

**Associate of Applied Science in Nursing
RN Student Handbook**



2024-2025

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2012**

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ACKNOWLEDGMENT

I have received a copy of the Associate of Applied Science in Nursing RN Student Handbook (2024-2025 revision) and will familiarize myself with the information therein. I acknowledge that the Student Handbook constitutes the general policies and procedures for students in the nursing program and having signed this document accept these policies.

(Signature)

(Printed Name)

(Date)

Please sign and submit this form in PDF format to your instructor via Blackboard.
This signed form will be retained as part of your permanent record.

Welcome

Welcome to the Arkansas Tech University-Ozark Campus Associate of Applied Science Nursing program. This handbook has been prepared by the faculty and students to provide you with information that you will need to function effectively as a student in the AAS in Nursing Program. This handbook contains the policies, procedures, and guidelines for the Nursing Department. Every nursing student is required to read and remain familiar with the information contained herein. New or revised policies, procedures, or guidelines will be posted, discussed with all students, and incorporated into the next edition of this handbook.

The handbook of the ATU-Ozark Campus AAS in Nursing program has been developed to supplement the information contained in the ATU-Ozark Student Handbook, and to provide information relevant to the nursing department.

If after reading the handbook, you have questions, please feel free to contact one of the other faculty members for help. The faculty of the nursing program are very excited to have you in the program and want to see you succeed.

Accreditation

The ATU Ozark Nursing Program is approved by the Arkansas State Board of Nursing and the Arkansas Department of Higher Education. The program is also accredited by the Accreditation Commission for Education in Nursing, Inc.

Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
<http://www.acenursing.org/>

Arkansas Department of Higher Education
423 Main Street, Suite 400
Little Rock, AR 72201
Phone: 501-371-2000
<http://www.adhe.edu/Pages/home.aspx>

Arkansas State Board of Nursing University Tower Building.
1123 South University, Suite 800
Little Rock, AR 72204-1619
Phone: 501-686-2700
<http://www.arsbn.arkansas.gov/Pages/default.aspx>

Arkansas Tech University-Ozark Campus

Campus Mission Statement

Arkansas Tech University-Ozark Campus, in partnership with the community, will provide a quality educational environment which will enable all students to learn the skills and acquire the knowledge necessary for them to become contributing members in the workforce and in society.

Registered Nursing Mission Statement

To provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

ATU Vision Statement

Arkansas Tech University: where students succeed, innovation thrives, and communities' flourish.

Nursing Program Curricular Pattern and Role Progression

	Level II	Level III
Role	Caregiver, Communicator, Teacher, Collaborator	Caregiver, Communicator, Teacher, Collaborator, Advocator
Diversity & Life Cycle Stages	Young Adult/Children Hospital/Community	Adult/Elderly Hospital/Community
Care Setting	Individual, Family	Individual, Family, Group
Topic	Maternal-newborn, Surgical, Pediatrics, Pharmacology, Introduction to Professional Nursing	Medical-Surgical, Mental Health, Pharmacology, Nutrition, Leadership
EBP/Research	Read/Utilize	Read/Utilize/Analyze/Critique

*Program Curricular Pattern and Role Progression adopted from ATU Russellville Department of Nursing in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Faculty

The following Ozark faculty currently teach in the A.A.S. degree program:
(Date of hire follows name).

Lisa Pittman, MSN, RN

Registered Nursing Program Chair

August 2021

M.S.N. Western Governors University

B.S.N. Oklahoma Wesleyan University

A.D.N. University of Arkansas Fort Smith

Jordan Wright, BSN, RN

Registered Nursing Instructor

August 2022

B.S.N. Arkansas Tech University

A.A.S. Medical Radiography UAMS

Overview of the Department of Nursing

The Department of Nursing on the Arkansas Tech University – Ozark campus offers associate degree study in nursing to qualified graduates of practical nursing programs. This program leads to a degree of Associate of Applied Science in Nursing and has received Full Approval from the Arkansas State Board of Nursing and the Arkansas Department of Higher Education.

Effective March 13, 2019, this nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Generally, nursing students begin study at the University with foundation courses consisting of Nursing Department platform courses or paramedic courses and the RN 2006 Paramedic to RN course, general education requirements, and having completed successfully a practical nursing program. The classes provide the basis of knowledge on which nursing theory and skills are built.

Once the practical nursing program and platform courses are completed, the student applies for admission into the technical phase of the Nursing program (see Admissions section for more in-depth information.)

The technical phase of the Registered Nursing program is comprised of two semesters of full-time study which are designed to prepare students for beginning professional responsibilities in a variety of health-care settings and to provide the necessary foundation for transition into the online RN-BSN program offered by the Arkansas Tech University – Russellville campus.

Upon completion of the degree requirements, the graduate may be eligible to take the National Council Licensure Examination – Registered Nurse (NCLEX-RN) for licensure as a Registered Nurse.

Philosophy of the Registered Nursing Program

The mission of the Associate of Applied Science in Nursing program is to provide an intellectual climate that fosters the development of critical thinking to prepare a graduate who is professional, caring, competent, and self-directed in providing therapeutic nursing intervention and demonstrates an interest in life-long learning, as well as to assist the student to achieve personal and professional goals regardless of cultural, racial, or ethnic background.

Nursing Philosophy

The faculty of the Department of Nursing at Arkansas Tech University – Ozark Campus seeks through its associate degree nursing program to implement the mission of the Ozark campus of the University, a mission committed to prepare students to learn the skills and acquire the knowledge to contribute to the workforce and to society.

Individuals are complex beings with bio-psychosocial, emotional, spiritual, cultural, and environmental elements. The Associate of Applied Science in Nursing program is committed to providing opportunities for students to enhance their critical thinking and communication skills in therapeutic interventions. The graduate will utilize the nursing process to assist individuals, families, and groups to meet their bio-psycho-social, emotional, spiritual, cultural, and environmental needs.

Nursing is a caring relationship that facilitates health and healing. Encompassing the acquisition and critical application of knowledge from nursing and the social, psychological, biological, and physical sciences, nursing meets the health needs of individuals, families, and groups. As a profession with responsibilities and privileges, nursing is concerned with promotive, restorative, and supportive practices aimed to optimize health in the recipients of care. Nursing is publicly accountable to the society it serves, obligated to improve nursing practice through acquisition, utilization, augmentation, and promotion of knowledge and skills, as well as the systematic study of the effects of these practices on human health.

Learning is essentially manifested in a change or reorganization of behavior and is best accomplished through active inquiry and participation in the learning process. Learning is a lifelong, self-initiated process by which knowledge, skills, attitudes, and values are acquired. Learning occurs independently through perception, assimilation, formulation, and synthesis. The teacher functions as a facilitator by establishing a learning climate of mutual respect regarding beliefs, feelings, and opinions, and by providing learning opportunities and guidance with regard to individual differences. Learning experiences are designed to facilitate personal and professional growth within the student's cognitive, affective, and psychomotor domains. The ultimate responsibility for learning rests with the learner.

Nursing education, an integral part of higher education, fosters the generation and application of scientific knowledge through the nursing process. These learning experiences are organized for an orderly progression through an increasing complexity of nursing situations. During the educational process, the student acquires knowledge of the independent and collaborative functions of the nurse.

Associate degree nursing education prepares a graduate to function as an entry level registered nurse, providing direct care to persons as individuals and as members of a family or group. The curriculum is designed to prepare the person for registered nursing practice, to be competent, self-directed, and capable of demonstrating leadership in the application of the nursing process in a variety of healthcare settings.

The graduate should demonstrate initiative for responsible change, the ability to think critically, and a lifelong quest for knowledge and growth, and will be encouraged at every step along the educational path to follow up this program by entering a baccalaureate program in nursing to demonstrate this quest for knowledge and growth.

This philosophy is very similar to and in fact mirrors, when possible, the philosophy of the Nursing program of the Arkansas Tech University – Russellville campus in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Conceptual Framework

The design of the conceptual framework at Arkansas Tech University's Department of Nursing is composed of four major components: PERSON, HEALTH, NURSING, and ENVIRONMENT. This conceptual framework is the same as the Arkansas Tech University – Russellville campus in an attempt to emphasize the cohesive nature that the two registered nursing programs offered by the University share.

Description of the Framework Components

Person

Person, a bio-psycho-social, emotional, spiritual, cultural, and environmental being, functions as a unique, integrated "whole." Person is an open system, changing and being changed by the environment. Persons' relationships are influenced by stages of development at any given point in time and experience in the life cycle. Through interactions, persons attempt adaptation to maintain a high level of health. Health and illness are human experiences, and persons must adapt in order to survive. Adaptive processes and life cycle occur on a continuum, from the moment of conception throughout life. Physiological, psychological, social, emotional, spiritual, cultural, and environmental forces shape the process of adaptation. Persons' state of health is determined by the ability to adapt. Within this sequence, certain common cognitive, psychological, and motor developmental tasks can be identified. The mastery of these tasks is essential to the achievement of self-actualization and optimal health.

Communication is a process by which persons gather information and share ideas, opinions, values, and feelings with others. A person's ability to communicate produces vital forces which can be utilized for positive benefits to self and society. The person has freedom of choice in making decisions related to personal health. This freedom to choose influences the nurse's ability to assist the client to optimal health. Nurses must respect the person's right to make decisions that might conflict with the nurse's own value system. The nurse acknowledges there are times when a person may not make logical choices that would improve health, however, the right to make such choices must be protected

Health

Health is a condition of physical, mental, and social well-being that reflects adaptation to environmental, physical, and psychological factors. Health is not a static condition; it is dynamic in nature and may change over time in response to new situations, new challenges, and aging. Health is culturally defined and reflects a person's ability to perform daily activities in culturally expressed ways.

Nursing

Six essential features of professional nursing practice are identified in ANA Nursing's Social Policy Statement (2010, p.9):

- Provision of a caring relationship that facilitates health and healing;
- Attention to the range of human experiences and responses to health and illness within the physical and social environments;
- Integration of objective data with knowledge gained from an appreciation of the patient or

- group's subjective experience;
- Application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking;
- Advancement of professional nursing knowledge through scholarly inquiry;
- Influence on social and public policy to promote social justice

The bio-component of the person directs nursing's attention to the physical needs. The emotional and psycho-component requires that the nurse regard the interrelatedness of mind and body. Cultural and social aspects must also be considered in the delivery of nursing care. Since the spiritual component gives quality and aesthetic features to life, it too must be considered. The concept of spirit refers to that which gives meaning, purpose, and direction to life--it may be understood in a religious, philosophic, or humanistic sense. The beliefs of the nurse regarding various aspects of life's spirituality will be motivators in the kinds of care delivered to clients. Therapeutic touch, sensitivity to clients' needs, religious affiliations, compassion for suffering persons, and comfort measures are all contained in the realm of spiritual aspects.

Nursing behaviors are acquired and synthesized by the nurse in the delivery of appropriate nursing care. The major roles within the scope of nursing behaviors include manager, communicator, teacher, health care provider, researcher, advocate, and collaborator. Research methodology and utilization of well-designed nursing studies are necessary to provide a scientifically-based order and reason to the practice. The activities of nursing encompass the traditional roles and the augmented interdependent roles in collaboration with other members of the health care team. The scope of these activities is flexible and responsive to the changing needs of society. The expanded role of the nurse includes independent functions which assure continuity of care of the client, family, group, or community in a variety of health care settings. Nurses provide care in both basic and advanced nursing practice. Within either basic or advanced practice, the nurse may choose a specialty area. Examples of settings for the practice of basic nursing include homes, schools, hospitals, institutions, community-based health centers, and businesses. The professional nurse provides quality nursing care utilizing critical thinking. It is based on scientific principles and focuses on optimal health. The nurse functions as a leader in the provision of nursing care that is planned, goal-directed, and specific to the needs of the patient, family, group, or community.

The nursing process provides the methodology for nursing care and consists of five steps: assessment, diagnosis, planning, implementation, and evaluation. During assessment, data collection and organization lead to the formulation of the nursing diagnosis. Having diagnosed the client's needs and problems, the nurse develops a plan. Within this step of the nursing process, priorities are set. Patient outcomes are determined collaboratively with the patient whenever possible. The outcomes provide the nurse with the necessary direction to plan and implement interventions. The nursing process is unique; the care of the client becomes personalized and meets the client's perceived needs. Finally, evaluation of the client outcomes leads to re-assessment and then application of the process in a cyclic manner. The nursing process provides for input, evaluation, and utilization by the client and by all members of the health care team. This process can be utilized in any setting where nursing care is provided to persons, families, groups, or communities.

Environment

Environment considers the external world of persons. The world encompasses the society in which the person lives. This includes the culture set within a geographical location. The environment consists of a group of persons who share certain commonalities, such as goals, values, political ideologies, and socio-economic status. The community is an interactional unit of this world consisting of health care consumers, health care providers, and health care settings. The structural unit of the community is the family in various traditional and nontraditional family forms. Because a person's life depends upon the environment, one cannot view the person apart from it. Throughout the life cycle, the person changes and adapts to the environment. The person's response to the environment impacts the possibilities for health, which then guide the nurse in making appropriate nursing interventions.

