

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

**PN Student
Handbook**

**Academic Year
2009-2010**

Table of Contents

| | |
|--|-----------|
| I. CURRICULUM | |
| A. History | 4 |
| B. UA Fort Smith Mission/PN Mission | 5 |
| C. Philosophy | 6 |
| D. Organizing Framework | 7 |
| E. Disabled Student Services..... | 8 |
| F. Competency Based Education | 9 |
| G. Program Outcomes | 10 |
| H. Readmission Criteria and Procedure..... | 11 |
| I. Outstanding Academician in Nursing | 13 |
| J. Outstanding Clinician in Nursing | 14 |
| II. ACADEMIC SUCCESS | |
| A. Absence/Tardiness Policy | 15 |
| B. CPA Policy | 16 |
| C. CPA Guidelines..... | 17 |
| D. CPA Grading Policy | 18 |
| E. CPE Policy..... | 19 |
| III. MISCELLANEOUS | |
| A. Name Change Policy..... | 21 |
| B. Unlicensed Practice Policy | 21 |
| C. Student Signature Policy..... | 21 |

| | | |
|-----|---|----|
| D. | Confidentiality (HIPAA)..... | 21 |
| E. | Photocopying..... | 22 |
| F. | Reference Letters Policy | 22 |
| G. | Required Supplies for Clinical | 22 |
| H. | Health Learning Resource Center (HLRC)..... | 22 |
| I. | Computer Lab..... | 22 |
| J. | Visitors..... | 23 |
| K. | Personal Phone Calls | 23 |
| L. | Transportation..... | 23 |
| M. | Parking | 23 |
| N. | In-Progress Grade Policy..... | 23 |
| O. | Injury and Accident Policy | 23 |
| P. | Student Participation in PN Faculty Meetings | 24 |
| IV. | HEALTH | |
| A. | Accidental Exposure to Blood or Body Fluids Guidelines..... | 25 |
| B. | Recommended Student Protection Guidelines | 26 |
| C. | Student Health Policy..... | 29 |
| V. | CLINICAL | |
| A. | Background Check Policy..... | 31 |
| B. | Criminal Convictions Policy | 32 |
| VI. | PHYSICAL APPEARANCE | |
| A. | Campus Dress Code | 33 |
| B. | Dress Code for Clinical (Uniform)..... | 33 |

C. Dress Code for Community Experience35

D. Personal Hygiene Policy36

E. Professional Conduct Policy37

F. Unprofessional Conduct Policy:38

VII. SUBSTANCE ABUSE

A. Prevention and Management of Substance Abuse Policy41

VII. GRIEVANCE

A. Grievance Policy50

VIII. NLN TESTING

A. NLN Testing Policy52

IX. STUDENT AGREEMENT OF UNDERSTANDING.....56

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

History

The UA Fort Smith 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 Junior College offered credit courses for the students in the hospital nursing schools. In 1965, the hospitals initiated a dialogue with the college relative to establishing an associate degree nursing 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 from the NLN in May 1969 and admitted the first ADN class in September. Full NLN accreditation was received in December 1971 and has been maintained to the present day. The last NLNAC visit was October 2004.

In 1969, the practical nursing program was established at Westark College. The practical nursing program received Arkansas State Board of Nursing approval in 1969 and began preparation to admit the first class. In fall of 1970, the first class was admitted beginning each spring and again in the fall semester until 1986. Due to declining enrollments, the program was restructured and classes were admitted on a yearly basis beginning in January.

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 first nine students were admitted into the RN-BSN Online Completion Program in spring 2003. 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.

University of Arkansas – Fort Smith Mission

The mission of the University of Arkansas – Fort Smith (UA Fort Smith) is to raise the higher education achievement level of the residents of the Western Arkansas service area to meet or exceed the national averages.

UA Fort Smith mission is about positively changing lives through education and training, and improving the civic and economic health of the region by means of a more educated populace. Specifically, the education level of the adult citizenry of our region, as measured by the percentage of those 25 years and older who hold a bachelor's degree, is well below that of the state, which lags the nation. We are charged with changing those facts.

UA Fort Smith addresses the mission by providing high-quality baccalaureate, associate, and certificate programs and a wide range of credit and noncredit educational services for the region. Education and training services, designed to meet the workforce education and retraining needs of business, industry, and healthcare throughout the region, are a direct support responsibility of the institution.

Student learning and growth are priorities for all members of the institution. The University will strengthen the educational, cultural, and economic development of the communities in Western Arkansas.

PN Mission

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

University of Arkansas – Fort Smith
Carolyn McKelvey Moore School of Nursing
Philosophy

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

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

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

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

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

Nursing education is the means by which students learn to practice nursing and is best provided in an institution of higher learning. Learning is a lifelong activity that is purposeful and motivated by individual need. Faculty are dedicated to providing an environment of learning for students which conveys the complex components of the nursing profession: the caring, the art and science of the profession. The scholarly role encompasses four standards: scholarship of discovery, teaching, application, and integration. The various levels of nursing education include, but are not limited to, practical nursing, associate degree nursing and baccalaureate degree nursing. Each type of nursing educational program provides a unique and valuable contribution to health care.

Practical nursing education focuses on coursework that prepares students to provide basic care based on client needs. Upon entry into practice, the licensed practical nurse works under the direct supervision of physicians, registered nurses and dentists in structured setting.

University of Arkansas – Fort Smith
College of Health Sciences
Carolyn McKelvey Moore School of Nursing
Practical Nurse Program
Organizing Framework

The Competency Outcomes and Performance Assessment model (COPA) was used to structure and organize the practical nursing curriculum. The COPA model emphasizes practice-based outcomes, practice-focus learning, and structured, objective assessment of performance competencies. Competency outcomes utilized throughout the curriculum are based on professional standards and guidelines for safe nursing practice determined by nationally recognized nursing organizations and the eight core competencies identified in the COPA model. The eight core competencies are operationalized to determine student learning, course, and program outcomes and are used by faculty to facilitate student achievement of these outcomes. The eight core competencies identified in the COPA model are: assessment and intervention skills, communication skills, critical thinking skills, teaching skills, human caring relationship skills, leadership skills, and knowledge integration skills. Students demonstrate achievement of outcomes through successful demonstration of competency on assessment measures throughout the curriculum. These assessment measures are termed Competency Performance Evaluations (CPEs) and Competency Performance Assessments (CPAs).

The curriculum is further organized around the human being and needs of the human being along the wellness/illness continuum according to Maslow's hierarchy. The needs of the human being occur within the context of environment and values and are reflective of the uniqueness of the individual, the individual within the family, and the individual within the community. A body systems approach focused on individuals across the lifespan is used for acquisition of knowledge and skills needed by the practical nurse to safely care for diverse populations in diverse settings. The complexity of learning concepts and skill progresses from simple to complex across the five courses of the practical nursing program and are reflected in the course outcomes and settings utilized for clinical experiences.

Disabled Student Services

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.

Students with disabilities are encouraged to contact the ADA Services Coordinator at (479) 788-7577. For special testing accommodations, it is the student's responsibility to make arrangements with faculty test administrators in advance of the test date. Testing time periods may not overlap designated lecture times

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

Competency Based Education

The nursing component of the PN program is competency based. Each nursing course is planned carefully and systematically with predetermined minimum levels of achievement established. Students must achieve an average cumulative score of 77% in each course. If a 77% average is not achieved, the student will not progress through the program. Student achievement is measured against a competency-based criterion referenced system. Emphases are on individual student achievement of course and program exit requirements. Instruction is individualized to the maximum extent possible rather than group-based. Both required and optional learning activities are identified; this approach is to help achieve flexibility and provide for different learning rates and styles. Learning experiences are guided by frequent feedback.

