



***Arkansas State***  
***UNIVERSITY***  

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***MOUNTAIN HOME***

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# 2026-2027 Nursing Student Handbook

# STUDENT HANDBOOK

This guide, when used in conjunction with the Arkansas State University Mountain Home Catalog and the ASUMH Student Handbook (both are posted on [www.asumh.edu](http://www.asumh.edu)), is the primary source of information, guidelines, and policies to direct you while completing nursing program requirements. This handbook does not contain every University policy relating to enrollment as a student in a nursing program.

The ASUMH nursing programs are rigorous programs that require many hours of studying. Success depends on your commitment to attend class, study, and dedicate time beyond time in class or that required by the instructor. There is much to learn, successful students must make studying a priority. Testing is conducted at a very high level that mimics the NCLEX licensure exam. The difficulty of exams is often a shock to new students. Our nursing programs are limited enrollment programs. The number of applicants will exceed the available seat space. Students will be selected using a rubric described in this handbook. Clinical experiences are conducted in long-term, acute and community-based settings for a diverse and well-rounded educational experience. Students should expect to be in clinical for 12 hours one day per week. Clinical availability and timing will be coordinated with industry partners and clinical placement is based on availability.

We wish you the best as you enter this program and strive to complete your degree. We understand that life is not static and things may happen to you in your life. Stay in contact with us so we can help you get through the program. We care and want you to succeed.

Credentials Offered:

Associate of Applied Science (AAS) in Registered Nursing

- LPN/Paramedic to RN (Bridge program)
- Traditional RN (no previous experience required)
- Technical Certificate – Practical Nursing

## **Accreditation**

The Associate of Applied Science in Registered Nursing and the Technical Certificate in is fully approved by the Arkansas State Board of Nursing.

Arkansas State University-Mountain Home and its academic program are accredited by the regional accrediting agency for all programs.

**The Higher Learning Commission is a member of the**

**North Central Association of Colleges and Schools**

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Chicago, Illinois 60602-2504

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[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

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## **ASUMH Mission**

The mission of ASUMH is to **LEAD** through educational opportunities.

Lifelong Learning,

Enhanced Quality of Life,

Academic Accessibility

Diverse Experiences

## **Registered Nursing Program Mission and Philosophy**

### Mission

The mission of the LPN/Paramedic to Registered Nursing Program is to promote healthcare for diverse populations in the greater community by delivering high-quality nursing education to students facing unique work and family challenges while preparing graduates to be life-long learners and leaders in professional practice.

### Nursing Philosophy

The faculty of the RN program strives to accomplish both the vision and mission of ASUMH by providing expertise and resources to students that creates opportunities for them and changes their lives. The philosophy of the program is developed from the following Core Concepts:

**Caring** – A moral/ethical value and nursing behavior expressed through the nurse’s presence and recognition of the patient’s value and dignity as a human person in order to alleviate suffering (Papastavrou, et. al., 2012; Pedersen & Sivonen, 2012).

**Clinical Judgment** – A process that begins with observation – or noticing the patient’s condition, environment, etc. – followed by interpreting this information, then respond to the information, and finally reflection (during the intervention and after the intervention). This process is situated within and emerges from the nurse’s knowledge and perspective (Tanner, 2006).

**Collaboration/Teamwork** – “To function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.” (NLN, 2010, p. 69)

**Communication** – “the exchange of thoughts, messages, or information, by speech, signals, writing, or behavior.” This can occur on verbal and nonverbal levels. (Marquis & Huston, 2012)

**Critical Thinking** – “Identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning” (NLN, 2010, p. 67)

**Diversity** – “Recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each” (NLN, 2010, p. 12)

**Ethics** – “Involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision-making requires applying an inclusive, holistic systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons” (NLN, 2010, p. 13).

**Evidence-based practice/care** – “The conscientious, explicit, and judicious use of theory-derived, research-based information in making decisions about care delivered to individuals or groups of patients, in consideration of individual needs and preferences” (NLN, 2010).

**Healthcare System** – “A complex interaction of diverse patients, diverse providers, and diverse payers with the goal of delivering high quality, safe, health services that patients can access at a reasonable cost.” (Mason, Leavitt, & Chaffee, 2012, p 123)

**Holism** – “Holism involves studying and understanding the interrelationships of the bio-psycho-social-spiritual dimensions of the person, recognizing the whole is greater than the sum of its parts and that holism involves understanding the individual as an integrated whole interacting with and being acted upon by both internal and external environments.” (Dossey, 2010)

**Informatics** – Involves design, development, use and management of computer-based information systems to provide direct patient care, support, and information infrastructure. (NLN, 2010)

**Patient-Centered Care** – Refers to a style of provider-patient encounter characterized by responsiveness to patient needs and preferences, using the patients informed wishes to guide activity, interaction, and information. It involves shared decision-making attempting to empower the patient. It understands the patient as a person and not a cluster of diseases. (Pelzang, 2010)

**Patient Safety** – A domain within healthcare concerned with the use of safety science approaches to improve healthcare delivery systems. Healthcare workers utilize these approaches to reduce the frequency, effect, and recovery from adverse events (Emanuel, et. al., 2008).

**Professionalism** – Professionalism refers to the attributes and behaviors of a nurse representative to the profession (Giddens, 2013, p 359).

**Quality Improvement** – Providing health care services that are provided in a way consistent with current professional knowledge, minimizes the risk of harm to individuals, increases the likelihood of desired health outcomes, and is operationalized from an individual, unit, and systems perspective. (NLN, 2010)

## **Practical Nursing Vision & Mission Statements & Philosophy**

### **Vision Statement**

To provide exemplary nursing education through innovative use of technology and clinical experience.

### **Mission Statement**

To serve the health needs of diverse populations within local and greater communities by delivering high-quality nursing education to students facing unique work and family challenges by preparing graduates to be life-long learners and professional in their scope of practice.

### **Commitment**

The LPN faculty is committed to offering a nursing program that encompasses accessibility to a diverse community of learners. The faculty's dedication will promote a collaborative instructional and learning environment that promotes life-long learning and critical thinking that will enhance a positive role in an

ever-changing global society throughout the life span. The program will accomplish this using technology, innovated teaching strategies, and evaluation.

### **Core Concepts/Values**

**Caring** – A moral/ethical value and nursing behavior expressed through the nurse’s presence and recognition of the patient’s value and dignity as a human person in order to alleviate suffering (Papastavrou, et. al., 2012; Pedersen & Sivonen, 2012).

**Collaboration/Teamwork** – “To function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.” (NLN, 2010, p. 69)

**Communication** – “the exchange of thoughts, messages, or information, by speech, signals, writing, or behavior.” This can occur on verbal and nonverbal levels. (Marquis & Huston, 2012)

**Critical Thinking** – “Identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning” (NLN, 2010, p. 67)

**Diversity** – “Recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each” (NLN, 2010, p. 12)

**Ethics** – “Involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision-making requires applying an inclusive, holistic systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons” (NLN, 2010, p. 13).

**Evidence-based practice/care** – “The conscientious, explicit, and judicious use of theory-derived, research-based information in making decisions about care delivered to individuals or groups of patients, in consideration of individual needs and preferences” (NLN, 2010).

**Healthcare System** – A complex interaction of diverse patients, diverse providers, and diverse payers with the goal of delivering high quality, safe, health services that patients can access at a reasonable cost. (Mason, Leavitt, & Chaffee, 2012, p 123)

**Holism** – “Holism involves studying and understanding the interrelationships of the bio-psycho-social-spiritual dimensions of the person, recognizing the whole is greater than the sum of its parts and that holism involves understanding the individual as an integrated whole interacting with and being acted upon by both internal and external environments.” (Dossey, 2010)

**Informatics** – Involves design, development, use and management of computer-based information systems to provide direct patient care, support, and information infrastructure. (NLN, 2010)

**Patient-Centered Care** – Refers to a style of provider-patient encounter characterized by responsiveness to patient needs and preferences, using the patients informed wishes to guide activity, interaction, and information. It involves shared decision-making attempting to empower the patient. It understands the patient as a person and not a cluster of diseases. (Pelzang, 2010)

**Patient Safety** – A domain within healthcare concerned with the use of safety science approaches to improve healthcare delivery systems. Healthcare workers utilize these approaches to reduce the frequency, effect, and recovery from adverse events (Emanuel, et. al., 2008).