**Adopted from the Arkansas Tech University BSN program June 2023 an effort to keep the ATU – Ozark AAS program and the ATU – Russellville BSN program as similar as possible.

Arkansas Tech University-Ozark Campus
Associate of Applied Science in Nursing Program Outcomes

Learners in the Nursing program will:

- Demonstrate the ability to deliver competent nursing care in a manner that minimizes risk to patient, self, and others independently.
- Demonstrate effective communication, both oral and written.
- Demonstrate the ability to provide theory based, individualized, culturally sensitive therapeutic nursing care to patient and families.
- Demonstrate ability to think critically and manage diverse patient populations in a variety of health care settings.
- Effectively utilize all stages of the nursing process (assessment, diagnosis, planning, implementation and evaluation) when caring for a wide variety of patients.
- Adhere to legal and ethical standards.
- Participate in activities addressing quality of care, leadership in nursing, and demonstrates professionalism.
- Utilize research strategies and informatics to continuously monitor and improve the quality and safety of clinical practice.

ANA Code of Ethics for Nurses

The 2015 American Nurses Association Code is as follows:

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

Program Admission Requirements

The following is required for admission to the proposed A.A.S in Nursing:

Application for Admission to the University (if not already enrolled at ATU-Ozark)

Official High School Transcript with 2.0 or better GPA or GED

Official transcripts from other colleges attended

Test scores from ACT or COMPASS (no more than 5 years old) Minimum of 15 ACT or COMPASS equivalent (no more than 5 years old)

Placement Scores

The following scores will be used for placement in English, Math, and, if required, Reading, courses:

ACT	COMPASS	COURSE
19 ACT English	(75 Writing)	ENGL 1013
19 ACT Reading	(82 Reading)	READ 0103
19 ACT Mathematics	(41 Algebra)	MATH 1113

Complete Nursing admissions requirements:

- Eligibility for admission to Arkansas Tech University- Ozark Campus
- Completion of pre-requisite general education coursework with a minimum of a "C" or better in each course and a 2.75 GPA; Conditional acceptance may be granted to those students who are in the process of completing remaining pre-requisite coursework. Failure to maintain "C" or better and a 2.75 GPA upon completion of remaining pre-requisite coursework may lead to forfeiture of RN program admission offer.
- Hold a current, unencumbered Arkansas LPN license OR Hold a National Paramedic Registry Certificate.
- Graduated from an approved PN school in the last 12 months OR worked a minimum of 1000 hours as an LPN in acute care/long term care in the past 12 months
- Paramedics must have either a) graduated from an approved paramedic program in the 12 months prior to application with 600 work hours completed by June 1st OR b) been employed a minimum of 1,000 hours as a paramedic in the 12 months prior to application. Volunteer hours are not considered in the 1,000 hours.
 - If 600 hours are not completed by application deadline and student is selected for the program then it will be a conditional acceptance until either June 1st deadline or 600 completed work hours.
- Completion of LPN to RN Program Application for Admission
- Completion of appropriate LPN or Paramedic HESI testing
- Be at least 18 years of age
- Students who speak English as a second language shall meet the same admission criteria as other students.

Admission ranking is based on HESI scores, followed by GPA of platform coursework and Date/Time of application in case of tie.

Definition of Acute Care or Long-Term Care Facilities

Long term care facilities include:

- nursing homes
- skilled nursing facilities

Acute Care is defined as a facility or position that requires time sensitive and rapid intervention to prevent illness, injury or death. Examples include, but are not limited to:

- inpatient hospitals, including inpatient medical hospitals, inpatient rehabilitation hospitals, inpatient psychiatric hospitals, and long-term acute care facilities
- urgent care facilities
- ambulatory surgery centers
- dialysis centers
- home health agencies
- hospice

Primary care and specialty care clinics are not considered acute care facilities. Even though clinics may occasionally see patients who require some components of acute care, they are not positioned to assume the role of acute care provider.

This is not intended to be a comprehensive listing of every single acceptable type of nursing care. If you have a question, please contact Susan Furr at 479-508-8500 x 6503 and your employment history will be evaluated on a case-by-case basis.

Acceptance

Applicants that are selected for admission must notify Arkansas Tech University – Ozark campus that they will be attending to verify and accept placement. Upon acceptance to the program, the student must provide the following:

- Current **American Heart Association**: Healthcare Provider CPR course (AHA/BLS-HCP)
- Verification of Two step tuberculin skin testing for initial testing then annually thereafter, or a negative T-spot test or up-to-date wellness screening through the Arkansas Department of Health
- DTAP within the last 10 years
- Hepatitis B-Vaccine (3 doses) with completed bring documentation; if Hepatitis B Vaccine declined, student must sign and submit Hepatitis B Waiver
- MMR- 2 doses to everyone born during or after January 1, 1957
- VZV- 2 doses or positive titer (*varicella-zoster, vaccine for VZV, and chickenpox*)
- Covid Vaccine series-some clinical sites require this vaccine

Academic Progression

In order to progress within the nursing curriculum, the student must meet the following criteria:

- The student must maintain a “C” in all nursing theory classes and practicums to progress to the next level of courses
- A failed/attempted nursing course must be repeated the next time the course is offered, based on availability of space in the course. A nursing course may be repeated only once, and only two nursing courses may be repeated. Following a second failure/attempt in that nursing course the student will be dismissed from the program.
- An attempted course is defined as “any enrollment in any course and dropping it or changing it to an audit after the first day of the 8th week of the semester during the Fall or Spring semester, or failure of the course with a D or F.
- Students must achieve a passing grade of “C” in all the Theories and corresponding Practicum courses in order to progress within the program. Students who repeat a theories course are required to show practicum competency in order to progress. Students who repeat Practicum are required to show theoretical competency in order to progress.
 - Practicum competence can be attained by: 1) taking for credit the corresponding practicum course or 2) Completing RN 2115, Practicum for ADN I and RN 2116 Practicum for ADN II with a grade of “C” or better.
 - Theoretical competence can be attained by: 1) taking for credit the corresponding theoretical competencies and maintaining a 75% average on all exams or 2) taking a comprehensive theory exam for the corresponding theoretical courses and achieving a 75% or greater.
- The drug calculation test will be given in Pharmacology I a total of three times. Before practicing in the clinical setting, the student must demonstrate competence in medication administration by passing the exam with a score of 92%. Prior to the second week of clinical, the drug calculation test must be passed with a score of 100%. Failure to make 100% on the drug calculation test by the third attempt will result in remediation and possible failure of Practicum I.
- To successfully complete the Nursing program all level three nursing students will take the ATI- RN Comprehensive Predictor Test. The examination simulates the NCLEX-RN and provides feedback for the student of their overall knowledge and comprehension of the nursing courses. The examination is given at the end of the second semester prior to final exams. The passing score for the ATI- RN Comprehensive Predictor Test is determined by the nursing department using the data from the national standardized test.
- Applications for submission to the State Board of Nursing to write the NCLEX exam and receive a temporary permit will be released **only after** the student has successfully passed the ATI- RN Comprehensive Predictor Test. Any student not achieving a passing score on the 1st attempt must complete a review as set by the faculty prior to a 2nd attempt on the exam. Any student not achieving a passing score on the 2nd attempt at the exam must meet with faculty to discuss the review necessary prior to subsequent attempts. The student must wait at least three weeks between the 2nd and 3rd attempt.
- All coursework must be passed with a “C” or higher in each level to progress to the next level.
- The nursing program must be completed within two years of entry into the technical phase

of the program.

- The student must continue to hold an active unencumbered LPN license throughout their time in the program.
- See Appendix G for specific information on appeals committee

Readmission Candidates

A student who fails or leaves the program for any reason must re-apply for admission. A student who withdraws from any nursing course with a grade less than a “C” may not be eligible for re-admission. This will be determined on a case-by-case basis after reviewing the student’s course work and practicum performance and evaluations. A student who leaves the program for any reason with a disciplinary action on record will not be eligible for readmission.

Transfers

Due to differences in nursing curriculum at other nursing programs, ATU-Ozark will not accept transfer students into the LPN to RN program. Students who were enrolled at another program will be required to follow the same requirements and admission procedures as students who have never attended another nursing program.

Graduation Policy

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion of all coursework and successfully completing and achieving the passing standard for the ATI- RN Comprehensive Predictor Test, the student’s status will be submitted to the Arkansas State Board of Nursing. Students are reminded that graduation from the Arkansas Tech University – Ozark campus with an A.A.S. in Nursing does NOT automatically enable the student to sit for the NCLEX-RN exam. This is determined by the Arkansas State Board of Nursing. The student must successfully complete 30 hours of nursing courses at Arkansas Tech University Ozark in order to graduate.

Associate of Applied Science Degree – Registered Nursing Requirements				
Prefix	Number	Title	Credit hrs	Semester taken
MATH	1113	College Algebra	3	1 Fall/Spring
ENGL	1013	Composition I	3	1 Fall/Spring
PSY	2003	General Psychology	3	1 Fall/Spring
BIOL	2404	Human Anatomy & Physiology I	4	1 Fall/Spring
BIOL	2414	Human Anatomy & Physiology II	4	2 Fall/Spring
ENGL	1023	Composition II	3	2 Fall/Spring
BST Or COMS	1303 2003	Introduction to Computers Microcomputer Applications	3	2 Fall/Spring
PSY	3813	Lifespan Development	3	3 Fall/Spring
BIOL	3054	Microbiology	4	3 Fall/Spring
SOC	1003	Introduction to Sociology	3	3 Fall/Spring
CHEM	1113/ 1114	Survey of Chemistry	4	3 Fall/Spring
RN	2006	Paramedic Transition to RN*	6	3 Spring
			37 (43*)	
		APPLICATION TO ADN RN PROGRAM	Credit hrs	
RN	2113	Introduction to Professional Nursing	3/45	Fall
RN	2112	Pharmacology I	2/30	Fall
RN	2116	Theories and Concepts for ADN I	6/90	Fall
RN	2115	Practicum for ADN I	5/225	Fall
RN	2212	Pharmacology II	2/30	Spring
RN	2216	Theories and Concepts for ADN II	6/90	Spring
RN	2215	Practicum for ADN II	5/225	Spring
RN	2211	Nutrition	1/15	Spring
			30	

***Required only for Paramedic transition students 67 Credit Hours (73 for Paramedic students)**

Students will be required to complete 37/43 credit hours of prerequisite course work with a minimum of a “C” or better in each course and a 2.75 GPA prior to admission to the technical phase of RN program. Students must also hold a current, unencumbered Arkansas LPN license and must have either a) graduated from an ASBN approved PN school in the past 12 months OR b) worked a minimum of 1000 hours as an LPN in the 12 months prior to application. Paramedics must hold a National Paramedic Registry Certificate and must have either a) graduated from an approved paramedic program within the last 12 months with 600 work hours completed by June 1st OR b) been employed a minimum of 1,000 hours as a paramedic in the 12 months prior to application.

Course Descriptions

RN 2113 Introduction to Professional Nursing

A three-hour course which introduces the student to selected basic concepts of professional nursing. Purpose of the course is to introduce nursing concepts to nursing majors. This course focuses on nursing as a caring profession, nurses' roles and functions, ethics, standards, legal aspects, holism, wellness, health care settings, communication, teaching/learning, critical thinking, and the nursing process. The Conceptual Framework and Philosophy of Tech's Department of Nursing will be explored. Lecture 3 hours.

RN 2112 Pharmacology I

This course focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. The relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for care will be included. Lecture 2 hours.

RN 2116 Theories and Concepts for ADN I

Co-requisite: RN 2115 This course, utilizing the nursing process, builds upon the knowledge of the LPN and includes the bio psycho social and spiritual needs of the family. The course emphasizes family development, the childbearing experience, and the child's unique response to the internal and external environment. Lecture 6 hours.

RN 2115 Practicum I

Co-requisite: RN 2116. A clinical course which facilitates the integration, synthesis, and application of the theories, concepts, and skills taught in RN 2112, RN 2116 and RN 2113. 15 practicum hours equal to 5 credit hours.

RN 2212 Pharmacology II

This course is a continuation of Pharmacology I and focuses on the relationships between the action of drugs, their effects and the contraindications for their administration. the relationship between specific patient needs and the type of drugs that would be effective to meet those needs will be analyzed. The nursing care related to each type of drug and the rationales for the care will be included. Lecture 2 hours.

RN 2216 Theories and Concepts for ADN II

Co-requisite: RN 2215 The course focuses on the prevention of illness, maintenance of health and the restoration of wellness in the care of clients and families experiencing major dysfunctions in adaptation. The nursing process is the methodology used to assist clients and families toward achieving optimal health. Principles of growth and development throughout the life cycle, utilization of research findings, principles of communication in crisis, and the role of the nurse in crises situations are included in the course. Psycho social theories and concepts relevant to the care of the emotionally disturbed client and family are explored in depth. Lecture 6 hours.