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

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

Practical Nursing Program Outcomes

1. Assessment and Intervention: Apply the nursing process and implement holistic care for clients in all clinical settings.
2. Communication Skills: Utilize therapeutic communication skills with clients in all clinical settings.
3. Critical Thinking Skills: Base nursing care decisions on appropriate policies and procedures, evidence-based practice guidelines, and theoretical concepts.
4. Human Caring and Relationship Skills: Promote compassionate health care in the clinical setting to those clients in all clinical settings.
5. Teaching Skills: Educate clients and families on a level effective for knowledge and development of the learners.
6. Management Skills: Coordinate quality care as defined by the *American Nurses Association Standard of Nursing practice* for those clients in all clinical settings.
7. Leadership Skills: Demonstrate professional nursing care using concepts from *American Nurses Association Code for Nurses* and *Nurse Practice Act* for those clients in all clinical settings.
8. Knowledge Integration Skills: Incorporate knowledge and skills when providing care for those clients in all clinical settings.

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

Readmission Criteria and Procedure

Students desiring re-entry to the program must submit a written application for admission to the Coordinator of Academic Support Services regarding the dates of expected re-entry and submit a written request for readmission. A student who discontinues the nursing sequence for any reason must petition the Admission/Readmission Committee for readmission to the nursing program and each readmission will be reviewed on an individual basis. Students are permitted only one readmission. Acceptance for readmission is based on availability of space. Students who are readmitted are accountable for the degree requirements in force at the time of readmission.

A student readmitted to the program would begin the course subsequent to the last successfully completed course (a grade of “C” or better). The length of time between leaving the program and reapplication may not exceed one year. The student will be required to demonstrate proficiency for prior course work through both written and psychomotor testing. 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. A student will be admitted under the current University Catalog and the readmission criteria for the School of Nursing. Students applying for readmission will be considered along with other applicants under the current admission criteria. MEETING THE CRITERIA FOR READMISSION DOES NOT GUARANTEE READMISSION.

READMISSION CRITERIA

- NLN Pre-Admission Exam (PAX-PN) score 60% (within the past 2 years)
- Demonstrate proficiency from prior course work by scoring $\geq 77\%$ on a written theory exam
- Demonstrate competence in psychomotor skills
- Pass a math exam with a score of 90%

For those students from previous semesters, deadline date for applying for readmission is June 1 for fall admission. Students are required to complete the nursing portion of the program within a one-year time frame.

ACCEPTANCE PROCEDURE FROM ANOTHER PROGRAM

If a student 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 from another Program within the UA Fort Smith Colleges of Health Sciences

A student may be considered for admission into the PN Program from another Health Sciences program if he/she meets the following criteria:

- Must submit in writing a request for admission to the Executive Director of the ADN/PN Programs
- NLN Pre-Admission Exam (PAX-PN) score 60% (within the past 2 years)
- Demonstrate proficiency from prior course work by scoring 77% or greater on a written theory exam
- Demonstrate competence in psychomotor skills
- Pass a math exam with a score of 90%

Transfer from another School of Nursing

The student wishing to transfer will be required to:

- Submit a letter of good standing from the transferring facility that confirms the student's eligibility to continue in that program
- Provide a copy of course descriptions for comparison of curriculum content
- Complete a minimum of fifteen (15) credit hours on this campus.
- Pass a written theory exam with a score of 77% or greater.
- Pass a math exam with a score of 90%.
- Demonstrate competence in 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 is responsible for following all guidelines found within the PN Student Handbook.

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

*Outstanding Academician in Nursing
Award Criteria and Procedure*

Criteria

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.

Procedure

- At the July PN faculty meeting, the faculty will identify the student with the highest grade point average who is to receive this award.
- The recipient of this award will not be announced until the pinning ceremony.
- The award will be on the program and will be presented by a member of the faculty.

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

***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 pinning ceremony.

Criteria

The student recipient of this award will:

- Have a grade point average of 3.0 or above at the time of nominee selection
- Demonstrate application of theory to clinical practice
- Demonstrate leadership ability
- Demonstrate the following professional characteristics:
 - Attendance and punctuality
 - Ability to work with others
 - Enthusiasm for the practice of nursing
 - Neat and well-groomed appearance

Procedure

- At the July PN faculty meeting, the faculty will present a list of students who have a GPA of 3.0 or above
- The selection will be made by majority vote.
- The recipient of this award will not be announced until the pinning ceremony.
- The award will be on the program and will be presented by a member of the faculty.

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

Absence/Tardiness Policy

Satisfactory achievement of educational goals and objectives of the nursing program requires regular and prompt class attendance, especially in courses in which the direct care of clients is expected and where the learning of skills is necessary. Attendance is required and students are expected to arrive promptly for all classes, campus labs, and clinical assignments. It is the responsibility of the student to preplan personal scheduling (daycare, doctor's appointments, etc).

Absence/Tardiness

Classroom

Regular and prompt attendance is expected. It is the responsibility of the student to notify the instructor or School of Nursing's Administrative Specialist (788-7861) if they will not be attending class. Tardiness will be recorded in 1 hour increments.

Clinical

Regular and prompt attendance is expected. Leaving the clinical facility during scheduled clinical hours is prohibited. Failure to notify the agency and/or instructor of the intent to be absent from a clinical assignment is considered unprofessional behavior. A student who must be absent from a clinical assignment must notify the nursing unit and the clinical instructor at least two hours prior to clinical. There are no clinical make-up days.

Consequences per course

- Students who have missed 6 hours of clinical/theory will receive a written warning.
- Students who have missed 8 hours of clinical/theory will receive probation.
- Students who exceed 8 hours of clinical/theory will be dismissed from the PN program.

Physical Health and Individual Responsibility

A student who has an acute illness that can be transmitted to other students or clients in the health care setting may not participate in class or clinical. Examples of an acute illness may include: influenza, gastroenteritis, open wounds, draining wounds, shingles.

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

Competency Performance Assessment (CPA) Policy

The PN program is competency based. Students must achieve an average cumulative score of 77% in each course. If a 77% average is not achieved, the student will not progress through the program.

- To ensure student confidentiality, exam scores **will not** be posted. Students may access their scores electronically. Students must notify the instructor within 72 hours of any discrepancy with the recorded score.
- All CPAs will be proctored.
- If unable to take the CPA, the student must notify the instructor by phone prior to testing time and make arrangements to take an alternate CPA at a later time.
- Students who are unable to attend class or lab on an exam day **will not** be allowed to take the scheduled exam later that same day.

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

Competency Performance Assessment (CPA)
Guidelines

Students are required to take all scheduled exams. Test items come from the session objectives and are compiled from required readings, classroom and lab activities, and multimedia assignments.

- Students are allowed 1 blank piece of paper (to be taken up 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 bags or miscellaneous items must be placed at the front of the room. Cell phones or desktop calculator will not be allowed for use on calculations. A simple calculator may be used.
- Students will be required to have working access of UA Fort Smith computer ID and Password.
- 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.
- Students must maintain a quiet environment until all students have completed the CPA.
- An exam review will be provided following the exam. All students are encouraged to stay for this exam review. During the exam review, students are not allowed to take notes. Students scoring less than 77% may want to schedule an appointment with the instructor for a more in-depth review.

