limited number of baccalaureate degrees. In January 2002, Westark College became the University of Arkansas – Fort Smith. In order to meet the ever changing health care needs of the community, the RN-BSN Online Completion Program became a part of the vision for the college in the mid 1990’s and became a reality with the approval of the Arkansas Department of Higher Education in July 2002. The RN-BSN Online Completion Program received initial accreditation in October 2004. To further advance the profession of nursing, a traditional baccalaureate degree in nursing was approved in the fall of 2005. The first class of traditional BSN students will graduate in spring 2010.

**Mission**

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

**BSN Mission**

The mission of the Bachelor of Science in Nursing (BSN) program is to strive for excellence in the preparation of professional nurses. This mission is accomplished through the following goals: the preparation of graduates to provide nursing care for individuals, families, populations, and communities within a variety of health care settings, the encouragement of critical thinking to

guide evidenced-based nursing interventions which promote, maintain, or restore health, and the development of accountability through a commitment to professional nursing practice and lifelong learning.

### **BSN Philosophy**

Consistent with the vision, mission and values of the University of Arkansas – Fort Smith, the faculty of the Carolyn McKelvey Moore School of Nursing ascribes to the following beliefs regarding a client or client system health, environment, nursing and nursing education.

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

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

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

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

Nursing education is the means by which students learn to practice nursing and is best provided in an institution of higher learning. Learning is a lifelong activity that is purposeful and motivated by individual need. The various levels of nursing education include, but are not limited to practical nursing, associate degree nursing and baccalaureate degree nursing.

Baccalaureate nursing education expands upon the liberal arts and sciences to provide the foundation for the practice of professional nursing including care of the client, family and the community. Baccalaureate nursing education occurs in a facilitated learner-centered environment which considers the student's unique needs and emphasizes preparation for graduate study.

## **Organizing Framework**

The Competency Outcomes and Performance Assessment Model (COPA) and Neuman Systems Model were used to structure and organize the nursing curriculum. The COPA model emphasizes

practice-based outcomes, practice-focus learning, and structured, objective assessment of performance competencies. Neuman’s multi-dimensional and dynamic model describes the client or client system as individuals, families, groups and communities. According to Neuman, the client is an open system that is constantly impacted by intra, inter and extra personal stressors in their internal or external environment. Graduates are prepared to intervene with primary, secondary and tertiary prevention strategies to assist the client to maintain a state of equilibrium.

### **Models**

The COPA Model and Neuman Systems Model are implemented throughout the curriculum using the concepts of critical thinking (assessment and intervention), research (knowledge integration), communication (human caring and relationship skills), health promotion (teaching), leadership and management, and professional development.

### **Definitions**

Critical thinking “includes questioning, analysis, synthesis, interpretation, inferences, inductive and deductive reasoning, intuition, application, and creativity” (AACN, *White Paper on the Education and Role of the Clinical Nurse Leader*, 2007).

Research is the scholarly inquiry, which culminates in evidence-based practice.

Communication is a “complex, ongoing and interactive process, which forms the basis for interpersonal relationships” (AACN, 2007).

Leadership and management are overlapping concepts. Leadership is a process of influencing people to accomplish goals where as management relates to resource coordination and integration to achieve goals.

Health promotion is the science and art of supporting positive health practices to maximize quality of life.

Professional development is a process of lifelong learning that enables the nurse to function in the roles of provider of care designer/manager/coordinator of care and member of a profession.

### **Competency-Based Education**

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

Competency-based education brings nursing education and nursing practice together, assuring relevance of content in nursing education. Competency-based education includes the competencies most essential for beginning-level nursing practice and those competencies most likely to enable the baccalaureate degree nursing graduate to be a lifelong learner.

## **Bachelor of Science in Nursing Program Outcomes**

The University of Arkansas – Fort Smith Bachelor of Science in Nursing Program graduate will:

1. Use the nursing process and **critical thinking** to promote, maintain, and restore the health of individuals and families throughout the lifespan.
2. Evaluate the application of **research** findings to support evidence-based practice.
3. **Communicate** effectively using interpersonal, written, and technological strategies.
4. Integrate **leadership and management** skills in the provision of cost-effective quality health care.
5. Individualize culturally and ethnically sensitive **health promotion** strategies with individuals, families, populations, and communities in a variety of settings.
6. Model **professional role development** through nursing behaviors consistent with professional standards.

## **Awards and Honors**

### **Outstanding Academician in Nursing**

#### **Award Criteria and Procedure**

The nursing faculty will select the student from the graduating class to receive the “Outstanding Academician in Nursing” award. The recipient of this award will be the student with the highest grade point average of the graduating class. The recipient will be presented with a certificate during the ceremony.

- At the March and November BSN faculty meetings, the faculty will identify students with the highest grade point average who are eligible to receive this award.
- The recipient of this award will not be announced until the award ceremony.
- The award will be on the program and will be presented by the BSN Executive Director or a member of the faculty.

### **Outstanding Clinician in Nursing**

#### **Award Criteria and Procedure**

The nursing faculty will select the student from the graduating class to receive the “Outstanding Clinician in Nursing” award. The recipient will be presented a certificate during the awards ceremony.

- The student recipient of this award will:
  - a. have a grade point average of 3.00 or above at the time of nominee selection,
  - b. demonstrate the application of theory to clinical practice,
  - c. demonstrate leadership ability, and
  - d. demonstrate the following professional characteristics:
    - i. attendance and punctuality,
    - ii. ability to work with others,
    - iii. enthusiasm for the practice of nursing, and
    - iv. neat and well-groomed appearance.

At the March and November BSN faculty meeting, the faculty will review a list of students who have a GPA of 3.00 or higher.

- The selection will be made by majority vote.
- The recipient of this award will not be announced until the award ceremony.
- The award will be presented by the BSN Executive Director or a member of the faculty.

## The BSN Pin



The BSN pin was created by a committee of students under the guidance of faculty in the spring of 2006. The symbolism is as follows.

The pin is crowned with the UA Fort Smith Bell Tower representing the University. The outer circle is edged with blue to represent constancy and the University of Arkansas – Fort Smith. The inner design of a wheat wreath symbolizes flexibility as well as sturdiness. The center design shows the lamp to represent knowledge and prominently display the profession of nursing. The plate that runs across the front outlines the Pendergraft Health Sciences Center with the red representing mercy and relief of suffering.