RN 2215 Practicum for ADN II

Co-requisites: RN 2216. This is a clinical nursing course which provides the opportunity for the integration of theories and concepts in the application of the nursing process in the care of the

emotionally and/or physically dysfunctional client, family or group who are undergoing adaptation difficulties due to major deviations from wellness. The health care is delivered according to scientific principles, research findings, and accepted standards of care. Nursing behaviors and nursing roles are emphasized which are appropriate to the level of the students. Learning experiences are gained through caring for clients. 15 practicum hours equal to 5 credit hours

RN 2211 Nutrition

Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance, restoration of nutritional health, and in the prevention of nutritional deficit. Exploration is conducted of the social, religious, and cultural factors which affect the family's nutritional health. Lecture 1 hours.

**Arkansas Tech University – Ozark Campus Registered Nursing Program Systematic
Plan of Evaluation – Revised February 2024**

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #1 Demonstrate the ability to deliver competent nursing care in a manner that minimizes risk to patient, self, & others independently <i>(Review: May of even years)</i>	Mountain Measurement score for reduction of risk potential.	Program score above 50 th percentile on measurement of reduction of risk potential.	Annually
	Mountain Measurement score for safety and infection control.	Program score above 50 th percentile on measurement of safety and infection control.	Annually
	Capstone simulation.	85% of students will be graded achieve a ¾ or 4/4 on safety grade of capstone simulation.	Annually at the end of the spring semester.
	ATI Dosage Calculation Test	90% of students will achieve a score of 100% by the third attempt.	Annually in October.
EPSLO #2 Demonstrate effective communication, both oral and written. <i>(Review: May of even years)</i>	Capstone simulation	65% of students score 3/4 or 4/4 on verbal communication with partner during capstone simulation.	Annually at the end of the spring semester.
	Capstone simulation	80% of students will score greater than or equal to 8/10 on a care plan initiated during capstone simulation.	Annually at the end of the spring semester.
	Mountain Measurement score for psychosocial integrity	Program score above 50 th percentile on measurement of psychosocial integrity	Annually
	ATI Nurse’s Touch: Professional Communication report	Cohort average of 75% or better for each module.	Annually in December.
	APA Paper written in RN 2113	80% of students will achieve a score greater than or equal to 75%.	Annually in December.

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #3 Demonstrate the ability to provide theory-based, individualized, culturally sensitive, therapeutic nursing care to patient and families. <i>(Review: May of even years)</i>	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	Mountain Measurement score for basic care and comfort	Program score above 50 th percentile on measurement of basic care and comfort.	Annually
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	ATI The Communicator Respecting Clients' Cultures module	Cohort average of 75% or higher	Annually in May.
	Family Care Plan	80% of students will achieve a score of 75% or higher after upon completion of pediatric and maternal/infant practicums.	Annually in December.
EPSLO #4 Demonstrate the ability to think critically and manage diverse patient populations in a variety of health care settings. <i>(Review: May of even years)</i>	ATI Critical Thinking Assessment	Cohort average will improve by 2% at program completion from test taken at the beginning of program.	Annually in May.
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	ATI Proctored Assessments	50% of students will achieve Level 2 or higher, suggesting readiness to manage care for diverse populations.	Annually in May.
	ATI Proctored Assessments	75% of students will achieve Level 1 or higher	Annually in May.
EPSLO #5 Effectively utilize all stages of the nursing process when caring for a wide variety of patients. <i>(Review in May of odd years)</i>	Mountain Measurement score report for nursing process	Program score above 50 th percentile on measurement every phase of the nursing process.	Annually

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
	Family Care Plan	80% of students will achieve a 75% or higher on the Family Care Plan.	Annually in December
	Capstone simulation.	75% of students will obtain an overall score of 75% or higher on capstone simulation.	Annually at the end of the spring semester.
	Capstone simulation	80% of students will score greater than or equal to 8/10 on a care plan initiated during capstone simulation.	Annually at the end of the spring semester.
EPSLO #6 Adhere to ethical and legal standards. <i>(Review: May of odd years)</i>	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	Mountain Measurement score for psychosocial integrity.	Program score above 50 th percentile on measurement of psychosocial integrity.	Annually
	Mandated Reporter Training	100% of students will complete the Mandated Reporter Training.	Annually in December after completing RN 2006
	ATI Fundamentals Proctored Assessment	75% of students will score a Level 2 or higher on the ATI Fundamentals Assessment	Annually in December.
EPSLO #7 Demonstrates professionalism through participation in activities addressing quality of care and leadership in nursing. <i>(Review: May of odd years)</i>	Mountain Measurement score for reduction of risk potential.	Program score above 50 th percentile on measurement reduction of risk potential.	Annually
	Mountain Measurement score for management of care.	Program score above 50 th percentile on measurement of management of care.	Annually
	ATI Nurse's Touch: Becoming a Professional Nurse	Cohort average of 75% or higher for each module.	Annually in December after completing RN 2006

PLAN	IMPLEMENTATION		
COMPONENT	ASSESSMENT METHOD	EXPECTED LEVEL OF ACHIEVEMENT (ELA)	FREQUENCY OF ASSESSMENT
EPSLO #8 Utilize research strategies & informatics to continuously monitor and improve the quality & safety of clinical practice. (Review: May of odd years)	Mountain Measurement score for management of care.	Program score above 50th percentile on measurement of management of care.	Annually
	Mountain Measurement score for safety and infection control.	Program score above 50 th percentile on measurement of safety and infection control.	Annually
	ATI Nurse's Touch: Informatics and Technology	Cohort average of 75% or higher for each module.	Annually in May.
	Research Articles in RN 2215 Practicum II	80% of students will score 80% or higher on all research article assignments in the RN 2215 Practicum II course.	Annually in May

Program Clinical Requirements

The program utilizes an online vendor, American Databank, to maintain confidential electronic student documentation, such as background checks, urine drug screen and proof of immunization. Students are required to purchase the package necessary to maintain current documentation while enrolled in the program. Students are required to keep all documentation current.

American Databank houses required confidential documents per our affiliation agreements with practice partnerships. This is a subscription service and any break in enrollment may incur additional charges.

Failure to have these immunizations uploaded and available by the deadline could result in the student not being assigned practicum rotations. If this occurs the student will be unable to meet the program objectives, therefore, failure to result in dismissal from the nursing program.

Documentation of the following must be submitted and maintained in the online student immunization and record tracker provided by American Databank. Specific instructions on how to access American Databank are provided (see Appendix K).

Arkansas law prohibits state agencies from either inquiring about, or requiring, vaccination for COVID-19. Arkansas Tech University will comply with those laws. However, please be aware that multiple clinical agencies that the university has previously utilized for clinical experiences require proof of COVID-19 vaccination for students wishing to participate in clinical experiences at their medical facilities. *Please note that unfulfilled vaccination requirements, including vaccination requirements of private clinical facilities, may limit student site placement and could substantially impede progression through your program of study.*

Immunization Requirements

- Two step tuberculin skin testing for initial testing then annually thereafter; or a negative T-spot test or up-to-date wellness screening through the Arkansas
- TDap (Tetanus, Diphtheria, and Acellular Pertussis): At least every 10 years.
- Hepatitis B-Vaccine (3 doses) with series documentation; if Hepatitis B vaccine declined-student must sign Hepatitis B Waiver
- MMR- 2 doses to everyone born during or after January 1, 1957, or a positive serum titer
- Varicella- record of 2 doses or positive titer (*varicella-zoster, vaccine for VZV, and chickenpox*)
- Covid 19 series
- Influenza Vaccine yearly during the fall semester is required by clinical facilities.

Immunizations are available by appointment from the ATU Health & Wellness Center
Dean Hall Room 126
402 West O Street, Russellville, Ar. 72801
Phone 479-968-0329

Cardiopulmonary Resuscitation (CPR)

American Heart Healthcare Provider CPR is required as a prerequisite prior to entry in the Nursing Program. Each student must have verification documentation of current American Heart Association Healthcare Provider CPR (adult, child, and infant) on file uploaded within American Databank. The verification must be valid through the length of the month program or will require renewal in order to complete the practicum rotations.

Liability Insurance

Each student in the nursing program is required to carry liability insurance. The fee for this insurance included in the student fees, and must be paid when registering. *(See supply/Fees list)*

Criminal Background Check

In 2004, the Joint Commission of Healthcare Organizations implemented a standard requiring criminal background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services. The individual clinical agencies are responsible for mandating these background checks for students as well. Therefore, in compliance with both TJC and agency policies, ATU Ozark nursing students are required to undergo a background check in order to participate in clinical experiences. Students who do not pass the background check requirement may be unable to complete degree requirements and this may result in the student's dismissal from the major. This record must be available to the clinical facilities on the first day of the student's initial practicum rotation. Falsification of this information will be cause for dismissal. *(This criminal history check does not apply to the background check required by the Arkansas State Board prior to being certified to write the NCLEX exam.)* The instructions will be given with the orientation material.

1. Purpose

The ATU Ozark nursing program requires students to have criminal background checks initiated prior to the first day of nursing classes. The rationale for performing criminal background checks on accepted nursing school students is based on a number of issues, including but not limited to:

- A. The need to enhance safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the nursing profession;
- B. To ascertain the ability of students to eventually become licensed nurses or maintain current license;
- C. Consideration of liability issues which may affect the nursing program and our affiliated clinical facilities; and
- D. To comply with mandates from many clinical agencies utilized by the nursing program.

2. Applicability

The ATU Ozark nursing program will require initial criminal background checks to be performed on each student. Students will utilize the services of the American Databank assigned at admission to procure the national background check report.

3. Policy Statement

All students must consent to, submit to, and fully complete a criminal background check through their American Databank as a condition of matriculation into ATU Ozark Nursing Program. Failure to do so will constitute failure to meet the matriculation requirements established by the nursing program and will result in administrative withdrawal from the program.

Matriculation and continued enrollment in the nursing program is contingent upon a completed criminal background check and drug screening (if required by agencies) with acceptable results. Disciplinary action up to, and including, administrative withdrawal from the program will occur if there is failure to consent to a criminal background check, refusal to provide necessary information to conduct a background check, falsifying information, failure to provide any additional information wherein an investigation is warranted, and failure to comply with the investigation procedures when a cause for further action is warranted due to the:

- A. Discovery of any undisclosed information prior to or during enrollment in the ATU Ozark Nursing Program.
- B. Discovery of more egregious information than was previously disclosed information.
- C. Discovery of conflicting information between the nursing application and/or the Criminal Background Check Report (CBCR) and/or any and all documents considered part of a student's application.

4. Procedure for Review of Criminal Background Check Findings

- A. Upon receipt of a CBCR from the American Databank, the Program Director will review the report.
- B. If the CBCR is "Clear", no action is required.
- C. If the Program Director determines that the CBCR identifies adverse findings, the student must meet with the Program Director and submit a copy of the CBCR to the Human Resources Office at the agency where he/she will attend clinical.

The student will not be allowed to start clinical until the agency has cleared that student. The agency will approve or disapprove the student to attend clinical in that agency. If the student is denied permission to attend a clinical agency:

- A. The Human Resources representative from the clinical agency will provide written documentation of their decision to be placed in the student file.
- B. ATU Ozark nursing program will attempt to reassign the student to another clinical agency. This requires the student to submit a copy of the CBCR to the Human Resource (HR) office at that agency where he/she has been reassigned. If the nursing program is unable to find another comparable clinical experience, the student will be dismissed from the major.
- C. Any documentation that may affect clinical placement (e.g. screening results) should be shared with the clinical faculty, HR, and nursing program representative. It is the student's responsibility to obtain and share these documents if they are pertinent to clinical placement.

The background check will be honored for as long as the student has not had a break in enrollment (non-attendance during a regular clinical semester). If the student has a break in

enrollment, the student must have the background check re-certified (at the expense of the student). Clinical agencies reserve the right to conduct additional background screenings.

Crime Conviction Statement

All nursing students should be aware that the Arkansas State Board of Nursing requires all applicants for the NCLEX-RN to have a criminal background check performed. If the applicant has ever been convicted of a crime, the Board will review each application individually and make a decision as to whether the applicant is eligible to take the NCLEX exam and to practice nursing in the State of Arkansas. Any student who has been convicted of a crime is informed of the possibility of being denied permission to take the NCLEX exam when he/she completes the paperwork required of all nursing majors (see Appendix J for Crime Conviction Form and Licensing Restrictions).

Students who intend to pursue a nursing license in the State of Arkansas are required under Arkansas law to submit to a criminal background check. Any student who has been convicted of a crime should notify his or her advisor upon admission to the nursing program. This information is kept strictly confidential. The student will be advised and counseled as to the method petitioning the board to write the NCLEX exam.

Drug Screening

The administration of Arkansas Tech University recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our nursing students, nursing faculty, and patients we care for in the clinical setting. Drug use can be detrimental to the physical and mental well-being of our nursing students and clinical patients. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational process. ATU Ozark nursing students are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the Arkansas Tech community. Leadership brings additional responsibilities. While off campus, nursing students represent the University and depict its character. Therefore, it is expected that individuals at Arkansas Tech University exhibit leadership qualities and respectable character while off campus, as well as on campus.

