UACCB

UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT BATESVILLE

2023-24 Nursing Student Handbook

UACCB
Nursing and Health Professions
2005 White Dr. Batesville, AR 72501
870-612-2071

The Associate of Science Registered Nurse and the Practical Nurse programs are approved by the Arkansas State Board of Nursing.
1123 S. University Suite 300
Little Rock, AR 72204
501-686-2700

The A.A.S. Registered Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is continuing accreditation.

Public information disclosed by the ACEN regarding this program can be viewed at http://www.acenursing.us/accreditedprograms/programSearch.htm. ACEN may be reached at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, Phone: 404-975-5000.

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WELCOME TO NURSING SCHOOL

Dear Student:

Welcome to the University of Arkansas Community College at Batesville (UACCB) Nursing Program! The faculty, staff, and administration are delighted that you have chosen UACCB. You are embarking on a wonderful journey that will lead you to a career in nursing, one of the nation's most respected professions. This journey will surely give you joy and a profound sense of accomplishment. You may face challenges along the way. If you do, rest assured that the faculty, staff, and administration are here to assist you. UACCB "transforms lives and builds better futures."

As you begin your journey, we want to ensure you have the tools you need to succeed. This handbook will answer many questions you may have and guide you through challenging times. If you have questions, please do not hesitate to ask our team for assistance.

We look forward to getting to know you better and wish you much success on your journey.

Thank you for choosing our Nursing Program.

Sincerely,

Dana Cox, MSN, RN
Interim Director of Nursing

MISSION AND PHILOSOPHY

MISSION STATEMENT
The UACCB provides quality educational opportunities within a supportive learning environment. We promote success through community partnerships, responsive programs, and an enduring commitment to improvement.

VALUES
At UACCB, we value…
Unity through collaboration
Achievement in educational goals
Commitment to excellence
Contribution to community
Balance in learning and life

VISION
UACCB will be recognized for excellence in education, leadership, service, and innovation in response to education, economic and social needs.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES (2015)
The Code of Ethics for Nurses is a succinct statement of ethical values, obligations, duties, and professional ideals. It is the nursing profession's non-negotiable ethical standard.
https://www.nursingworld.org/coe-view-only

PHILOSOPHY& END-OF-PROGRAM STUDENT LEARNING OUTCOMES

PRACTICAL NURSING PHILOSOPHY
The philosophy of the UACCB Practical Nursing Department is following the mission statement and goals of UACCB. The faculty believes the community college provides an optimal setting and atmosphere for nursing education.

Faculty and Staff of the Practical Nursing Program Further Believe
1. Each person is unique with everyday needs and individual adaptive potential. Everyone has self-worth, dignity, and the right to seek fulfillment of these needs.
2. Each person has physical, mental, social, and spiritual needs that require nursing to be offered holistically.
3. Nursing is a unique profession that shares a body of knowledge with other disciplines utilizing its own unique applications of that knowledge. The nurse is a member of the health care team providing preventive, restorative, and rehabilitative care to individuals across the life span in a variety of cultures and supporting death with dignity for all individuals.
4. Nursing combines scientific knowledge, interpersonal, communication, and psychomotor skills with the art and commitment of caring to promote, maintain, and restore health and well-being to all individuals based upon the latest evidence-based practice.
5. Nursing should be provided within the scope of the Nurse Practice Act, and delivered in a legal, ethical, and professional manner.
6. The environment must be considered, not only the physical concerns but also the psychological aspects.
7. Learning is a life-long process that is enhanced and enriched by a climate that lends itself to being conducive to learning.

8. The nurse educator acknowledges the responsibility for guiding and evaluating the student's progress and facilitating the program content but holds the student accountable for their own learning.

PN PROGRAM OUTCOMES
- Analyze the nursing process in identifying the client's basic physical, mental, emotional, socio-cultural, and spiritual needs.
- Support appropriate oral & written communication techniques with clients, family members, and associates with respect and empathy.
- Demonstrate theory in clinical practice by functioning as a competent member of the health care team, within the practical nursing scope of practice as outlined by the Nurse Practice Act.
- Adapt nursing care to meet client needs in restoring, promoting, maintaining physical and mental health, and preventing illness.
- Modify principles of growth and development adapting care to meet physical, emotional, and social development for clients of all ages.
- Illustrate legal and ethical principles in personal and vocational relationships, while assuming accountability and responsibility for delegation of duties to unlicensed personnel.
- Master competence in medication administration and continue to adhere to medication administration rotation guidelines that are within the scope of the student practical nurse.
- Evaluate caring behaviors that promote client dignity, autonomy, and individuality in seeking and attaining optimum health.
- Assist in evaluating the effectiveness of teaching in meeting the learning needs of the client.
- Evaluate the role of the practical nurse, demonstrating competence and professionalism.

REGISTERED NURSING PHILOSOPHY
The philosophy of the Nursing Programs is consistent with the mission of the UACCB of providing quality education opportunities within a supportive learning environment. UACCB promotes success through community partnerships, responsive programs, and an enduring commitment to improvement. The Nursing Programs provide curricula to develop the knowledge, skills, and attitudes necessary for entry-level employment in nursing. The mission of the UACCB Nursing Program is to empower graduates to provide safe, quality, evidence-based client-centered care through teamwork and collaboration using informatics and technology while maintaining a professional and ethical practice aligned with Quality, Safety, and Education in Nursing competencies and American Nursing Association code of ethics.

RN Curriculum Framework is Based on Quality and Safety in Education of Nursing Including:
- Client-Centered Care
- Evidence-Based Practice
- Teamwork and Collaboration
- Safety and Quality
- Informatics and Technology
- Professionalism
- Growth and Development

This philosophical learning framework is embedded in the faculty's belief that the teaching-learning process is a shared responsibility between faculty and students where faculty serve as facilitators of learning and students actively participate in the learning process. The successful

teaching-learning process requires a student-centered environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on the principles of clinical reasoning development and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of the change of behavior and is validated by attainment of learning outcomes. Additionally, the Nursing Program's curricula structure is based on Knowles' and Kolb's learning theories through content-based theory, practicum, and simulation learning. Knowles' adult learning theories recognize adults tend to be more self-directed, internally motivated, and ready to learn. Kolb's experiential learning theory identifies learning is "the process whereby knowledge is created through the transformation of experience. Knowledge results from the combination of grasping and transforming the experience."

RN PROGRAM OUTCOMES
- Provide client-centered, culturally competent nursing care for clients across the lifespan (QSEN: Client-Centered Care)
- Utilize best current evidence as a basis for clinical judgement to meet the holistic health care needs of clients in a variety of health care settings (QSEN: Evidence-Based Practice)
- Exemplify professional behaviors as a nursing leader that incorporate integrity, excellence, and legal/ethical standards and principles (QSEN: Professionalism)
- Collaborate with the nursing and healthcare team members to provide safe, quality client care (QSEN: Teamwork and Collaboration; Safety and Quality)
- Apply knowledge of informatics and technology to ensure safe client care (QSEN: Informatics and Technology)

See syllabi for semester course outcomes.

PROGRAM INFORMATION

ASBN APPROVAL
The UACCB registered nursing and practical Nursing Programs are approved by the Arkansas State Board of Nursing (ASBN) and are regularly evaluated to ensure a quality education. Nursing students are prepared to deliver direct bedside nursing care under the immediate supervision of the faculty, staff nurses, and healthcare providers in the cooperating clinical facilities. The curriculum is designed to meet the requirements of the Arkansas State Board of Nursing.

Upon meeting all program requirements, graduates will be approved by the Director of Nursing to apply for licensure with the board of nursing in their state of residence. Graduates may apply to sit for the National Council Licensure Examination-Practical Nursing (NCLEX-PN) or National Council Licensure Examination-Registered Nursing (RN), respectively. * Graduates must be approved by their state board of nursing to take the NCLEX.

NURSING FACULTY AND STAFF

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OFFICE HOURS
Faculty office hours are posted outside faculty members' offices and in the blackboard course. The faculty is also available by appointment. Students are encouraged to meet with their faculty advisor as necessary or desired throughout the semester. Please call the faculty in advance to schedule an appointment. Students are asked to check in with the administrative assistant before going to the faculty offices.

Messages and emails are answered within 24-48 hours (about 2 days) on business days. On the weekend, responses will be limited.

METHODS OF INSTRUCTION
All Nursing Program faculty are committed to quality in teaching the theoretical basis, clinical performance skills, and critical decision making that are foundational in safe nursing practice.

Intrinsic in the faculty role and within the boundaries of program and college policies, autonomy allows individual faculty to choose methods of conducting classroom and clinical teaching and evaluation as best meets the learning/teaching situation.

Instructional methods used by individual faculty may include but are not limited to any combination of classroom lectures, audio-visual materials, group activities, in-class presentations, campus lab experiences, demonstration/return demonstration, competency evaluation, and/or written assignments.

PROGRAM REQUIREMENTS

CURRICULUM REQUIREMENTS

PRACTICAL NURSING PROGRAM	REGISTERED NURSING PROGRAM
Prerequisites	Prerequisites:
BIOL 1013, 1011 Essentials of Anatomy & Physiology, Lab OR BIOL 2001, 2003 Anatomy & Physiology I, Lab AND BIOL 2011, 2013 Anatomy & Physiology II, Lab ENG 1103 English Comp I *MTH 1213 Math for Health Care Professionals or higher OFA 1053 Medical Terminology *Beginning with the 2024 Application Period, College Algebra or higher will not substitute for this course. MTH 1213 Math for Health Care Professionals will be the required math	BIOL 2001, 2003 Anatomy & Physiology I, Lab BIOL 2011, 2013 Anatomy & Physiology II, Lab ENG 1103 English Comp I ENG 1203 English Comp II *MTH 1213 Math for Health Care Professionals or higher *Beginning with the 2024 Application Period, College Algebra or higher will not substitute for this course. MTH 1213 Math for Health Care Professionals will be the required math course.
Practical Nursing Core Curriculum PNG 1110 PN Nursing Theory I PNG 1105 PN Nursing Practicum I PNG 1210 PN Nursing Theory II PNG 1205 PN Nursing Practicum II PNG 1304 PN Nursing Theory III PNG 1302 PN Nursing Practicum III	Corequisites: *BIOL 2201 Microbiology Lab *BIOL 2203 Microbiology CIS 1053 Computer Software Applications PSY 1003 General Psychology * Must be completed with a grade of "C" or higher by the end of the first semester of the program, if not before. Registered Nursing Core Curriculum NRN 1506 Nursing Theory I** NRN 1513 Nursing Practicum I** NRN 2208 Nursing Theory II NRN 2214 Nursing Practicum II NRN 2303 Nursing Theory III NRN 2313 Nursing Practicum III NRN 2408 Nursing Theory IV NRN 2414 Nursing Practicum IV NRN 2501 095 Nursing Seminars (Online)

*BIO 2003/01 and BIO 2013/11 combined will substitute for BIO 1013/11
Students must meet all the above requirements with a "C" or better to be eligible to sit for NCLEX.