**Professionalism** – Professionalism refers to the attributes and behaviors of a nurse representative to the profession (Giddens, 2013, p 359).

**Quality Improvement** – Providing health care services that are provided in a way consistent with current professional knowledge, minimizes the risk of harm to individuals, increases the likelihood of desired health outcomes, and is operationalized from an individual, unit, and systems perspective. (NLN, 2010)

## **Student Learning Outcomes**

### **Registered Nursing Program Outcomes**

Upon successful completion of the Traditional RN and LPN/Paramedic to RN Program, the graduate will:

- Provide high quality, evidence-based, patient-centered nursing care to diverse populations while incorporating technology to improve interdisciplinary communication, transition of care, and patient outcomes
- Advocate for patients and families to promote human dignity, self-determination, and integrity of the person by providing caring, holistic nursing interventions, and assisting in navigating healthcare systems
- Implement a prescribed plan of care by utilizing knowledge of evidence-based practice, pathophysiology, pharmacology, quality improvement, and the ability to interpret physician and inter-professional orders
- Utilize therapeutic communication to build rapport with patients and families, function as a team member within the interdisciplinary team and with physicians, to deliver patient education, and resolve conflicts
- Apply critical thinking skills and clinical judgment to interpret assessment data, recognize changes in patient status, make patient care decisions, anticipate risks and recognize unsafe practice in self and others to deliver safe, high quality nursing care to patients and their families
- Demonstrate professional nursing identity by reflecting integrity, responsibility, ethical and legal practices, accountability, customer service, respect for diversity, and teamwork through active participation in professional nursing organizations
- Organize patient care by delegating effectively, prioritizing tasks and responsibilities, timely completion of tasks and documentation, evaluating patient response to care and modifying care as indicated

Each graduate competency is a direct extension of the RN program core concepts, which serve as interpretive tools for transforming ASUMH's mission and nursing philosophy into measurable educational outcomes. This alignment ensures that the program remains student-centered,

community-responsive, and grounded in current professional standards, while promoting lifelong learning, ethical practice, and leadership in nursing.

**The philosophy and graduate competencies shall serve as the framework for program development and maintenance.**

Together, the philosophy and graduate competencies form the foundation of continuous quality improvement. Faculty conduct curriculum reviews, update teaching methods, and collaborate with healthcare partners to ensure relevance and rigor. The program is structured to meet the needs of a diverse student body and respond to evolving healthcare environments, ensuring graduates are workforce-ready and lifelong learners.

## Practical Nursing Program Outcomes

Upon successful completion of the Practical Nursing Program, the graduate will:

- Provide quality evidence-based patient-centered nursing care to diverse populations across a life span while incorporating technology.
- Advocate for patients and families to promote human dignity, self-determination, and integrity.
- Participates in a plan of care by utilizing knowledge of evidence-based practice and quality improvement.
- Utilizes therapeutic communication skills to build rapport with patients and families.
- Function as a team member within the interdisciplinary team to reinforce patient education, promote health and wellness and assist with resolving conflicts.
- Demonstrate nursing practice that reflects integrity, responsibility, ethical and legal practices, accountability, customer service, respect for diversity, and collaboration.
- Delegates effective patient care by applying the “Five Rights of Delegation” by the National Council of State Boards of Nursing and the State Board practice act with supervision as needed.
- Demonstrate preparation for the State Board licensure exam.

Each graduate competency is a direct extension of the PN program core concepts, which serve as interpretive tools for transforming ASUMH’s mission and nursing philosophy into measurable educational outcomes. This alignment ensures that the program remains student-centered, community-responsive, and grounded in current professional standards, while promoting lifelong learning, ethical practice, and leadership in nursing.

**The philosophy and graduate competencies shall serve as the framework for program development and maintenance.**

Together, the philosophy and graduate competencies form the foundation of continuous quality improvement. Faculty conduct curriculum reviews, update teaching methods, and collaborate with healthcare partners to ensure relevance and rigor. The program is structured to meet the needs of a

diverse student body and respond to evolving healthcare environments, ensuring graduates are workforce-ready and lifelong learners.

## **Admission Policies/Application Procedures**

### **Registered Nursing (Traditional)**

Candidates for admission into the Associate of Applied Science in Registered Nursing must meet the following requirements:

1. Admission to ASUMH (go to [www.asumh.edu/apply](http://www.asumh.edu/apply))
2. Must be 17 years of age by the start date of the first semester admitted into the program
3. Submit the online health sciences program application (<https://www.cognitofrms.com/StudentSuccess1/ApplicationForHealthSciencesPrograms>) and

all the required supplemental materials listed below by the posted due date found on the

ASUMH website. Resources may vary by program option:

#### [Traditional Registered Nursing \(RN\)](#)

4. Completion of the following prerequisite courses with a grade of a “C” or better
  - BIOL 2004 Human Anatomy and Physiology I & Lab
  - ENG 1003 English Composition I
  - ENG 1003 English Composition II
  - MATH 1113 Applied Math or higher-level Math
  - ORT 1031 First Year Experience for Health Sciences
  - PSY 2513 Intro to Psychology
  - RN 2003 Fundamental of Clinical Nursing/Lab

\*Conditional admission may be granted pending successful completion with a grade of “C” or better of prerequisite courses in progress during the application period

5. Successful completion of any remedial courses (Testing and Placement standards are available in the ASUMH Catalog)
6. Complete the HESI A2 Exam (minimum score of 75% recommended)  
May be scheduled with the ASUMH Testing Center online at  
<https://asumh.edu/pages/main/337/testing-center>  
The exam may be taken no more than twice per year and must be taken within one year of being admitted to a program.
7. A minimum Cumulative GPA of 2.5
8. Pass a drug test at a testing facility chosen by Arkansas State University -Mountain Home, the cost of which is paid for by the student.
9. American Heart Association Basic Life Support (AHA BLS) for Healthcare Providers certification, prior to start of the nursing program.

### Registered Nursing (LPN/Paramedic to RN)

Candidates for admission into the Associate of Applied Science in Registered Nursing must meet the following requirements:

1. Admission to ASUMH (go to [www.asumh.edu/apply](http://www.asumh.edu/apply))
2. Must be 17 years of age by the start date of the first semester admitted into the program  
Submit the online health sciences program application  
(<https://www.cognitoforms.com/StudentSuccess1/ApplicationForHealthSciencesPrograms>) and  
all the required supplemental materials listed below by the posted due date found on the ASUMH website. Resources may vary by program option:  
[Nursing - PN/PAR to RN Bridge | Arkansas State University | Mountain Home, AR](#)
3. Completion of the following prerequisite course with a grade of a “C” or better
  - BIOL 2004 Human Anatomy and Physiology I & Lab
  - BIOL 2014 Human Anatomy and Physiology II & Lab

- ENG 1003 English Composition I
- PSY 2513 Intro to Psychology
- MATH 1113 Applied Math or higher-level Math

\*Conditional admission may be granted pending successful completion with a grade of “C” or better of prerequisite courses in progress during the application period

4. Proof of either LPN or EMT-P license and documentation of a minimum of four months of full-time employment as a licensed practical nurse or licensed paramedic.
5. Complete the HESI Exam
  - LPNs take the HESI LPN-AND Entrance Exam – minimum score of 750 recommended
  - Paramedics take the HESI EMS-AND Entrance Exam – minimum score of 650 recommended

May be scheduled with the ASUMH Testing Center online at  
<https://asumh.edu/pages/main/337/testing-center>

The exam may be taken no more than twice per year and must be taken within one year of being admitted to a program.
6. A HESI Reading Comprehension score of 75% or an Accuplacer English score of 252 or higher or an ACT English score of 19 or higher or successful completion of CPT 0123 College Reading.
7. A minimum Cumulative GPA of 2.5
8. Pass a drug test at a testing facility chosen by Arkansas State University -Mountain Home, the cost of which is paid for by the student.