If you have any further questions concerning any part of this policy, please contact Lisa Pittman, Program Director, at 479-508-8500, ext. 6352.

Effective Date

In June 2024, the Background check and Drug Screening policy was adopted from the ATU BSN program in an effort to keep the ATU-Ozark AAS program and ATU Russellville BSN program as similar as possible.

Definitions

1. **Controlled substance** – any substance as defined by the Drug Enforcement Agency’s (DEA) list of controlled/banned drug classes. The list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the nursing student and patients nursing students care for.

http://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf

2. **CBD Oil and Other CBD/THC Products** - Students must be aware any use of Cannabidiol (CBD) products (oils, vaping, gummies, drinks, etc.) may trigger a positive drug test result. Tetrahydrocannabinol (THC) and CBD are the most commonly known compounds of the marijuana plant (cannabis). CBD is considered the second most active ingredient and a natural component found in marijuana plants. THC is the active psychoactive compound in marijuana. Marijuana is listed in Schedule I of the Controlled Substance Act for THC above 0.3 percent. Many CBD products claim to have amounts less than 0.3% THC; however, CBD products are not regulated by the FDA making the THC amount in these products unreliable. Consuming or vaping quantities of CBD oil may leave enough THC in a students’ system to test positive on a drug test.

Nursing students completing practicum experiences must follow the requirements of the clinical facilities’ policies and procedures to practice at that facility, including a prescription for Medical THC or other CBD products. Students must be aware the clinical facilities may not allow students to practice even with a medical prescription. Students denied entry into the clinical facility risk failure of the practicum experience and risk progression in the nursing program.

3. **Positive Test** – The initial drug test shall be a urine specimen collected in a container designed to detect prohibited or controlled substances. A drug screening test will be considered positive once the confirmation or second test has been completed from the same specimen and confirms the results of the initial urine test. A positive test is defined as a test which indicates, in the opinion of the outside laboratory performing the testing, that an eligible nursing student has used a prohibited or controlled substance based on traces of that substance detected in the nursing student’s urine specimen. A drug screening will also be considered positive if it is discovered by the outside laboratory that the provided urine sample has been altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.

4. **Eligible Nursing Students** – any nursing student participating or providing care for patients/other students in the clinical setting (on or off campus) while enrolled as a student at Arkansas Tech University Ozark.

5. **Reasonable suspicion** – is defined as that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific contemporaneous, articulate observations concerning the

appearance, behavior, speech, or body odors of the nursing student. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or any of the following:

- A. Reduced quality of academic or clinical performance;
- B. Patterns of unexcused absence from academic classes or clinicals;
- C. Inability to get along with others; excessive withdrawal or isolation;
- D. Frequent tardiness to academic classes or clinicals;
- E. Decreased manual dexterity
- F. Impaired short-term memory;
- G. Periods of unusual hyperactivity, irritability, or drowsiness;
- H. When a denoted faculty member, clinical agency staff, or support staff has suspicion through the sense of smell, sight, sound, or behavior;
- I. Presence or possession by a nursing student of illegal or controlled drugs or drug-related paraphernalia.

6. **Incident** – Shall be defined as a positive drug test, or reasonable suspicion event involving a nursing student covered under this policy at an event as defined under this policy.

7. **Refusal to Submit to Testing** – shall include any or all of the following:

- A. Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
- B. Engaging in conduct that obstructs or interferes with the testing process; or
- C. Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
- D. Failure to be readily available for requested testing; and/or
- E. Failure to report to, and undergo prohibited substances testing as required;
- F. Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.

8. **Events** – this program applies to the following events:

- A. All on campus activities, classes or clinicals whether during or after normal school hours, and both between and within semesters;
- B. All school related field trips, activities, events, and other extracurricular events, whether such activities are on or off campus, or;
- C. Nursing students' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's setting.

Periodic Random Drug Screening

Arkansas Tech University Ozark may drug screen all nursing students on random testing dates. Additionally, the Nursing program or the clinical agency may also require a mandatory drug screening test during each semester of the academic year. The drug screening test may include, but is not limited to, testing for marijuana (THC), cocaine (COC), amphetamines (AMP), benzodiazepines (BZO), ecstasy, methamphetamine (METH), opiates (OPI), phenycyclidine (PCP), oxycodone (OXY). The drugs included in the testing procedure may be increased or decreased at the discretion of the Program Director, or administration of Arkansas Tech University Ozark. A list of the specific drugs tested for in the drug screen can be found at http://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf.

Reasonable Suspicion Drug Screening

Arkansas Tech University reserves the right to test any eligible nursing student for the use of prohibited drugs and controlled substances when actions of said individual nursing students are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances.

Testing may occur:

1. Upon admission to the Nursing Program
2. As required by clinical agencies
3. For cause (See Unsafe Behavior Report Form)

Any administrator, faculty, support staff, clinical agency, or parents may report reasonable suspicion to the Program Director who will, along with the referring party, decide on the need for drug screening. Reports should be in writing stating the facts, times, dates, and involved parties.

Costs/Screening

Costs associated with the drug screening program will be covered as follows:

1. The drug screening costs will be assumed by the student.
2. The student may challenge the “positive results” of the initial drug screen. The cost for this procedure used for confirmation of the first “positive” test will be assumed by the student.
3. If a positive test is confirmed, the student will have 3 (three) consecutive days to retest by an accredited Drug Testing Facility with an MRO of their choice at the student’s cost. The student must provide written documentation to the ATU Ozark nursing program of the results from the Drug Testing Facility and MRO’s report in a sealed facility envelope.
5. If a positive test is confirmed with the second urine test three consecutive days later by an accredited Drug Testing Facility with a MRO, the student will be dismissed from the nursing program.
6. Any subsequent drug screening required by the nursing program or clinical agency will be the financial responsibility of the student.

Arkansas Tech University Drug Testing Procedure

Arkansas Tech University will enact a procedure for randomly testing all of its nursing students for the use of illegal drugs and substances deemed controlled by the Drug Enforcement Agency (DEA). The Program Director mandates that all nursing students sign a consent form allowing for their random selection for drug testing prior to being allowed to participate in clinical care with our contracted healthcare agencies. Along with this form, each nursing student will also be

required to sign an Arkansas Tech University drug screening consent form. This will allow Arkansas Tech University to screen nursing students on randomly selected dates from all of its upper division courses/clinical settings.

All nursing students from Arkansas Tech University may be drug screened on any randomly selected date. There will be no prior notice of the date or time of such testing. Once the nursing student is notified that he or she is to be tested, he or she will then be required to sign a statement denoting that he/she was informed concerning his/her selection for testing, testing time, and date of the test. Signed statements will be kept in the nursing student's permanent file in the nursing office. The nursing student may acquire and pass an equal drug test, sanctioned by Arkansas Tech University, at his/her cost, within three consecutive days of the original drug test.

Prescription or over-the-counter medications shall be disclosed to the Program Director prior to providing a urine sample or any day prior to the drug screen procedure. Medications disclosed after the drug screen procedure will require written confirmation/records from the prescribing physician or pharmacist if requested by the Department Head/Medical Review Officer. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

Nursing student(s) receiving a final positive confirmation on the drug test will immediately be referred to Arkansas Tech University's Counseling Center for intervention and counseling.

Disciplinary Procedures

Any nursing student receiving a confirmed "positive" drug test will be treated in the following fashion.

1. First positive test:
 - a. The Program Director will hold a meeting of all the involved parties
 - b. Any nursing student at Arkansas Tech University who receives a "positive" drug test will be strongly encouraged to attend intervention and counseling through the Arkansas Tech University Counseling Center. This service is provided at no cost to the nursing student. The number of counseling sessions needed by the nursing student will be at the discretion of the University Counseling Center.
 - c. Additional punishment will be left to the discretion of the Program Director. The nursing student will not be allowed to partake in any clinical experiences until matter is resolved.
 - d. Any nursing student who tests "positive" will have 3 consecutive days to attempt a new urine drug screen. The new urine drug screen must be performed at an accredited Drug Screening Agency with a Medical Review Officer. The student must provide written documents from the MRO/Agency of the results to the Program Director.

2. Second positive test:
 - a. The nursing student will immediately be suspended from clinical experiences and dismissed from the nursing program.
 - b. The Program Director will schedule a meeting of all involved parties if deemed necessary.

- c. The nursing student must continue mandatory counseling, as deemed appropriate by the University Counseling Center.
- d. Students may be eligible for readmission.

Graduation/NCLEX

To be eligible for graduation, the student must complete the following steps:

Comply with all Arkansas Tech University requirements for an associate degree in nursing:

1. Complete the requirements of 37 hours of platform coursework as specified in the University catalog.
2. Submit the specified forms to the Registrar's office.
3. All second semester students are required to complete the ATI Comprehensive Predictor Assessment. A passing score on the ATI Comprehensive Predictor is required in order for the student to be cleared to the Arkansas State Board of Nursing and take the NCLEX-RN. The passing score for the exam is set by the nursing program and reflect predicted NCLEX- RN success. The passing scores are published each semester in the course syllabi.
4. A processing fee, payable to Student Accounts, is assessed when the application for graduation is approved.
5. Upon completion of the nursing degree requirements, the graduate may be eligible to apply for the National Examination for Licensure as a Registered Nurse. The fees to sit for the NCLEX and to obtain a license from the Arkansas State Board of Nursing are subject to change. Students will be provided with further information and the necessary forms in the 2nd semester of the nursing program.
6. If a student is receiving any financial services to cover costs for graduation requirements, the student is responsible for contacting the appropriate personnel for payment.

Student Withdrawal Procedures

When a student leaves the nursing program for **any reason**, the withdrawal procedure will be as follows:

1. The student will inform the advisor, instructor, or Program Chair of the need or desire to be withdrawn from the program.
2. The advisor or instructor will contact the student and arrange for an exit interview and summary to be prepared by the coordinator. The coordinator will complete the exit interview and survey forms. A copy of the exit interview and survey will be placed in the student's file and in the nursing office.
3. The student should be aware that withdrawing from the program means that the student must re-apply for admission to the Nursing program. If the student has a disciplinary action on file within the program upon withdrawal, the student will not be eligible for readmission into the program.
4. The student will be referred to the Office of Student Services Registrar's Office to officially withdraw from the nursing courses or school, if applicable. Student Services will notify the nursing department when this procedure is complete.
5. The student should be aware that if the grade at the time of withdrawal was below "C" the grade for the course(s) will be reflected as calculated at the time of withdrawal, which could possibly reflect a failing grade on the student's transcript.

Withdrawal with a grade of less than “C” may prevent the student being accepted for re-entry into the nursing program. This will be determined by the nursing faculty after a review of the student’s course work and practicum performance and evaluations.

6. The student should note that not completing the above outlined process will make the student ineligible for reenrollment in the nursing program.

Grievance Policy and Procedure

The Department of Nursing grievance policy and procedure is consistent with that of the University. This policy provides the student with a way of appealing grades received or a grievance concerning a University employee or institutional regulation. This procedure is to be used for any conflict resolution. The student is referred to the ATU catalog for the policy in detail.

Evaluation and Grading

Course and Faculty Evaluation

The nursing faculty believes that evaluation of courses and of the teaching process is an integral part of nursing education. Faculty and course evaluations are completed at the end of each semester through a confidential, electronic process.

The nursing faculty evaluates the program using the Weave assessment tool. The data is collected using information from instructor course grades, computerized assessment testing at the end of each semester and the RN Comprehensive Predictor Test at the end of the training program. This information is used to review the overall program and to identify areas within the program that have a need for revision, or to make curriculum changes.

Faculty members also evaluate the courses in which they teach. The data is summarized by faculty, and, addition to other variables is used to make needed course revisions and to improve teaching methods.

Student Evaluation

All students in the nursing program receive ongoing evaluation of their progress throughout each semester. The evaluations may be verbal and or in writing.

Practicum Evaluations

This evaluation is based on how well the student has met the practicum objectives and followed the policies and procedures for the specific rotation. Practicum evaluations are done by the practicum instructors at the end of each clinical rotation. The evaluation is discussed with the student and both the instructor and the student sign and date the form. A copy of these practicum evaluations are placed in the student’s practicum file or electronically. The student may request a copy of the evaluation.

Theory Evaluations

Classroom evaluations are largely related to the grade the student is maintaining in the class. The promptness of completion of assignments, and class attendance is evaluated.

Grading Scale

A = 90-100

B = 80-89

C = 75-79

D = 68-74

F = 67 and below

Grades less than 75% will not be rounded. Each individual syllabi will contain additional information on grading, course requirements, etc.

A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. For all nursing courses "passing quality" is defined as a grade of 75% or above on previously completed work. Before a grade of "I" may be recorded, the student and instructor must determine course requirements to be completed and the completion date.

Students who receive a grade of "I" in a course must remove the "I" before they will be permitted to progress to the next level. **An "I" will not be given if the earned course grade at the end of the grading period is less than a "C".**

Midterm grades will be posted electronically to the Banner system. No grades will be given by *phone or to another student.*

Assessment Technology Resources, ATI

ATU Ozark Registered Nursing Program utilizes Assessment Technology Resources ATI throughout the RN program.