Progression in the program is dependent upon successful completion of each level of Theory and Practicum.

**After successful completion of the program, each LPN to RN student will be awarded nine credit hours for his/her Practical Nursing Education.

Students in the LPN-to-RN Program must maintain a current, unencumbered LPN license throughout the program.

Student(s) are required to complete ALL nursing and general education courses with a grade of "C" or higher and maintain a 2.0 GPA to earn an Associate of Applied Science Degree in Registered Nursing and to be eligible to apply for the NCLEX-RN examination

PRACTICAL NURSING PROGRAM
The UACCB Practical Nursing Program is an 11-month, 3-semester program that combines didactic instruction with clinical and simulation experience.

Practical nursing students are prepared to provide primary nursing care. Faculty review the program curriculum each year to ensure theoretical and practicum experiences are applicable to the current nursing needs and aligned with state board standards for nursing education programs. The PN program combines classroom instruction with clinical experience. The program includes basic and advanced practical nursing skills, pharmacology, medication administration, medical terminology, anatomy, physiology, nutrition, medical/surgical nursing, obstetrics, pediatrics, gerontology, mental health, and vocational, legal, and ethical concepts. All PN students must maintain a grade of C or higher in all required coursework to be eligible for graduation.

A Technical Certificate in Practical Nursing is awarded following successful completion of this program.

REGISTERED NURSING PROGRAM
UACCB offers three registered nurse education options including:
1. Traditional RN entry track that is available for the non-nurse.
2. Two LPN-to-RN tracks for the LPN desiring to earn RN licensure:
    a. On-campus LPN-to-RN track in the traditional classroom setting
    b. Online LPN-to-RN track

The RN program is 67-credit-hours, comprised of twenty-seven general education credits and 40 registered nursing credits. Students accepted into the prelicensure entry option must complete 67 credit hours. Students accepted into the LPN to RN option must complete 58 of the required 67 hours, and upon successful completion of the program, 9 credit hours of PN education will be matriculated for degree completion. All RN students must maintain a grade of C or higher in all required coursework to be eligible for graduation.

An Associate of Applied Science Registered Nursing is awarded following successful completion of this program.

COMPETENCY & EXIT EXAMS
ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)
The UACCB Nursing Programs offer many resources to be successful. ATI is an educational platform that was originally developed by a nurse. The platform adds an additional layer to the educational program developed by the UACCB faculty. ATI utilizes a variety of resources to help gauge a student's progress towards successful completion of the NCLEX. ATI helps students garner great results in test preparation, with pass rates closer to 100% than any other education system in the market.
Nursing students will see ATI integration embedded throughout their course syllabi, lesson plans, skills, sim lab, and testing and remediation.

COMMUNITY SERVICE
Students will be required to complete community service hours. Each semester details will be defined in the syllabi.

Students are not allowed to miss theory or practicum hours to complete the community service project.

OGRADUATION REQUIREMENTS
1. The student must earn at least a "C" in ALL nursing and general education classes.
2. The student must complete all make-up assignments/time.

The student must meet the graduation requirements as outlined in the UACCB College Catalog.

EVALUATION: FACULTY, COURSE, & CLINICAL
Student evaluations of the faculty will be completed in each semester. Each semester, students will complete the course, clinical facility, and clinical instruction evaluations. You will also be required to complete an evaluation at 6- and 12-month post-graduation. It is vital that you keep your contact information up to date with the division.

The instructors will not see the individual evaluations. The instructors will review only the computer printout of the responses after the final grades have been submitted for that semester. Do NOT complete any evaluation for any instructor you have not had or clinical site you have not attended.

The evaluation results provide direction for the faculty to enhance instructional effectiveness and serve as one component of the annual faculty performance evaluation.

STUDENT RESPONSIBILITIES AND BEHAVIOR

KEYS TO SUCCESS
➢ Attend class on time.
➢ Submit coursework on time.
➢ Communicate professionally.
➢ Complete exams as scheduled.
➢ Participate in group work and activities.
➢ Follow the professional appearance guidelines.
➢ Clarify concerns with the faculty members.
➢ Respect yourself and others in everything that you do.
➢ Be kind and give yourself and others grace to make errors.
➢ Take advantage of all resources available to students.

PROGRAM DRESS CODE
All nursing students are required to wear their uniforms to class as well as clinical experiences. The uniform requirements are the same for class as well as clinicals.
• Scrubs must be clean, free of wrinkles, and appropriately fitting.
• Pants cannot touch the floor and should be hemmed if necessary.
• Joggers are allowed.

- Uniforms should be free from any strong odors, including cigarette smoke.
- Jackets may not have hoods of any kind.
- Jackets should be snap or button closure. Zip up jackets are not allowed
- Shoes not acceptable: cloth, open toed, open heeled and strapped backs
- Shoes must be clean, in good condition and cover the entire foot.

ALL PROGRAMS: SHOE REQUIREMENTS:
- Style: Leather or Athletic
- Color: Primarily Black (free of vivid colors)

ACCESORY ITEMS NEEDED EACH CLINICAL DAY FOR ALL PROGRAMS:
- Watch with a second hand
- Bandage scissors
- Pen with black ink
- Stethoscope
- Pen light
- Small notebook
- UACCB Clinical Photo ID
- Student Badge Holders
- Badge Reels are not required but may be worn in compliance with the following guidelines.
  - UACCB badge reels are available in the bookstore and are the preference of the program.
  - Reels may be solid grey, black or white OR any combination of colors that coordinates with the uniform
  - Reels that say "LPN" or "RN" in any context are not allowed.
  - Reels that say "student nurse" are allowed

PN PROGRAM UNIFORM REQUIREMENTS:
- Top:
  - Red scrub top any brand and/or style
  - UACCB patch should be attached to the left sleeve, approximately 2" from the seam
- Bottoms:
  - Red scrub bottoms (pants or skirt) any brand and/or style
- Optional:
  - Headwear:
    - A solid Black, Pewter or Red scrub cap may be worn with the clinical uniform.
  - Undershirt:
    - Students may wear a tucked, solid white, black, pewter or red undershirt. The undershirt must not be visible below the hem of the scrub top.
  - Jacket:
    - Pewter Scrub Jacket any brand and/or style (please note restrictions above)
    - UACCB patch should be attached to the left sleeve, approximately 2" from the seam

RN PROGRAM UNIFORM REQUIREMENTS (GRADUATION DATE 12-2024):
- Top:
  - Caribbean Blue Scrub Top any brand and/or style
    - UACCB patch should be attached to the left sleeve, approximately 2" from the seam
- Bottoms:
  - Caribbean Blue Bottoms (Pants or Skirt) any brand and/or style

- Optional:
  - Headwear:
    - A solid Black, Pewter or Caribbean Blue scrub cap may be worn with the clinical uniform.
  - Undershirt:
    - Students may wear a tucked, solid white, black, pewter or Caribbean Blue undershirt. The undershirt must not be visible below the hem of the scrub top.
  - Jacket:
    - Pewter Scrub Jacket any brand and/or style (please note restrictions above)
      - UACCB patch should be attached to the left sleeve, approximately 2" from the seam

RN PROGRAM UNIFORM REQUIREMENTS (GRADUATION DATE 12-2023)
- Top:
  - Royal Blue any brand and/or style
    - UACCB patch should be attached to the left sleeve, approximately 2" from the seam
- Bottoms:
  - Royal Blue Bottoms (Pants or Skirt) any brand and/or style
- Optional:
  - Headwear:
    - A solid Black, or Royal Blue scrub cap may be worn with the clinical uniform.
  - Undershirt:
    - Students may wear a tucked, solid white, black, pewter or Royal Blue undershirt. The undershirt must not be visible below the hem of the scrub top.
  - Jacket:
    - Black Scrub Jacket any brand and/or style (please note restrictions above)
      - UACCB patch should be attached to the left sleeve, approximately 2" from the seam

Scrubs can be ordered at Ultimate Scrubs & more and be charged to financial aid. You may purchase scrubs from any outside vendor as long as they are the correct color. We recommend visiting Ultimate Scrubs & more to view the available brands and styles in the approved color(s) before ordering. Ultimate Scrubs & more is located at 148 W. Main Street, Batesville, AR 72501, phone 870-569-4913

CLASSROOM EXPECTATIONS

Disruptive behavior will not be tolerated in the traditional classroom, clinical settings, or during remote learning.

Students in the Nursing Program are expected to behave professionally, including being courteous and respectful of all people. All communications between faculty and students should be conducted respectfully and professionally. Unprofessional conduct toward fellow students, faculty, staff, administration, guest speakers or clients will not be tolerated. Unprofessional behavior may include, but is not limited to, the following:

1. Repeated tardiness to the clinical or lecture area (Reference attendance policy for more information).
2. Failing to adhere to Nursing Program policies, which include wearing approved school uniforms that are neat and clean, and sized properly to allow students to perform duties associated with the class.
3. Failing to adhere to policies of any facility to which a student may be assigned.
4. Failing to adhere to UACCB policies in any setting.

ASSIGNMENT SUBMISSION

- Due Dates--All assignments must be submitted in the appropriate format within the course. Students are responsible for viewing the work that they submitted and correcting the submission if needed. Once a student submits an assignment the assignment is accepted "as is." Assignments submitted in an incorrect format will receive a grade of zero (0).
- Late Assignments-- In order for the student to meet course requirements, all assessments must be completed by the student, even if receiving a zero (0).
  - Assignments submitted after the date and time specified are considered late.
  - Any late class/clinical assignments (electronic, written, or printed, etc.) submitted within 24 hours of the due date/time will be accepted, but will incur a 25% deduction in grade.
  - Assignments submitted after 24 hours will receive a grade of zero (0).

TRANSPORTATION

It is the student's responsibility to provide their own transportation and accommodations as needed for all theory, practicum, and seminars classes.