### Practical Nursing

Candidates for admission into the Technical Certificate in Practical Nursing must meet the

following requirements:

1. Admission to ASUMH (go to [www.asumh.edu/apply](http://www.asumh.edu/apply))
2. Must be 17 years of age by the start date of the first semester admitting into the program

3. Submit the online health sciences program application (<https://www.cognitofrms.com/StudentSuccess1/ApplicationForHealthSciencesPrograms>) and all the required supplemental materials listed above by the posted due date found on the ASUMH website. Resources may vary by program option:  
[Nursing - Practical Nursing | Arkansas State University | Mountain Home, AR](#)
4. Completion of all remedial education courses (Testing and Placement standards are available in the ASUMH Catalog)
5. A HESI Reading Comprehension score of 70% or an Accuplacer English score of 252 or higher or an ACT English score of 19 or higher or successful completion of CPT 0123 College Reading.
6. Complete the HESI A2 Exam (minimum score of 70% recommended)  
May be scheduled with the ASUMH Testing Center online at <https://asumh.edu/pages/main/337/testing-center>  
The exam may be taken no more than twice per year and must be taken within one year of being admitted to a program.
7. A minimum Cumulative GPA of 2.0
8. Completion of the following prerequisite courses with a grade of “C” or better
  - BIOL 1024 Human Anatomy and Physiology for Healthcare Professions & Lab  
OR both  
BIOL 2004 Human Anatomy and Physiology & Lab I AND BIOL 2014 Human Anatomy and Physiology & Lab II

\*Conditional admission may be granted pending successful completion with a grade of “C” or better of prerequisite courses in progress during the application period.
9. Proof of Arkansas CNA licensure.

## Selection Procedure

A maximum of 24 new students are selected for each practical nursing and registered nursing cohort.

The number of applicants is expected to exceed the available seat space. Students will be selected using a rubric based on the following criteria (see appendix for program specific rubrics):

- HESI scores
- Cumulative grade point average
- Completion of all prerequisite courses
- Grade point average on prerequisite courses
- Preference will be given to students who have had exposure to health professions through shadowing, internships, camps, employment, etc.

### Interviews

Applicants selected for further consideration may be required to participate in an admission interview. The purpose of the interview is to assess the applicant's communication skills, professionalism, motivation for nursing, and alignment with program values. Completion of an admission interview is a required component of the selection process for this highly competitive nursing program. Invitations to interview are extended to qualified applicants based on academic performance and application review using our scoring rubric disclosed in this handbook. Applicants will be evaluated by faculty and/or admissions committee members. Admission decisions are not able eligible for appeal, nor grievance. Applicants are responsible for attending the interview at the scheduled time. Failure to appear for a scheduled interview without prior notification will result in removal from consideration for the current admission cycle. Applicants are expected to demonstrate professional behavior during the interview process, including appropriate attire, respectful communication, and adherence to program guidelines. Participation in an interview does not guarantee admission to the program.

Students that are not accepted are encouraged and supported to apply to additional appropriate programs.

## **Additional requirements to be completed after acceptance into the program:**

1. Attend a program Orientation held approximately four weeks prior to the start of the program.
2. Manteaux TB test, QuantiFERON Gold blood test, or chest x-ray must be obtained prior to full admission into the program. Students maintain current TB status throughout the program. An expired TB Test may result in dismissal from the program.
3. American Health Association Basic Life Support (AHA BLS) for healthcare providers certification is required before starting the program.
4. Vaccination records must be provided to show proof of hepatitis B, T-DAP, flu, and COVID (or provide exemption documentation).
5. Background check to completed. Form must be completed, notarized, and check or money order (no cash) provided at Orientation. Students cannot submit on their own.

All of the items listed above will be due at Orientation. Admission to the program is not complete until all forms have been completed and submitted.

## **Things to Consider Before Applying**

All students must be full-time once admitted into the program. Students will follow a strict course rotation each semester until graduation. Course rotations are posted on the program specific page at [www.asumh.edu](http://www.asumh.edu).

### **Criminal Record**

Many clinical facilities require a criminal background check on students prior to attending clinical rotations. If a student is found to be ineligible to complete clinical rotations due to a criminal conviction,

he/she will not be able to meet the program objectives and dismissal from the program will be necessary.

\*Statement from the Arkansas State Board of Nursing Except as provided in subdivision (l) (1) of this section, in the Arkansas State Nurse Practice Act, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the offenses by a 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 as found in the Arkansas Nurse Practice Act section 17-87-312. [This information can be found here.](#)

Arkansas State Board of Nursing Criminal Background Check Information:

[17-3-102. Licensing restrictions based on criminal records](#)

[17-87-312. Criminal background checks](#)

## Health Insurance

All students should carry their own health insurance. Costs associated with any incident on campus or at clinical sites shall remain the responsibility of the student. The University and affiliated agencies are not responsible for any accident or injury to a student that may occur before, during, or after classes, or clinical activities.

## Latex Allergy

Any student with a known or suspected LATEX ALLERGY should notify the instructor before participating in activities related to courses, clinicals, and events.

## Medical Restrictions

1. Any student who complains of back, knee, or other disability when doing clinical skills should be referred to the clinical instructor.
2. The female student is responsible for notifying her nursing advisor and the Director of Nursing, and each clinical instructor if she is pregnant.

3. Pregnancy requires a specific release by the physician indicating that there are no restrictions to the student's participation in clinical.
4. Any special accommodation required by the student must be approved by the Office of Student Disabilities.
5. All students' medical information will be kept private and confidential.

### Student Expectations for Classroom

As a student nurse, key professional values include: human dignity, autonomy, altruism, integrity, compassion, social justice, confidentiality, accountability, and continuous learning. Students should prioritize the patient's well-being, respect others, and always strive to improve knowledge and skills to provide the best care possible. Students are expected to behave in a professional manner to all staff, faculty, and other students. This type of behavior includes courtesy, honesty, ethical actions, and responsible interpersonal communication skills. Students are expected to be on time to class and prepared with all the necessary materials needed for the class period. The student understands that cell phones should stay on silent/vibrate mode during classroom time, and should only be accessed during breaks, unless otherwise stated by the instructor. There will not be any children allowed in the classroom unless the student obtains prior permission from the instructor and director; only in extreme circumstances. The student also understands that the faculty may remove a disruptive student at their discretion. Any behavior that interferes with agency, university, staff/faculty relationships or inhibits learning may be cause for dismissal from the program. Students may be temporarily or permanently dismissed from the program for conduct involving his/her attitude or competency that jeopardizes patient care or safety, or whose personal behavior prevents relationships within the health care facility or school of nursing.

## Student Expectations for on-campus/off-campus Clinical Experiences

1. The student will only perform nursing care under the direction of the faculty or assigned agent of the faculty. During preceptorship, the student may perform nursing care under the supervision of the assigned preceptor.
2. Students are responsible for seeking assistance from the faculty to clarify expectations regarding scope of student experience at any point during the duration of the program.
3. When participating in any clinical experience, the student is expected to provide safe, responsible nursing care. Any performance that endangers patients may be subject to dismissal from the program at the discretion of the director and dean.
4. Students are expected to comply with previously mentioned cell phone policy during on-campus/off-campus clinical experiences, unless otherwise stated by the instructor.
5. At no time are children allowed in the on-campus/off-campus clinical experience.
6. The student understands that falsification of records, including but not limited to clinical logs, patient charts, and patient records, is a serious offense and may result in dismissal from the program.
7. If a student enters a clinical site and is believed to be under the influence of a substance that could endanger patient safety, the student will be sent home from the clinical area. The student understands in this event, they may be subject for dismissal from the program.
8. If a student witness behavior in the clinical setting by students or staff that is illegal, unethical, unprofessional, or endangers patient safety, the student is expected to report it immediately to the faculty. The faculty has the responsibility to assist the student to plan for a proper course of action in response to the situation.