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, may be accessed from the "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

REVIEW MODULES/EBOOKS

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and

reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS TO SUPPORT ASSESSMENT AND REMEDIATION PROCESS

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success, as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will generate as students’ complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category-specific comprehension in an adaptive quizzing environment.

ASSESSMENTS

The Content Mastery Series Assessments (CMS) provide essential data regarding a student’s mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDICATION

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student’s performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student’s learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz that provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post remediation quiz is intended to provide feedback on remediation impact. If the student has

completed a CMS proctored assessment. Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation.

Academic Honesty

Students are expected to be honest and truthful in both the classroom and during practicum experiences. They are expected to adhere to the Code of Ethics and Standards of care. Students should refer to the Arkansas Tech University-Ozark Campus Handbook for more specific regulations regarding academic honesty.

Students are expected to:

- a) Perform their assigned tasks in practicum as instructed or as deemed acceptable related to theoretical principles. Students should have the permission of their practicum instructor before using assistance from the staff.
- b) Notify the instructor immediately of any practicum error made.
- c) Present written work that is theirs alone.
- d) Be honest and truthful when documenting nursing care or giving oral or written reports.
- e) Perform assignments using only material and/or information formatted by the student, not copies of another student's work.
- f) When using Black Board for assignments or testing complete on-line assignments on their own.
- g) Document material correctly. Plagiarism is defined as stealing and presenting as one's own ideas or words of another, or not documenting material correctly.

For the first occurrence of academic dishonesty, the student will be counseled, and a grade of "F" will be given for the work and be given a written warning disciplinary action within the program. On a second occurrence the student will be dismissed from the program and not eligible for reenrollment. Students are referred to the ATU catalog and handbook for the policy in detail.

Attendance Policy

As professionals, students must be responsible for their own learning experiences. You are responsible to make the most of all educational opportunities. This is a mark of professionalism. Attendance in class reflects your dedication and the value you place on your chosen profession. **Students are required to attend all scheduled classes, clinical days and/or events. It is the student's responsibility to ask about makeup work, assignments or test with faculty.** The requirements noted in each course syllabus shall take precedence over this handbook.

Excused absences

- Will be considered with **supporting documentation**, submitted prior to the absence or prior to returning to class.
- If the absence is approved as excused it will not count against the student's attendance
- Examples of excused absences include the following: student illness, death of a student's immediate family member (spouse, child, parents, stepparents, grandparents, siblings),

court appearance, accident, jury duty, hospitalization or other extenuating circumstances.

- The instructor and program chair will determine if the absence is excused or unexcused.

If a student has a total of unexcused absences beyond three days combined for clinical, class or campus events this can result in dismissal from the program.

Unexcused absences will result in progressive discipline.

Theory

Regular and timely attendance in theory classes is considered essential if students are to receive maximum benefit from the nursing courses. ***It is at the instructor's discretion only, whether a student who is tardy may be allowed to complete a scheduled quiz or test.*** Students are responsible for obtaining any missed information after class. It is also at the instructor's discretion to determine what percentage of theory can be missed in an individual course and how that percentage will affect the final grade in the course. ***It is also at the instructor's discretion if makeup work from an absence in the theory class will be able to be completed. (See individual course syllabus)***

Clinical

Missed practicum experiences may seriously affect the student's ability to meet the course objectives and may jeopardize the student's grade for the course. Each student must be responsible for their own learning experiences. It is your responsibility to make the most of all educational opportunities.

Attendance in class is a reflection of your dedication and the value you place on your chosen profession. We, the faculty, expect you to attend **ALL CLASSES AND CLINICAL EXPERIENCES.**

The student is responsible for knowing the attendance policy for each course or practicum level. The instructor supervising the practicum experience will keep practicum attendance daily. Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. "Sending word" by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

The maximum number of practicum days/ hours missed cannot exceed (16) hours. The student will be given a written warning after the first 8 hours missed. If the student misses greater than 16 hours he/she may be dropped from the practicum course. ***(See section on Missed Clinical)***

Tardy Policy

Regular and timely attendance, in theory classes and clinical, is considered essential if students are to receive maximum benefit from the nursing courses. The individual course syllabus will identify the tardy policy for classes. The student is considered tardy if he or she arrives at the practicum site more than 15 minutes after the scheduled start time. Excessive ***tardiness (greater than (2) two)*** will result in the student not be allowed to remain in the practicum area for that day. This day would then be considered an absence and be reflected on the student's practicum

evaluation and grade for the practicum portion of the course.

If the student has **three tardy** incidents for any of the scheduled class or clinicals this will be considered an unexcused absence.

Missed Exams/Quizzes

The course syllabus will provide information for each course and the instructor's policy for missed exams and or make-up. *The ability to make up a quiz or exam is at the instructor's discretion and will be stated in the course syllabus as well as the timing and grading for the missed work.*

Missed Clinical

Missed practicum experiences may seriously affect the student's ability to meet the course objectives, and therefore may jeopardize the student's grade for the course. The instructor responsible for the experience must excuse practicum absences. Absences will be excused only for reasons beyond the student's control, such as personal illness or death of an immediate family member. Practicum absences will have to be made up by the student.

Specific requirements will be stated in the syllabus for each course. For clinical rotations, an absence will result in a makeup assignment or a makeup day. Makeup assignments will equal the number of clinical hours missed. Assignments may vary by instructor and clinical area. Failure to make up clinical assignments will result in failure of the course. The student is responsible for contacting the instructor regarding makeup assignments prior to missing the clinical day or on the first day back to clinical.

B. Guidelines for Make-up Practicum

1. If a student must be absent from practicum, the student must notify the practicum instructor **prior** to the time the practicum experience is scheduled.
2. Efforts will be made to place the student in another corresponding clinical day to meet program objectives.
3. The practicum instructor will determine appropriate makeup work.
 - a) Students will receive written instructions regarding the make-up assignment for the missed clinical day. If written instructions are not given, then faculty will document in the student file what instructions were given and the student will sign the file noting that the instructions were received.
 - b) If the absence was determined to be unexcused by the instructor, then the student will still be required to make up the work to meet the course objectives. However, the submitted work may result in reduced credit or a zero. This will be at the discretion of the instructor for the course.
 - c) The make-up assignment must be completed by the deadline given, but this will not erase any of the missed hours the student was not in attendance at practicum

A practicum facility may require an orientation to its properties for the students and practicum faculty. The orientations are scheduled with the facilities and in most instances are only scheduled once each semester at the time given by the practicum agency. Each student is

expected to attend these orientations. If a student misses an orientation to a facility, they will not be able to complete practicum rotations at that facility *until that orientation is completed*. *Rescheduling an orientation may not be an option. This is at the discretion of the practicum instructor and the nursing facility.* Missing the orientation may disqualify the student for clinical.

Specific requirements and objectives for each practicum level will be stated in the syllabus. Practicum hours are kept by the practicum instructors and totaled.

All excused or unexcused practicum days must be made up.

If the student is going to be absent for a practicum assignment, the student must notify the practicum instructor. This must be done at least **1 hour** prior to the time the practicum experience is scheduled or will result in a no call/no show. Two no call/no show absences are grounds for dismissal from the program.

Children in the Classroom

Children are not allowed in the classroom or lab during any class, seminar, group work session or any scheduled learning experience.

Off-Campus Activities

School activities (including those off campus), must follow the rules and regulations, as stated in the Student Handbook and The ATU Ozark Nursing Program Handbook. Any violation of these policies may result in disciplinary action including dismissal from Arkansas Tech University-Ozark Campus. Some activities require overnight stays, *there are to be no guest or family members accompanying the students or staying with the student's during these events.* (See *Student Services Memorandum*).

Use of Technology

Technology and computer skills are required throughout the nursing curriculum. The student is expected to be proficient in these skills (use of e-mail, Blackboard, electronic charting, library searches, and multimedia resources). Coursework may be on-line, or in mixed technology format. Students are required to have laptop computers and bring them to class. Laptops may be purchased in the bookstore. Web cameras are also required if computer is not equipped. It should be charged and in working order. There are various activities and tests that will be done in class on the laptop.

There may be specific computer requirements necessary for coursework. It is your responsibility to acquire the required software. ATU minimum equipment requirements are listed on the ATU Office of Information Systems website.

A. Smart Devices / Cell Phones

Cellular phones/smart devices are not allowed in the classrooms or clinical. You may check your devices at break times. Students found to have cellular phones, smart watches, or similar devices in testing areas will receive a zero on the exam and will be asked to leave the testing area immediately. *Students found making or receiving calls on personal cell phones in the practicum area will be removed from the area for the remainder of the practicum day.*

Students should give the nursing department, front desk, or the practicum instructor's number to persons who would need to call in case of an emergency. *(See individual syllabus for classroom policies concerning the use of cell phones.)*

B. Recording Devices

Use of audio or video recording devices of any type is strictly prohibited at any time in the all classrooms, clinical, or conference situations without the prior written or verbal approval of individual faculty involved. This includes both formal and informal circumstances. Recording devices include, but are not limited to tape recorders, any form of digital recording, cellular phones, personal digital assistants, personal computers, tablets, or any other device that would maintain a record of audio or video. Recording of lectures in a classroom setting may be allowed as long as the individual faculty is aware and provides written or verbal approval prior to the class.

C. Communication

The use of electronic mail is utilized by the nursing program to communicate vital information with students. As a primary method of communication, students should access OneTech and Blackboard several times per week. Students are referred to the University Student Handbook where the Electronic Communication Privacy Policy is located for specific information on the appropriate use of electronic communication.

D. Social Media

The nursing program has adopted the National Council of State Boards of Nursing (NCSBN) guidelines provided within the publication "A Nurses Guide to Social Media," which can be accessed online at <https://www.ncsbn.org/>. According to the NCSBN (2018), "Nurses need to be aware of the potential consequences of disclosing patient-related information via social media, and mindful of employer policies, relevant state and federal laws, and professional standards regarding patient privacy and confidentiality and its application to social and electronic media. By being careful and conscientious, nurses may enjoy the personal and professional benefits of social media without violating patient privacy and confidentiality" (p. 14). Students who violate HIPAA are subject to dismissal from the nursing program and may face civil and criminal penalties. Inappropriate use of social media is also grounds for disciplinary action within the program, which may involve dismissal from the nursing program. Cyberbullying will also not be tolerated (see Equal Opportunity, Harassment (Sexual Misconduct), and Nondiscrimination Policy and Procedures in the ATU Student Handbook.

Miscellaneous Requirements

Intermittently, throughout the student's career in nursing, the student may be required to participate in learning activities that are an extension of the usual course offerings. For example, the student may be required to attend a conference that contains content related to nursing knowledge. These learning experiences are carefully chosen and are believed by the faculty to be valuable additions to the course content.

Student Nursing Association

Each student enrolled in the Arkansas Tech University-Ozark Campus Associate of Applied Science in Nursing Program are encouraged to become a member of the State RN Association as a step toward professionalism. The association promotes the role of the RN and the RN student. The parent organization is the American Nurses Association (ANA).

Membership dues are established at the national level and are currently *\$37.00 per year. Benefits of National SNA membership includes reduced rates for nursing liability insurance, a newsletter to keep students informed about current issues in nursing, scholarly activities, fellowship with other nursing students, and an opportunity to serve the community. One benefit of this participation is the opportunity to earn up to two (2.0) professional points to RN 2113 Introduction to Professional Nursing course grade above 75%.

Registered nursing students have a choice of belonging to NSNA or ArNA or both.

*Fees are subject to change.

Peer Education

Students may also be asked to participate in the education of their peers by acting as subjects in the fundamental skills courses or working on group presentations and projects. The activities are viewed as beneficial to all of the students concerned.

Substance Abuse

Arkansas Tech University-Ozark Campus is committed to the maintenance of a drug-and-alcohol free work place and to a standard of conduct for employees and students that discourages the unlawful possession, use, or distribution of controlled substances and alcohol on its property or as part of any of its activities or sponsored activities away from the campus. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol by students or employees on property of the University or as part of any of the University's activities is expressly prohibited. Students violating the University policy on alcohol or other drugs are subject to sanctions up to and including expulsion from the University and referral for prosecution. The University may notify parents or guardians of students under the age of 21 who are found to be in violation of the drug or alcohol policies as set forth in the Student Code of Conduct.

The Nursing Department recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The faculty is committed to protecting the safety, health, and welfare of its faculty, staff, students, and people who come into contact with its faculty, staff, and students during scheduled learning experiences. The Nursing Department strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. Any student who demonstrates behaviors or actions that cause concern or possible drug or alcohol use will be asked to leave the classroom and/or clinical site. The student will be referred to the Chief Student Officer in the office of Student Services.