EMPLOYMENT

The Nursing Program curriculum is fast-paced and rigorous. The faculty recommends that your combined employment and classroom/clinical load does not exceed 40 hours per week. Working excessive hours may be detrimental to your performance as a student and as an employee. Students employed:

1. May not wear any identifiable part of the school uniform while on the job.
2. May not use the letters SPN (Student Practical Nurse) or AASNS, respectively, outside of faculty-supervised clinical experiences.
3. May not assume any position that requires the skills, knowledge, and/or judgment of the license you are seeking in any employment situation.
4. May function only within the written job description for the position they were hired to fill.
5. Are fully accountable and/or liable for personal actions while in an employment situation, and the employing agency assumes the legal responsibility in that situation.
6. May not work the eight hours immediately before clinical or class.

HEALTH: MENTAL & PHYSICAL ABILITIES STATEMENT

Each student should be aware of the mental and physical abilities required in each program. If you determine that you are unable to do any of the skills listed and have a documented disability, you will need to determine if reasonable accommodation can be provided. To request accommodation, you will need to contact UACCB's Testing and Disability Services office and present documentation of your disability.

Each student will be expected to perform the following essential functions to perform the work necessary to complete the Nursing Program:
1. Work in a standing position and walk for prolonged periods of time.
2. Lift and transfer clients up to 6 inches from a stooped position, then push or pull weight up to 3 feet.
3. Lift and transfer clients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Apply up to 10 pounds of pressure to bleeding sites and in performing CPR.
5. Respond and react immediately to auditory instruction, request, and/or monitor equipment, perform auscultation without auditory impairment.
6. Perform up to twelve hours in a clinical laboratory setting.
7. Perform close and distance visual activities involving objects, people, and paperwork, and discriminate depth and color perception.
8. Discriminate between sharp/dull and hot/cold when using hands.
9. Perform mathematical calculations for medication preparation/administration.
10. Communicate effectively, both orally and in writing, using appropriate grammar, spelling, vocabulary and penmanship with classmates, faculty, and community members.
11. React appropriately under stressful situations.
12. Demonstrate evidence of critical thinking in various settings.
13. Demonstrate gross and fine motor dexterity.
14. Participate effectively in group activities.

Each student is responsible for their own health maintenance. A student should schedule appointments after school hours or during breaks. Illness occurring during theory or clinical hours must be reported to the appropriate nursing faculty. If a student is no longer able to meet the mental and physical abilities needed to perform effectively while enrolled in the program, contact the Director of Nursing.

COMMUNICATION

As part of the process of becoming a nurse, students are expected to always communicate professionally with clients, peers, and faculty. Standards of professional communication include being respectful, courteous, and utilizing the appropriate method of communication.

COMMUNICATION METHODS

For general questions, check resources before contacting an instructor. Resources to check include course syllabi, nursing handbook, course schedule, and class representative. It may also be appropriate to reach out to peers.

Microsoft Teams
> Students will be added to a Microsoft Team for their respective cohort. This should be utilized for student questions. Students who have a general question should post it to the Team. An instructor will review and reply if the question has not been resolved.

If contacting an instructor is necessary, the appropriate method should be used.
1. Teams chat messaging is preferred for brief correspondence (i.e. running late for class)
2. Course messaging/email is appropriate for more in depth questions or concerns
3. In person meetings are preferred for any conflict resolution.
4. In an emergency, a Teams call is appropriate (If a solution or resolution can be handled the next day or next business day, it is not an emergency).

Instructors have up to 48 business hours to respond to student communication.

INAPPROPRIATE COMMUNICATION
Students demonstrating inappropriate communication may be subjected to disciplinary action at the discretion of the instructors (see disciplinary policy). Examples of inappropriate communication include but are not limited to the following:
1. Disrupting the classroom, hallways, skills lab, clinical areas, etc. talking overly loudly or making other excessive noises (i.e., cell phones).
2. Interrupting classroom presentations by engaging in side conversation with peers or refusing to engage in learning activities, etc.
3. Making comments or asking questions that are not on topic, disrupting the learning atmosphere rather than optimizing educational learning.
4. Using profanity in the classroom.
5. Using demeaning or inappropriate language, jokes, gestures, or conversation with fellow students, faculty, staff, and administration that may be considered harassment. A student can be requested to leave class, lab or clinical if such behavior occurs.
6. Contacting multiple nursing faculty members before allowing the faculty member involved ample time (48 hours during normal business hours or next business day on weekends, holidays, and vacations) to respond to your concern.

STUDENT CHAIN OF COMMAND
In nursing, like many other professions, issues, concerns, and conflicts are managed by movement along a chain of command. The chain of command in its simplest definition is the line of authority and responsibility along which decisions are made. Nursing Program students are expected to resolve concerns/issues by following a chain of command. The student chain of command is as follows:

Instructor involved (if applicable) or nursing advisor.
Nursing Director
Dean of Health Professions

Failure to utilize the appropriate chain of command is inappropriate and may result in disciplinary action.

CLINICAL COMPLIANCE

COMPLIANCE MANAGEMENT SYSTEM
A compliance management system is used to track health and clinical requirements for the program's duration.

VACCINATIONS & CERTIFICATIONS
The following documentation must be uploaded to the compliance management and approved prior to the announced deadline:

- Proof of immunity/vaccinations:
  - Current TB skin test, T-spot, positive titer, clearance form, or chest x-ray (if a reactor)
  - Varicella vaccines or positive titer
  - Hepatitis B series, positive titer, or waiver
  - Proof of 2 MMR vaccines
  - Current influenza vaccine
  - Students enrolled in the Nursing Program are encouraged but not mandated by the Nursing Program to receive the COVID-19 vaccine.
    - However, clinical facilities may request information regarding COVID vaccination status for any student and faculty assigned to the site.
    - Some clinical facilities may mandate that a student be fully vaccinated for COVID-19 to attend their facility. Students must work with the facility to determine if they are eligible for an exemption.
    - Students that have received the COVID-19 vaccine may be required by the facility to submit a copy for their file.
- Certifications:
  - American Heart Association Basic Life Support CPR
  - Arkansas Student Passport (CareLearning; current cost $15.00 for 365 days of access)
  - Arkansas Mandated Reporter
- License (current and unencumbered) –LPN (if applicable)
- Background check

Students failing to submit required documents listed above by the designated due date will not be allowed to attend clinical and absences will accrue. Compliance management systems will not be checked after 5 pm each weekday.

CRIMINAL BACKGROUND CHECK
Complio is a compliance management system used to conduct background checks according to program requirements. The cost of this service is the responsibility of the student. The current cost is $45.00 and is a one-time cost at the beginning of the program.

CRIMINAL BACKGROUND CHECK AND POTENTIAL BARS TO LICENSURE
Although a criminal background check was completed prior to entering the Nursing Program, an additional criminal background check is required by the Board of Nursing as part of the NCLEX application process. This is the financial responsibility of the student.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules.

All students should know that completing the program does not guarantee eligibility for licensure as a nurse. Circumstances like those in the links below could result in a bar to obtaining a license in Arkansas.

According to the Arkansas Nurse Practice Act §17-87-312
- Nursing students are mandated by state law to be fingerprinted and have a criminal background check by the Arkansas State Police and the FBI. (This is the expense of the student)

- Completion of this program does not guarantee eligibility to write state board examination according to the Nurse Practice Act §17-87-312.
- Persons convicted of certain crimes may not be eligible to take the state board examination.

LICENSING RESTRICTIONS BASED ON CRIMINAL RECORDS
According to Arkansas Code Annotated (ACA) §17-3-102
For more information on criminal background check requirements, go to
https://www.ark.org/bon/fingerprint/index.php or contact Karen McCumpsey, MNSc, RN, CNE, Assistant Director, Arkansas State Board of Nursing at karen.mccumpsey@arkansas.gov.

*UACCB does not guarantee that a student will be eligible to take the NCLEX. Circumstances such as a positive criminal background check or history of substance abuse may delay or prevent a graduate from testing. Eligibility for the NCLEX is exclusively determined by the State Board of Nursing in which the graduate resides.

NURSE PRACTICE ACT CRIMINAL BACKGROUND RULES: ARKANSAS
https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks

Arkansas Nurse Practice Act Sub Chapter 3 Excerpt: Criminal Background Checks- A.C.A (Arkansas Code Annotated). 17-87-213
(a)
(1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to
the Identification Bureau of the Division of Arkansas State Police for a state and national criminal
background check, to be conducted by the Federal Bureau of Investigation.
(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify
the applicant in writing of the provisions and requirements of this section.
(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
(c) The applicant shall sign a release of information to the board and shall be responsible to the Division
of Arkansas State Police for the payment of any fee associated with the criminal background check.
(d) Upon completion of the criminal background check, the Identification Bureau of the Division of
Arkansas State Police shall forward to the board all releasable information obtained concerning the
applicant.
(e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records
under § 17-3-102.
(f)
(1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
(2) The permit shall be valid for no more than six (6) months.
(g)
(1) Any information received by the board from the Identification Bureau of the Division of Arkansas

State Police under this section shall not be available for examination except by:

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

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

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

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

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

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

(k)

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

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

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

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

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

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

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

Arkansas Code Annotated Title 17 Professions, Occupations, and Businesses; Subtitle 1.
Professions Generally; Chapter 3 Occupational Criminal Background Checks Excerpt: Licensing
Restrictions Based on Criminal Records- A.C.A. 17-3-102.

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

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;
(6) False imprisonment in the first degree as prohibited in § 5- 11-103;
(7) Permanent detention or restraint as prohibited in § 5-11- 106;
(8) Robbery as prohibited in § 5-12-102;
(9) Aggravated robbery as prohibited in § 5-12-103;
(10) Battery in the first degree as prohibited in § 5-13-201;
(11) Aggravated assault as prohibited in § 5-13-204;
(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
(15) Rape as prohibited in § 5-14-103;
(16) Sexual indecency with a child as prohibited in § 5-14-110;
(17) Sexual extortion as prohibited in § 5-14-113;
(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
(19) Incest as prohibited in § 5-26-202;
(20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
(21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
(23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
(24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
(25) Computer child pornography as prohibited in § 5-27-603;
(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
(27) Felony adult abuse as prohibited in § 5-28-103;
(28) Theft of property as prohibited in § 5-36-103;
(29) Theft by receiving as prohibited in § 5-36-106;
(30) Arson as prohibited in § 5-38-301;
(31) Burglary as prohibited in § 5-39-201;
(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64- 419 — 5-64-442;
(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
(34) Stalking as prohibited in § 5-71-229;
(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
(36) All other crimes referenced in this title.
(b)
(1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
(A) An affected applicant for a license; or
(B) The individual holding a license subject to revocation.
(2) A basis upon which a waiver may be granted includes without limitation:

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

(B) The circumstances surrounding the offense;

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

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

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

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

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

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

date is the latest, if the individual:

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

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

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

(1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or

(2) Consider arrests without a subsequent conviction.