## Student Nurses' Association

All nursing students are encouraged to become members of the UA Fort Smith Chapter of the Arkansas Student Nursing Association (ASNA). Purposes of the organization are to inform nursing students of current health issues and to facilitate nursing role socialization.

The UA Fort Smith Chapter and the ASNA work with the National Student Nurses Association (NSNA) to initiate change and maintain quality in health care and a better state of living for all individuals through projects, legislation, and individual responsibility. Nursing students are encouraged to seek office and to serve on their local, state, and national student nurse committees. State officers are elected during the Arkansas Student Nurses' Association convention held in the fall of each year.

The Cabinet of the UA Fort Smith Chapter of the ASNA consists of elected student officers: President, Vice President, Secretary, and Treasurer, and elected committee chairpersons: Community Service, Fund-Raising, Governmental Affairs, and Newsletter.

Student members work closely with faculty advisors who are appointed by the BSN Executive Director. Students are required to attend the initial meeting of the UA Fort Smith's Chapter of the Student Nurses' Association (SNA). It is the student's responsibility to sign the roster circulated among students at each meeting in order to receive attendance credit.

## **Student Representation in BSN Faculty Meetings**

Two students are elected by each incoming BSN class to serve as class president and vice-president. The class president, or vice-president as delegated by the president, will represent the class population at BSN Faculty Committee meetings. Student representatives are considered members of the BSN Faculty Committee as outlined in the Carolyn McKelvey Moore School of Nursing Faculty By-Laws. They collaborate with faculty in making suggestions for the development or revision of policies, curriculum changes, and program evaluation.

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

## **Services for Students with Disabilities**

The University of Arkansas – Fort Smith makes every effort to offer equal educational opportunities for all students. To ensure a total university experience for students with disabilities, UA Fort Smith seeks to provide reasonable accommodations and services to students who are physically and/or learning disabled. The underlying philosophy of the program is to provide support, where possible, that will maximize each student's opportunities for academic success.

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

## **Student Health Policy**

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

### **Technical Abilities**

The following are required during enrollment in the BSN nursing program. These same abilities will likely be needed for a successful professional nursing career:

- Work in a standing position and walk frequently.
- Lift and transfer adult patients up to six inches; push or pull the weight up to three feet.
- Safely perform bed-to-chair and chair-to-chair transfers for adult patients.
- Apply up to 10 pounds of pressure to bleeding sites or when performing CPR.

- Respond and react immediately to spoken instruction, request, and/or monitor equipment.
- Perform auditory auscultation accurately.
- Perform up to 12 hours in a clinical laboratory setting.
- Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
- Discriminate subtle differences between sharp/dull and hot/cold correctly.
- Perform mathematical calculations accurately for medication preparation administration.
- Communicate effectively with voice in words and in writing, using appropriate grammar and vocabulary.
- Make quick decisions in stressful situations.
- Monitor and assess subtle changes in patient status.

### **Required Documents**

Students enrolled in the BSN program must submit photocopies of the following documents: American Heart Association BLS for Healthcare Providers certification, proof of immunizations, and TB test results. The original completed Student Health Statement/ Medical Release forms must be submitted upon admission into the program.

Required document photocopies for **RN-BSN** students, to be submitted prior to admission into the program, are: Registered Nurse (RN) license, professional liability insurance with minimum limits of \$1,000,000/incident and \$3,000,000 aggregate, current American Heart Association BLS for Healthcare Providers certification, and proof of immunizations. The original completed Student Health Statement/Medical Release forms must be submitted or mailed.

**It is the responsibility of all students to submit to the School of Nursing photocopies of the required documents. All required documents must remain current throughout enrollment in the BSN program. Failure to keep documentation current and/or failure to provide required documentation on file with the School of Nursing will prohibit students from attending assigned clinical experiences.**

#### **Proof of immunizations:**

**PPD (purified protein derivative)** – Initial testing: two step tuberculin skin testing for initial test and then **annually** thereafter. A positive tuberculin skin test result should be followed with an initial chest radiograph. If the Chest X-Ray is negative, repeat radiographs are not needed unless symptoms develop that could be attributed to TB. An annual certificate of health is required for students that are unable to receive a PPD due to a previous positive test or allergy to PPD. If the Chest X-ray is positive, must provide documentation of initiation of INH therapy. A two step TB is required if you have not been tested in 10 years.

**Td (Tetanus and diphtheria vaccine)** – Two IM doses, 4 weeks apart; third dose 6-12 months after second dose. A booster is required every 10 years.

**HB (Hepatitis B recombinant vaccine)** – Three IM doses: Initial dose, second dose 1-2 months after the initial dose, third dose 4-6 months after second dose. A waiver must be signed if series is incomplete or vaccine refused.

**MMR (Measles, Mumps, Rubella vaccine)** – Measles component: Needed for healthcare workers born during or after 1957 who do not have documentation of having received 2 doses of live vaccine on or after the first birthday or a history of physician-diagnosed measles or serologic evidence of immunity. One dose SC, second dose at least 1 month later. Measles vaccination should be considered for all Healthcare workers who lack proof of immunity, including those born before 1957.

Mumps component: Adults born before 1957 can be considered immune to mumps. One dose SC. no booster. Rubella component: Healthcare workers who do not have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC. no booster.

**VZV (Varicella zoster live virus vaccine)** – Two 0.5ml doses SC 4-8 weeks apart if  $\geq 13$  years of age. Indicated for healthcare workers who do not have a reliable history of Varicella. Recommend having a titer drawn or vaccination **OR** attach a signed waiver.

## Background Check Policy

### Purpose

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

### Policy

A criminal background check is required of all students accepted into the University of Arkansas – Fort Smith College of Health Sciences Imaging Sciences, Surgical Technology, and School of Nursing Programs. A third party vendor will conduct the background checks. The student will be responsible for all fees associated with any components of the background check process. All information will be treated as confidential but will be shared with the BSN Executive Director and assigned agencies when requested and will be retained in the student's health file. Students must comply with any additional background checks required by their licensing agency. Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the background check process prior to the Friday of the first week of class

will result in the student's inability to complete the program objectives and will therefore halt progression in the student's program of study.