The student understands they are not to participate in any photography or video recording of themselves, each other, clinical site, clinical staff, patient, family, and visitors within any on-campus/off-

campus clinical experience. Official photography and/or video recording by faculty and other university resources may be approved on a case-by-case basis.

## **Program Policies and Procedures**

### **Program Withdrawal/Dismissal**

The decision to dismiss a student from the program may result from any single or any combination of behaviors listed below or a violation of any student conduct requirements published in the ASUMH Catalog and ASUMH Student Handbook. Examples of such behaviors include but are not limited to:

1. Failure to successfully complete any course required in the nursing curriculum with a grade of “C” or better;
2. Unauthorized possession, use, sale or distribution of alcoholic beverages or of any illegal or controlled substance;
3. Unauthorized use, possession, or storage of any weapon;
4. Verbal, physical and/or psychological abuse, threat or harassment of any client, visitor, agency staff, student, or faculty member;
5. Theft, abuse, misuse or destruction of another person’s or agency’s property;
6. Unauthorized disclosure, removal or misuse of confidential information about any client, student, or agency.
7. Violation of policies as stated in this Handbook and the ASUMH Student Handbook;
8. Engaging in or prompting others to engage in conduct that threatens or endangers the health, safety or physical/psychological well-being of another person;
9. Leaving the clinical agency without authorization from clinical faculty;
10. Being on clinical agency property, in a student capacity, without proper authorization;
11. Unsafe practice in the clinical area;
12. Violation of academic integrity;
13. Removing drugs, supplies, equipment, or medical records from the clinical setting;

14. Unpleasant attitude, demonstrated disrespect, or insubordination toward any client, visitor, staff, student, or faculty member.

## Withdrawal from ASUMH

Students who wish to withdraw from the University or a course should start the process by contacting their academic advisor. Withdrawal from one or more classes results in dismissal from the program. A student in good standing who decides to reenter nursing after having withdrawn will need to reapply for admission under policies and curriculum in place at the time of readmission.

## Readmission Policy

If a student leaves the ASUMH nursing program before successful completion, readmission to the program is not guaranteed. The opportunity to request readmission to the program is only valid within one year from the point at which the student exited the program and is subject to revocation by the faculty depending on the circumstances of attrition; decisions made by the dean, director of nursing, and nursing faculty are final.

- ASUMH students who do not successfully complete one or more of the first semester courses may reapply and will be considered as a **new applicant** and will be required to repeat the entire first semester. This constitutes readmission to the program.
- Students who have successfully completed the first semester courses, but do not successfully complete one or more courses in the second or third-semester, may be readmitted. All classes previously taken may be required to be retaken as a condition of readmission.
- Students can only be readmitted once to the ASUMH program, after second attempt, readmission will not be allowed.

To be allowed readmission, students who have been dismissed or who have withdrawn must show they are ready to return and are able to thrive in coursework at the college level. Readmission after dismissal is difficult and is not guaranteed. Students must show they are prepared and motivated to return to ASUMH and vigorously pursue their degree. The Program admission committee, taking into

account the student's potential for improved performance in the Program, will evaluate a request for readmission after all required items have been submitted. There is no guarantee of readmission. If the Program readmits the student, the student must meet all requirements of the institution and program in effect at the time of readmission and may have to re-take some or all nursing coursework. Requests for admission must be received a minimum of two months prior to the semester the student is seeking to readmit.

A complete application for readmission shall consist of:

- A new Program application
- A statement explaining:
  - Reasons for poor academic performance leading to dismissal
  - Changes made to improve chances of academic success if readmitted
  - Reasons for selection of major and
  - Ways in which this major and degree align with career and life goals

*Reapplication does not guarantee readmission.*

ASUMH reserves the right to determine if a student will be allowed to re-enter the program.

Students may not be candidates for readmission if they committed egregious violations while previously enrolled in the ASUMH program, including, but not limited to, the following:

- Uncooperative attitude/behavior that has been previously addressed with verbal and written warnings.
- Insubordination.
- Cheating.
- Falsification of records.
- Engaging in activities related to the use of illicit drug activities (taking, selling, buying, etc.)
- Violation of nursing ethics (breach of confidentiality, client abuse, etc.)
- Endangering the health, safety, or life of a client, peer, or themselves.

- Academic failure of two ASUMH nursing courses.

## Nursing Student Bill of Rights and Responsibilities

Student Bill of Rights and Responsibilities was adopted by NSNA Board of Directors April 2020

1. No student should be barred from admission on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education: students should exercise their freedom in a responsible manner.
3. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
4. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
5. Should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
6. Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.
7. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.

8. Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions in an informed, professional manner, both publicly and privately.
9. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership.
10. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission. These may include policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
11. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
12. The nursing program should have readily available a set of clear, defined grievance procedures
13. As citizens and members of an academic community, students are exposed to many opportunities, and they should be mindful of their corresponding obligations.
14. Students have the right to belong to or refuse membership in any organization.
15. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
16. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student faculty understanding
17. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty

18. The nursing program should track their graduates' success in finding entry-level employment and make this information available to all who apply and enroll.

### American Nurses' Association (ANA) Code of Ethics

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing value, for maintaining the integrity of the profession and its practice, and for shaping social policy.

## Graduation Requirements

Students are eligible for graduation from the Technical Certificate in Practical Nursing or Associate of Applied Science in Registered Nursing when all the following criteria are met:

- Completion of intent to graduate form.
- Completion of all requirements set by the University.
- Completion of all course and clinical work with a minimum of “C” or higher.
- A total of ten community service hours must be completed prior to beginning preceptorship.\*
- A student must have a 2.0 GPA in *each* course in order to fulfill graduation requirements and **overall 2.0 GPA** inclusive of the pre-requisite courses.
- Students must clear all charges against their accounts before graduation.
- It is the responsibility of the student to make certain all requirements for graduation have been met.

\* 5 community service hours must be completed during the first and second semester (total of 10 hours). **If not completed, students will be unable to begin preceptorship.** A list of approved locations will be given at orientation. If not on the list, prior approval from the instructor must be obtained.

## Social Media

The School of Health Sciences supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to School of Health Science students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels or through social media.

- Student nurses should not share, post, or otherwise disseminate any information that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
- Student nurses should never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Student nurses should not make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Student nurses should not make disparaging remarks about any college, university, or school of nursing, including the students, faculty members, and staff.
- Student nurses should not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurse's associations unless authorized to do so. National Council State Boards of Nursing (NCSBN) (2011)

Protect confidential and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of an Arkansas State University-Mountain Home of nursing student.

HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage. Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and other private and confidential information.

## Substance Abuse Policy and Procedures

**Policies are derived from the Arkansas State Board of Nursing Nurse Practice Act, Grounds for Discipline, and the Nursing Advisory Board.**

The policy is to maintain a drug and alcohol-free environment. The Nursing faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health and welfare of its faculty, staff, and students and those who come into contact with its faculty, staff and students during scheduled learning experiences. Within each profession there are codes and standards for conduct by which all members of the profession are expected to function. Thus, when engaged in educational activities whether on campus or in the clinical setting health professionals are expected to be free from the abusive influence of chemical substances/drugs.

### **Drug Screening**

Students enrolled in an educational program in the School of Health Sciences are subject to admission drug testing, suspicion drug testing, clinical affiliation agreement for drug testing, and random drug testing throughout their program. Testing will be conducted by an outside agency, selected by Arkansas State University- Mountain Home, and all positive results will be sent to a Medical Review Officer for review and confirmation. Students unable to void after 3 hours, will be considered a refusal to submit a drug test/positive result and will be dismissed from the nursing program at Arkansas State University- Mountain Home. Results of all testing will be maintained in the student file in a locked file cabinet. Students are responsible for all drug screening costs, except for admission. Students may not submit their own drug testing for consideration.