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

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Kidnapping as prohibited in § 5-11-102;

(4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(5) Rape as prohibited in § 5-14-103;

(6) Sexual extortion as prohibited in § 5-14-113;

(7) Sexual assault in the first degree as prohibited in § 5-14- 124 and sexual assault in the second degree as prohibited in § 5-14-125;

(8) Incest as prohibited in § 5-26-202;

(9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

(12) Arson as prohibited in § 5-38-301.

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

CLINICAL PERFORMANCE

CRITICAL REQUIREMENTS

Critical Requirements are the standards of quality that apply to the nursing students' performance. Included in this handbook are the critical requirements of activities the nursing student will demonstrate in this course. As you progress through the nursing courses, additional

critical requirements will be added, as necessary. Critical requirements include, but are not limited to, the following:

DEPENDABILITY
1. Demonstrates good attendance. Attendance policy requirements must be followed in the clinical practice area.
2. Demonstrates promptness when reporting to the clinical area and post conferences.
3. Notifies faculty of absence or tardiness to clinical at least one hour before clinical begins.
4. Reports to the primary nurse when arriving to or leaving a clinical area. This includes breaks and lunch.
5. Receives report when arriving to the clinical area and gives report before leaving the clinical area.
6. Reports any errors immediately to the clinical instructor.
7. Works towards independence.
8. Carries through assignments, without reminders, and completes tasks in a timely manner.
9. Answers client call lights without prompting.
10. Shares workload at expected level of skill.
11. Demonstrates a cooperative and collegial attitude.

BASIC NURSING CARE
1. Demonstrates planning and organization by:
   A. Prioritizing care.
   B. Gathering all equipment before beginning care.
2. Keeps the client informed before and during all procedures and care.
3. Provides the client with as much privacy as possible.
4. Treats all client information as private and confidential.
5. Demonstrate safe, competent client care and professional conduct.

PRE-CONFERENCE
1. Presents self at scheduled time and place in appropriate attire.
2. Knows objectives and activities scheduled for clinical experience and required paperwork to be completed.
3. Knows assigned area.
4. Knows critical requirements for nursing techniques assigned.
5. Gives evidence of understanding basic concepts, facts, and principles necessary to meet objectives of clinical experience.

POST-CONFERENCE
1. Presents self at scheduled time and place.
2. Participates actively.
3. Shows respect for fellow classmates.

OBSERVATION & DESCRIPTION
1. Utilizes the five senses in making objective observations.
2. Communicates observations in descriptive terms.
3. Recognizes deviations from normal.
4. Reports deviations from normal to the appropriate person.
5. Records deviations from normal in appropriate places.
6. Verbalizes principles underlying actions.

MEDICAL ASEPSIS
1. Keeps self, uniform, and shoes clean.
2. Washes hands according to aseptic technique.
3. Washes hands at appropriate times.
4. Keeps clean and dirty articles separate.
5. Utilizes clean gloves when appropriate.
6. Maintains a clean environment for the client.
7. Maintains a clean work area.
8. Disinfects or sterilizes articles at appropriate times.
9. Verbalizes principles underlying actions.

CLINICAL PERFORMANCE GUIDELINES

1. At the start of the shift, introduce yourself including your title. Advise staff of the hours you will be on the unit. This is a suitable time to let the nurse know what procedures you need to perform if the opportunity arises. Discuss the assigned clients and specific care you will be expected to provide. Find out your assigned nurse's and tech's first and last name along with the title.
2. Perform all ordered treatments and procedures that you have satisfactorily completed in class and skills lab under the supervision of your instructor or designee.
3. Complete nurse's notes as required. Your instructor will need to review your notes periodically throughout the day.
4. Report the care given and pertinent data to the primary nurse assigned to your client before you leave the clinical area.
5. Be prepared to discuss your client's diagnosis with the instructor as requested.

ADDITIONAL GUIDELINES FOR CLINICAL
1. If you encounter any problems/concerns or are unsure of anything, contact your instructor immediately.
2. If you receive a client with a diagnosis or treatment that you are not familiar with, you should use all available resources to become familiar with every aspect of their care. Resources available are:
   a. Instructors.
   b. Staff (nurses, pharmacy, lab, etc.)
   c. Textbooks
   d. Policy & procedure statements
   e. Client/family
   f. UACCB Library
   g. Nursing journals
3. If you are giving medications, you are expected to have medication information prepared and readily accessible for discussion with your instructor or nurse.
4. Clinical instructors evaluate performance in the clinical area. Procedures performed in the clinical setting must be observed by an instructor or, when authorized, a designated staff nurse. Keep your instructor informed of your activities.
5. Post conferences are held each clinical day as announced. These conferences are a required part of your clinical rotation. If unforeseen events occur and you know you will be tardy, you MUST notify your clinical instructor of the circumstances of your expected tardiness, prior to the scheduled post conference. Classmates are not to inform the instructor of your absence to post conference.
6. The purposes of post conferences are to:
   a. Allow students to exchange ideas and experiences from clinical practice.

b. Reinforce theory content, conduct review sessions, or other learning activities.
c. Provide opportunity for in-services on selected topics.
7. Students are expected to participate in the post conference by relating knowledge of their specific clients to the topic being discussed.
8. Time allotted for lunch is thirty (30) minutes only. Lunch must be taken at the clinical facility unless otherwise specified. One morning break of 15 minutes is allowed as time permits for nine-hour shifts, an additional afternoon break of 15 minutes is allowed for twelve-hour shifts.
9. Students should display an attitude of enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality client care, and responsibility/accountability.
10. Students are required to park in designated student parking areas while at the clinical site. Disregarding parking guidelines will result in disciplinary action and may result in your vehicle being towed.

Note: During your clinical rotations, your client assignment and focus should be on attaining knowledge and skills in particular areas. This is your opportunity to learn all you can before you graduate. Take full advantage of it.

CLINICAL EXPECTATIONS
DRESS AND CONDUCT CODE
The student is a representative of the school and dresses and behaves professionally during practicum. Moreover, each facility may have a dress and conduct code which students will be expected to follow while assigned to the faculty. The facility has the right to dismiss a student from the clinical setting for not abiding by the dress or conduct code. Failing to complete a practicum at a clinical site may result in dismissal from the program. The following requirements apply:
1. Eating or chewing gum while in the nursing unit or client care areas is not permitted.
2. Hair should be neat and clean. Long hair must be pulled back and kept in control. Hair accessories such as ribbons, bows, or large flowers should not be worn.
3. Nails should be kept short and clean; no nail polish or acrylic nails may be worn.
4. Make-up should be minimal, and cologne and perfume should not be worn.
5. Personal hygiene is essential. Any student who does not maintain personal hygiene will be counseled and may be dismissed from the clinical setting for that day.
6. Unless banned from a facility, jewelry limited to the following is acceptable:
    a. Solid wedding band only; no stones or engravings.
    b. Watch with second hand or digital reading. (Apple watches are acceptable but must be changed to a clock face with second hand during clinical experiences)
    c. Two conservative pairs of earrings or flesh-colored gauges (NO hoops or dangles).
7. Students are discouraged from wearing visible body piercing jewelry or adornment.
8. UACCB will follow the clinical facility's policies regarding tattoos. Students should be prepared to cover tattoos that convey drugs, alcohol, tobacco, violence, discrimination, profanity, sexually explicit content, or may be otherwise interpreted as offensive. Students should also be prepared to cover tattoos on the face, head, or scalp.
9. Designated student photo clinical ID's must be worn in upper chest area with name visible during ALL clinical assignments, as well as any occasion representing UACCB.

NOTE: All students are required to comply with UACCB and clinical facility policies regarding personal appearances. If found in non-compliance, the student may be sent home and receive a zero (0) for that clinical day or their grade affected based on policy information.

Once a student is deemed to have acted unprofessionally, and the behavior has been confirmed by the Director of Nursing and/or faculty, a student may be asked to come before the Nursing Faculty Committee to develop a plan for correcting the behavior.

CLINICAL ASSIGNMENTS
Before completing the Nursing Program, students will participate in every major clinical practice including medical-surgical, psychiatric, community, pediatric, obstetric, and rehabilitation nursing. Students will rotate to various clinical facilities and areas to gain a wide variety of experiences.

Clinical practicum is scheduled at days and times noted in each Nursing Practicum Course Syllabus. In some cases, however, clinical days/times may vary according to availability of space for student practicum and/or business hours of the clinical area. The nursing faculty assigned to the clinical area will specify the type of written assignment required for each clinical day.

No student will be allowed to work for compensation during scheduled clinical time.

Each student must successfully complete the required clinical preceptorship in their final semester to demonstrate program objectives have been met. Complete details concerning the preceptorship will be made available at the beginning of the program's final semester.

If a student has a religious practice and/or belief that might interfere with routine clinical procedures and/ or checkoffs, it is the student's responsibility to make the Director of Nursing and/or Clinical Coordinator aware of the practice or belief as soon as possible before the activity.

NOTE: Students are not to telephone or visit the clinical facility in a student capacity outside of clinical hours.

CLINICAL PRACTICE: UNSAFE, UNPROFESSIONAL, OR WEAK
The faculty have an ethical, legal, and professional responsibility to assure the public, clinical practice facilities, and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational preparation. This policy embodies that accountability by defining unsafe practice, unprofessional conduct/practice, and/or weak practice; and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

Students must practice within the boundaries of the Nurse Practice Act, current professional standards of practice, program objectives, and UACCB Code of Conduct.

If a student is sent home from clinical for unsafe/unprofessional behaviors, the student will receive a zero (0) for that clinical day and will be required to meet for a Plan of Correction.