In order to protect the staff, faculty, clinical agency, and clients, the students and faculty have devised an “Unsafe Student Behavior” form to be completed in the event a student displays behaviors that could cause harm to self or others. This form will be completed, witnessed by another person, and the student will document his/her version. This form will be sent to the Chief Student Officer and a copy will be placed in the student’s practicum file. Substantiation of this unsafe behavior will result in dismissal from the Nursing Program. *(See Appendix: E)*

Nondiscrimination Policy

The Registered Nursing Program at Arkansas Tech University-Ozark Campus does not discriminate on the basis of color, sex, race, age, religion, national origin, disability, genetic information or veteran status in any of its practices, policies, or procedures. This includes, but is not limited to, admission, employment, financial aid, or educational service. Arkansas Tech University-Ozark Campus complies with all applicable state and federal laws including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967 as amended, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act Amendments of 1974, the Civil Rights Restoration Act of 1987, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991. A copy of the Affirmative Action Plan, including specific responsibilities and provisions for implementation and compliance will be made available upon request. Responsibility for implementation and compliance with this Affirmative Action policy has been delegated to the Affirmative Action officer, e-mail affirmative.action@atu.edu.

Sexual Harassment Policy

The policy of Arkansas Tech University-Ozark Campus is to maintain the University as a place of work and study for staff, faculty, and students free of harassment, to include sexual and gender harassment and all form of sexual intimidation and exploitation. All students, staff, and faculty should be aware both that the University is concerned and prepared to take action to prevent and correct such behavior.

The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as unwanted sexual behavior, such as physical contact and verbal comments or suggestions, which adversely affect the working or learning environment of others.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal and formal grievance procedures. Generally, the informal procedures afford an opportunity to explore a problem and consider alternative means for its resolution.

Students are referred to the Harassment (Sexual Misconduct) Prevention Program and Policy Information in the ATU Student Handbook.

Communications

Maintaining good communications between the students and faculty is essential. Methods of sharing information within the Department include:

1. Memos posted on the classroom bulletin board.
2. E-mail to the individual student or class by instructor through the Blackboard system.

3. Individual student-faculty conferences. These are scheduled throughout the semester to discuss progress, counseling, or advisement.
4. The individual instructor's e-mail address and office phone number will be listed in the course syllabus.

Student Expectations

The Nursing Department affirms that all students in the Nursing Program must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty and the State Board of Nursing for safe nursing practice. [Bower, D., Line, L., & Denega, D. (1988). Evaluation instruments in nursing (pp. 71). New York: National League for Nursing.

If at any point in the nursing program, a faculty member observes, or has reported to her/him that the student does not possess any of these abilities and skills listed; this finding will be reported to the Chair of the Department. The Department Chair will then confer with the instructor and the other members of the faculty and the student to assess the student's situation. During this assessment, individual consideration will be of primary concern.

If it is determined that the student indeed is unable to demonstrate the abilities listed, the student will be referred to the Chief Student Officer in the Office of Student Services, and those persons that he/she feels necessary to determine a course of action that will better benefit the student.

Abilities and Skills

Nursing as a knowledge based, and technical skilled profession requires the student to have adequate intellectual, physical, and motor skill abilities to meet the requirement of the curriculum. The following abilities and skills are necessary to meet these requirements:

1. Observation: The candidate must be able to observe a client accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and tactile sensation. It is enhanced by the functional use of the sense of smell.
2. Communication: The candidate must be able to speak, to hear, and to observe clients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. Communication includes not only speech but also reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. Motor: Candidates should have sufficient motor function to elicit information from client by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to client in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving nursing care. Examples of fine motor skills would include, but are not limited to, preparation and administration of parenteral medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skill would include, but are not limited to, performing CPR, positioning the client in bed, assisting with ambulation, and transferring client via wheelchair, stretcher or bed. Such actions require coordination of both gross and fine muscular movements, and the ability to use proper body mechanics in the performance of nursing activities.

4. **Intellectual:** The candidate must have the ability to use the knowledge gained and apply that knowledge to the various situations that may arise in the practicum situation, e.g. when and what interventions must take place for a favorable outcome for the client.
5. **Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities relating to the care of the patient, classmates, co-workers, and other members of the healthcare team. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the practicum problems of many patients. (*See Accountability Section*)

Practicum Rules

1. Students must report to the assigned practicum area no later than 15 minutes after the start time, unless otherwise noted. (*See attendance and tardy policies for practicum*)
2. All absences and tardiness will be reflected on the practicum grade.
3. Please adhere to the allotted times for breaks and lunch. This means a 15-minute break in the morning and afternoon, and a 30-minute lunch break. Abuses of these times will be reported.
4. **CELL PHONES** will not be allowed in the practicum areas. Calls may be made during breaks. ***Receiving or making calls while in the practicum area will result in disciplinary action.***

Dress and Professional Appearance

Students are expected to present a clean and neat appearance in the classroom and in the practicum settings. It is the student's responsibility to order and receive the uniforms and accessories prior to the first day of rotation.

The student classroom uniform consists of a steel grey scrub-style, straight leg pant uniform with the ATU Department of Nursing insignia. The student can wear tennis shoes of choice, but no flip flops or house shoes/slippers or boots allowed. Jackets can be worn within the classroom, but no pullover jackets or sweatshirts are allowed. Jackets and undershirts in the classroom can be color and design of student's choice, but no inappropriate patterns or logos are allowed.

Clinical uniform requirements are:

- a) Solid, steel grey scrub-style, straight leg or jogger pants uniform. No colored stitching or trim. Pants waist must be kept at the waist. If jogger pants are worn then they must be at the appropriate level of the ankle.
- b) White, black, or natural colored socks or stockings should be worn.
- c) ATU Nursing insignia on left sleeve of uniform.
- d) One black lab jacket with ATU Nursing insignia on left sleeve.
- e) Plain, clean, black, white, green or yellow long or short sleeve shirts may be worn under scrubs and not hang longer than the uniform top at the waist.
- f) Black, closed toe nursing shoes; clean and in good repair. Crocs with holes are not allowed. Clogs and slinged heeled shoes and black leather tennis shoes with conservative

- trim may be worn.
- g) Name badge with student's name, picture, and ATU Nursing Student, will be worn on upper left chest.
 - h) Hair shall be pulled back away from the face and off the shoulder if it is longer than shoulder length.
 - i) Eyelashes should appear natural. No glue on or magnetic lashes allowed.
 - j) Students must wear a watch with a second hand to clinicals.
 - k) Students must bring stethoscope and penlight to clinicals.
 - l) Students are not permitted to wear artificial fingernails or long natural nails. Fingernail polish is not to be worn on practicum days. A good rule to follow is that when the fingers are held up, no nails can be seen past the fingertips.
 - m) Students may not have tongue piercing. If the tongue has been pierced, studs, rings, etc. must be removed during clinicals, and any activity associated with the Arkansas Tech University Department of Nursing.
 - n) There are to be no visible body piercings. Students may wear one earring in each ear. Jewelry is ONLY to be single stud earrings, a wedding band, and a watch.
 - o) Male students must be clean-shaven, or beards and mustaches must be short, well-trimmed.
 - p) No perfumes, colognes, or other strong or offensive (body odor, cigarette, hairsprays) odors will be allowed.
 - q) All visible tattoos must be covered with the exception of those that would interfere with hand washing.
 - r) No gum.
 - s) White, natural or black colored socks or stockings must be worn at all times. If wearing a dress or skirt, must wear stockings.
 - t) Unconventional hair colors (pink, blue, red, orange, green, purple, etc.) will not be allowed.
 - u) Make-up should be used to enhance natural look and be of conservative nature.
 - v) No visible undergarments are allowed.

Exceptions to the student uniform can be made as designated by the practicum agency's dress code. For example, professional looking street clothing and a lab jacket may be worn in some agencies. Tennis shoes and/or jeans are not acceptable with lab coats. If dress code of a practicum site will vary from listed dress code, the student will be notified and expected to meet expectations. Any appearance the practicum instructor deems unprofessional may be asked to leave clinical.

The required accessories (watch, stethoscope or penlight) may come from the company of the student's choice. The Department of Nursing insignia is sold only in the ATU Bookstore. It must be sewn on the left sleeve of the uniform and lab jacket halfway between the shoulder and the elbow.

A Nursing photo ID badge will be provided in the Health Science & Wellness office. Pictures for these will be taken during the first week of class. Faculty will let students know when and where to go for this. If the Nursing photo ID badge is lost, a new one may be purchased from the Health Science & Wellness office. Students must have this ID badge this prior to the first day of

clinical. Failure to have ID badge at a practicum site will result in the student being sent home with hours of practicum missed counting as hours of absence.

Documentation

When signing any documentation in the practicum setting, the student should sign his/her name followed by “ATUONS”. This also applies to students who are already licensed as LPN. Licensed students may not sign their licensure initials after their name while functioning in the student role in the practicum setting.

Example: Mary Green, ATUONS

SCHOLASTIC NON-COGNITIVE PERFORMANCE STANDARDS*

Nursing Student’s Responsibilities: Failure to comply with the requirements of any of the following items or other policies in the Registered Nursing Student Handbook and the Catalog may result in a conference with the Department Chair or his/her designee to discuss the difficulty. Should the problems warrant an immediate action, the Department Chair may recommend to the office of Student Services that the student be placed on disciplinary probation or dismissed from the university.

The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the Arkansas Tech University-Ozark Campus Program. Non-Cognitive performance standards are a set of principles reflecting the ethical foundation of health professions practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The following non-cognitive performance standards should be utilized as a guide toward these future goals.

Attentiveness – The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class, labs, and clinics, and stays until the ends of time period. The student is alert during classes and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor – The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Maturity – The student functions as a responsible, ethical, law-abiding adult.

Cooperation – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness – The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility – The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable, trustworthy, and professional manner.

Authority – A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

Personal Appearance – The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

Communication – The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Confidentiality – The student exhibits respect for privacy of all patients and patients' family members. The student demonstrates restraint when utilizing social media (Twitter, Facebook, or other social media site) and, at no time, communicates information that could lead to exposure of patient identity. The student is aware that specific patient data discussed in a specified time frame may be sufficient information to identify a patient.

Professional Role – The student conducts self as a professional role model at all times and in compliance with rules and regulations regarding professional conduct of the specific health profession in which one is enrolled. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

Judgment – The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Civility – The student understands that civility is an authentic respect for others that requires time, attention, a willingness to engage in open communication, and the intention to seek agreement. The student demonstrates respect for all. The student will not harass any individual physically, verbally, psychologically, or sexually. The student exhibits respect for the institution they have chosen to attend by demonstrating written, verbal, and electronic communication that is diplomatic, non-threatening, and reflects accountability.

Moral Standards – The student respects the rights and privacy of other individuals and does not violate the laws of our society.

Ethics – The student conducts self in compliance with one's professional code of ethics.

*Adopted from UAMS, (June 2016)

Arkansas Tech University-Ozark Campus Department of Nursing reserves the right to dismiss a student at any time on the grounds the University and Department of Nursing judge to be appropriate. Each student by his/her own admission to the University Nursing Program recognizes this right of the University and the Department of Nursing.

Accountability

Students must maintain the highest standards of integrity, ethical, and legal behavior at all times in the classroom and in the practicum areas. The following are examples of some related issues: ***The practicum Instructor/or instructor has the responsibility for maintaining the practicum rotation and is considered to be the person in charge during the practicum rotation.***

1. When given a practicum assignment the student will fulfill that assignment without objection or questioning. ***Arguing with the practicum instructor, agency personnel, or other inappropriate behavior in the practicum area will not be tolerated.*** This behavior could result counseling and/or in dismissal from the program.
2. **If asked by the instructor in charge of the practicum area to leave the area, the student will do so.** The instructor will discuss the situation with the student away from the practicum area.
3. Upon completion of the practicum assignment, the student will give a report to the appropriate staff person regarding care given and other pertinent information necessary for continuation of care. The student will also report to the appropriate staff member when leaving the assigned area for breaks and or lunch, or going with a client to another area of the facility. **Breaks and lunches will be of appropriate length and should be taken on the facilities property, unless otherwise noted by the instructor.**
4. Classroom: ***(See section on classroom and lab policies)***
5. Information regarding clients and families must be kept strictly confidential.
6. Students are expected to comply with the Health Insurance Portability and Accountability Act. **(HIPPA)**

Failure to comply in any of the above listed areas will result in the student being counseled, placed on probation if warranted or dismissed from the program. If the student is placed on probation for an infraction and the behavior is again demonstrated or not corrected in the specified period this will be permanently dismissed from the program.

Finances – Financial Aid

Fee Structure	Technical	Undergraduate (Gen Ed)
Tuition	\$136 per credit hour	\$249.78 per credit hour
Infrastructure Fee	\$12 per credit hour	\$12 per credit hour
Instructional Support Fee	\$11 per credit hour	\$13.16 per credit hour
Facilities Fee		\$19.33 per credit hour
Student Support Fee	\$12 per credit hour	\$10 per credit hour
Technology Fee*	\$18 per credit hour	\$18 per credit hour
Allied Health **	\$31 per credit hour	
CTE General Tech Fee **	\$17 per credit hour	
Distance Learning Fee	\$10 per credit hour	\$10 per credit hour

*If pursuing a technical degree on the Ozark campus

**Certain Ozark Campus coursework only

Certain courses may also have fees attached. See individual course descriptions to determine whether a course fee is applicable.