**General Guidelines:**

1. Upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. This form is made available to the student during orientation to the program. The student must authorize the vendor to send a copy of the results of the background check to BSN Executive Director. Results must be received by the Friday of the second week of class.
2. The following background checks shall be conducted by the vendor. Additional requests may be made by an agency.
  - Office of Inspector General
  - Sex and violent offender check
  - Social Security Verification
  - Current County of Residence
3. If a background check is returned with unfavorable results, the BSN Executive Director will notify the student and the student's assigned clinical agencies. The clinical agencies will determine if the student will be allowed to practice as a student in their clinical facility.
4. The student has the option to dispute any inaccurate information with the reporting agency as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.
5. If the background check is favorable, no further action will be taken.
6. All background check results will be retained in the student's health file.

**Criminal Convictions Policy**

The Arkansas State Board of Nursing (ASBN) requires criminal background checks on graduates of nursing schools prior to taking the NCLEX. Persons who have been convicted of a crime may not be eligible to write national licensing exam upon completion of this program. These persons must appear before the ASBN to determine eligibility to take the National Council Licensure Examination (NCLEX) for registered nurses. For those seeking first-time licensure in Arkansas, a criminal background check will have to be submitted to the Arkansas State Police as well as an FBI fingerprint check. Students convicted of a crime prior to or during the course of nursing education, must schedule an appointment with the BSN Executive Director. The Arkansas State Board of Nursing and the Carolyn McKelvey Moore School of Nursing strongly recommend honest admission of any criminal offenses prior to enrolling in any nursing program as this may prohibit the student from obtaining licensure as a nurse.

## **Absence/Tardiness Policy**

Students are required to attend all scheduled classes and clinical assignments. All work assigned the day of an absence should be made up and turned in no later than the next scheduled class period. It is the student's responsibility to ask about make-up work, turn in late assignments, and/or schedule the make-up test with the faculty.

### **Absence – Classroom**

It is the responsibility of the student to notify the faculty for the course of any anticipated or unavoidable absence. Students must call or email their faculty each day of absence. Notification should be made at least 15 minutes prior to the start of the scheduled class. Sending a message with a friend or another student does not meet this requirement. Failure to notify a program official of absence is considered unprofessional conduct. The student will be responsible for all class work missed during the absence. Unless extenuating circumstances are determined by the BSN Executive Director, any classroom absences will be treated in the following manner:

- The second classroom absence from any nursing course will result in a counseling record.
- The third absence from any nursing course will result in a student-faculty conference and a written warning.
- After the fourth absence from any course, the student will be asked to withdraw from the course unless prior arrangements have been made with the course faculty.

### **Absence – Clinical Rotations and Campus Labs**

Regular and prompt attendance is required for clinical rotations. Leaving the clinical facility or campus lab during scheduled clinical hours, without prior permission from faculty, is prohibited. Failure to notify the instructor of the need to be absent from a clinical assignment is considered unprofessional behavior. A student who need to be absent from a clinical assignment must notify the clinical instructor at least one hour prior to clinical. Approved clinical absences may be made up later in the semester and are not to exceed 2 clinical days.

- Students who miss the equivalent of one clinical day will receive a written warning.
- Students who have hours of absence in excess of two clinical days in any course will be unable to meet course requirements and will be dismissed from the course.

### **Tardiness**

For BSN nursing classroom and clinical courses, a tardy is defined as arriving 10 minutes past the scheduled stating time for class. A total of 3 tardies will be treated as an absence.

### **Physical Health and Individual Responsibility**

A student who has a condition or illness that can be transmitted to other students or clients in the health care setting cannot participate in class or clinical.

## Competency Performance Assessment Policy

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

### CPA Policy

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

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

If unable to take the CPA, the student must notify the instructor by phone prior to testing time. The student must make arrangements with the faculty to take the make-up CPA within 48 hours after returning to campus. The make-up CPA may be in different format and have different questions than the scheduled exam.

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

- Students are allowed 1 blank piece of paper (to be handed in at the end of testing) and a pen or pencil at the testing site. No personal items will be allowed at testing station, and all items must be placed in a designated location.
- Cell phones or desktop calculators will not be allowed for use on calculations. A simple calculator may be used.
- Students will be required to have working access to LionsLink and Blackboard.
- Students must maintain a quiet environment until all students have completed the exam.
- All CPAs will be proctored.
- Questions will be answered one at a time. Students will not be allowed to revisit previous questions.
- Students must save answer before proceeding to the next question. A checkmark will appear on the right hand side of your page corresponding with the question answered to ensure answers are saved. Students proceeding without saving answers will not receive credit for answers that are not saved.

## BSN Grading Policy

Student achievement is measured by a competency-based criterion system for each nursing course. Course points may be earned by class activities, participation, assignments, and Competency Performance Assessments (CPAs). At the end of each course, the student's total points are converted to a letter grade according to the following percentages.

- A = 93 – 100 %
- B = 85 – 92.99 %
- C = 77 – 84.99 %
- D = 69 – 76.99 %
- F = 68 and below

Students must achieve an average score of 77% of total course points in order to pass the course. A letter grade of C or higher must be achieved in order to progress in the BSN program.

## BSN Clinical Grading Policy

### Standards of Practice

Standards of practice provide the framework for the competencies that are taught in the classroom and campus labs. These are described in current texts, current journal articles, and institutional policies and procedure manuals. Standards of practice are used as criteria for determining what constitutes the minimal, acceptable level of nursing care. State boards of nursing, health care institutions, specialty nursing organizations, the American Nurses Association (ANA), and The Joint Commission are all involved in creating patient care standards. Students will review standards of care for patients in their assigned clinical areas.

Clinical performances of student learning objectives are graded using the clinical evaluation tool designed for each clinical course. Each week students will receive a grade based on the clinical performance for the week. Clinical performance is graded as “pass” or “fail”, assigned as a numeric grade of 1 for pass and 0 for fail. No numeric grade is recorded for a particular learning objective if it is not able to be assessed. The following is an example of clinical evaluation scoring:

- 1 = Met (The student completed the objective satisfactorily.)
- 0 = Not met (The student did not complete the objective satisfactorily.)
- X = Unable to Assess

Weekly clinical grades are provided for students. Students must achieve **77 percent** of total possible clinical points in order to receive a passing grade for the clinical component of the nursing course. A summative evaluation occurs during the final week of the clinical rotation. Clinical grades will be recorded as Pass or Fail within the course.