School of Health Sciences students who test positive for drugs are removed from the program at Arkansas State University – Mountain Home. Students who present for participation in any program class, requirement, or event while inebriated by or under the influence of mind altering legal or illegal substances, shall be immediately dismissed and will be subject to drug testing at their own cost. Testing positive for drugs will result in removal from the program and removal from the School of Health Sciences at Arkansas State University – Mountain Home.

Nursing students accepted to the nursing program cannot continue in the program with any substance abuse violation which includes marijuana or cannabis. Students who test positive for marijuana or any other controlled substance will be dismissed from the nursing program. Nursing students that are already licensed who test positive for marijuana or any other controlled substance will be reported to the appropriate state board.

Those students enrolled in an educational program that requires completion of a clinical rotation are subject to the drug policy of the clinical site in addition to the school of nursing program policy. Arkansas State University – Mountain Home has no authority to require clinical sites to deviate from their drug policies. Those students who are enrolled in an educational program which requires certification by a State Board or agency to obtain employment in that field are subject to the laws, regulations, and rules of that board or agency, including but not limited to those pertaining to medical marijuana, regarding their efforts to obtain certification. Arkansas State University – Mountain Home does not guarantee registration, certification, or employment to anyone.

### **Prescription or Over-the-Counter Medication**

Students will inform their clinical instructor of any medication taken before reporting to clinical. The instructor may excuse the student from clinical if deemed unsafe.

Any nurse who tests positive for marijuana (including medical marijuana regardless of valid/current prescription) or any controlled substance without a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.M.

Medical Marijuana: Students must comply with state and federal laws concerning dangerous drugs. Offenses may result in prosecution by civil authorities *in addition to discipline by the college*. Nursing students that test positive for marijuana will be terminated from the nursing program. This includes students with written certification for use of medical marijuana. According to Act 593 (Medical Marijuana), there are “Safety Sensitive Positions.” Nursing students are included in the “Safety Sensitive

Positions.” See Act 593 <http://www.arkleg.state.ar.us/assembly/2017/2017R/Acts/Act593.pdf> for more information.

Furthermore, the nurse who is aware that another nurse had violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nurse is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a School or Nursing faculty member.

### **PROVISION FOR POLICY CHANGES**

Changes to nursing program policies will be communicated to students in writing through the learning management system (LMS). The notification will occur prior to initiation of the policy whenever possible. Any changes are announced in class and in the LMS for written acknowledgement.

### **Essential Functions**

- The nursing program 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.
- Within the profession of nursing there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in educational activities whether on campus or in the clinical setting, nursing students are expected to be free from abusive influence of chemical substances/drugs or alcohol.
- Professional expectations apply to nursing students. Students will be held to the same standards as a licensed nurse. For example, any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is a risk of being in violation of the Arkansas Nurse Practice ACT, ACA 17-87-309 (a)(3)(4)

and (6); and the Arkansas State Board Rules and Regulations Chapter Sever, Section IX.A and Section XV. A6m.

- Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a Nursing Faculty Member.
- As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy for the duration of the program.
- Urine drug screens will be conducted on admission, for clinical affiliation agreements, and may be conducted randomly during the school period.
- The results of the screen will be sent to the Director of Nursing and or the Dean of Technology and Health Sciences.

### Testing for cause

If a faculty member or supervisor observes a student demonstrating behavioral changes giving probably cause to believe the student is under the influence of drugs or alcohol while performing course activities, the student will immediately dismissed from the class, clinical or event and subsequently be asked to submit to body fluid testing for substances at a lab designated by the nursing program who have identified procedures for collection. The cost of the test will be borne by the student. Refusal to submit for testing warrants immediate program dismissal. At the time of the specimen is released to the testing lab; the student will sign a release statement requesting that the test results be sent to the Dean's Office, Division of Health Sciences, and to the student. If the results are negative, no further action will be taken and the student will only be allowed to make up work missed. If the student refuses or if the results are positive, the student will be dismissed from the professional program.

This policy applies only to a student exhibiting behavior creating probable cause to believe drug or alcohol abuse is present. Probable cause is at the discretion of the classroom, clinical adjunct, or clinical agency employee.

Readmission of the student to the program is contingent upon the following conditions:

- a. Formal application for readmission to the program
- b. Meeting specific program admission criteria as noted in the student handbook
- c. Clinical space availability
- d. Documentation that a prescribed treatment program has been completed by the student related to the drug/alcohol condition. The documentation is to be submitted to the Dean's Office, School of Health Sciences, by the designated treatment facility.
- e. The student will complete an admission drug test in accordance with the Substance Abuse policy and all clinical agency policies, the cost of which is paid for by the student.
- f. If the student is readmitted following dismissal for positive drug testing, the student shall be subject to drug testing prior to each semester.
- g. If student refuses testing, they will be treated as though they have failed a drug test, and they will be dismissed from the program.

## Technical Performance Standards for Nursing Students

The Nursing Program complies with the 1990 Americans with Disabilities Act (ADA). Any student requiring special accommodations or classroom modifications should first see the Director of Student Services. It is then the student's responsibility to communicate documented modifications or needs to the instructor at the beginning of each course.

Nursing at all levels involves the provision of direct care for individuals and is characterized by the application of knowledge in the skillful performance of nursing functions. Therefore, in order to successfully complete the clinical and laboratory requirements, all students must possess:

**Gross Motor Skills** sufficient to provide the full range of safe and effective nursing care activities.

- Move within confined spaces.
- Sit and maintain balance.
- Stand and maintain balance.

- Reach above shoulders. (e.g. IV poles)
- Reach below waist. (e.g. plug electrical appliances into wall outlets)

**Fine Motor Skills** sufficient to perform manual psychomotor skills integral to patient care.

- Pick up objects with hands.
- Grasp small objects with hands. (e.g. IV tubing, pencil)
- Write with a pen or pencil.
- Key/type. (e.g. use a computer)
- Pinch/pickup or otherwise work with fingers. (e.g. manipulate a syringe; withdraw medications from ampules, vials, etc.)
- Twist. (e.g. turn objects/ knobs using hands)
- Squeeze with fingers (e.g. eye dropper)

**Physical Endurance and Stamina** sufficient to perform a full range of required client care activities for entire length of work role.

- Push and pull 25 pounds. (e.g. position patient)
- Support 25 pounds of weight. (e.g. ambulate patient)
- Lift 25 pounds. (e.g. pick up child, transfer a patient)
- Move light objects weighing up to 10 pounds. (e.g. IV poles)
- Move heavy objects weighing from 11 to 50 pounds.
- Defend self against combative client.
- Carry equipment and/ or supplies.
- Use upper body movements. (e.g. CPR, physically restrain a client)
- Squeeze with hands. (e.g. operate a fire extinguisher)
- Stand. (e.g. at client side during surgical or therapeutic procedure)
- Sustain repetitive movements. (e.g. cardiopulmonary resuscitation (CPR))

- Maintain physical tolerance. (e.g. work 8- or 12-hour shifts, day, evenings, nights, weekends, and holidays)

**Mobility** including physical abilities sufficient to move from place to place and maneuver to perform nursing activities

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g. respond to an emergency)
- Climb (e.g. ladders, stools, chairs)
- Walk

**Hearing/ Auditory** ability sufficient for physical monitoring and assessment of client health care needs

- Hear normal speaking levels. (e.g. person-to-person report)
- Hear faint voices.
- Hear faint body sounds. (e.g. blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips. (e.g. when masks are worn)
- Hear auditory alarms. (e.g. monitors, fire alarms, call bells)

**Visual** ability sufficient for accurate observations and performance of nursing care

- See objects up to 20 inches away. (e.g. information on a computer screen, skin conditions)
- See objects up to 20 feet away. (e.g. patient in a room)
- See objects more than 20 feet away. (e.g. patient at the end of the hall)
- Use of peripheral vision.
- Distinguish color. (e.g. color codes on supplies, charts, bed)
- Distinguish color intensity. (e.g. flushed skin, skin paleness)

**Tactile** ability sufficient for physical monitoring and assessment of health care needs.

- Feel vibrations. (e.g. palpate pulses)

- Detect temperature. (e.g. skin, solutions)
- Feel differences in surface characteristics. (e.g. skin turgor, rashes)
- Feel difference in sizes and shapes. (e.g. palpate vein, identify body landmarks)
- Detect environmental temperatures. (e.g. check for drafts)

**Smell/Olfactory** ability sufficient to detect environmental and client odors

- Detect odors from client. (e.g. foul-smelling drainage, alcohol breath, etc.)
- Detect smoke.
- Detect gases or noxious smells.