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

Grading Policy

Competency Performance Assessments (CPA)

Competency Performance Assessments (CPA) are recorded in raw points earned. At the end of each course, points earned are totaled and divided by the total number of raw points possible for each course.

- Students must achieve an average cumulative score of 77% in each course. If a 77% average is not achieved, the student will not progress through the program.
- The following grading scale is used to determine the student's letter grade for the course.
 - A = 93 - 100
 - B = 85 - 92
 - C = 77 - 84
 - D = 69 - 76
 - F = 68 and below

Competency Performance Examinations (CPE)

- Students are required to meet 100 % of the critical elements identified for each CPE. Students must successfully demonstrate competence of each critical element. Failure of any critical element results in failure of the course, regardless of the student's theory grade.
- Students must achieve a 90% on the Math CPE prior to each clinical rotation.
- Students must demonstrate competence in all required CPEs prior to performance of those competency performance evaluations in the clinical setting.
- The affective and cognitive domains related to the psychomotor CPEs are evaluated through observation, demonstration, clinical application, and test item questions.

Clinical CPE:

- Clinical CPEs are evaluated using the Clinical CPE tool. A summative score of 3 or better must be achieved for the student to progress to the next course.

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

*Clinical Competency Performance
Evaluation Policy*

Each student is expected to meet the standards of practice for patient care as reflected on the Competency Performance Examination. Standards of practice are competencies that are taught in the classroom or campus labs and found in current texts, current journal articles, and institutional Policies and Procedure manuals.

Standards of Practice are used as criteria for determining what constitutes the minimum, acceptable level of nursing care. Statutes, health care institutions, and professional organizations such as state boards of nursing and the American Nurses Association (ANA), are all involved in creating standards. Standards of practice also reflect the nurse's level of education. Each student is expected to meet the course competencies that are outlined in the Clinical CPE tool.

Formative evaluation is an ongoing process in which students have the opportunity to practice new competency performance evaluations and behaviors. Feedback from the clinical instructor and other sources allow for correction and/or refinements of these behaviors. Formative evaluation is documented on the Clinical CPE. An evaluation of less than 3 on the Clinical CPE tool represents student behavior that is unsafe and requires the student to schedule a conference with the clinical instructor to remediate the deficiency.

Summative evaluation occurs during the final week of the clinical rotation. An evaluation of less than 3 in any area of the Clinical CPE will result in failure of the course.

Critical Incidents occur anytime the students actions 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 Professional Conduct Policy.

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

*Competency Performance Examination Guidelines
Campus Lab Setting*

Instructors in the classroom or lab setting may demonstrate competency performance evaluations to the student. Students are responsible for observing, asking questions, reviewing available resources, and practicing for the competency performance evaluation prior to being evaluated by the instructor. Students must have required equipment for competency performance evaluation.

Students are allowed three attempts to demonstrate competency. The CPE must be performed satisfactorily within the timeframe designated by the instructor. All critical elements must be demonstrated. After the second failed attempt of the CPE, the student will meet with the instructor and discuss a plan for success that is documented on a counseling record. Students who cannot perform satisfactorily after the second attempt will design a remediation plan of action and review the plan with the instructor prior to implementation.

Two instructors will evaluate the final competency performance evaluation. If the final attempt is unsuccessful, the student will be dismissed from the nursing program.

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

Miscellaneous

Name Change Policy

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

Unlicensed Practice Policy

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

Student Signature Policy

A nursing student's signature is an indication of professionalism and accountability. Students are required to identify themselves as providers of care in the clinical setting by signing their first and last name followed by the title UANS (e.g., Jane Smith, UANS) or as per agency policy.

Confidentiality

The United States Department of Health and Human Services has issued federal privacy standards to protect patients' medical records and other health information as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). These standards represent a uniform, federal floor of privacy protections for consumers across the country. Violation of the privacy rights of any client is a violation of HIPAA and is considered an extremely serious example of 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 confidentiality.

Photocopying

Nursing students are prohibited by HIPPA guidelines and hospital policy to make photocopies of client's charts. All information gathered from a chart must be kept confidential.

Reference Letters Policy

Upon request, the School of Nursing will supply a letter of good standing or reference to an agency employing a student or other requesting agency providing the student has signed a waiver for the information release. Any information contained in the student's file will be included in the letter or verbal reference. This waiver may be obtained from SON secretary. If a waiver has not been signed, a letter is sent to the requesting party stating that the school does not have written permission to release information.

Required Supplies for Clinical

Stethoscope

Blood Pressure Cuff (Manual only)

Pen Light

Watch with second hand

Bandage scissors

Ballpoint pen with black ink

Uniform with white leather shoes that have the toes enclosed

Lab coat

UA Fort Smith photo ID (These are available in the Campus Center and must identify the student as a PN student.)

Health Learning Resource Center (HLRC)

Students will be responsible for familiarizing themselves with the HLRC and the resources available for nursing students. A tour will be given of the lab during the first week of school. Materials may not be checked out of the HLRC.

Computer Lab

Students will be responsible for familiarizing themselves with the computer lab and the resources available in this lab. Students will be given an e-mail account to use during the semester. Passwords for this account will be given to you the first week of class along with a tour of the lab. No food or drink is allowed in any computer lab.

Visitors

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

Personal Phone Calls

Telephones are available for student use. Please do not accept personal phone calls during the time you are in a clinical agency or class unless the matter is one of an emergency situation. Emergency phone calls should be channeled through an instructor. Cell phones must be turned off during class or clinical experiences.

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 (SON) subscribes to the In-Progress Grade policy outlined in the University of Arkansas – Fort Smith Student Handbook.

Injury and Accident Policy

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

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

Student Participation in PN Faculty Meetings

A student will serve as a representative and attend PN Faculty meetings a minimum of three times per semester. This student will act as a liaison between faculty and students. The representative is responsible for disseminating information to the student population.

An agenda item is designated for student representatives to discuss and share information. Faculty is interested in your input in our educational system. Agenda items must be submitted to the Executive Director of the PN/ADN Programs one-week prior to the meeting. Meeting dates will be announced.

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

Accidental Exposure to Blood or Body Fluids
Guidelines

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

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

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

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

Recommended Student Protection Guidelines
Concerning Body Fluids and Secretions

Purpose: It has been demonstrated that there are infections and diseases that, while they are not transmitted through casual person-to-person interaction, might be acquired through contact with an infected person's body fluids/secretions. Because it is often unknown on an admission to a health care facility that a client has such a disease, the purpose of these guidelines is two-fold:

1. to inform students how they can protect themselves from acquiring such a disease while providing care.
2. to identify for students and instructors appropriate interventions if a contamination occurs.

These guidelines conform to the Center for Disease Control and Prevention's ***Standard Blood and Body Fluid Precautions***.

It is expected that all UA Fort Smith nursing students and clinical instructors have read the following four points and Sections A through E of these guidelines before beginning each new clinical rotation.

1. It is the responsibility of the student to know and comply with these guidelines at all times when providing patient care.
2. If the health care facility to which the student has been assigned for clinical experiences uses procedures and guidelines in addition to the ones in this appendix, the student is also expected to follow those procedures and guidelines.
3. Clinical instructors have the responsibility to make students aware of any additional health care facility procedures and guidelines.
4. Health care facilities furnish gloves, masks, gowns, barrier (plastic) aprons, eye protection, and anti-microbial cleaning solutions for use by personnel who provide patient care. It is the student's responsibility to use the guidelines and these items appropriately. If doubt exists in the student's mind concerning the protective items to be worn or an antimicrobial solution to use, the student is to clarify this with the clinical instructor.