### **Competency Performance Examinations (CPEs)**

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

Each CPE is based on demonstrated skill proficiency. Students must be able to correctly demonstrate all critical elements of the skill in order to pass the CPE. Students are allowed three attempts to demonstrate competency for each required skill. The CPE must be performed satisfactorily within the timeframe designated by the faculty. After the first failed attempt of the CPE, the student will meet with the faculty and design a plan for remediation that is documented on a counseling record. After the second failed attempt to perform the CPE, the student will outline a plan of action to be reviewed with the faculty and documented on a counseling record. Two faculty members will evaluate the student's third attempt on the CPE. If the third attempt is unsuccessful, the student must withdraw from the nursing course and will not be able to progress in the BSN program. In addition:

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

### **Readmission Criteria and Procedure**

A student who fails to progress, withdraws, or discontinues a nursing or nursing support course for any reason may re-enter the course the next time it is offered pending eligibility of the student and availability of space in the class. Students who are BSN majors may repeat a nursing course only one time. A nursing course is identified as one with the prefix NURS in the course code. A student cannot fail a second clinical course and continue in the baccalaureate program. For example, if a student fails Foundations of Nursing Care, and then fails Nursing Care of Women and Children, the student is ineligible to continue in the baccalaureate program.

### **Readmission Procedure**

A student who withdraws from the BSN program is responsible for completing the required paperwork and scheduling an exit interview with the BSN Executive Director or the Dean of the College of Health Sciences. Grades will be given in accordance with the UA Fort Smith policy for withdrawal from classes found in the *UA Fort Smith Catalog*.

Students desiring re-entry to the baccalaureate program must submit a new application for admission to the Coordinator of Academic Support Services and must also submit a written request for readmission detailing what has been done to facilitate their academic success. The BSN Faculty Committee will evaluate the student's reasons for resignation/withdrawal and pertinent facts of the student's previous performance and skill level. The Faculty Committee may request an interview with the student. Following review, the student will be notified of his or her readmission status. The following regulations apply:

1. The length of time between leaving the program and reapplication may not exceed one year. The student may be required to demonstrate proficiency for prior course work through written exams and psychomotor skills tests.
2. A student readmitted to the program would begin the course subsequent to the last successfully completed course (a grade of “C” or better).
3. Applicants may be required to repeat previously completed nursing courses and/or additional learning opportunities based on individual needs identified during the readmission review process.
4. A student will be readmitted under the *UA Fort Smith Catalog* and the readmission criteria for the School of Nursing in place at the time of planned re-entry into the program.
5. The student must make an appointment with the Coordinator of Academic Support Services to discuss the reapplication process.

Deadline dates for applying for readmission are:

- RN-BSN Online Completion Program – April 15, for fall; October 1, for spring
- BSN Program – October 1, for spring; April 15, for fall

Students are required to complete the BSN nursing courses within a six-year time frame.

### **Admission into Another Program**

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

### **Transfer Students**

The student wishing to transfer into a nursing program from another nursing program will be responsible for the following.

- Submitting a letter of good standing from the transferring facility that confirms the student’s eligibility to continue in that program.
- Providing a copy of course descriptions for comparison of curriculum content.
- Scoring 77% or greater on a comprehensive Competency Performance Assessment.
- Demonstrating competence in performing randomly selected psychomotor skills.

Admission of transfer students will be based on the above criteria and availability of space. UA Fort Smith nursing students receive priority. The transfer student must acquire a *BSN Student Handbook* from <http://www.uafortsmith.edu/Nursing/> and is responsible for following all policies and guidelines found within the handbook.

## Medication Dosage Calculation Policy

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

**Note: For all Medication Dosage Calculation CPEs, students:**

- must achieve 100% to pass,
- are limited to 3 attempts to pass the exam for a given semester, and
- must adhere to the BSN testing policies.

### Progression of Medication Dosage Calculation CPEs

#### Sophomore II

Household and metric conversions  
BSN program rounding rules  
Practice exam of 10 basic problems

#### Junior I

1<sup>st</sup> Math Competency Exam  
Household and metric conversions  
Basic medication calculations

#### Junior II

2<sup>nd</sup> Math Competency Exam  
Metric conversions  
Medication calculations  
IV calculations

#### Senior I

3<sup>rd</sup> Math Competency Exam  
Metric conversions  
Medication calculations  
IV calculations  
Multi-step problems

#### Senior II

4<sup>th</sup> Math Competency Exam  
Medication calculations  
Metric conversions  
Complex IV calculations  
Complex problems

The **Medication Dosage Calculation CPE** consists of 10 questions. Students must pass each exam by the deadline set in the course syllabus. A student who does not take an exam by the published deadline will receive a failing grade for that exam. A student who does not score 100% on the first attempt must meet with the HLRC Coordinator for remediation before taking the exam for the second time. A student who does not score 100% on the second attempt must meet with the course faculty to develop a remediation plan that is documented on a counseling record. If a student is unable to achieve a score of 100% after three attempts, the student must withdraw from the course and is not allowed to continue in the program. The student will not be allowed to administer any medications until he or she passes the Medication Dosage Calculation CPE.

## Medication Dosage Calculation Rounding Rules

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

1. Answers of less than one must be preceded by a 0.  
Correct: 0.5  
Incorrect: .5
2. Avoid trailing zeros. Do not use a 0 before a whole number or at the end of an answer.  
Correct: 5  
Incorrect: 05  
  
Correct: 1.25  
Incorrect: 1.250

### Rules to follow when rounding decimals:

1. Answers of less than 1: Calculate to 3 decimal places and round to 2 decimal places.  
  
Examples: 0.268 is rounded to 0.27  
0.453 is rounded to 0.45
2. Answers of more than 1: Calculate to 2 decimal places and round to one decimal place.  
  
Examples: 1.75 rounds to 1.8  
1.73 rounds to 1.7
3. Medication calculations involving tablets are rounded to the nearest one-half tablet. Remember, tablet need to be scored to break in halves.  
  
Examples: If the answer is 0.4, give one-half tablet  
If the answer if 1.2, give one tablet  
If the answer is 1.6, give one and one-half tablet  
If the answer is 1.8, give 2 tablets.