**Reading** ability sufficient to comprehend the written word at a minimum of a tenth-grade level.

- Read and understand English written documents. (e.g. policies, protocols)

**Arithmetic** ability sufficient to do computations at a minimum of an eighth-grade level; Counting: the act of enumerating or determining the number of items in a group; Measuring: the act or process of ascertaining the extent, dimensions, or quantity of something; Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division.

- Read and understand columns or writing. (e.g. flow sheets, charts)
- Read digital displays.
- Calibrate equipment.
- Convert numbers to and/ or from the Metric System.
- Read graphs. (e.g. vital signs sheets)
- Tell time.
- Measure time. (e.g. count duration of contractions, etc.)
- Count rate. (e.g. drops/minutes, pulse)
- Use measuring tools. (e.g. thermometer)
- Read measurement marks. (e.g. measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers.

- Compute fractions. (e.g. medication dosages)
- Use a calculator.
- Write numbers in records.

**Emotional Stability** sufficient to assume responsibility and accountability for actions.

- Establish therapeutic boundaries/ relationships and communications in a supportive, constructive manner.
- Provide a client with emotional support.
- Adapt to changing environment/ stress.
- Deal with unexpected events.
- Focus attention on task.
- Monitor own emotions and be able to keep emotional control.
- Perform multiple responsibilities concurrently.
- Handle strong emotions. (e.g. grief)

**Analytical and Reasoning Skills** sufficient to perform deductive/inductive reasoning for nursing decisions

- Transfer knowledge from one situation to another.
- Process information.
- Evaluate outcomes.
- Problem solve.
- Prioritize tasks.
- Use long term memory.
- Use short term memory.

**Critical Thinking Ability** sufficient to exercise sound nursing judgment.

- Identify cause-effect relationships.
- Plan/initiate, direct activities for others.

- Synthesize knowledge and skills.
- Sequence information.

**Interpersonal Skills** sufficient to interact with individual, families, and groups respecting social, cultural, and spiritual diversity.

- Negotiate interpersonal conflict.
- Respect differences in patients.
- Establish positive rapport with patients.
- Establish positive rapport with co-workers/peers.
- Establish and maintain positive rapport with faculty.
- Interact with others effectively.

**Communication Skills** sufficient to speak, comprehend, and write in English at a level that meets the need for accurate, clear, and effective communication.

- Teach. (e.g. patient/Family about health care)
- Explain procedures.
- Give clear oral reports. (e.g. report on patients' condition to others)
- Interact with others. (e.g. health care workers)
- Speak effectively on the telephone.
- Influence people and their actions.
- Direct activities of others by providing clear written and oral instructions to others.
- Convey information through writing. (e.g. progress notes)

# Clinical and Classroom Policies

## Appearance

- A. Students will be neat, clean and well groomed.
- B. Clinic/Hospital:
  1. Students will wear scrubs in the color assigned to their program of study, displaying the ASUMH logo, at clinical sites and simulation. White, grey, black or navy short-sleeve tee shirts will be allowed under the uniform but will not hang below the sleeves of the scrub top or bottom of the scrubs. Long sleeve tee shirts, in the colors listed above, are acceptable. No visible cleavage. The uniform is not to be worn outside of official ASUMH student functions.
  2. The uniform must be clean and wrinkle free.
  3. Name tags must be worn on the lab coat, if wearing one.
  4. Solid color, grey, black or white shoes. Non-permeable material is strongly recommended.
  5. Socks above the ankle.
  6. Hospital name badges will be worn when functioning in a healthcare facility.
  7. Standard equipment includes: Stethoscope, bandage scissors, gait belt, black ballpoint pen, notepad, and watch with second hand, pulse oximeter, penlight with pupil gauge, and blood pressure cuff.
  8. No jewelry except watch and wedding/engagement ring. Small post-type earrings only; one in each earlobe. NO other pierced jewelry allowed with the exception of clear spacers.
  9. Hair will be neat, clean and if long, pulled off the neck, into a bun or ponytail. Natural hair color dyes only. Beards must be neatly trimmed and short.
  10. Students are to be clean, bathed, without nail polish, artificial nails or tips. Natural nails are trimmed to fingertips. Some clinical areas will require covering visible tattoos.
  11. No chewing gum.

12. Any student reporting to the clinical area without proper attire or equipment may be sent home and counted absent for the day.

- C. Classroom dress code: Students will be clean and dressed in modest fashion with shorts below the fingertips, no midriff, cleavage, underwear lines visible or tight clothing such as yoga pants unless wearing a tunic top.

## Behavioral Expectations

Students in the clinical setting are under supervision of the clinical instructor/preceptor. At no time should a student render care, be unsupervised on a clinical site by a clinical instructor/preceptor or perform any procedure without first consulting with the clinical instructor/preceptor. Any student acting inappropriately in the clinical setting, for example: not following the instructions of the clinical instructor; refusing an assignment; arguing with the clinical instructor – will be immediately sent home from the clinical setting. Students sent home from the clinical setting will be counted as an absence and will receive a zero for the day. A student practicing unsafe behavior that harms or has the potential to harm a patient may be dismissed from the program. Incorrect performance of critical clinical skills; violations of appropriate standards of nursing care, neglect of patients and any practice deemed unsafe in nursing practice may be cause for immediate dismissal from the program.

## Attendance Policy

The nursing programs and their supporting courses in the Division of Health Sciences at ASUMH are intended to prepare the student for employment in the healthcare setting. Excessive absences cannot be allowed. If the student is absent for an acute care clinical day, the 12 hours must be made up. It will be up to the Clinical Coordinator and the Clinical Educator to assist the student in arranging the make-up hours. The student is required to attend the make-up clinical, and make-ups will not be guaranteed to occur on the student's regularly scheduled clinical day. The make-up assignment will be completed for the missed clinical, however, 15% will be deducted from the assignment score.

Additional deductions are possible if the assignment is not submitted as instructed in the syllabus.

Additional absences are treated as follows:

- Upon the second absence in a 7-week or 10-week course, the student will receive a failing grade.
- Upon the third absence in a 15-week course, the student will receive a failing grade.

Extenuating circumstances will be considered at the discretion of the Director of Nursing and/or the Health Science Dean. According to the Arkansas State Board of Nursing and ASUMH Health Science Program, there will be no more than eight students to one clinical instructor in the acute clinic setting.

**It is strongly recommended that the student does not miss ANY clinical days.**

If a student is tardy, leaves early or is absent, the student **MUST** fill out the absent/late form (this is located under clinical forms in the Canvas Course) have it signed by the Clinical Instructor and submit it to the Clinical Nurse Coordinator. If the student arrives to clinical 20 minutes or more late or leaves prior to the end of post conference, this will be counted as an absence.

**Students should be prepared and are expected to attend all clinical experiences for the full time.**

**Post Conference:**

Post conference is part of the clinical experience. Students must abide by the dress code during this time by having name tags on, hair up etc. Students are also expected to participate and be part of the learning process. Post-conference will be included in the grading process.

## Grading Policies

A grade of 75% (letter grade C) or higher is required to successfully complete the course. Misc. Assignments and HESI items will not be used to calculate this score. All exam scores equal 70% of the overall grade. Grades are not rounded (e.g., 74.99 = 74%). Partial credit will not apply. The assignments, which include adaptive quizzes, must be completed as specified to receive full credit. The instructor will

make every effort to return graded work/assignments in a timely manner (14 days after the assignment's due date). Feedback will be provided to enhance student success through the identification of learning weaknesses and strengths.