A. Clean (Non-Sterile) Gloves

1. Gloves are to be worn when the student has any skin break on his/her hands and personal care is being given to a patient.
2. Gloves are also to be worn when it is likely that the student will come in contact with any patient's urine, feces, respiratory or mucous secretions, blood, vomitus, enteral secretions or exudate from skin lesions/wounds, and when the student is:

- Performing oral hygiene or denture cleaning
 - Suctioning oral, nasal, tracheal secretions
 - Bathing incontinent patients or those with skin lesions or open wounds
 - Cleaning an incontinent or vomiting patient
 - Emptying bed pans, urinals, Foley bags, suction containers, ostomy bags
 - Performing finger stick CBGs
 - Changing IV lines at catheter hubs, discontinuing IVs or heparin locks, converting an IV to a heparin lock, starting an IV or drawing blood
 - Inserting or discontinuing any type of NG or enteral tube
 - Inserting or discontinuing any type of urinary bladder or rectal catheter
 - Administering IM, SQ, or intradermal injections
 - Applying topical ointments
 - Inserting vaginal or rectal suppositories
 - Giving enemas or douches
 - Obtaining any body fluids/secretions for diagnostic testing or examination: i.e. C&S, guaiac, AFBS, O&P, etc.
 - Removing soiled dressings and perineal pads and applying clean dressing and pads. Small dressings are to be wrapped inside the glove when it is removed and disposed of in the designated biohazard container; large dressings or pads are to be placed in a plastic bag and disposed of according to institutional policy. (Situations, which require aseptic technique, require that sterile gloves be worn)
3. Following procedures in which gloves are worn, the soiled gloves are to be discarded in the patient's wastebasket and hands are to be washed with soap and water before leaving the patient's room.
 4. Wearing the same set of gloves when providing care to clients who share the same room is not to be done. When care is completed for one client, the soiled gloves are to be removed, hands washed and, if applicable, clean gloves are to be applied before care is provided to other clients.
 5. If a student's ungloved hands become soiled with a client's body fluids/secretions, the hands are to be washed with an antimicrobial solution with particular attention being given around and under the fingernails. If there are breaks in the skin on the student's hands, the clinical instructor is to be notified immediately. If it is determined that the health care facility's guidelines need to be implemented, the instructor will complete a report detailing how the incident occurred and the protection/precautions that were implemented for the student.

B. Barrier aprons or gowns

1. These items are to be worn when it is likely that the student's uniform may be soiled with the patient's blood, vomitus, mucous/fluid secretions, wound or skin lesion exudate, urine, and feces.
2. Aprons and gowns are to be disposed of in appropriate containers in the client's room.
3. In the event that a student's uniform, lab coat, or stockings become soiled with a patient's secretions, the soiled clothing is to be removed immediately and

taken home for laundering separately from other household wash. It is also recommended that bleach be added to the water.

4. Shoes can be washed off with soap and water and rinsed with a 1:10 bleach solution.
5. If it is necessary for a student to remove his/her soiled uniform, the facility's employee guidelines concerning such an event are followed.

C. Masks and eye protection

1. These are to be worn when it is likely that a client's blood, vomitus, oral, respiratory, or other fluid secretions may splash onto the student's face or into the eyes or mouth.
2. If such splashing occurs, the student is to thoroughly wash his/her face and dispose of the mask in the client's wastebasket. If it is not disposable, the health care facility's policy guidelines are to be followed.
3. If such splashing occurs and the student was not wearing a mask or eye protection, the incident is to be reported immediately to the clinical instructor. If it is determined that the health care facility's guidelines are to be implemented, the instructor will also complete a report detailing how the incident occurred and the protection precautions that were implemented for the student.

D. Used: Needles, Syringes with needles, IV Stylet, Lancet

1. Such items are not to be recapped, but are to be disposed of in a puncture proof container in the client's room.
2. If no puncture proof container is available in the client's room, the one-hand method of recapping must be used, and the used article disposed of in a puncture proof container outside of the client's room.
3. If a student sticks him/herself with a needle, lancet, or IV Stylet that has been contaminated with a client's blood or subdermal tissue, the student is to report the stick immediately to the clinical instructor and the appropriate health care facility guidelines is to be implemented. The clinical instructor will also complete a report concerning the incident and the student protection precautions that were implemented.

E. Body Fluid/Secretion Soiling of the Environment

1. If a client's body fluids/secretions soil a small area of the furniture or floor, this is to be wiped up immediately with an appropriate antimicrobial solution and paper towels. Gloves are to be worn when such spills are wiped up. The paper towels and gloves are to be disposed of in the client's wastebasket, and hands are to be washed with soap and water. If the soiling covers a large area, housekeeping is to be notified.
2. If a client's linens/gowns are soiled with the body fluids/secretions, the appropriate health care facility guidelines are to be followed. If such guidelines are not posted on the client's door or in his room, the student is to consult with the clinical instructor.

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

Student Health Policy

Students must be able to physically and emotionally complete all program requirements. Students must be able to walk, stand up to eight (8) hours, bend, reach, turn, listen, observe, and perform moderate to heavy lifting (up to at least 50 lbs).

It is the responsibility of students to submit the required documentation of immunizations and CPR certification and a completed health statement to the College of Health Sciences secretary prior to admission into the program. **All immunizations and CPR certification must remain current through the last day of the semester.**

Failure to initiate keep immunizations current will prevent students from attending the assigned clinical experience.

Student Health Guidelines

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

- **CPR certification:** Certification must be through the American Heart Association: Basic Life Support for Healthcare Providers
- **Proof of immunization:**
 - **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)** – 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; booster not necessary or sign a waiver if series is incomplete or refuses vaccine (SON Student Handbook)
 - **MMR: (Measles, Mumps, Rubella vaccination)** - Measles: 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: Adults born before 1957 can be considered immune to mumps. One dose SC; no booster. Rubella: Healthcare workers who do not have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC; no booster.

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

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

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 accessible by all College of Health Sciences Executive Directors and assigned agencies when requested and will be retained in the student's health file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in 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.

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

General Guidelines

1. Immediately upon acceptance into a College of Health Sciences Program, the student must authorize the background check by completing the background authorization form provided by the vendor. This form is available to the student via a link on the University of Arkansas - Fort Smith website beginning January 2, 2007. The student must also authorize the vendor to send a copy of the results of the background check to their Program Director. Results must be received by the Friday of the first 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 Program 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. ASBN has the authority to deny application for licensure to any person who has been convicted of a criminal offense. Students convicted of a crime prior to or during the course of nursing education, must schedule an appointment with the Program Directors. 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.

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

Campus Dress Code

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

“UA Fort Smith students are expected to dress in a manner appropriate for responsible adults in an educational setting. Tank tops, see-through clothing and clothing which is revealing are considered inappropriate. Wearing apparel that displays an obscene writing, description, photograph, or depiction is prohibited.”

UA Fort Smith Student Handbook

Dress Code for Clinical (Uniform)

Students are expected to be neat, clean, and abide by the uniform policy of the School of Nursing and any specific regulations that may be required by the clinical facility. Students who are not in compliance with the dress code will receive a written warning (refer to Professional Conduct Policy). Further noncompliance will result in an unexcused absence (which could lead to dismissal from the program). Students will not wear uniforms outside of class and/or clinical.