### When converting pounds to kilograms, round to the nearest 10<sup>th</sup>

Example: 54.54 kg rounds to 54.5 kg

### IV Drops and unit amounts. Round drops and units to the nearest whole number.

## **Guidelines for the Health Learning Resource Center and Skills Laboratories**

1. Faculty, students, and staff persons must check with the Coordinator of the HLRC, laboratory assistant, or faculty member before using any resources in the HLRC or skills laboratories.
2. Food and Drinks are NOT allowed in the HLRC or skills laboratories.
3. Children are NOT allowed in the HLRC, skills laboratories, or computer laboratories.
4. If beds are used for demonstration or practice, shoes must be removed, and bedspreads should be fan folded and placed at the foot of the bed. Bedspreads should be neatly replaced at the conclusion of the demonstration or practice.
5. Skills laboratories should be left in a neat and orderly manner with equipment and/or supplies replaced properly.
6. Beds must be neatly made in the closed, flat position, with side rails down and positioned at the lower level.
7. Any equipment that is moved should be returned to the original position.
8. Do not leave any trash on the tables, beds, bedside tables, or floors.
9. Students must always ask for assistance – only faculty, the HLRC Coordinator, and/or laboratory assistant have permission to locate equipment and supplies in cabinets and storage rooms.
10. When using manikins for demonstration or practice:
  - a. Keep manikins covered when not in use.
  - b. Apply only water soluble lubricants and liquid ivory soap to manikins.
  - c. Remove all dressings, supplies, or equipment applied to manikins during demonstration or practice.
11. Students may check out equipment only with permission from faculty or the HLRC Coordinator for use with community experiences. The Equipment Check-Out Log must be completed when checking out and returning equipment.
12. Biohazard Waste is kept in the biohazard closet, HS room 235, until retrieved by a contracted biohazard waste disposal company. The following items are considered Biohazard Waste and should be discarded in the red containers:
  - a. Liquid or semi-liquid blood or other potentially infectious materials
  - b. Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state
  - c. Items that are caked with dried blood or other potentially infectious material and are capable of releasing these materials during handling

- d. Contaminated sharps, pathological and microbiological waste containing blood or other potentially infectious materials
13. Sharps must be discarded in the sharps containers. Do not exceed the level of the fill line. (Items that are not sharp should not be placed in the sharps container).
  14. Linens
    - a. Fold and place on the linen cart to re-use
    - b. If soiled, place in the hamper
    - c. Wet linens should be allowed to dry before folding or placing in hamper

While using the HLRC and/or skills laboratories, respectful language and professional behavior are expected at all times. Academic dishonesty in any form is prohibited. Please report any issues, problems or concerns to your clinical faculty or the HLRC Coordinator.

### **BSN Dress Code for Clinical (Uniform)**

The following items are approved uniform apparel and may be purchased from any uniform shop.

**RN-BSN Online Completion:** White lab coat with BSN insignia patch applied correctly.

**BSN Generic:** White lab coat with BSN insignia patch. Navy blue V-neck scrub top with BSN insignia patch. Navy blue uniform unisex pants, straight leg, no cuffs or elastic. More uniform specifics will be given during the first clinical course.

Scrubs must fit correctly and be kept clean. A plain white T-shirt may be worn under the scrub top as long as the sleeves do not extend below the scrub top sleeves. A plain white T-shirt is recommended for male students. Students will not wear uniforms outside of class and/or clinical.

The lab coat must be plain, white, around hip-length, clean and pressed.

The patch must be placed on the left upper arm, 3 inches below the shoulder seam. The patch is to be displayed on all tops and the lab coat.

The UA Fort Smith student photo ID (obtained at the Records Department in the Campus Center) must be worn at all times and attached to the left side of the chest 6" below the shoulder seam. Extra pins on the ID badge or lab coat are not allowed.

Shoes should be solid white leather with toes and heels enclosed. Shoes should be comfortable, clean and in good repair. White socks are to be worn.

Hair must be clean and neat, and kept off the collar. If the hair is long, it is to be secured away from the face and off the collar with a non-ornate barrette or other appropriate hair-securing device (no bows). Hair should be within the natural range of colors.

Moustaches and beards are permitted as long as they are kept short and neatly trimmed.

Fingernails must be kept clean and not extend beyond the fingertips. No nail polish or artificial nails are permitted.

Tattoos must be covered at all times while in clinical settings.

Jewelry is limited to a plain band on finger and one small stud earring in each ear lobe. No other jewelry is allowed during clinical education hours.

Perfume, after-shave, perfumed lotions or other strong odors such as body odor and/or tobacco smoke are not acceptable.

### **Required Supplies for Clinical Courses**

- Stethoscope
- Blood Pressure Cuff (Manual only)
- Nurse kit (purchased at the bookstore)
- Pen Light
- Watch with second hand
- Bandage scissors
- Ballpoint pen
- Uniform scrubs
- White leather shoes with toes and heels enclosed
- Lab coat
- UA Fort Smith photo ID (available in the Campus Center and must identify the student as a BSN nursing student.)
- BSN patch correctly sewn onto lab coat and scrub top

### **BSN Dress Code for Campus Lab and Community Experiences**

Professional attire is expected when students are representing the nursing program during an assessment lab or community experience and/or function. The following rules apply:

1. Clothing must be neat, clean, and pressed.
2. A lab coat must be worn with the photo ID badge attached on the left side of the chest 6” below the shoulder seam.
3. Spaghetti straps, tank tops, and/or revealing clothing are not allowed.
4. Skirts must be at least knee length (mini-skirts are not allowed).
5. Pants must be ankle length. Jeans, cargo, stirrups or capri pants are not allowed.
6. Shoes must have enclosed toes and hose or socks must be worn (no bare legs).
7. Low heels or flats are required.

8. For clinical experiences that require the student to wear scrub clothes after arriving at the hospital, the student must dress professionally when arriving at the clinical facility, as noted above.
9. Ball caps are not allowed.
10. Cosmetics should be worn conservatively.
11. Fingernails must be kept clean and not extend beyond the fingertips. No nail polish or artificial nails.

Students who are not in compliance with the dress code will receive a counseling record for unprofessional conduct and may be sent away from the clinical area resulting in an absence.

### **How to order the BSN insignia patch**

Go to: [www.doveapparel.com](http://www.doveapparel.com)  
Click onto “ordering”  
Click onto “custom school web pages”  
Type uafs-bsn into “school code”  
Click onto “submit”

Each patch is approximately \$4.00. Students may order as many patches as needed.

### **Professional Conduct Policy**

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

The Blackboard Learning System (BLS) is considered an extension of the classroom. Respect for peers and faculty is expected. No use of profanity is allowed on BLS and may result in loss of online privileges. Messages of a sexually suggestive or harassing nature may not be posted on BLS or any email in the university system. BSN students are to follow the UA Fort Smith Electronic Communications and Web Site Policy at <http://www.uafortsmith.edu/Policy>.