UNSAFE AND/OR UNPROFESSIONAL PRACTICE DEFINED
    Behavior, in providing nursing care to clients, which fails to achieve standards of care, violates the Nurse Practice Act, or calls into question the professional accountability of the student. The behavior causes harm or can harm a client or other person. Depending upon the degree of actual or potential harm a client may suffer a one-time deviation from safe

practice may be sufficient to judge a student unsafe.

CORRECTIVE ACTIONS THAT WILL BE TAKEN BY FACULTY
When the faculty has reason to conclude that a student has demonstrated unsafe or weak practices, the student will be notified, a Nursing Faculty Committee meeting will be scheduled, and the student will be informed of the meeting time. Extreme cases of unsafe practice may result in the removal from program or final probation. A copy of the written notification will be forwarded to the Director of Nursing and Dean of Health Professions. Included in this written notification will be descriptions of:
1. Student behaviors/actions that constitute weak or unsafe clinical practice.
2. Action taken by faculty to resolve the situation. This may include required corrective action(s), learning contract, suspension, or dismissal from the program.

When the student is required to make corrective action(s), documentation will include:
1. Specific actions necessary to demonstrate safe and competent practices.
2. The time by which corrective actions must be achieved.

Students dismissed from the program due to unsafe and/or weak practices will be administratively withdrawn and, depending on the severity of the infraction, may not be eligible for re-admission.

A record documenting cases of weak or unsafe practice and/or unprofessional conduct and resultant action(s) will be placed in the student's departmental files.

CLIENT CARE OCCURRENCE REPORTS
Client care incidents involving a student must be reported to the adjunct and clinical coordinator immediately. Faculty or adjunct will notify appropriate facility personnel of the incident.

LICENSURE

LPN-TO-RN STUDENT REQUIREMENTS
All LPN-to-RN Track students must maintain a current unencumbered license as a Licensed Practical Nurse (LPN) or Licensed Psychiatric Technical Nurse (LPTN) with privilege to practice in Arkansas throughout the program.

LISCENSURE APPLICATION PROCESS
Upon completion of the program students are eligible to apply to their respective state Board of Nursing for approval to sit for the NCLEX and to apply for licensure. The following applies to the licensure application process:

1. Complete the online application on the ASBN (or state in which you reside) website.

2. Pay all application fees, including:
$200.00 Pearson Vue fee for NCLEX RN examination
$100.00 ASBN licensure fee (varies depending on state)
$ 35.00 Arkansas State Police fingerprint background check
$20.00 Live Scan Fingerprint (if applicable)
$355.00 TOTAL required fees

$ 30.00 ASBN temporary permit (optional)
$385.00 TOTAL with optional temporary permit**

** Fees may be subject to change

WAIVER OF INITIAL LICENSURE FEES (ASBN)
Access the following information and speak to your Director of Nursing for more information before applying for licensure. This only applies to AR licensure fees, and not to any third-party vendors (Pearson Vue or other testing companies, Criminal Background Check, or Livescan). https://www.healthy.arkansas.gov/images/uploads/pdf/WorkforceExpansionActof2021.pdf

Students are not allowed to miss theory or practicum hours to complete the community service project.

POLICIES AND PROCEDURES

The faculty and administration in the Nursing Program at UACCB uphold and abide by all College policies found in the current UACCB Catalog and Handbook. The following policies supplement and complement and are in keeping with the College policies. Read these policies and the UACCB Student Handbook carefully. The policies are in place to give direction toward the successful completion of this program.

ACADEMIC DISHONESTY & CHEATING
UACCB has an academic dishonesty policy, and this policy will be followed. The policy can be found in the UACCB Catalog.

ATTENDANCE POLICY
The curriculum is designed to meet the requirements of the Arkansas State Board of Nursing. Practicum includes clinical in any setting, lab / skill days, or sim lab.
1. Students are expected to be diligent in pursuing their studies and regular in their class attendance. Students have the responsibility of making satisfactory arrangements to the Director of Nursing regarding all absences. Excessive absences may result in dismissal from the program. Students must sign into class on the Easy Clocking time clock in the NAH lobby. If a student fails to sign in, they may complete a Clock In form to avoid the time counting against them. However, only (3) three forms are allowed per semester. If the student exceeds (3) three forms, the tardy and/or absent time will count against them, and the student will have to meet before the A&P committee for excessive tardiness. Failure to sign in or complete a Clock In form will result in the time being counted against the student. Students must be in the classroom when class starts. If students are not in the classroom, they may be tardy regardless of signing in.
2. A student will be advised and placed on probation when two (2) tardies and / or 50% of the allotted hours to be missed are missed each semester (clinical, SIM, lab, classroom, or combined). See the syllabi for specific number of hours that can be missed per semester.
3. A maximum absence of 16 clinical hours/semester is allowed. Extenuating circumstances will be evaluated by the Director of Nursing.
4. Students missing any clinical day will receive a grade of zero for performance and paperwork. The student is not expected to make up missed clinical hours.
5. Students absent from a sim rotation will receive a grade of zero for performance and paperwork. Students missing a sim rotation will be subject to an additional virtual assignment to ensure they meet the minimum clinical hour requirements.

6. Students who are tardy for clinical are subject to a 10% grade deduction for the day. Tardiness is considered anything after 0630. In addition to the grade deduction, students arriving between 0631 and 0700 will accrue 30 minutes of clinical absence; students arriving between 0701 and 0730 will accrue 1 hour of clinical absence. Students arriving more than 1 hour late for clinical may stay or be dismissed at the discretion of the adjunct faculty. Leaving a clinical site early counts as absence and will be subject to a 10% grade deduction.
7. Students are expected to be present for all scheduled exams. Missed exams will be made up the following class day at the instructor's convenience. (Refer to Exam Policy)
8. Students absent for a skill check-off or competency (skill or calculation) will forfeit their first attempt. Extenuating circumstances may be considered.

BLOOD and/or BODY FLUID EXPOSURE PROTOCOL & *CHECKLIST*
PURPOSE
The purpose of this policy and procedure is to delineate individual responsibilities in the event of exposure to blood and/or body fluids while participating in skills lab activities.

POLICY
It is the policy of UACCB to monitor all blood and/or body fluid exposures for proper medical treatment and follow-up, to take appropriate corrective actions to prevent recurrence. For purposes of this policy, the term exposure includes:

> A. Exposure to blood and/or body fluids through needle stick, instruments, or sharps.
> B. Exposure of mucous membranes to visible blood or body fluids, to which Universal Precautions apply according to the Centers for Disease Control and Prevention.
> C. Exposure of skin to visible blood or body fluids, especially when exposed skin is chapped, abraded, or afflicted with dermatitis or the contact is prolonged or involving an extensive area.

RESPONSIBILITES
Nursing and Health professions students are taught appropriate procedures for handling sharps and potentially contaminated objects that follow Universal Precautions according to the Centers for Disease Control and Prevention. Students participating in skills lab activities shall follow Universal Precautions and procedural guidelines. If exposure to blood and/or body fluids should occur, the student will:

1. Report incident immediately to Faculty, Clinical Coordinator or Adjunct after cleansing area thoroughly with soap and water.
2. Complete an incident or occurrence report, which will include manufacturer and any safety devices.
3. The exposed individual will be highly encouraged to seek medical attention and necessary follow-up with their personal healthcare provider, nearest emergency room, or Department of Health for HIV and Hepatitis testing, and tetanus shot.
4. The exposed individual may choose to complete chemoprophylaxis for prevention of HIV infection, Hepatitis immunization, or tetanus immunization upon health care provider recommendation.
5. The exposed individual will be responsible for the costs associated with the medical attention, chemoprophylaxis, and any necessary follow-up for the exposure.

6. The source individual will be highly encouraged to complete HIV and Hepatitis testing at their expense.

TRACKING OF INCIDENTS
The Nursing and Health professions program will maintain copies of all exposure incidents.
> BLOOD AND/OR BODY FLUID EXPOSURE PROTOCOL FORM
>> Exposed Individual's Name:
>> UACCB ID #:
>> Contact Phone #:
>> Source Individual's Name:
>> UACCB ID #:
>> Details of Incident: (Include manufacturer & safety devices in sharps occurrence)

EXAM POLICY
EXAM ADMINISTRATION
- Student possessions (backpacks, cell phones, books, study materials, etc.) must be left in the faculty designated location. The student may have nothing but a pencil and scratch paper (to be provided by faculty).
- Students may utilize the calculator within ATI.
- Once a student completes the exam, they may not reenter the room until all students have completed their exams.

- The procedure for in-class tests shall be as follows:
  - Students must be ready to test by the scheduled exam time to limit disruptions.
  - Computer set up and Blackboard login
  - Testing material gathered
  - Students will sit with at least two seats between them as space allows. (6 feet during COVID 19).
  - Students will log off and shut down the computer before leaving the classroom.
  - Scratch paper must be returned prior to leaving the proctored environment.
  - Students should avoid discussing the exam questions until all students have tested.
  - After completing your exam, noise outside the classroom area should be kept to a minimum while others are testing.

  To eliminate disruptions to fellow classmates, students arriving 5 minutes or more after the start of the exam will not be permitted to enter the room to test. The missed exam policy will apply. If a student arrives late but under 5 minutes into the exam, the student will be allowed to take the exam but must complete the exam in the time allotted.

- The procedure for online tests shall be as follows:
  - Students must use a remote proctoring service with a webcam
  - Camera and sound must be on
  - Student possessions (backpacks, cell phones, books, study materials, etc.) must be left outside of the designated exam room. The student may have nothing but a pencil and scratch paper. Note: These items must be shown during the environment scan. For example, if you use scratch paper, each side of the scratch paper must be shown in the camera.
  - No face shields or masks should be worn during the exam.
  - Talking during an exam is not allowed, as it is disruptive to others.
  - Bathroom breaks during exams should be for emergencies only.

MISSED EXAMS

Students are expected to be present for all scheduled exams. However, it is understood that illness and outside issues do arise. Students will be allowed one make-up exam per semester. Make-up exams will be given at the instructor's discretion with the option of administering an alternative version of the exam.

1. The student must notify the instructor at least one hour before the exam's scheduled start time to be eligible to make-up the exam.
2. Failure to notify the instructor in the required time frame will result in a zero (0) on the exam.
   a. Extenuating circumstances may be considered with appropriate documentation.
3. If a student misses an exam on the scheduled date and time, the exam is expected to be taken on the day of the class following the absence, unless other arrangements have been made with the instructor.
4. Failure to make up the exam at the scheduled time will result in a zero (0) for that exam.
5. Pop quizzes cannot be made up and the student will receive a zero.