1. The following items are approved uniform apparel and must be purchased through Dove Professional Apparel:
 - White V-Neck Cardigan lab coat with knit cuffs and Burgundy Unisex Pants. White Polo Shirt **or** Burgundy Men’s/Women’s Zip Top, and PN insignia patch.
 - The Dove Professional Apparel website is www.doveapparel.com and the phone number is 1-800-829-3683. The website includes information on products available, how to fit, and order/return.
2. The patch will be placed on the left upper arm, 3 inches below the shoulder seam. **The patch is to be displayed on all tops and the lab coat.**
3. The patch can be sewn by Mr. Rob’s cleaners. They have the requirements for badge placement.
4. 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.
5. The nursing uniform must be laundered and neatly pressed. Uniforms should not be tight fitting or baggy but must be comfortable. When wearing the white polo shirt,

male students must wear a white undershirt and female students must wear a white camisolé. The white polo must be tucked into the uniform pants at all times.

6. Shoes should be solid white **leather** with toes enclosed. Males should wear white socks and females should wear white hose or white socks which cover above the ankle.

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

Dress Code for
Community Experiences

Students who are not in compliance with the dress code will receive disciplinary action. Further noncompliance will result in an unexcused absence, which may lead to dismissal from the program.

1. Students should wear business attire when representing the nursing program during an assessment lab or community experience and/or function.
2. Clothing must be neat, clean, and pressed.
3. A lab coat must be worn with the photo ID badge attached on the left side of the chest 6" below the shoulder seam. Extra pins on the ID badge or lab coat are not allowed.
4. Spaghetti straps, tank tops, and/or revealing clothing are not allowed.
5. Skirts must be at least knee length (mini skirts are not allowed).
6. Pants must be ankle length. Jeans, baggie, cargo, stirrups, or capri pants are not allowed.
7. Shoes must have enclosed toes and hose or socks must be worn (no bare legs). Low heels or flats are required.
8. For rotations that the student will wear scrub clothes once arriving at the hospital, the student is to dress professionally to arrive to the clinical rotation as noted above.
9. Hair should be neat and clean. All hair accessories must be conservative, plain gold, silver, black, brown, or white. If the hair is long, it is to be secured away from the face and off the collar with a non-ornate barrette or other appropriate hair-securing device (no bows). Moustaches and beards must be neatly trimmed. Hair should be within the natural range of colors (no trendy colors). Ball caps are not allowed.
10. Jewelry is limited to a wedding band, one pair of small stud earrings worn in the earlobes, and a watch with a second hand (required). No other visible body piercing will be allowed, including tongue, eyebrow, and lip piercing(s).
11. Tattoos must be covered at all times.
12. Cosmetics should be worn conservatively.
13. Perfume, after-shave, perfumed lotions or other strong odors such as body odor and/or tobacco smoke are not acceptable.
14. Fingernails must be fingertip length and manicured. Clear polish is allowed. Artificial nails must not be worn.
15. Gum chewing is not allowed.

Personal Hygiene

The student's body must be clean and free from odor. **DAILY BATH AND DEODORANTS ARE MUSTS!** Smokers are to carry breath mints and not to smoke while in their uniform as the odors cling to the uniform and may be offensive to the clients. Students must not arrive at the clinical facility or return after breaks with the odor of tobacco. **Students will receive a critical incident and will not be allowed to return to the unit.**

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

Professional Conduct Policy

All students in the School of Nursing (SON) 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.

Professional Conduct

Students in the SON must satisfy the standards of professional practice and the requirements of clinical performance necessary for the safe practice of nursing. Standards of professional conduct are determined by the Arkansas State Board of Nursing (ASBN) Nurse Practice Act, <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.

Guidelines

Students within the SON are expected to:

1. Demonstrate responsibility and accountability for decision making and actions;
2. Demonstrate ethical standards appropriate to the practice of nursing;
3. Demonstrate knowledge of legal concepts when implementing nursing care;
4. Seek guidance and assistance from others when limitations are reached;
5. Be responsive to faculty evaluation and suggestions for improvement in performance;
6. Engage in self evaluation and professional growth by actively seeking out learning experiences and utilizing available resources;
7. Respect the client's right to privacy, confidentiality, and dignity;
8. Arrive promptly for clinical 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; and
12. Promote the goals and reputation of the SON and UA 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 behaviors are prohibited, will be cause for disciplinary action, and may result in dismissal from the PN program:

1. Violating the SON Professional Conduct policy
2. Leaving the clinical area without advising appropriate agency personnel and/or faculty
3. Falsifying any UA Fort Smith record, any information in client records, and/or any information in a classroom/laboratory/clinical assignment
4. Cheating of any kind in the classroom, campus lab, and/or clinical area
5. Possessing an exam without authorization, making the content of an exam known to others, and/or taking an exam for another student
6. Plagiarizing work of another
7. Violating the SON Substance Abuse Policy
8. Possessing or using firearms, explosives, dangerous chemicals or other dangerous weapons
9. Stealing
10. Being convicted of a crime
11. Being excessively tardy and/or absent from class or clinical; failing to notify the assigned unit (prior to change of shift) if unable to participate in clinical activities
12. Having repetitive late submission of paperwork
13. Chewing gum in clinical settings
14. Administering medications and/or treatments in a negligent manner or without the permission of the instructor
15. Failing to give instructor opportunity to observe skills or proceeding with skills before instructor arrives
16. Violating client privacy rights through breach of confidentiality of interactions or records or failing to protect privacy in personal care
17. Using profanity and/or verbal and physical abuse in the classroom or clinical area;
18. Violating the UA Fort Smith and SON dress code
19. Exhibiting poor personal hygiene
20. Attempting activities without adequate orientation, preparation, assistance or supervision;
21. Engaging in behavior that is disrespectful of the client's social or economic status personal attributes, or health problems
22. Misappropriating supplies, equipment, and/or medications
23. Failing to disclose any clinical error to the instructor and/or appropriate agency personnel
24. Violating agency policies and procedures
25. Providing nursing care to clients that fails to achieve the standard of care, violates the Nurse Practice Act, violates the ANA Standards of Clinical Practice and ANA Code of Ethics for Nurses, or calls into question the professional accountability of the student
26. Making a decision or failing to make decision that could endanger a client
27. Engaging in conduct with a client that is sexual in nature, or may reasonably be interpreted as sexual, or any verbal behavior that is seductive or sexually demeaning to a client, or engaging in any sexual activities with a client
28. Violating the boundaries between the health care professional and client (e.g., giving a client your home phone number, inviting a client to your home)
29. Taking personal non-emergency phone calls while in the clinical agency

30. Seeking personal medical advice while representing the SON
31. Demonstrating unsafe clinical performance as documented on the clinical evaluation tool;
32. Exhibiting the inability to work respectfully with faculty, staff and/or other health care personnel in classroom or clinical agencies
33. Failing to validate doctor's or nurse's orders prior to client care
34. Engaging in any activity that jeopardizes the health, safety, and welfare of the client, staff, instructor, other students, or self
35. Failing to perform at a level that a reasonable and prudent student would be expected to in the SON
36. Failing to demonstrate adequate preparation for each clinical experience, unsatisfactory written clinical paperwork and /or inability to verbalize basic principles of care
37. Experiencing anxiety so high that it interferes with performance and/or judgment
38. Use of cell phone in clinical

Students who exhibit unprofessional conduct may be subject to disciplinary action and/or criminal prosecution. Faculty will determine the type of disciplinary action to be imposed and will be guided by the extent of the unprofessional conduct. Disciplinary action may include but is not limited to:

- **Counseling:** issued for behavior that violates policy;
- **Written warning:** issued for behavior that does not warrant a critical incident or probation;
- **Critical Incident** issued when actions by the student place a client in actual or potential danger, when the student is unprepared for clinical or have not retained critical knowledge/skills from previous semesters, or have violated the standard of professional conduct.
- **Probation:** issued for serious infractions of program policies (includes guidelines to correct the conduct, the timeframe for the correction of the conduct, and consequences of non-compliance);
- **Dismissal** from the SON.