### **Professional Conduct**

Students in the BSN program must satisfy the standards of professional practice and the requirements of clinical performance necessary for the safe practice of nursing. Standards of professional conduct are determined by the Arkansas State Board of Nursing (ASBN) Nurse Practice Act, <http://arsbn.org>, the American Nurses Association (ANA) *Code of Ethics for Nurses* (2001), and the ANA *Standards of Clinical Practice* (1998), [www.nursingworld.org](http://www.nursingworld.org).

Students in the BSN program are expected to:

1. Demonstrate responsibility and accountability for decision making and actions.
2. Demonstrate ethical standards appropriate to the practice of nursing.
3. Demonstrate knowledge of legal concepts when implementing nursing care.
4. Seek guidance and assistance from others when limitations are reached.
5. Be responsive to faculty evaluation and suggestions for improvement in performance.
6. Engage in self evaluation and professional growth by actively seeking learning experiences and using available resources.
7. Respect the client's right to privacy, confidentiality, and dignity.
8. Arrive promptly for clinical and classroom activities.
9. Maintain a positive attitude in clinical and academic settings.
10. Adhere to the ASBN Nurse Practice Act, ANA *Code of Ethics for Nurses*, and ANA *Standards of Clinical Practice*.
11. Be prepared for all clinical and classroom activities.
12. Support the goals and reputation of the Carolyn McKelvey Moore School of Nursing and the University of Arkansas – Fort Smith in the community.

### **Unprofessional Conduct Policy**

Unprofessional conduct refers to all legal/ethical violations and other acts which are deemed unprofessional. The following are examples of prohibited behaviors that are cause for disciplinary action and may result in dismissal from the BSN program:

1. Violating the *UA Fort Smith Student Handbook* Standards of Conduct.
2. Violating the SON BSN Professional Conduct policy.
3. Failure to keep BLS, TB tests, and immunizations current and/or failure to provide required documentation on file with the SON.
4. Leaving the clinical facility during scheduled clinical hours without instructor permission
5. Cheating of any kind in the classroom, campus lab, and/or clinical area.
6. Possessing an exam without authorization, making the content of an exam known to others, and/or taking an exam for another student.
7. Falsifying any UA Fort Smith record, any information in client records, and/or any information in a classroom/laboratory/clinical assignment.
8. Violating the SON Substance Abuse Policy.
9. Stealing.
10. Being excessively tardy and/or absent from class or clinical, failing to notify the instructor and assigned unit if unable to participate in class or clinical activities.
11. Having repetitive late submission of paperwork.
12. Administering medications and/or treatments in a negligent manner or without the permission of the instructor.
13. Failing to give instructor opportunity to observe skills or proceeding with skills before instructor arrives.
14. Violating client privacy rights through breach of confidentiality of interactions or records or failing to protect privacy in personal care.
15. Using profanity and/or verbal and physical abuse in the classroom or clinical area.

16. Violating the UA Fort Smith and BSN dress code.
17. Exhibiting poor personal hygiene.
18. Attempting activities without adequate orientation, preparation, assistance or supervision.
19. Engaging in behavior that is disrespectful of the client's social or economic status, personal attributes, or health problems.
20. Misappropriating supplies, equipment, and/or medications.
21. Failing to disclose any clinical error to the instructor and/or appropriate agency personnel.
22. Violating agency policies and procedures.
23. Providing nursing care to clients that fails to achieve the standard of care, violates the Nurse Practice Act, violates the ANA *Standards of Clinical Practice* or the ANA *Code of Ethics for Nurses*, or calls into question the professional accountability of the student.
24. Making a decision or failing to make decision that could endanger a client.
25. Engaging in conduct with a client that is sexual in nature, or may reasonably be interpreted as sexual. Any verbal behavior that is seductive or sexually demeaning.
26. Violating the professional boundaries between the nursing student and client.
27. Use of cell phone in any way in clinical areas.
28. Chewing gum in clinical areas.
29. Seeking personal medical advice while representing the SON.
30. Exhibiting the inability to work respectfully with faculty, staff and/or other health care personnel in classroom or clinical agencies.
31. Failing to validate doctor's or nurse's orders prior to client care.
32. Engaging in any activity that jeopardizes the health, safety, and welfare of the client, staff, instructor, other students, or self.
33. Inadequate preparation for each clinical experience, unsatisfactory clinical paperwork and /or inability to verbalize basic principles of care.
34. Experiencing anxiety so high that it interferes with performance and/or judgment.

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

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

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

**Critical Incident:** Occurs when actions by the student place a client in actual or potential danger, when the student is unprepared for clinical or has not retained critical knowledge/skills from previous semesters, or has violated the standard of professional conduct.

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

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

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

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

### **Physical/Verbal Abuse Policy**

All persons affiliated with UA Fort Smith are expected to act in a professional and responsible manner. Students in the BSN program are subject to the academic and disciplinary rules and regulations of UA Fort Smith in accordance with the *Student Handbook* and *Course Catalog*. The BSN program does not tolerate any form of verbal or physical abuse. Students who use physical and/or verbal abuse can expect to be reprimanded, disciplined and/or denied the privilege to continue as nursing students.

**Verbal or physically aggressive behavior in the academic and/or clinical setting will result in immediate removal of the student from the learning environment. Students who do not leave willingly may be escorted by security.**

### **Prevention and Management of Substance Abuse Policy**

The Carolyn McKelvey Moore School of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. We are committed to protecting the safety, health and welfare of faculty, staff, students, and people who come into contact with them during scheduled learning experiences. A policy for the Prevention and Management of Substance Abuse has been adopted to assure attainment of the educational mission of the University and the College of Health Sciences. The School of Nursing (SON) strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any nursing student, who is taking pain or other behavior-altering medications, must provide a medical release from the prescribing physician to the BSN faculty. Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not

limited to alcohol, will be subjected to drug testing. Failure to adhere to the conditions specified in this policy will result in dismissal from the BSN program.

Any nursing student who tests positive for illegal, controlled, or abuse-potential substances, and who cannot produce a valid and current prescription for the drug, will be subject to disciplinary action.

Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a BSN faculty member.

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

### **When Testing May Occur**

The BSN program will require a student to submit to drug testing under any or all of the following circumstances:

- Random testing as required by the clinical agencies.
- For cause (found in this policy).
- As part of a substance abuse recovery program.