Grading Scale:

Letter Grade	Percentage Range
<b>A</b>	<i>90 – 100%</i>
<b>B</b>	<i>80 – 89%</i>
<b>C</b>	<i>75 – 79%</i>
<b>D</b>	<i>70 – 74%</i>
<b>F</b>	69 & below

### Blood-borne Pathogens/Standard Precautions

- Students will follow information for Blood Borne Pathogen guidelines based on the OSHA standard for Universal Precautions:
- Failure to follow these guidelines will result in disciplinary action.
- Because many viruses and bacteria are transmitted via body fluids, students are to follow the Centers for Disease Control's regard to standard precautions:
  - Wash hands before and after each patient contact.
  - Wear gloves ANY time there is the likelihood of contact with body fluids.
  - Wear gloves and gown if clothing is likely to be soiled.
  - Wear gloves, gown and mask if body fluids are likely to be sprayed.
  - Dispose of soiled linen and bandages as dictated by individual facility policy.

- All body fluids shall be considered potentially infectious materials and standard precautions shall be used.
  - Contaminated needles/sharps will not be recapped
  - Will not be bent, sheared or broken
  - If recapping or removing a contaminated sharp is required by a specific medical procedure, it will be done via mechanical device or a one-handed technique.
  - As soon as possible after use, a contaminated sharp will be placed in an appropriate sharps' container.
- All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
  - Exposure to blood and body fluids
    - Students will wash with soap and running water, hands or any other skin, or flush mucous membranes with water immediately.
    - As students are assigned to clinical agencies, they will be required to follow that agency's infection disease policies and procedures.
    - Students who experience a blood/body fluid exposure while doing clinical rotations will be handled according to the facility employee protocol.
    - Students are responsible for any charges incurred.

## Code of Honor Policy

Each student admitted to a professional program in the Nursing and Health Professions is charged with the responsibility of honorable conduct. This is fundamental so that a community of trust is established among members of the college and your clients. A student is assumed honorable until his/her actions prove otherwise.

Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

Students in this program are bound by the Honor Code Policy and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the program not only take responsibility for their own actions but hold their peers to the same standards.

As a student admitted to a health profession's program, you must agree to live by and support the basic principles of honesty – no lying, cheating, or stealing; be accountable for your actions; and share information about honor offenses.

For American Nurses Association Code of Ethics, visit the American Nurses Association website at

<http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>

An honor offense is defined as an act of lying, cheating or stealing. These terms are defined as follows:

**Lying** – a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

**Cheating** – to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

**Stealing** – to take the property of others without permission or right; to take ideas, credits, and words without right or acknowledgement; to accept credit for another's work.

Those honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

## Confidentiality Agreement

Confidentiality is essential for a strong clinical relationship. As an individual who provides health care, you may have access to clients'/patients' confidential information that includes biographical data, financial information, medical history and other information. You are expected to protect client confidentiality, privacy and security and to follow these and all associated agency guidelines.

- You will use confidential information only as needed to perform duties as a member of the faculty or as a registered student in the programs within the Department of Nursing. This means, among other things, that:
  - You will only access confidential information for which you need to know.
  - You will respect the confidentiality of any verbal communication or reports printed from any information system containing clients'/patients' information and handle, store, and dispose of these reports appropriately at the University and associated clinical agency.
  - You will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of all your professional activities.
  - You will carefully protect all confidential information. You will take every precaution so that clients/patients, their families, or other persons do not overhear conversations concerning client/patient care or have the opportunity to view client/patient records.
  - You will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access codes.
  - You understand that the information accessed through all clinical information systems agencies contains sensitive and confidential client/patient care, business, financial, and hospital employee information that should only be disclosed to those authorized to receive it.

- You will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

## Gifts, Tips, Gratuities

Students are not allowed to accept gifts from patients or vendors.

## Reporting Accidents

Notify your instructor if you have an accident/incident while in the clinic or school setting or in the school environment. Also, report any problems or potential safety issues pertaining to patients, residents or students.

## Simulation Laboratory

The simulation laboratory will be treated as a real environment with a real client. There will be no video, pictures, etc. To abide in confidentiality, there will also be no discussion of simulation and/or occurrences within and outside the laboratory. You understand that violation of this Confidentiality Agreement may result in disciplinary and legal action with fines.

## Testing Policy

1. All tests will be taken on Respondus.
2. Once the test has begun, you may not leave the room until your test is complete. If you leave the room and you have not finished the test, it will be shut off at the point you stopped.
3. When your test is over, you may leave the room, but not return until all tests are completed. You may stay in the room quietly if you choose.
4. You may have the option to see the test, answers, or rationale after submission.
5. Any student may see their test in the instructor's office by appointment.
6. There is no eating or drinking during the test.
7. The workspace is cleared during a test. Phones/smart watches are in backpacks, on silent.
8. Any missed test will be made up on Study Day if the class is 15 weeks or in the last week of a 7-week class. There will only be one make up test per class per student.

**\*Any of the above testing policies are at the discretion of the instructor.**

## Witnessing Legal Documents

Students may not act as witness to wills, written consent, or other legal documents. If a request is made, the student should refer the requester to the charge nurse in the facility.

# APPENDIX

## LPN Admissions Worksheet

Required for Admission			Notes/Comments:
HESI A2: Cumulative  a. >79%            12  b. 75% to 79%    10  c. 71% to 74%    6  d. <70%            0			
HESI A2: English Language Composite  a. >79%            12  b. 75% to 79%    10  c. 71% to 74%    6  d. <70%            0			
CNA Certification  a. CNA Certification            6  b. CNA in progress            3  <i>Must have C or higher</i>  c. <C—ineligible for admission			
A & PI with lab or A&P for Healthcare  a. A    3.50-4.00  b. B    2.75-3.49  c. C    2.00-2.74  d. <C – Ineligible for admission	Completed  6  5  4  0	In Progress  5.5  4.5  3.5  0	

*If student completes A&PI, they must also complete A&PII		
Anatomy & Physiology II with lab	Completed	In Progress
a. A 3.50-4.00	6	5.5
b. B 2.75-3.49	5	4.5
c. C 2.00-2.74	4	3.5
d. <C – Ineligible for admission	0	0
*A&PII is not required if student completed A&P Healthcare		
<b>Elective/Bonus Points</b>		
Medical Terminology 1 A or B required		
Introduction to Health Professions 1 A or B required		
Medical Procedures 1 A or B required		
Foundations of Healthcare 1 A or B required		
EMT/Phlebotomy C or higher 1		
<b>Sub-Total</b>		

<b>Acceptance</b>		
<b>Yes</b>	<b>Conditional Reason:</b>	<b>No Reason:</b>

## RN Traditional Admissions Worksheet

Required for Admission			Notes/Comments:
<p>HESI A2: Cumulative</p> <p>e. &gt;79%      12</p> <p>f. 75% to 79%    10</p> <p>g. 71% to 74%    6</p> <p>h. &lt;70%          0</p>			
<p>HESI A2: English Language Composite</p> <p>e. &gt;79%      12</p> <p>f. 75% to 79%    10</p> <p>g. 71% to 74%    6</p> <p>h. &lt;70%          0</p>			
<p>English Comp I</p> <p>d. A    3.50-4.00</p> <p>e. B    2.75-3.49</p> <p>f. C    2.00-2.74</p> <p>g. &lt;C – Ineligible for admission</p>	<p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p>	<p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p>	
<p>Applied Math/College Alg/Quant Reasoning</p> <p>a. A    3.50-4.00</p> <p>b. B    2.75-3.49</p> <p>c. C    2.00-2.74</p> <p>d. &lt;C – Ineligible for admission</p>	<p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p>	<p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p>	