For more information, contact the Office of Student Services at (479) 667-2117.

**Student Supplies/Fees
2024-2025
Clinical/Theory**

1. Steel grey Scrubs	Top	\$27.00
	Pant	28.00
2. Shoes		50.00
3. Watch with second hand		30.00
4. Lab jacket	Male/female	27.00-30.00
5. School patch		5.00 ea
6. Stethoscope		25.00
7. Practicum criminal background check fee		40.00
8. Immunization Tracker fee		20.00
9. Practicum drug screening		38.00
10. Baptist Care learning fee		15.00
11. ATI Assessment fee		2875.00
12. Books and Nursing Kit		708.00
13. SNA Membership dues		37.00
14. Laptop		Varies 180.00, AR Futures approved one 700.00

Malpractice Insurance \$30.00/year

Graduation Expenses

1. ATI Exit Exam (first two times included in fees)	71.00
2. Background check fee	38.00
3. Fingerprints	20.00
4. NCLEX examination fee	200.00
5. State Application fee	100.00
6. Temporary license fee	30.00

Cost of the above listed supplies, books, ATI fees, scrubs, shoes, etc. are approximated, actual cost may vary depending on retail cost and sales tax or publisher increases

The following information is taken directly from the Arkansas Tech University – Ozark campus course catalog. Please refer to that document at:

<https://www.atu.edu/catalog/current/ozark/fees.php>

Reduction of Tuition and Fees for Official Withdrawal

The following reduction information **specifically** addresses courses that begin and end with the main term dates for Spring, Summer and Fall, as listed in the [Academic Calendar](#). Courses with beginning and/or ending dates that are different from the main terms listed above may have

different reduction periods. It is the students' responsibility to consult the Office of Student Services for these reduction dates prior to withdrawing. Withdrawal dates for courses with beginning and/or ending dates outside the traditional term can be found at: <https://www.atu.edu/ozark/registrar>.

In the event a student is receiving student financial aid, any refund amount attributable to a loan, grant, or scholarship may be returned to the appropriate account and not to the student. Students receiving Federal financial aid funds will have those funds adjusted according to the Federal regulations governing those programs. Aid will be refunded in the following order up to the amount of the original disbursement: Federal Direct Loan Programs, Federal Perkins Loan Program, Federal Direct PLUS Loan Program, Federal Pell Grant Program, Federal SEOG Program, Arkansas Department of Higher Education Programs, Tech scholarships and private aid. Additionally, students who have received a refund of Federal aid money will be sent a letter after their withdrawal informing them of any amount to be repaid. These repayments will be made through the Office of Student Accounts. The student will be ineligible to register for additional courses or to receive further Federal financial aid until the required payment is made.

Reduction of Tuition and Fees for Official Withdrawal - Spring and Fall Semesters

Students registering for the fall or spring semester but officially withdrawing from the University by the end of the fifth day of the semester, as listed in the [Academic Calendar](#) will receive a 100 percent reduction of tuition and fees. Thereafter, students officially withdrawing by the end of the eleventh day of the semester will receive an 80 percent reduction of tuition only for courses in which they are enrolled at time of withdrawal. No reduction in tuition will be made after the eleventh day of the semester. No reduction in fees will be made after the fifth day of the semester.

Department Facilities and Learning Resources

Audiovisuals Use

Many videotapes, DVD's and other audiovisual aids are available for student use to augment the information gained in theory and practicum courses. The use of these resources is strongly encouraged. (*Check individual syllabus for those that are required, and instructions.*) These are located in the TAS building room 164. **Learning resources are not to be removed from the campus under any circumstances.**

Computer Use

The Department has computer facilities and equipment for students to use for computer aided instruction and review of course materials. Access to the Internet is also available.

Guidelines for Audiovisual/Computer use:

1. There is to be no food or drink at the computer stations.
2. Leave equipment in good condition.
3. Care should be taken to handle software appropriately, return disks to their original jackets or files and place in the designated place.
4. The audiovisual/computer area is a working area and each student deserves an atmosphere conducive to study. When working together students should do so quietly.
5. Students are responsible for their own paper for printing, if paper is left in the printer, the department does not take responsibility for replacing.
6. If a problem is encountered with a computer, software, or video equipment, leave a note on the computer indicating the problem and report the situation to the Health Science & Wellness office.
7. Log off computer before leaving the area.
8. Clean up after yourself-papers in waste basket, chair in proper place, no books, disks, etc., left out on tables or computer stations.
9. **Learning resources are not to be removed from the Campus.**

Skills Labs

The nursing skills lab is located in the HSW Room 207. Time may be scheduled with the practicum instructors for practice and/or check-off of instructor mandated skills. ***It is the student's responsibility to make arrangements for these times with the instructor. Equipment or supplies are not to be removed from the lab.*** The student should bring and use their items from their own skills kit.

Accidental Sharps Injuries and HIV/HBV Exposure Policy

Following an accidental sharps injury or exposure to blood/body fluids, the student should immediately report the situation to the faculty member in charge of the practicum assignment. The faculty member assists the student in completing the practicum agency's incident report form and seeks appropriate treatment for the injury, following the practicum agency's guidelines and ATU-Ozark Nursing Department Guidelines. The Nursing Chair is notified by the faculty member as soon as possible.

Forms that must be completed following a sharps injury or blood/body fluid exposure include:

1. The practicum agency's Incident Report form
2. The ATU-Ozark Nursing Department Practicum Incident Report Form.

Payment: Payment for drug therapy, lab tests, and physician visits are the responsibility of the student.

Student Signature: _____ Date: _____

(Student will sign and date a copy of this policy: copy will be kept in student practicum file)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

CONFIDENTIALITY POLICY

I understand that all clients and residents of all affiliating health care agencies are entitled to an absolute right to privacy.

I will not discuss patient information with anyone except on an as needed basis with one of the supervisors, facility managers, or practicum instructors. I will not use any form of media to capture images of clients or residents.

I will adhere to the regulations of the **Health Insurance Portability and Accountability Act. (HIPPA)** (*See accountability*)

If it is determined that I have breeched confidentiality of a client in any form or manner, I may be dismissed form the program immediately.

Student Signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

Injury and Accident Policy

Any accident or injury occurring on a health care facility premises during scheduled practicum hours will be evaluated and or treated through the facilities Health/Emergency department. The cost of the services will be the responsibility of the student. Students are not protected under the facilities insurance or Workers Compensation.

Student Signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file.)

ARKANSAS TECH UNIVERSITY-OZARK CAMPUS

MRSA Protocol and Policy

Any student with an open or draining wound that tests positive for MRSA will not be allowed in any of the practicum areas. The student will be required to submit a report from a physician verifying that the student is free from active infection before being allowed to return to clinical.

Student signature: _____ Date: _____

(Student will sign and date, a copy of this policy to be kept in the student's practicum file)

APPENDIX: A
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
HOW TO STUDY FOR NURSING COURSES

Before Class

As minimum preparation for class, utilize the following guide for pre-reading the assignment before class.

1. Read the unit objectives in the course syllabus.
2. Read the introduction to the unit in the text
3. Read the title to the chapter(s). These will give you an idea of where the material is starting and where it is leading.
4. Review the anatomy and physiology and the pathophysiology for the system covered. Utilizing notes from previous courses can provide an adequate review.
5. Read each major heading in the chapter.
6. Look over any typographical aids, i.e., italic, boldface, etc. Pay particular attention to definitions of terms.
7. Look over any visual aids, i.e., graphs, pictures, diagrams, tables, figures etc.
8. Read the chapter summary.
9. Estimate how long it will take you to read the entire chapter and make a plan for when and where you will read the chapter.
10. For complete preparation, read the chapter before the lecture is presented in class.

After material is presented in class:

1. Review your lecture notes as soon as possible after the lecture and definitely before the next lecture.
2. Review any video or supplemental content that is posted on Blackboard.
3. Write down any questions that you have or flag any areas that need clarification.
4. Read the chapter if you have not done so, or re-read if needed.
5. Expand your notes and/or highlight text to further clarify other important material.

Before examinations:

1. Review lecture notes and text.
2. Apply the material to the client situations you have experienced in the practicum setting.
3. Reviews pharmacological agents presented in the material.
4. Make a list of applicable nursing diagnoses and be able to explain rationale for why the diagnoses apply.
5. List appropriate nursing interventions.

Finally, review the syllabus section pertaining to the topic. Analyze each objective to see that you have met that objective.

APPENDIX: B
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
HEPATITIS B VACCINE WAIVER

I, _____ a student of the Arkansas Tech University- Ozark Campus Registered Nursing Program, do understand that while at a practicum site, I am taking the risk of contracting the Hepatitis B virus. However, at this time I do waive my option to get the vaccination against Hepatitis B.

It is my decision to waive the Hepatitis B vaccine and I will not hold either Arkansas Tech University or any practicum site responsible in the event that I should contract the Hepatitis B virus.

Student Signature

Date

Instructor Signature

Date

APPENDIX: C
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
COUNSELING RECORD

Student Name _____ Date _____

Faculty Name _____ Course _____

On, _____ I met with the faculty for an evaluation of my conduct. The conditions of possible further disciplinary action or the conditions to remain in the program have been discussed with me.

This written statement is: Written Warning Critical Incident Probation

Conduct/Violation of Program Policy

Guidelines to Correct Conduct

Time Frame for correction of conduct to occur

Consequences for non-compliance or guidelines

Student Comment:

Student Signature _____ **Date** _____

(The signature only verifies that I have been counseled regarding the conduct above, not that I agree)

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

I have satisfactorily met the conditions of this contract. I am aware that I may remain in the program until such time that I fail to meet the objectives and goals of the program.

Student Signature _____ **Date** _____

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

I have not met the conditions of this contract. I am aware that this results in:

Probation or **Dismissal from the program.**

Student Signature _____ **Date** _____

Chairperson Signature _____ **Date** _____

Faculty Signature _____ **Date** _____

Practicum Instructor Signature _____ **Date** _____

Chief Student Officer _____ **Date** _____

APPENDIX: D
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
INSTRUCTOR EVALUATION of PRACTICUM PERFORMANCE

Student _____

Area/Agency _____

Instructor will initial and date observations of practicum performance each grading period. Summary and comments can then be made and the performance record signed by both the instructor and student.

AREAS OF EVALUATION	Satisfactory	Marginal	Unsatisfactory
PERSONAL CHARACTERISTICS			
Attendance			
Flexibility			
Grooming			
Interpersonal relationships			
Promptness			
Response to criticism			
EXECUTION OF NURSING CARE			
Acceptance of responsibility			
Accuracy; safety			
Energy level; productivity			
Knows limitations; seeks appropriate guidance			
Observational skills			
Organization; use of time			
Theoretical knowledge			
COMMUNICATION			
Oral			
Written (documentation)			
a. spelling			
b. grammar			
c. appropriate use of medical terminology			

Comments (Strengths and Weaknesses): _____ *Practicum rating:*
 _____ Satisfactory
 _____ Marginal
 _____ Unsatisfactory

Instructor's Signature _____ Date: _____

Student's Signature _____ Date: _____

APPENDIX: E
Arkansas Tech University-Ozark Campus
Registered Nursing Program
Unsafe Behavior Report Form

Name of Student: _____

Name of Instructor: _____

Date: _____ Time: _____ Office: _____

Name and Title of Witness: _____

Please initial the behaviors(s) of the student identified above that you observed on the date indicated:

Disorientation		Extremely Nervous		Thick, Slurred Speech	
Belligerence		Glassy-Eyed		Profuse Sweating	
Poor Motor Coordination		Jerky Movement of Eyes		Sleepiness & Drowsiness	
Uncoordinated Gait		Unusually Talkative		Staggering Gait	
Odor of Burnt Rope		Mood Changes		Dilated Pupils	
Odor of Glue, Paint Solvent, ETOH		Flushed Face, Head or Neck		Poor Perception of Time & Distance	
Redness around Nasal Area		Use of Sunglasses at Inappropriate Times		Tremor of Fingers & Hands	
Unable to Perform Usual Routine Tasks		Unusual Body Position		Blank Stare Appearance	
Muscle Rigidity		Difficulty in concentrating		Hearing and/or Seeing Things	
Rapid Respiration		Needle Marks		Restlessness	
Confused		Panic		Inability to Remember	
Poor hygiene		Constricted pupils		Apathetic	
Difficulty grasping/holding objects		Improper student performance		Inappropriate response to questions	

Other: _____

Describe in detail the events that led to this report and explain your observations checked below.
You may write on the back of this form.

Student Comment:

APPENDIX: F
Arkansas Tech University-Ozark Campus
Registered Nursing Program
CRITERIA FOR EVALUATING UNPROFESSIONAL CONDUCT

Unprofessional conduct refers to legal and ethical violations and other acts which are not in compliance with the practical nurse program policies. The behaviors listed below, (*but not limited to*) have been identified by the nursing faculty are considered unprofessional for students in the nursing program and will be cause for disciplinary action, and may result in counseling, probation and/or dismissal for the nursing program.