**Students who refuse testing or fail to submit to testing in the 2 hour time frame will be immediately dismissed from the program.**

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

### **Testing Facility**

The BSN program has identified Cooper Clinic (a SAMHSA2- approved laboratory) to perform testing, utilizing the agency's policies. The clinic is located at 4300 Regions Park Circle (map found behind this policy). The BSN program will use a MRO to review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

### **Sample Collection**

The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the

UA Fort Smith SON Prevention and Management of Substance Abuse Policy. The BSN Executive Director will be notified of the results within 48 hours.

### **Positive Results**

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

### **Confidentiality**

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The BSN Executive Director or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. While the issues of testing are confidential within the university community, the information regarding substance abuse and rehabilitation must be shared with the ASBN by the graduate with application for licensure.

### **Treatment, Referral, & Readmission**

The outcome of a positive drug screen will constitute immediate dismissal from the BSN program. The BSN Executive Director will refer persons identified as having substance abuse problems for therapeutic counseling for substance withdrawal and rehabilitation. The readmission process for a student who has been dismissed for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice from a legitimate substance abuse counselor for a **one year** period of time. Evidence of participation must be presented to the BSN program by the student. Acceptable evidence shall include: a written record with the date of each meeting, the name of each group attended, purpose of the meeting, and the signed initials of the chairperson of each group attended, plus any pertinent information.
- Demonstration of at least **one year** of abstinence immediately prior to application through random drug screening, including drug of choice.
- Letters of reference from all employers and sponsor within the **last year**.
- A signed agreement to participate in monitoring by random drug screening consistent with the policy of the BSN Program and the clinical agency where assigned client care. The student will be required to pay for testing.
- Abstinence from the use of controlled or abuse potential substances (and/or alcohol) except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse potential substances of student's dependency on controlled or abuse potential substances, and student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing

practitioners shall submit the report directly to the BSN Executive Director or designee within ten (10) days of the date of the prescription.

- If a student is readmitted to the nursing program and a positive test for substance abuse is documented, the student will be dismissed from the program, and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the BSN program.

### **Testing For Cause**

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

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

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

#### **Testing will be conducted using the following policy/procedure:**

1. The faculty member will have an additional faculty member or staff RN confirms the student's suspicious behavior.
2. The student will be required to leave the area. Accompanied by the faculty member and witness to a location ensuring privacy and confidentiality, a discussion of the situation will ensue. The discussion will be documented on the Counseling Record form and signed by the instructor and the student. The document will be forwarded to the BSN Executive Director. A decision as to whether or not to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UA Fort Smith School of Nursing Prevention and Management of Substance Abuse Policy and clinical agency policies.
4. If the clinical agency initiates random or for cause drug screening, the student will follow clinical agency policy on suspected substance abuse.
5. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the SON.
6. If the laboratory test is negative, the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).

7. If anyone laboratory test is positive, the decision will be immediate dismissal from the program.
8. Confidentiality will be maintained.

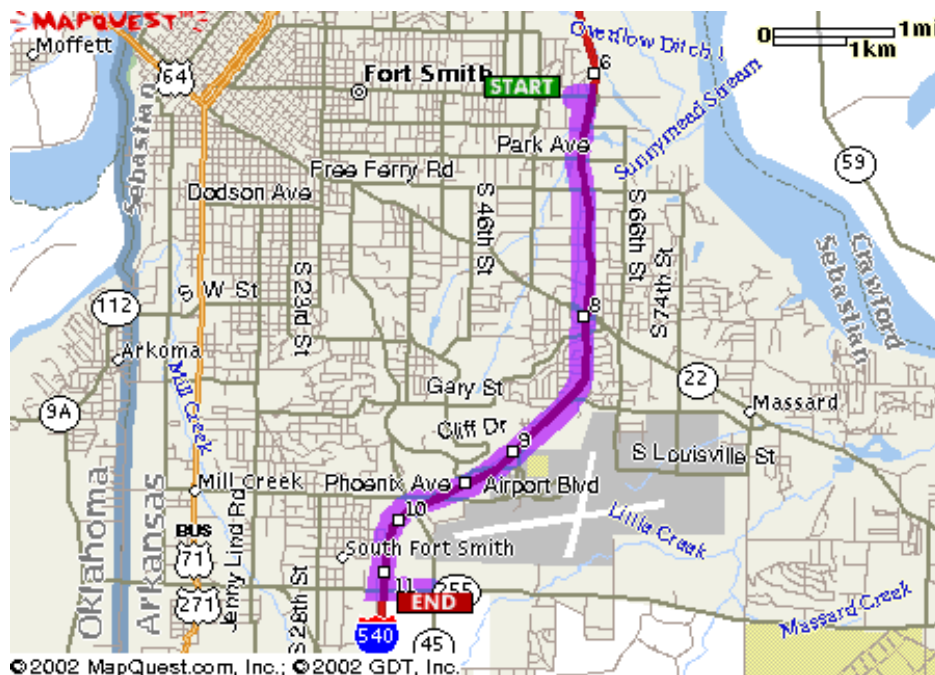
### Appeal Process

An explanation of the Appeal Process can be found in the *UA Fort Smith Catalog* Alcohol/Drug Policy and Procedural Due Process.

### Map to Testing Center from UA Fort Smith

- 1: Go East on GRAND AVE. 0.09 miles
- 2: Take the I-540 W ramp. 0.24 miles
- 3: Merge onto I-540 W. 4.42 miles
- 4: Take the AR-255/ZERO ST. exit - exit number 11. 0.19 miles
- 5: Turn LEFT onto AR-255. 0.46 miles

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



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

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

## Grievance Policy

All students of UA Fort Smith are guaranteed procedural or due process rights. Refer to the *UA Fort Smith Student Handbook* for procedural due process for disciplinary actions.