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

Definitions:

- **Counseling:** a counseling record identifying the violation in policy, strategies for correction of the violation, and consequences of non-compliance
- **Written warning:** a counseling record outlining the violation in policy, strategies for correction of the violation, and consequences of non-compliance.
- **Critical Incident:** 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 instructor will notify students whose actions warrant a critical incident immediately (if feasible). If circumstances prohibit immediate notification, the instructor must notify the student within one business day.

- The critical incident must be documented by the instructor 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 will jeopardize the student's standing in the SON and may result in immediate dismissal.
- **Dismissal:** A student may be immediately dismissed from the SON. A student has the right to initiate the grievance process according to the written policy.

Physical/Verbal Abuse Policy

All persons affiliated with UA Fort Smith are expected to act in a professional and responsible manner. The SON will 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 a nursing student (see UA Fort Smith catalog: Standards of Conduct for Students).

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

NOTE: Students in the SON are subject to the academic and disciplinary rules and regulations of UA Fort Smith in accordance with the Student Handbook and University Catalog.

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

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

Introduction

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 Nursing Team Leader. 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.

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 as specified in the Prevention and Management of Substance Abuse Policy.

Any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Arkansas State Board of Nursing (ASBN). A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. The same professional expectations apply to nursing students. 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 SON 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.

As a condition of enrollment, each student will sign the Student Agreement of Understanding to adhere to the Prevention and Management of Substance Abuse Policy (form found behind this policy). Failure to adhere to the conditions specified in this policy will result in dismissal from the SON. This Policy is in alignment with UA Fort Smith Philosophy. See University Catalog for further information.

Substances- Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders* (4th ed.). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. The SON will have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Testing Procedures

When Testing May Occur: The SON 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 behind this policy).
- As part of a substance abuse recovery program.

STUDENTS WHO REFUSE TESTING OR DO NOT 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 SON 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 SON will use an MRO who will review and interpret test results and assure (by telephone interview with each donor whose test is lab positive) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

Sample Collection: The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol. An observed specimen will be collected by the designated lab. If

warranted (testing for cause or random), the student will submit appropriate laboratory specimens, within a two-hour time frame, in accordance with the UA Fort Smith SON Prevention and Management of Substance Abuse Policy. The Program 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 one laboratory is positive for substances classified in the DSM-IV, the decision will be immediate suspension from the program.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The Program 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. (Reference: Confidentiality issues forbid the SON from disclosing drug/alcohol information about the student according to guidelines of US Department of Transportation 42 CRF Part 2).

Treatment, Referral, & Readmission

The outcome of a positive drug screen will constitute immediate dismissal from the SON. The Program 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 SON 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 SON 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 Program Director or designee within ten (10) days of the date of the prescription. (Adapted from the ASBN Suspension Motion, 0500)
- If a student is readmitted to the nursing program and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the SON.

Appeal Process

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

Testing For a 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 member's decision to drug test for cause will be based on:

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

Any student found guilty of criminal use of drug, alcohol, or controlled substance will be suspended from the 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 Program 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 SON 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 School of Nursing.
6. If the laboratory test is negative for substances classified in the *Diagnostic and Statistical Manual of Mental Disorders*, 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 any one laboratory test is positive for substances classified in the *Diagnostic and Statistical Manual of Mental Disorders*, the decision will be immediate suspension from the program.
8. Confidentiality will be maintained.

Substance Abuse Behaviors

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| Facts about Chemically Dependent Nurses | <ol style="list-style-type: none"> 1. A chemically dependent nurse is a person whose usual level of functioning is compromised as a result of substance abuse. 2. Most chemically dependent nurses graduated in the top one-third of their class. They are ambitious, hold an advanced degree and are high achievers. 3. Nurses are five times as likely to become chemically dependent as the general public. 4. With early intervention and treatment, there is a high rate of recovery. 5. Chemically dependent nurses tend to be effective staff members. 6. Most chemically dependent nurses develop an identity around nursing and protect their nursing practice from effects of the disease as long as possible. |
| Beliefs About Chemical Dependence | <ol style="list-style-type: none"> 1. Chemical dependency is a progressive debilitating disease with physical, emotional and social components. 2. Chemical dependency leads to premature death or permanent disability. 3. Chemical dependency is a treatable disease. 4. Nurses should not lose their job or license until there has been opportunity for treatment and rehabilitation. 5. A profession has a responsibility to regulate and control its members' practice to ensure patient safety; it also has a responsibility to support its members who are recovering. |

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

| | | |
|---|---|---|
| Decreased Effectiveness | <ol style="list-style-type: none"> 1. Displays inconsistent or erratic performance. 2. Fails to meet deadlines or schedules. 3. Staff complains about student nurse not carrying share of patient assignment. 4. Patients and families complain about student nurse's job performance. 5. Decreasing ability to make quick judgments or to accomplish routine tasks. 6. Requires more structure for assignments and activities 7. Experiences difficulty conceptualizing assignments. | |
| Charting and Reporting in Clinical Setting | <ol style="list-style-type: none"> 1. Discrepancies are indicated between the patient's and student nurse's reports. 2. Administers more medications than other student nurses. 3. Omits recording other nursing measures or any delay in administering PRN medications. 4. Handwriting noticeably affected. 5. Makes illogical comments; increased errors or omissions. 6. Fails to report accidents and to complete incident reports. 7. Writes reports which differ from oral reports. | <p>Same as Alcohol plus:</p> <ol style="list-style-type: none"> 1. Charts as administered, but patients complain of incomplete relief from medications given. 2. Records un-witnessed or excessive breakage, waste or loss. 3. Signs out several PRN medications at one time; i.e., "I'm going to get all my pre-ops ready now." |
| Appearance | <ol style="list-style-type: none"> 1. Uses mouthwash or strong perfume to cover alcohol odor on breath and clothing. 2. Eyes are red, "bloodshot," or bleary. 3. Spider veins appear, especially around nose. 4. Face wrinkled, flushed, and puffy. 5. Increasing carelessness about personal appearance. 6. Unkempt; hair lacks luster. 7. Avoids eye contact. 8. Appears older than age. 9. Easily fatigued. 10. Leathery skin. 11. Thin; fat in front with liver enlargement (weight slightly higher on frame than in obesity, which is in lower abdomen, hips and thighs). | <ol style="list-style-type: none"> 1. Always wears uniform with pockets, long sleeves, or sweater even in warmer weather. 2. Uses bandaids on hands and arms. 3. Pupils may be constricted (narcotics), or dilated (stimulants), although need to consider multi drug use. 4. Runny eyes or nose with clear mucous drainage. 5. Malnourished, anorexic, signs of fluid and electrolyte imbalance (edema, dehydration). |
| Signs of Withdrawal | <ol style="list-style-type: none"> 1. Hand tremors. 2. Poor coordination, gait. 3. Diaphoresis. 4. Headaches, (hangovers) especially in the morning or at the beginning of the shift. | <ol style="list-style-type: none"> 1. Abdominal muscle cramps. 2. Diarrhea. 3. Irritable; restless manner. |