Incident/Occurrence	1 st Offense	2 nd Offense	3 rd Offense
Minor Incidents			
<ul style="list-style-type: none"> • Chewing gum or unprofessional behavior in practicum • Exhibiting poor personal hygiene • Poor quality or incomplete patient care, failure to follow established procedures or expectations –patient not put at risk • Infection control policies or procedures not followed • Medications errors other than those listed under major category – patient not at risk • Using profanity and/ or bullying or verbal abuse in the classroom or practicum area • Arguing with nursing faculty. • Failure to demonstrate adequate preparation for practicum – patient not put at risk 	Counseling	Probation	Dismissal
<ul style="list-style-type: none"> • Violating the ATU-Ozark RN dress code: Visible piercing, tattoos, out of uniform in practicum • No name badge at practicum • Arguing with practicum faculty or site staff • Accepting or making personal phone calls while in the practicum facility or otherwise using cellphone in care area • Seeking medical advice when in the practicum area 	Counseled & sent home for practicum day	Probation	Dismissal
Major Incidents			
<ul style="list-style-type: none"> • Falsifying any Arkansas Tech University – Ozark Campus record • Cheating of any kind, in classroom or practicum 	Probation	Dismissal	---

<ul style="list-style-type: none"> • Inappropriate administration of medications (ex: cardiotonics, antihypertensives, insulins, narcotics, or any critical drip) • Administering medication to wrong patient • Failing to report a practicum error to faculty or agency 			
<ul style="list-style-type: none"> • Leaving practicum facility at any time without notifying appropriate faculty and personnel • Failure to demonstrate adequate preparation for practicum experience – risk for client, no injury/harm • Making decisions or failing to make a decision that could endanger a client • Attempting to perform skills or assignments in practicum without adequate preparation, assistance or supervision 	Probation & sent home from practicum day	Dismissal	---
Critical Incidents			
<ul style="list-style-type: none"> • Falsifying any information in a client record • Violating the ATU-Ozark RN Program substance abuse policy • Abandonment of patient after being assigned (ex: leaving facility without notifying faculty & nurse in charge after being assigned patient) • Violating patient privacy rights or breach of confidentiality (HIPAA) • Engaging in behavior that is disrespectful to client (ex: socioeconomic status, race, religion, personal beliefs or health) • Taking part in any activity that jeopardizes the health, safety and welfare of a client, staff, faculty, other student or self (this includes but is not limited to: possessing or using firearms, dangerous chemicals, explosives or any type of weapons in the practicum area or on campus) • Engaging in conduct with a client that is sexual in nature, or may be reasonably interpreted as sexual, any verbal behavior that is seductive or sexually demeaning, or engaging in sexual activities with a client • Violating the boundaries between the healthcare professional and the client, including but not limited to: giving the client your phone number, your address, inviting the client to your home or adding the client on social media accounts. 	Dismissal	---	---

APPENDIX: G
Arkansas Tech University Ozark Campus
Registered Nursing Department
Allied Health Committee

Purpose:

The **Allied Health Committee** is formed for the purpose of the allied health programs at ATU Ozark to collaborate and support each program for the benefit of the students and success of the programs. This committee will also review student members of allied health programs who have reason(s) which may be out of their control to appeal a departmental policy in regard to attendance, program requirements and practicum performance.

Committee Members:

The Committee will consist of two (2) members of the nursing faculty, 1 member of each of the other Health Sciences program faculty, when possible, to include; EMT/Paramedic, Physical Therapy, Practical Nursing and one appointed member of the student services staff.

Meetings:

The committee will meet on a as needed basis and a *minimum* of once each semester, to review policies, procedures, collaboration, student concerns and appeals that have been filed by student(s). The date(s) for these meetings will be set to accommodate the committee member's schedules. If applicable and is a student appeal, the student(s) will be notified of the scheduled meeting date(s). The committee will review each appeal individually; the student will be notified of the findings in writing.

Rationale: Specific requirements and objectives for each practicum level will be stated in each of the syllabus. Practicum hours are kept by the practicum instructors and totaled. Students will be given a copy of each of the practicum level syllabi.

The Registered Nursing Program follows the ATU Ozark policy for appeals and grievances within the student handbook at: [ATU Ozark Student Handbook](#). The Registered Nursing Program will also refer to the RN Student Handbook and/or the Allied Health Committee for decisions regarding processes or concerns.

See the next page for information regarding student attendance and appeals for attendance in the Registered Nursing Program.

Attendance & Appeals

Attendance Policy as stated in the Student Handbook

Students are required to attend **all scheduled** classes, clinical days and/or other events. If the student must miss a day, it is their responsibility to ask about makeup clinical day or work, assignments, or tests with faculty. The student must provide supporting documentation for the absence to be considered excused. The maximum number of practicum days/hours missed **cannot exceed (16) hours**. The student will be given a written warning after the first 8 hours missed. **If the student misses more than 16 hours he/she may be dropped from the practicum course.**

Practicum days are twelve (12) hours unless otherwise stated. The student is responsible for notifying the practicum instructor at least 1 hour prior to the beginning of the shift if they are not going to be present for the practicum experience. "Sending word" by another student is not acceptable. If the appropriate procedures are not followed, the absence will be considered a No Call/No Show. ***An incident of no call/no show is grounds for dismissal from the program.***

If a student has a total of unexcused absences beyond three days combined for clinical, class or campus events this can result in dismissal from the program.

Allied Health Committee Attendance Appeal Review Criteria

The student filing an appeal for review of attendance will have met the following criteria in order to be considered for review:

Clinical

1. The appeal must be in writing and submitted to the Nursing Chairperson to be filed within 48 hours of return to school or practicum after the occurrence; the written appeal should include an explanation of why they are seeking an appeal. The appeal form will be provided in the student handbook.
2. The student has satisfactorily met the practicum objectives for the level of practicum that is to be considered. If a student has been counseled, given a written warning, or placed on probation for practicum performance, failed to notify the practicum instructor or assigned facility of an absence as described in the student handbook, *i.e.*; **No Call, No Show** for clinical, the appeal **will not** be considered. ***(This excludes the 8 hour absence warning notification by the practicum instructor)***
3. Has missed no more than a total of 24 hours of practicum in the semester.
4. Has maintained a minimum of 75% in the correlated course (theory). If the student has less than 75% in the related theory course the appeal will not be considered.
5. Has missed no more than (two) meetings of the related theory course. ***If the student has missed more than two class meetings the appeal will not be considered.***
6. If the student has been readmitted as a result of previous practicum failure due to attendance, **the appeal will not be considered.**
7. The student requesting an appeal will be expected to continue participating in

practicum rotations and theory classes until the appeal has been reviewed and a decision made.

Theory

The student filing an appeal for Instructor Withdrawal due to class attendance must have met the following criteria in order to be considered for review:

1. The appeal must be filed in writing, within **48** hours of return to school/clinical; the written appeal should include an explanation of why they are seeking an appeal. The form can be found in the student handbook.
2. Has been granted reinstatement status under the guideline listed above, (*see practicum section*)
class attendance was affected for the same reason that the student missed clinical.
3. Has maintained satisfactory progress in the theory course, a grade of at least 75%.
4. Has no outstanding work due in the theory course.

If the above listed criteria are met, the student may file an appeal for consideration by the Allied Health Committee. The student if granted an appeal will be placed on probation for the period specified by the committee. Failure to adhere to the standards or to meet practicum and /or theory objectives for the course(s) will result in permanent termination of the student from the Nursing Program. The Nursing Chairperson retains the right to consider other students for appeal for reasons not listed above.

**Arkansas Tech University-Ozark Campus
Registered Nurse Program
Attendance Appeal Request**

Student: _____ **Original Admission Date:** _____

Level: _____ **Dates of Absences:** _____ **Total Hours Missed:** _____

Date of Review: _____ **Date Notified** _____

Granted

Denied

Probation

Conditions of probation: _____

Course # (s)	Title	Practicum Hours Missed	Theory Hours Missed	Grade Avg. (% at time of request)

Student Signature: _____ **Date:** _____

Program Chair Signature: _____ **Date:** _____

Appeals Committee Signatures:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX H
Arkansas Tech University Ozark Campus
Registered Nurse Program
Conference Note

Student:

Notes:

Student's Signature & Date:

Instructor's Signature & Date:

Appendix I
Arkansas Tech University-Ozark Campus
Registered Nursing Program
Performance Improvement Plan

Student: _____

Date: _____

Discussion Notes:

Instructor Goals for the student:

Student Goals (Identify at least 3 goals):

Comments: _____

Student's Signature & Date:

Instructor's Signature & Date:

Appendix J
Arkansas Tech University-Ozark Campus
Registered Nursing Program
Crime Conviction Form

17-87-312. Criminal background checks.

- (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.

Student Signature _____ T# _____ Date _____

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

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

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110, if the offense is a felony;
- (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 media 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) Possession or use of child sexual abuse material 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 et seq., 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) or subsection (e) 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.
 - (3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:
 - (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (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 phrases “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 disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:
- (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;
 - (12) Arson as prohibited in § 5-38-301; and
 - (13) 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 media 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.
- (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 disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:
- (1) An individual who holds a valid license on July 24, 2019;
 - (2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or
 - (3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.
- (h) This section does not apply to licensure or certification:
- (1) Of professions not governed by this title;
 - (2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.;
 - (3) Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 17-40-101 et seq.;

- (4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024; or
- (5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

Student Signature _____ T# _____ Date _____

APPENDIX K
STUDENT INSTRUCTIONS FOR ACCESSING
Arkansas Tech University Ozark Campus
Complio

Complio is American DataBank's comprehensive tool for student screening, immunizations and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

Please visit the website: <http://www.atunursingcompliance.com/index.html>. Step by step instructions are provided. Make sure that you choose the ATU Ozark RN Program.

You will have two packages to choose from – please pick the Pre-Licensure package. Then you will want to select Immunization Tracker, Background Check and Drug Screening.

Approximate costs for this include immunization tracker-\$20, background check-\$40, and drug screening \$38.

Appendix L

Arkansas Tech University Ozark Program Links & Resources

Arkansas Tech University Ozark Nursing Website:

<https://www.atu.edu/ozark/degrees/associates/registered-nursing.php>

ATU Blackboard:

<https://bblearn.atu.edu/>

Complio:

<http://www.atunursingcompliance.com/index.html>

One Tech:

<http://onetech.atu.edu/>

NCLEX Information:

<http://www.ncsbn.org/nclex.htm>

Arkansas State Board of Nursing:

<https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>

Arkansas Tech University Russellville Nursing Website:

<http://www.atu.edu/nursing/>

Guides for APA Formatting

A variety of tools are available online to assist the students in utilizing APA format. Students are required to use current APA format to cite resources/references in all nursing courses.

Arkansas Tech University

<https://libguides.atu.edu/apa>

Purdue University

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

Appendix M
ARKANSAS TECH UNIVERSITY-OZARK CAMPUS
REGISTERED NURSING PROGRAM
Online Testing Rules

Prior to Testing:

1. Shutdown/Restart your computer. This will prevent many errors.
2. Confirm the most recent edition of Respondus Monitor/LockDown Browser is installed.
3. Ensure a stable, secure internet connection.
 - o If you share Internet with others, make sure they aren't streaming videos or using applications that can slow down your connection.
4. Log on and prepare your environment EARLY so that you can begin testing on time.

Testing Environment:

1. Minimize/Eliminate the potential for distraction and interruption (people, noise, bathroom break, etc.)
 - o NO bathroom breaks during testing unless emergent.
2. Clear your workspace. The area around the computer should be free of clutter.
 - o NO notes, books, or electronics (phones, smart watches, other computers, tv monitors,) within 30 feet of the testing area.
 - o Notes, books, and electronic devices that must remain in the testing environment should be in distant view of the camera.
3. Your computer or device should be placed on a flat, hard, surface such as a table or desk, and you must sit in a chair during the exam.
 - o Do NOT place your computer/device on your lap, a bed, or the floor.
 - o Do NOT lay or sit on a bed/couch/floor.
4. Video and audio are recorded therefore a camera and microphone are required.
 - o Run the "Webcam Check" and "System Network Check" in Lockdown Browser to ensure these are working properly.
 - o Facial monitoring is utilized. Your face must be well positioned in the video window and clearly visible AT ALL TIMES during the exam. To enhance facial recognition/video quality:
 - Do NOT wear hats or sunglasses.
 - Take the exam in a well-lit room. Avoid backlighting, such as sitting with your back toward a window.
5. An environment scan is required. This is a 360-degree scan of your testing environment.
 - o You must show each corner of the room and desktop areas.
 - o If you are using a device with a built-in web camera, please use a mirror very slowly in front of the webcam to show the front of your computer.
 - o Do not scan too quickly or it won't provide a clear video and you may need to rescan.

During Testing:

- If you have an issue or emergency during the exam, FIRST speak directly into the camera/microphone to notify the monitor verbally. THEN, contact the faculty monitoring the exam using your phone while in full view of the camera. DO NOT leave the video monitoring area unless emergent. Leaving the secure testing environment can nullify your exam results. You are reminded of the Academic Honesty Policy.