### Grievance Process

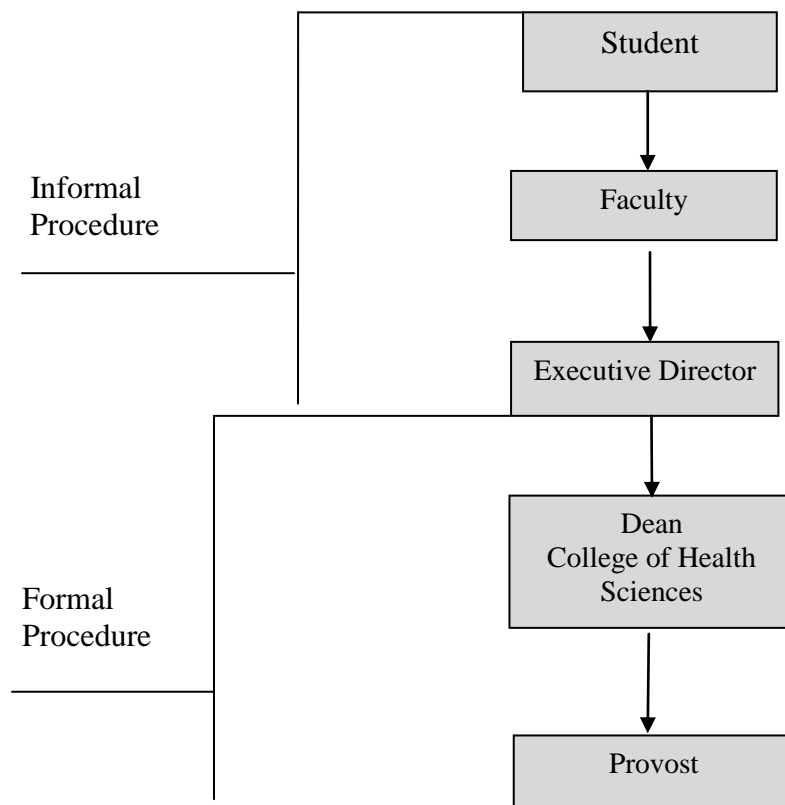
#### Informal Grievance

The informal grievance process must be the first method employed to rectify any problems a student has specific to the program. If resolution is still not reached, the student must schedule an appointment with the BSN Executive Director. If resolution is not obtained with the BSN Executive Director, the student must follow the formal grievance policy.

#### Formal Grievance Process

The formal grievance process is used when informal procedures have been exhausted. The student filing a formal grievance must follow the Academic Grievance Process published in the *UA Fort Smith Student Handbook* and *UA Fort Smith Catalog*.

#### Steps in the Grievance Process



## National League for Nursing (NLN) Testing Policy

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

NLN RN Achievement Examinations consist of 125 questions, worth 100 points. The exams will be administered during the following courses as BSN students progress through the program.

- **Physical Assessment** given at the end of NURS 3164
- **Basic Nursing Care I RN Achievement Exam** given near the end of NURS 3227
- **Maternity and Child Health Nursing** given at the end of NURS 3236
- **Nursing Care of Adults I RN Achievement Exam** given during NURS 434C
- **Nursing Care of Adults II RN Achievement Exam** given during NURS 4355
- **Psychiatric Mental Health Nursing RN** given at the end of NURS 4458
- **NLN Diagnostic Readiness Test 4** practice exams given during the final semester

The achievement exams include practice exams and access to online practice questions for remediation. Course points are awarded for scoring 60% or greater on the achievement exams. Details about the number of points awarded are included in each course syllabus.

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

In addition, the **NLN Live Review** will be available for graduating students during the last 2-3 weeks of the final semester in the BSN program. The NLN two-day NCLEX-RN Live Review coordinates the review to students' weak areas, based on their Diagnostic Readiness Test results. The Live Review includes access to the NLN Alternative Item Exam, which allows students to have hands-on computer-based experience taking alternate item questions.

If the student does not achieve the Individual Composite Score of 60% or higher on the RN Comprehensive Predictor mastery exam, the student will be given additional study materials to complete and retest.

## Other Policies

### **Name Change Policy**

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

### **Unlicensed Practice Policy**

Students who perform activities usually restricted to licensed professional nurses in academic and clinical settings are to do so **only** when practicing under the supervision of assigned faculty or a designated nurse preceptor. Under the regulations governing the practice of nursing in Arkansas, any unlicensed person who performs activities limited to licensed nurses commits unlawful practice of nursing. Students are not under faculty supervision when employed in health care facilities.

### **Student Signature Policy**

Students are required to identify themselves as providers of care in the clinical setting by signing their first and last name followed by the title NS, UAFS (e.g., Jane Smith, NS, UAFS). Signatures on electronic records will follow agency policy. Student signatures are co-signed by the clinical instructor or agency RN for student entries made on the client record.

### **Therapeutic Nursing Interventions Policy**

The UA Fort Smith Nursing Faculty have defined therapeutic nursing interventions as actions performed by the student aimed toward assisting human beings to meet needs along the wellness/illness continuum. These therapeutic nursing interventions and standards of care for the interventions are introduced to the student as they progress through the curriculum. Students will be held accountable for practicing within the standards of care regarding therapeutic nursing interventions and professional behaviors outlined in current nursing course textbooks, course syllabi for the nursing program, and clinical agencies' policy and procedure manuals.

### **Confidentiality**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides federal protections for personal health information held by hospitals and other health care entities. Violation of the privacy rights of any client is a violation of HIPAA and is unprofessional conduct. In addition, civil and criminal penalties may result from misuse of personal health information. A student may be dismissed from the School of Nursing for any violation of patient privacy or confidentiality.

**Visitors**

Learning experiences are designed for students officially enrolled in the course. Visitors (friends, family, etc.) cannot be included in scheduled activities or laboratory experiences.

**Reference Letters Policy**

Upon written request, BSN faculty may provide a letter of good standing, or reference for a student. Student records are confidential. The Authorization to Release Student Information form must be properly signed and witnessed before any information contained in the student's file is released. This waiver may be obtained from School of Nursing administrative assistant.

**Computer Lab**

Students will be responsible for familiarizing themselves with the computer labs and the resources available in these labs. All registered students will be given an e-mail account to use on Lionslink.

**Cell Phones**

Cell phones must be turned off during class or clinical experiences. Emergency phone calls should be channeled through an instructor.

**Transportation**

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

**Parking**

Students are required to park in the locations designated by the clinical/community agencies.

**In-Progress Grade Policy**

The School of Nursing subscribes to the In-Progress Grade policy outlined in the *UA Fort Smith Catalog* and the *UA Fort Smith Student Handbook*.

**Injury and Accident Policy**

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

Notes

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

***Student Agreement of Understanding***

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

\_\_\_\_\_ I consent to allow faculty to copy any work submitted.

\_\_\_\_\_ I have read and understand the Carolyn McKelvey Moore *BSN Student Handbook* and do agree to abide by policies set forth in this handbook.

\_\_\_\_\_ In addition, I understand that I must comply with policies found in the *UA Fort Smith Catalog* and the *UA Fort Smith Student Handbook*.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Note: This form is to be completed by the student and turned in to appropriate nursing faculty the second week of school.*