EXAM ACCESS AND REVIEW

1. Following examination analysis, faculty will provide a brief overview of any adjustments made.
2. Students making less than 78% on a theory exam are required to meet with advisor within 2 weeks after the exam.
3. Students making less than 78% on all other exams are encouraged to meet with the appropriate content instructors for a review of content.
4. The student is responsible for having computers and servers that meet the online program's requirements.
5. If you are taking an examination and are kicked off, please log back into the test and continue. If you are unable to reenter the test, contact ATI support services.
6. Students who repeatedly have issues with taking the examinations online will be required to come to campus for the remaining examinations.

EXAM ITEM ANALYSIS

1. A statistical analysis will be used to determine the validity and reliability of each exam question once all students have tested.
2. Faculty will evaluate the statistical analysis, and at their discretion, may or may not award credit accordingly.

CONSENT TO RELEASE INFORMATION

Throughout the Nursing Program, it may be necessary to release information from the student record file to various clinical facilities and/or licensing agents. Students must sign a consent allowing a designee from the Division of Nursing and Health professions or other appropriate UACCB department(s) to release this information as needed to complete the program.

ELECTRONIC DEVICES

Students may only use electronic devices such as cell phones, laptops, or tablets when allowed to do so by the faculty in the classroom setting. Cell phones should be on silent mode in the classroom setting. Any disruptive use of electronic devices could result in disciplinary action. Any disruptive use of electronic devices may result in the student's dismissal from class/clinical setting(s) for the day and result in the accrual of an absence. During clinical, these devices

should be utilized in a private area only. Use of the camera or video option of personal cell phones is strictly prohibited to ensure the privacy of patients, families, and visitors. Failure to do so may result in a clinical grade of a zero (0) if sent home.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
RESPONSIBILITIES
1. Effective April 4, 2004, the Federal HIPAA regulations govern the use and disclosure of Protected Health Information of an individual. The parties intend to comply with the applicable requirements of then HIPAA regulations in connection with this Agreement.
2. During the time that the student is at the Facility and receiving clinical training involving Protected Health Information regulated by the federal HIPAA Privacy Regulations, the student will be considered a part of the workforce of the Facility, and the student may use Protected Health Information of the Facility for clinical teaching purposes only.
3. The Facility will provide HIPAA awareness training on its policies that directly impact the student's area of responsibility. The Facility will provide to the College, if requested, documentation that the College's students receiving clinical training at the facility have received the appropriate HIPAA training from the Facility by producing a certificate or other evidence of completion.
4. The College will provide to the Facility, if requested, documentation that the students have received HIPAA awareness training from the College by producing evidence of completion.
5. If students need to bring Protected Health Information back to the College for teaching purposes at the College, the student must use a Limited Data Set to de-identify elements of information as required by HIPAA, and the College and the Facility will enter into a Data Use Agreement.
6. Students who violate HIPAA will be disciplined at the discretion of the instructors.

INCLEMENT WEATHER
- The UACCB Chancellor may cancel classes in the event of inclement or severe weather.
- Classes may be cancelled only if a formal cancellation is issued by the Chancellor of UACCB. Students may be expected to pivot to virtual learning if necessary.
- Students are encouraged to sign-up for weather alerts on the UACCB website and receive a text, phone, and/or email alert informing students of cancellations in the event of inclement weather or other emergencies.
- If campus is closed, clinicals are cancelled (Does not apply to the college going "virtual." If the college pivots to virtual courses due to the pandemic or other reason, clinicals will continue.)
- If campus is open and there is hazardous weather, use personal judgement. Safety is of utmost importance.
- The student will acquire absentee hours if unable to attend class/clinical when campus is open.

In case of snow or hazardous weather, you must stay tuned to local radio and television stations or check the UACCB website. (Refer to UACCB College Catalog and Student Handbook, Inclement Weather Policy.)

INFECTION CONTROL POLICY
INTRODUCTION
Concern for the safety of all UACCB Nursing Programs students has led to this Infection Control Policy. The delivery of nursing care is not without safety hazards. The faculty believe that with the proper education, skills training, and immunizations students will be protected from infection while nursing practice. In addition, we wish to prevent discrimination against students who may have certain infectious diseases by setting forth some specific protective guidelines. This policy's information is based on available information and will be updated as added information is provided by the Centers for Disease Control (CDC).

ADMISSIONS
No prospective student will be refused admission solely because of a positive reading on diagnostic tests for infectious disease. Further, no HIV screening of potential candidates will be required for admission. Specifically, candidates will not be asked for his/her HIV antibody status, if known, and will not be required to submit to HIV testing if his/her antibody status is not known. Persons desiring to be tested voluntarily will be referred to the Public Health Department.

Once admitted, persons known to be HIV positive will not be discriminated against in terms of access to usual and normal student activities and privileges over which the Nursing Program has control.

CLINICAL GUIDELINES FOR STUDENTS
The ANA Code of Ethics for Nurses states, "The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems." In accordance with this code, the UACCB Nursing Program believes nursing professionals, including students, have a fundamental responsibility to provide care to all clients assigned to them and that refusal to care for clients with infectious diseases, including AIDS, is contrary to the ethics of the nursing profession.

Just as nursing professionals have a moral commitment to care for all clients; faculty members have a special responsibility to exemplify the standards of ethical behavior and compassion as role models for their students. In addition, faculty members have an obligation to stay informed about new developments in infectious diseases.

Reasonable precautions will be exercised to protect students as they provide client care.

Beginning with the first clinical course, all students will be provided with:
1. the most current information on the modes of acquiring and transmitting infectious diseases in the clinical setting.
2. thorough instruction in universal precautions and standard precautions to minimize transmission of infections.
3. close supervision and monitoring of clinical experiences.

As students are assigned to clinical facilities, they will be required to follow that facility's infectious disease policies and procedures.

In those instances where students are apprehensive or refuse to participate in caring for those clients, faculty will provide intensive education and counseling. If refusal persists, students will

be referred to Student Affairs for further counseling to determine the appropriateness of the student's career choice.

EXPOSURE
Students who have open lesions or weeping dermatitis or who are immunosuppressed will refrain from all direct client care. Pregnant students will not be assigned to clients with known high-risk infectious diseases. Students and faculty with any transmissible infection will not be assigned to immunocompromised clients. Decisions regarding student care of high-risk infectious disease clients will be made on a case-by-case basis.

SAFETY
It is the obligation of each faculty member to assure that they and the students have the appropriate and necessary equipment needed for the safe practice of nursing in all settings and to remove students from unsafe practice settings.

SYMPTOMATIC STUDENTS
Any student who becomes infectious or incurs an injury that impacts the ability to fulfill the program's expectations will be assessed to determine if continuing in the program is possible.

STANDARD PRECAUTIONS
Standard Precautions are the infection prevention practices used to avoid the transmission of infectious agents. These feature Universal Precautions (or Blood and Body Fluid Precautions) designed to reduce the risk of transmission of blood-borne pathogens and Body Substance Isolation (BSI) designed to reduce the risk of transmission of pathogens from moist body substances. These precautions apply to all clients receiving care in hospitals, regardless of their diagnosis or presumed infection status.

These may be a potential source of nosocomial infections (ones originating in a hospital), and recommendations for preventing transmission of non-blood borne pathogens should be followed. Health care workers with exudative lesions should refrain from direct client care. It is impossible to specify the type of barrier for every possible clinical situation. Therefore, health care workers should exercise their prudent judgment.

The Student Will With all Isolation and Protective Precautions:
1. Handle all blood and body fluids to which standard precautions apply as if potentially infectious.
2. Wash hands and other skin surfaces before and immediately after contact with these fluids.
3. Use protective barriers appropriate for the procedure being performed when exposure to these fluids is possible.
4. Use gowns, goggles, masks, and gloves as needed when handling fluids.
5. NOT recap or manipulate needles or sharps in any way.
6. Place needles or sharps in a puncture-resistant container immediately after use.
7. Place protective and resuscitation equipment where respiratory or cardiac arrest is predictable.
8. Report any exposure of blood or body fluids to the infection control nurse of the clinical facility and faculty as soon as possible.

LEAVE OF ABSENCE
Except as provided below, there will be no leave of absence granted. The student will be considered for readmission following the written guidelines outlined in the Readmission Policy.

Exceptions for Title IX or ADA must have been approved through the appropriate office following all required documentation and processes. These processes are outlined in the UACCB Student Handbook.

LIABILITY INSURANCE

Professional liability insurance for each student is provided by the Department of Nursing. The cost of the insurance is included in the Nursing Program fees.

The UACCB Division of Nursing and Health professions programs admit qualified students without discrimination regarding personal healthcare insurance. However, the delivery of emergency and/or nursing care is not without safety hazards. Therefore, all students are strongly encouraged to maintain personal healthcare insurance coverage throughout the educational program. Students are responsible for the payment of all healthcare expenses should an illness or injury occur during the completion of educational or program-related activities on campus or clinical facilities.

NON-DISCRIMINATION POLICY

It is the policy of the UACCB to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the UACCB community. UACCB should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation, and exploitation.

UACCB is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, color, age, gender, pregnancy, religion, national origin, marital or parental status, disability, veteran status, or sexual orientation. In addition, employment discrimination based on genetic information is prohibited.

Anyone with questions regarding this policy may contact the Title IX Coordinator, the Personnel Officer, or the Vice Chancellor for Student Affairs by calling 870-612- 2000 or in writing to UACCB, P.O. Box 3350, Batesville, Arkansas, 72503-3350. (Refer to UACCB Student Handbook, Non-Discrimination Policy.)

NURSING FACULTY COMMITTEE STUDENT REPRESENTATION

There shall be one student representative and one alternate elected by majority vote of the student body each semester for each nursing track. The student representative may be re-elected. The student representative is expected to attend scheduled faculty meetings to provide input concerning curriculum, policies, and procedures. The student representative will not be present at the meeting during discussion of non-related student concerns or any disciplinary meetings.

Each student is strongly encouraged to respectfully voice concerns and/or recommendations to the student representative to bring to the meetings.