| | | |
|-------------------------------|---|---|
| Illness and Injury | <ol style="list-style-type: none"> 1. Frequent minor illnesses; vague somatic complaints (flu, virus, backache, toothache). 2. Prone to accidents. 3. Gastrointestinal problems. 4. Cirrhosis; liver malfunction. 5. Peripheral neuropathy. 6. Pancreatitis. | <ol style="list-style-type: none"> 1. Requests drug of choice for frequent injuries which require medication or elective surgery. 2. Demonstrates low tolerance for pain and high tolerance for drugs. 3. Experiences infections, abscesses or scar tissue from intravenous punctures. 4. Contracts hepatitis from intravenous punctures. |
| Common Characteristics | <ol style="list-style-type: none"> 1. Changing to a younger age group; most often observed in ages 40-45. 2. Socializes only with persons who drink; alcohol becomes focus of all activities; becomes isolated. 3. Demonstrates alcohol tolerance. 4. Experiences blackouts. 5. Drinks early in the day, before parties, alone, and sneaks drinks; sensitive to comments about drinking. 6. Uses coffee or cigarettes excessively. 7. Prone to auto accidents. 8. May have had driver's license suspended or revoked. <hr/> <ol style="list-style-type: none"> 1. Altered states of consciousness. rationalizes and creates elaborate 2. Demonstrates wide mood swings. 3. Experiences difficulty in all types of relationships. 4. Is irritable with staff, patients and family. 5. Acts defensive and suspicious. 6. Blames others. | <ol style="list-style-type: none"> 1. Changing to 40-50 age group; most often observed in late 20's age group. 2. Spends time alone and sleeping; restricted interests. 3. Preoccupied with obtaining and using drugs. <hr/> <ol style="list-style-type: none"> 7. Lies; provides inconsistent information; excuses for behavior. 8. Experiences financial problems. 9. Carries large purse, satchel or thermos. 10. Focus of complaints from other staff. |

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

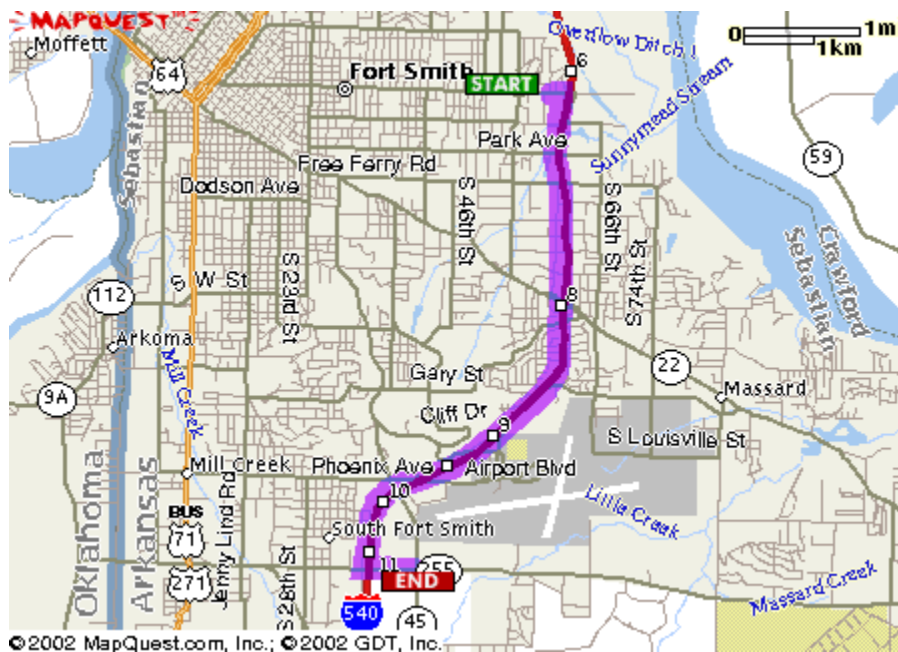
Map to Testing Center

Directions Distance

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

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

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



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

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

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<http://www.mapfinder.com/>

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

Grievance Policy

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

Grievance Process

Informal Grievances

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

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

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

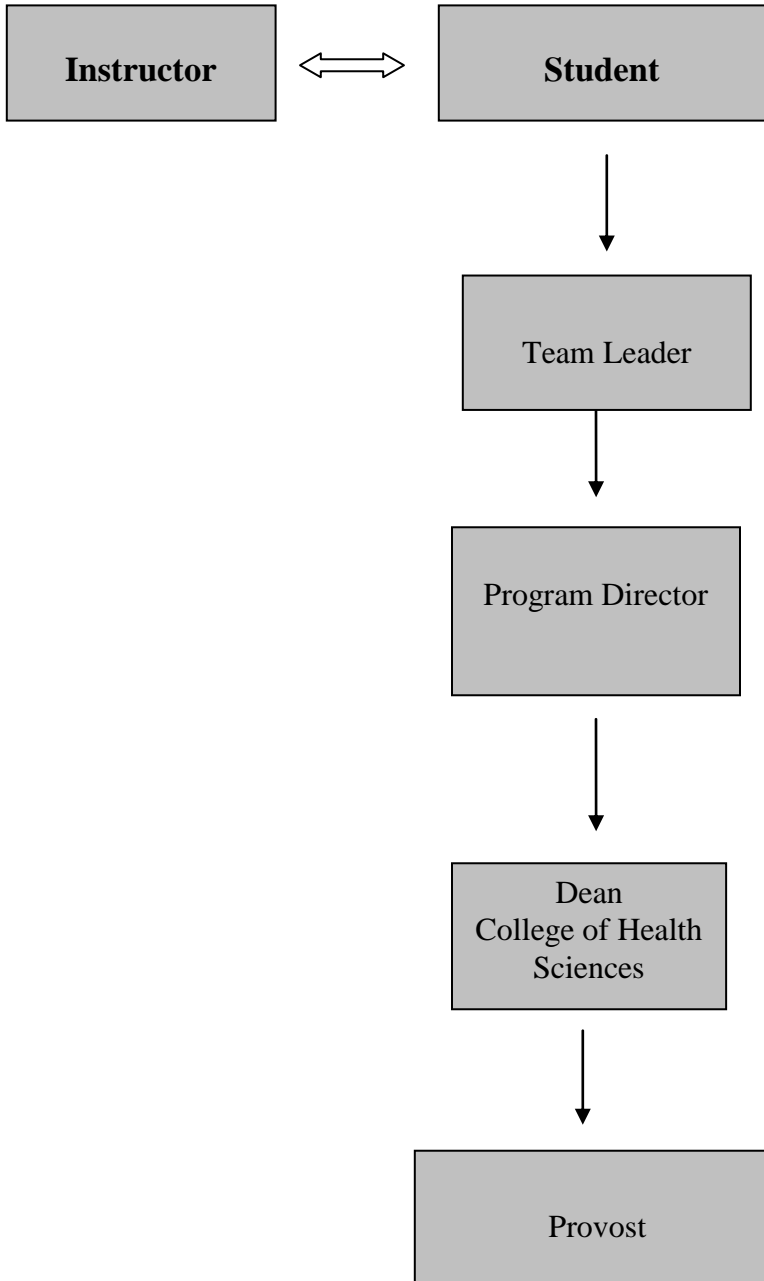
Formal Grievance Process

The formal grievance process is used when the informal procedures have been exhausted with no satisfactory resolution. For a formal hearing, the student must submit a request, in writing, to the appropriate dean within 14 business days of the incident. The request must contain:

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

The dean will review the formal request to determine its merit and to ensure all avenues for resolution have been exhausted by the student. An answer/decision will be issued to the student in writing within seven business days of receiving the formal grievance. If the student wishes to pursue the matter further, he/she must submit a written request within three business days to the provost. The provost will issue a decision in writing within seven business days. The decision of the provost is final. Matters other than instruction should be taken to the vice chancellor for Student and Campus Life.