PHYSICAL OR MENTAL HEALTH EMERGENCY

UACCB does not provide healthcare services. Students are referred to local healthcare providers/physicians, out-patient clinics, and urgent care centers for the treatment of illness or routine health maintenance care. Should a student experience a physical or mental health emergency while on campus, an ambulance will be called, and personnel will administer first aid while awaiting emergency medical services' arrival. In clinical settings where an Emergency

Department (ED) exists, the student will be escorted by faculty to the ED. If the student is participating in a clinical practicum at a site that does not have an ED, the students will be treated in the same manner as on campus. All expenses incurred for treatment and transportation will be the sole responsibility of the student.

PROGRESSIVE DISCIPLINE POLICY
Disciplinary advising/counseling may take place with at least two UACCB employees present. Depending on the severity of the infraction, most student misconduct issues, which do not include those issues covered in the unsafe/unprofessional and weak clinical practice policy, are subject to progressive discipline, as follows:

1st occurrence, verbal advising/warning: a documented discussion to alert the student a problem exists. Documentation is entered into the student's departmental file to record the verbal discussion. The student's signature is required.

2nd occurrence, written warning and a learning contract formulated: A discussion with the student with whom a violation has occurred or a pattern of behavior is emerging. The needed corrections or actions will be documented in a learning contract and entered into the student's file. The student's signature is required as an agreement to the learning contract.

3rd occurrence, Nursing Faculty Committee meeting: actions of the committee may include suspension and dismissal. The student will not be allowed to participate in clinical until meeting the requirements set forth by the Nursing Faculty Committee. Written documentation requiring the signatures of student and faculty will be entered into the student file. The student may be dismissed from the program depending on the seriousness of the problem(s).

All occurrences are cumulative regardless of the type(s) of infractions (include weak/unsafe practice). Infractions do not have to be of the same type to progress through the steps. At faculty discretion, and if the severity of the infraction warrants, the steps in this process may be accelerated and dismissal proceedings may be initiated.

NURSING FACULTY COMMITTEE
When a disciplinary Nursing Faculty Committee meeting is necessary, the student will be notified of the date, time, and place for a closed meeting. The closed meeting will include members of the Admission and Progression Committee and the student.

During the inquiry, faculty members will present evidence that led to the determination of unsafe, unethical, illegal, unprofessional, or lacking academic integrity conduct. The student will be provided ample opportunity to make verbal and written explanatory comments. A recommendation regarding the resolution of the situation will be made in executive session. The student is not allowed to attend the executive session.

The Admission and Progression Committee Chair will forward the written recommendation with supporting evidence to the Director of Nursing and Dean of Health Professions. Dependent upon the seriousness of the student's conduct, the committee may make recommendations, including but not limited to, assignment or course grade determination, required learning contract activities, verbal and/or written reprimand, suspension with or without grade recourse, or dismissal from the Nursing Program.

The student who wishes to appeal against the decision of the Admission and Progression Committee is referred to UACCB College Catalog and Student Handbook for rules guiding the Academic Appeals process.

DISMISSAL FROM THE NURSING PROGRAM
The primary concern of the Nursing Program is client and public safety and competence of practice. The faculty reserves the right to initiate the administrative dismissal of any student who fails to meet the academic, attendance, conduct, or practice standards of the program, UACCB, or clinical site. The student who is dismissed from the Nursing Program is not allowed to continue. While it is impossible to compile an all-inclusive list of conduct that may result in dismissal from the program, the following list contains some of the more serious offenses that could result in immediate dismissal.

CAUSES FOR IMMEDIATE DISMISSAL FROM THE NURSING PROGRAM:
May include but is not limited to:
1. Violation of Medication Administration guidelines.
2. Insubordination.
3. Violation of the Drug and Alcohol Screening Policy. Refer to the policy found in this handbook.
4. Possession of weapons on school or clinical facility property.
5. Theft.
6. Falsification of college or clinical facility records or documents, including academic dishonesty (presenting work of another as being your own).
7. Physical, verbal, or emotional abuse of a client, student, faculty, or clinical facility employee.
8. Willful execution of procedures a student has not yet demonstrated competency or without instructor's permission.
9. Unprofessional conduct.
10. Any condition or circumstance which prevents the performance of mandated clinical objectives.
11. Failure to render safe, competent client care, as required by the Standards of Practice, results in actual or potential client harm.

READMISSION POLICIES
1. Students are limited to ONE readmission to the Nursing Program: The process is as follows:
   a. Readmission must be within one (1) year of the withdrawal or unsuccessful attempt of a course. To be considered for readmission, the student must submit a written request to the Director of Nursing during the beginning of the semester before requested readmission.
      i. If you return in the spring, submit by September 30th. If you return in the summer, submit by March 15th. If you return in the fall, submit by June 30th.
      ii. In this letter, briefly outline the reason(s) you were previously unable to continue in the program, identify which nursing course(s) for which you are requesting readmission, and your plan for successful completion of the program.
   b. Students who withdraw from the program after completing one or more semesters can request to enter at the semester in which they exited.
   c. If a student withdraws in the first semester, they must reapply to enter the program.
   d. Students who have been out of the program longer than one year will be considered as a new applicant and must re-apply. The student must repeat the entire Nursing Program if more than one year has lapsed.

2. Readmission to the nursing courses may be granted, provided the following have been met:
   a. There is space available based on current admission standards.
   b. Students are eligible for readmission based on guidelines below.
   c. Student performs clinical skills test applicable to the content. After planned practice in the simulation lab, the student must pass the skills test on the first try.
   d. Remediation has been completed as assigned.
   e. If a student fails a nursing theory course, they will be required to repeat that course and the corresponding nursing practicum course (regardless of the grade in that course). If a student fails a nursing practicum course, they will be required to repeat that course and the corresponding nursing theory course (regardless of the grade in that course). If a student fails the last semester of the program, they must retake Nursing Seminars too.
3. Students who incur any of the following may not be eligible for readmission:
   a. Administrative termination from the program due to an egregious act/behavior.
   b. A student is not eligible for readmission if they have been administratively withdrawn due to unsafe/weak practice.
   c. Any student who fails to maintain an active, unencumbered license required for their respective program.

Students will be notified of their request in writing by the Director of Nursing or Dean of Health Professions. Students who are readmitted to the Nursing Program will follow the program of study/degree plan in place at the time they are readmitted.

SKILLS COMPETENCIES
Students will be allowed THREE (3) attempts to demonstrate basic clinical skills during checkoffs in the skills lab, including a dosage/clinical calculation exam. An unsuccessful third attempt will result in dismissal from the Nursing Program.

SOCIAL MEDIA POLICY
Students who share confidential or unprofessional information on any social media platform do so at the risk of disciplinary action, including failure in a course and/or dismissal from the program.

Students may have a class social media group. But students are not to post or represent the accounts as a representative or official use of UACCB or the Nursing Program. As this is not considered an official use of UACCB or the Nursing Program, we will not and cannot regulate the accounts, comments, or pictures within it. If you participate in any type of social media accounts with others and/or classmates, you should conduct and represent yourself appropriately and refrain from bullying or defaming others.

TICKETS TO CLASS
Tickets to class (theory & practicum) may be assigned throughout the program. If the assigned ticket to class is not complete, you will be asked to leave class, complete the ticketed assignment before returning to class, and the time absent will be counted. If a student fails to complete a ticket to class assigned for a check off or competency, disciplinary action may occur.

UACCB SUBSTANCE ABUSE SCREENING POLICY
PURPOSE
The Division of Nursing and Health professions at UACCB recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The program is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who encounter its faculty, staff, and students during scheduled learning experiences. The Nursing program 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.

The intent of the Substance Policy is not just to identify those students chemically impaired, but 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 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.

The outcome of a positive drug screen will result in immediate dismissal from the program. If the student wishes to challenge the nursing program's decision, the college's due process procedures will be followed. The faculty will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source.

The generic meaning of the term "drug" is broadly defined as any chemical substance which affects living systems. For the purposes of this policy, substance and/or drug abuse are used interchangeably and defined as socially unacceptable use of drugs or other chemical substances for non-therapeutic purposes. The substance alcohol (ethanol), by its properties and actions, is a drug and is used as such in this policy. Drugs prescribed by a physician licensed to practice medicine and surgery, as long as the drug is taken in accordance with the provider's instructions and do not impair the student's ability to perform his/her duties, are exempt from this policy. Reference: Reiss, B. & Melick M. (1987). Pharmacological Aspects of Nursing Care (2nd Ed.). Albany, NY: Delmar Publishers, pp. 2, 627, 631-633.

SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT
As a condition of enrollment, each student will acknowledge a Substance Abuse Policy agreeing to adhere to the Substance Abuse Policy.

DEFINITIONS
1. The term "under the influence" includes not only obvious impairment but also having a level of illegal drugs or alcohol in the body that would produce a positive result in a drug or alcohol/screening test.
2. The term "illegal drugs" as used in this policy includes not only any drug which is not legally obtainable, but also any controlled substance for which the student does not have a lawful prescription or which the student is using in a non-prescribed manner.

POLICY ADMINISTRATION
1. Drug/alcohol testing is not required for acceptance into any Nursing and Health Professions Program but is required by facilities prior to clinical rotations.
2. The student will be given less than one (1) hour notice of a scheduled testing time.

3. The student will complete their drug testing forms and a release form, releasing the results of the test to the Director of Nursing and Dean of Health Professions.
4. Should a student refuse to be tested at the designated time or sign a release of information form or attempt to alter or tamper with the sample or any part of the testing process, they will be subject to dismissal.
5. If the student is dismissed from the program for a positive drug test, the student can re-apply to the respective course. Re-admission will be determined individually. Proof of participation in a drug/alcohol rehabilitation program may be required. The student remains subject to drug screening after re-admission to the program. Any subsequent positive drug test will result in a permanent dismissal from any Nursing and Health Professionals Programs at this college.
6. The Nursing and Health professions Programs maintain the right to require any student to undergo random drug screening. If an instructor suspects a student is exhibiting signs of impaired performance related to drug/alcohol use, the Director of Nursing or Dean of Health Professions will be notified for an immediate on-site evaluation. It is impossible to describe all the situations that may result in drug testing. Examples include, but are not limited to, the following:
   A. Post-accident: The Nursing and Health professions Programs may require testing any time an on-duty accident results in an injury requiring medical treatment or examination by a medical care provider or results in considerable damage to property.
   B. Physical Indications: The Nursing and Health professions Programs may require testing when there is the detectable odor of alcohol, drug use, or other observable indications of possible drug or alcohol use (i.e., significant disorientation or lack of coordination).
   C. Possession: If a student is found to possess drugs or alcohol on duty, the Director of Nursing, Dean of Health Professions, or Faculty may conclude there are reasonable grounds to believe the student may be under the influence of drugs and or alcohol.
   D. Erratic Behavior: The Director of Nursing, Dean of Health Professions, or Faculty may require testing when the student's behavior indicates the possibility of being under the influence. Such indications may include repeated failure to follow instructions, procedures, or safety rules or behavior that would jeopardize the safety of others.
7. It is the responsibility of the student to report any medication(s) taken which would adversely affect her/his ability to perform safely in class or clinical. Student(s) taking prescription medication or over-the-counter medication, which may affect the ability to perform his/her duties safely and effectively, will be expected to discuss the situation with their instructor.
   - A prescription for controlled substances related to acute conditions must be less than 6 months old. A complete list of controlled substances can be found at https://www.deadiversion.usdoj.gov/schedules/
8. Students are responsible for all costs associated with drug/alcohol testing.

POLICY VIOLATIONS
Violations of any of the following requirements will result in failure to progress within the program in which the student is enrolled:
1. No student shall be under the influence, use, consume, possess, purchase, sell, dispense, distribute, manufacture, or display illegal drugs or alcoholic beverages while on campus or in the clinical setting.
2. No student shall violate any federal or state criminal drug law at any time.

3. No student will perform duties under the influence of any drugs affecting the student's ability to perform safely or effectively, including but not limited to prescription medications or mind-altering substances (with or without a prescription), illegal drugs, or over-the-counter medication.
4. No student shall engage in any off-duty involvement with illegal drugs, including but not limited to cocaine, marijuana, heroin, or any hallucinogenic agent.

MANDATED REPORTER

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 faculty member.

TESTING PROCEDURE

The nursing program performs random drug screening on all students each semester. A faculty member can request a random drug screen in case of reasonable suspicion of substance abuse, as defined below.

Failure to submit to random drug screening or screening based on reasonable suspicion will result in administrative withdrawal from the program.

POSITIVE RESULTS

Test results will be considered positive if substance levels excluding caffeine and nicotine meet or exceed the established threshold values for both immunoassay screening and gc/ms confirmation studies, and the Medical Review Officer verifies unauthorized use of the substance. The original lab will repeat positive tests to verify substances. Samples are kept at the original lab for one year. Per the original lab's policy, and at the student's expense, the student may request that the sample be sent to another SAMHSA lab for additional testing.

CONFIDENTIALITY

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. Drug test results will be received from the lab by the Director of Nursing or designee, 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 college community, the information regarding substance abuse and rehabilitation must be shared with the ASBN when the graduate applies for a license. (Issues related to confidentiality involve federal drug and alcohol confidentiality law and programs need to consider during the licensure application process.)

TREATMENT, REFERRAL AND REAPPLICATION

A student will not be denied readmission based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

For readmission, the student must:
1. demonstrate regular attendance at AA, NA, or a recognized substance abuse treatment program of choice for a 6-month period. Evidence of participation must be sent to the Director of Nursing. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature of signed initials of the chairperson of each group attended. Acceptable

evidence for a treatment program of the student's choice will be a verifiable completion certificate.
2. demonstrate letters of reference from all employers, if applicable.

Once readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agencies. The student is responsible for all costs incurred with testing.

INCIDENCE OF RECURRENCE
A student readmitted to the nursing program and with a positive test for substance abuse will be dismissed from the program and ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

BEHAVIORAL CHANGES THAT MAY BE ASSOCIATED WITH SUBSTANCE ABUSE
Attention Deficit/Cognitive Impairment
- *Ataxia
- *Tremors, especially of the hands
- *Slowed response time in a familiar skill
- *Diminished from the usual in coordination/dexterity

Social Impairment
- *Inappropriate verbal remarks (subjects/words/expletives)
- *Inappropriate behaviors or those beyond the societal norm such as: angry outbursts/unrestrained agitation crying that cannot be explained euphoria paranoia hallucinations
- *Behaviors that are markedly changed from that individual such as introversion extroversion sullen/irritable giddy defensiveness

Somatic Manifestations/Discomforts
- *odor of alcohol on breath
- *nausea/vomiting/thirst
- *frequent trips to bathroom/complaint of urinary frequency or diarrhea
- *hiccoughs
- *reddened sclera (bloodshot eyes)
- *pupil changes/drooping eyelids
- *complaint of blurred vision or inability to focus

Speech/Communication Impairment
- *slurred (thick tongue)
- *rapid/choppy communication pattern
- *incoherent speech

Behavioral Patterns Associated With Substance Abuse
- *repeated tardiness
- *frequent absenteeism
- *numerous and chronic somatic complaints (colds/GI problems/lack of sleep/weight loss/sluggishness/low energy)
- *untidy personal appearance or deterioration in quality of grooming
- *lack of attention to hygiene (hair, nails, skin, oral)
- *multiple crises in personal life
- *avoidance/lack of eye contact

- *isolation/lack of peer support
- *repeated excuses for below standard performance
- *forgetfulness with appointments/assignments
- *slowed response time in familiar activities
- *behavior shifts/mood swings
- *lack of trust and suspicious of the motives of others
- *needle tracks on body surface
- *behaviors surrounding the administration of narcotics:
  - frequent need to waste "unused" medications
  - recording the administration of larger doses than ordered
  - unauthorized possession of the narcotic key
  - unsupervised entry into narcotic cabinet
  - volunteering to be in situations to gain greater access to narcotics
  - taking frequent breaks/numerous occasions when whereabouts unknown

DRUGS/SUBSTANCES & POLICIES

Substances of abuse are grouped into classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, or anxiolytics. Testing may include any of these drug categories. The Nursing Department shall 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.

MEDICAL MARIJUANA POLICY

Nursing students are deemed in safety-sensitive positions and cannot test positive for marijuana. If the nursing student does test positive, they are subject to dismissal from the Nursing Program because they have violated UACCB's policy on safety-sensitive positions. Arkansas does not differentiate whether a nurse consumed medical marijuana while not working as a nurse (i.e., on vacation, between positions, moving from a non-safety sensitive position to a declared safety-sensitive position).

According to the Arkansas Medical Marijuana Amendment of 2017, Act 593:
(25)   (A) "Safety sensitive position" means any position involving a safety sensitive function pursuant to federal regulations governing drug and alcohol testing adopted by the United States Department of Transportation or any other rules, guidelines, or regulations adopted by any other federal or state agency.

          (B) "Safety sensitive position" also means any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a thread to health or safety, including without limitation a position:
                    (i) That requires any of the following activities:
          (b) Carrying a firearm;
          (c) Performing life-threatening procedures;
          (d) Working with confidential information or documents pertaining to criminal investigations; or
          (e) Working with hazardous or flammable material, controlled substances, food, or medicine;
                    (i) In which a lapse of attention could result in injury, illness, or death, including without limitation a position that includes the operating,

repairing, maintaining, or monitoring of heavy equipment, machinery, aircraft, motorized watercraft, or motor vehicles as part of the job duties; and

(26) (A) "Under the influence" means symptoms of the current use of marijuana that may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.

  (B) "Under the influence" includes without limitation:
    (ii) Symptoms of the applicant's or employee's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, or other irrational or unusual behavior that are inconsistent with the usual conduct of the applicant or employee;
    (iii) Negligence or carelessness in operating equipment, machinery, or production or manufacturing processes;
    (iv) Disregard for safety;
    (v) Involvement in an accident that results in:
      1. Damage to equipment, machinery, or property;
      2. Disruption of a production or manufacturing process; or
      3. An injury; or
      4. (v) Other symptoms causing a reasonable suspicion that the current use of marijuana may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.

CBD PRODUCTS

CBD (cannabinoid/cannabidiol) products are derived from the hemp plant (cannabis sativa). In the U.S., CBD products are allowed to be advertised as "THC free" if they contain less than 0.3% tetrahydrocannabinol (THC). Although it is a low quantity of THC, an individual could fail a drug screen. Also, the CBD products may not be "pure." They may have higher levels of CBD or may have other products in them due to cross-contamination at the manufacturing site. Products made using the whole hemp plant increase the level of THC. Other factors that influence the levels within an individual are metabolic rates and depth of inhalation. Continued use of the products leads to an accumulation of the metabolites of THC. The drug test will screen for these metabolites.

Students should recognize the above highlighted terms related to CBD and avoid products containing these. Examples include:
- CBD oils for smoking/vaping/electric cigarettes
- CBD aromatherapy
- CBD capsules
- Topical products containing hemp or cannabis sativa (chap stick, shampoo, conditioner, body lotions, cosmetics)
- CBD Gummies, teas, transdermal patches
- Hemp seeds or hemp hearts (sometimes used as a salad topping)
- Hemp flowers for smoking

POPPY SEEDS

Poppy seeds are from the opium poppy plant. Ingesting poppy seeds or products containing poppy could result in a positive drug screen for opiates. Avoid "Everything but the Bagel®" seasoning, poppy seed bagels, breads, muffins, granolas, salad dressings and teas.

TOBACCO USE
UACCB is a tobacco-free campus, and all tobacco use is prohibited, including electronic nicotine devices. Tobacco use and electronic nicotine devices are prohibited on all health care facility grounds. Smoking is prohibited in all health care facilities. Students are not permitted to smoke during any clinical experience.

ADDITIONAL UACCB POLICIES AND PROCEDURES
Additional policies and procedures can be found in the UACCB College Catalog and UACCB Student Handbook found at https://course-catalog.uaccb.edu/.

ACADEMIC APPEALS
UACCB has an academic appeal policy, and this policy will be followed. The policy can be found on the UACCB Policies and Procedures page.

TITLE IX/HARASSMENT POLICY (CAMPUS)
UACCB is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972. Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal. Campus Procedure 410.3 and the Student Handbook provide further information on Title IX processes at UACCB.

For pregnant and parenting students, per UACCB Campus Procedure 410.4, requests for accommodations can be made to the Title IX Coordinator by emailing titleix@uaccb.edu. A meeting with be scheduled to determine appropriate accommodations and documentation provided to the student and faculty members

Disclaimer:
Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Director of Nursing, Dean of Health Professions, UACCB System Board of Trustees, and the Arkansas State Board of Nursing without prior notification. The Nursing Program Handbook may change a student's admission and progression in the Nursing Program. Students will be responsible for and held to changes in the handbook. Nursing students will be notified of handbook changes.