The Grievance Process



University of Arkansas – Fort Smith
College of Health Sciences
Carolyn McKelvey Moore School of Nursing
ADN/PN Programs
National League of Nursing (NLN)
Testing Policy

As students progress through the University of Arkansas - Fort Smith PN Program, several standardized exams will be administered. Exams are given via the computer for the purpose of preparing the student to master content and to be successful on the NCLEX-PN. Used as a comprehensive program, both the proctored and practice exams help learners focus their review and remediation efforts, thereby increasing their confidence and familiarity with the NCLEX-PN content. This type of program identifies learners at risk for failure in the early stages of nursing education and provides a path for prescriptive learning and academic success prior to the licensure examination.

Entrance/Orientation

Students requesting admission to the ADN or PN programs must score at the 60% percentile on the Pre-Admission Exam (PAX-RN or PAX-PN) to be considered in the applicant pool. The PAX-RN is applicable for either the ADN or PN program. The PAX-PN is only applicable for the PN program; however, PNs wishing to enter the ADN program will have to complete the PAX-RN. Students who do not score at the 60% percentile must wait for three months before retaking the exam.

Use of the PAX-RN/PAX-PN exams at the University of Arkansas – Fort Smith will assure that optimal student retention and learning outcomes can be achieved and sustained through effective assessment of both student strengths and individual learning needs across the important constructs of science, math, and verbal comprehension. The outcomes from the PAX exams will also help with quality improvement for pre-requisite courses for both the ADN and PN programs.

NLN Assessments

Eight (8) proctored specialty assessments (PN)

NCLEX Preparation/Exit

PN- Comprehensive Exam provide probability of NCLEX success. The NCLEX-PN Live Review includes access for students to the NLN Alternative Item Exam, which allows the

student hands-on computer based experience on alternative item questions like those now being scored on the NCLEX-PN exam.

Each student must score 60% on each Achievement Exam. Students are allowed one practice exam prior to the actual Achievement Exam. If student does not obtain a passing score of 60% on the Achievement Exam, he/she must take another practice exam for remediation. No retakes of Achievement Exam will be given. Initial passing of the Achievement Exam earns the student 5% of total points to his/her raw score. Those students not obtaining the 60% will not receive the additional points. Students successfully completing a course will have an average score of 77% on all theory exams through the final. Achievement scores will not prevent students from successful completion of course/program – they will only add additional raw points above the 77% if students successfully pass the exams. Courses will offer no more than 5% of total points regardless of the number of Achievement Exams given in that course.

Mastery exam for PN include:

PN Fundamentals

PN Adult Health Nursing

PN Maternal Infant Nursing

PN Child health Nursing

PN Mental Health Concepts

PN Pharmacology

PN Diagnostic Readiness Test (DRT)

NLN Live Review for NCLEX-PN Success (not a Mastery Exam)

NLN PN Comprehensive Nursing

LPN Program:

LPN 118A Nursing I: Students in LPN 118A Nursing I will not be required to complete any achievement exams during the course.

LPN 119A Nursing II: Students in LPN 119A Nursing II will be required to complete the following achievement exams during the course:

PN Fundamentals Achievement Exam:

Exam will be administered during the last two weeks of LPN 119A Nursing II to assess student's understanding of fundamental nursing principles, and to identify remediation needs in preparation for LPN 121E Nursing III. A passing score is 60%. PN Fundamentals Achievement Exam is worth 5% of final course grade.

LPN 121E Nursing III: Students in LPN 121E Nursing III will be required to complete the following achievement exams:

PN Maternal Infant Nursing Achievement Exam:

Exam will be administered at the end of Maternal/Newborn content in LPN 121E to assess student's knowledge of nursing care of clients during pregnancy, labor and delivery, the

postpartum period, and neonatal care. Includes relevant items on therapeutic communication, nutrition, and pharmacology related to maternal newborn nursing and continues to build critical thinking skills for safe clinical judgment. A passing score is 60%. PN Maternal Infant Nursing Achievement exam is worth 1.67% of the final course grade.

PN Child Health Nursing Achievement Exam:

Exam will be administered at the end of the pediatric content in LPN 121E to assess student's knowledge of the care of children, with an emphasis on normal growth and development. Items address children's health promotion and the care of children of various ages who are experiencing common health problems. Includes questions on communication, nutrition, and pharmacology related to child health nursing. A passing score is 60%. PN Child Health Nursing Achievement Exam is worth 1.67% of final course grade.

PN Mental Health Concepts Achievement Exam:

Exam will be administered at the end of the mental health content of LPN 121E to assess students' understanding of key principles: mental health psychiatric nursing from content in LPN 119A and to assess readiness for remaining psychological/psychosocial needs of patients facing more complex health alterations in LPN 122A. Emphasis is on behavioral manifestations of well being and stress as exhibited by children and adults at various levels of wellness and in a variety of settings. Assesses knowledge of appropriate goals and interventions for clients and families experiencing illness or stress. A passing score is 60%. PN Mental Health Concepts Achievement Exam is worth 1.66% of final course grade.

LPN 122A Nursing IV: Students in LPN 122A Nursing IV will be required to complete the following achievement exam:

PN Diagnostic Readiness Test (DRT):

Exam will be administered during the final two weeks of LPN 122A to allow students the opportunity to identify their strengths and areas of weakness in preparation 4-6 weeks prior to the one-day NLN Live Review for NCLEX-PN Success. Faculty will review the DRT score report which identifies the student's strengths and weaknesses across the objectives in the NCLEX-PN test blueprint and give them their QRB code. It is recommended to complete four practice exams as satisfactory remediation from each DRT identified weaknesses area with printed QRB score reports. A passing score is 60%. This exam is worth 5% of course grade.

LPN 123A Nursing V: Students in LPN 123A Nursing V will be required to complete the following achievement exams:

PN Adult Health Nursing Achievement Exam:

Exam will be administered the final two weeks of LPN 123A Nursing II to assess student strengths and weakness related to student learning related to therapeutic interventions, diet, exercise, surgery and treatments, and the role of the practical nurse related to assisting adult clients to attain basic health needs in acute, sub-acute, and community settings. A passing score is 60%. PN Adult Health Nursing Achievement Exam is worth 1.67% of final course grade.

PN Pharmacology Achievement Exam:

Exam will be administered during LPN 122A during the last half of the course in preparation for LPN 123A Nursing V and to help students to identify any remediation needs from related pharmacology and safe medication administration. A passing score is 60%. This exam is worth 1.67% of course grade.

NLN Live Review for NCLEX-PN Success:

This live review will be conducted at the end of the last semester of the UAFS-PN program. This one-day review personalizes the review based on the class Diagnosis Readiness test results to assure focused study on student weaknesses in their individualized study plans to improve outcomes on NCLEX.

PN Comprehensive Nursing Achievement Exam:

Exam will be administered during finals week after course final given. A passing score is 60%. This exam is worth 1.66% of total course grade.

*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 PN School of Nursing Student Handbook at UA Fort Smith 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 Course 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 instructor the second week of school.