<p>Anatomy &amp; Physiology I with lab</p> <p>e. A 3.50-4.00</p> <p>f. B 2.75-3.49</p> <p>g. C 2.00-2.74</p> <p>h. &lt;C – Ineligible for admission</p>	<p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p>	<p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p>	
<p>Intro to Psychology</p> <p>a. A 3.50-4.00</p> <p>b. B 2.75-3.49</p> <p>c. C 2.00-2.74</p> <p>d. &lt;C – Ineligible for admission</p>	<p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p>	<p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p>	
<p>Fundamentals of Nursing</p> <p>a. A 3.50-4.00</p> <p>b. B 2.75-3.49</p> <p>c. C 2.00-2.74</p> <p>d. &lt;C – Ineligible for admission</p> <p>FYE in Healthcare</p> <p>a. A 3.50-4.00</p> <p>b. B 2.75-3.49</p> <p>c. C 2.00-2.74</p> <p>d. &lt;C – Ineligible for admission</p>	<p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p> <p>Completed</p> <p>6</p> <p>5</p> <p>4</p> <p>0</p>	<p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p> <p>In Progress</p> <p>5.5</p> <p>4.5</p> <p>3.5</p> <p>0</p>	
<p><b>Bonus Points</b></p>			

CNA/EMT/Phlebotomy <i>C or higher</i>	Completed	In Progress	
	3	1.5	
Computer Essentials	Completed	In Progress	
	3	1.5	
Employed at a Healthcare Facility	1		
<b>Co-Requisite General Education Courses</b>			
English Comp II	Completed	In Progress	
a. A 3.50-4.00	6	5.5	
b. B 2.75-3.49	5	4.5	
c. C 2.00-2.74	4	3.5	
Anatomy & Physiology II with lab	Completed	In Progress	
e. A 3.50-4.00	6	5.5	
f. B 2.75-3.49	5	4.5	
g. C 2.00-2.74	4	3.5	
Microbiology with lab	Completed	In Progress	
a. A 3.50-4.00	6	5.5	
b. B 2.75-3.49	5	4.5	
c. C 2.00-2.74	4	3.5	
Basic Human Nutrition	Completed	In Progress	
a. A 3.50-4.00	6	5.5	

b. B 2.75-3.49	5	4.5	
c. C 2.00-2.74	4	3.5	
<b>Sub-Total (pre-req only):</b>			
<b>Sub-Total (with co-reqs):</b>			

<b>Acceptance</b>			
<b>Yes</b>	<b>Conditional</b>	<i>Reason:</i>	<b>No</b> <i>Reason:</i>

## RN Bridge Admissions Worksheet

Required for Admission			Notes/Comments:
LPN-ADN HESI  i. >900           12  j. 825-899       10  k. 750-824       6  l. <750            0			
EMS-ADN HESI  a. >900           12  b. 725-899       10  c. 650-724       6  d. <650           0			
LPN/Paramedic Certification  1. LPN or Par. Certification   6  2. Program in progress       3  3. <C—ineligible for admission			
English Comp I  h. A 3.50-4.00  i. B 2.75-3.49  j. C 2.00-2.74  k. <C – Ineligible for admission	Completed  6  5  4  0	In Progress  5.5  4.5  3.5  0	
English Comp II  d. A 3.50-4.00  e. B 2.75-3.49	Completed  6  5	In Progress  5.5  4.5	

f. C 2.00-2.74	4	3.5	
g. <C – Ineligible for admission	0	0	
Applied Math/College Alg/Quant Reasoning	Completed	In Progress	
e. A 3.50-4.00	6	5.5	
f. B 2.75-3.49	5	4.5	
g. C 2.00-2.74	4	3.5	
h. <C – Ineligible for admission	0	0	
Anatomy & Physiology I with lab	Completed	In Progress	
i. A 3.50-4.00	6	5.5	
j. B 2.75-3.49	5	4.5	
k. C 2.00-2.74	4	3.5	
l. <C – Ineligible for admission	0	0	
Anatomy & Physiology II with lab	Completed	In Progress	
h. A 3.50-4.00	6	5.5	
i. B 2.75-3.49	5	4.5	
j. C 2.00-2.74	4	3.5	
k. <C – Ineligible for admission	0	0	
Microbiology with lab	Completed	In Progress	
d. A 3.50-4.00	6	5.5	
e. B 2.75-3.49	5	4.5	
f. C 2.00-2.74	4	3.5	
g. <C – Ineligible for admission	0	0	

Intro to Psychology	Completed	In Progress	
e. A 3.50-4.00	6	5.5	
f. B 2.75-3.49	5	4.5	
g. C 2.00-2.74	4	3.5	
h. <C – Ineligible for admission	0	0	
Basic Human Nutrition	Completed	In Progress	
d. A 3.50-4.00	6	5.5	
e. B 2.75-3.49	5	4.5	
f. C 2.00-2.74	4	3.5	
g. <C – Ineligible for admission	0	0	
Computer Essentials or Intro to Computers	Completed	In Progress	
a. A 3.50-4.00	6	5.5	
b. B 2.75-3.49	5	4.5	
c. C 2.00-2.74	4	3.5	
d. <C – Ineligible for admission	0	0	
<b>Bonus Points</b>			
Currently employed in a healthcare facility:	Yes	No	
	1	0	
<b>Sub-Total</b>			

<b>Acceptance</b>			
<b>Yes</b>	<b>Conditional</b> Reason:	<b>No</b> Reason:	61

Voluntary Health Questionnaire:

Check yes or no. \* If yes, please provide explanation on back of form.

CONDITION	YES	NO	CONDITION	YES	NO
Hearing Problem			Overwhelming Anxiety or Nervousness		
High Blood Pressure			Allergy/Hay fever		
Heart Problem			Respiratory Disorder		
Rheumatic Fever			Skin Disorders		
Diabetes			Tuberculosis or Treatment to Prevent		
Thyroid Disorder			Cancer, Cysts, Tumor, etc.		
Anemia			Intestine or Stomach Problem		
Seizure Disorder			Urinary Infection		
Dizziness/Fainting			Headaches		
Depression			Pelvic Infection		
Drug or Alcohol Abuse			Sexual Disease		
Hepatitis			HIV		

Yes  No Do you have allergies to drugs/medication, insect stings, foods, latex, or others? Specify

---

Yes  No Do you have hypoglycemia? (low blood sugar)

Yes  No Have you had a serious illness in the past? If yes, please explain.

---

Yes  No Have you ever had any operations? If yes, please list.

---

**Voluntary Health Questionnaire Continued**

Yes  No Have you been hospitalized in the past 5 years? If yes, please explain.

---

Yes  No Are you currently being treated for any chronic condition? If yes, please explain.

---

Yes  No Do you have any physical limitations that would affect your ability to lift, turn or transfer patients?

Yes  No Do you have any limitations in use of your senses, such as sight or hearing, which would limit your ability to practice a health profession?

Yes  No Do you have any other condition which might interfere with your ability to practice in the health profession?

If you answered yes to any of these questions, please explain your limitations in detail below or on a separate sheet of paper.

List any medications; prescribed or over the counter; you take on a regular or frequent basis this year:

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

**Date:** \_\_\_\_\_

*\*This form will become a part of your permanent record.*

# Arkansas State University-Mountain Home Health Professions

## Required Signature Form

This attestation form must be signed, verifying that you read and understand the stated policies and/or procedures. After initialing and dating beside each listed document, sign the document and return to your instructor. The signed form will be placed in your permanent student file.

Document	Statement (Student is responsible for reading each document in its entirety.)	Initial	Date
<b>Nursing Student Handbook</b>	I understand that I am responsible for the information contained in the Nursing Student Handbook, ASUMH Student Handbook, ASUMH Catalog and agree to abide by the policies/procedures contained therein. It is my responsibility to periodically review the Handbook for updates.		
<b>Disabilities Statement</b>	I understand it is the policy of ASUMH to accommodate students with disabilities. The Student Services Coordinator is responsible for providing arrangements to accommodate students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. At the beginning of the course, any student with a disability who needs accommodation should inform the Student Services Coordinator and the course instructor.		
<b>Functional Abilities</b>	I have read the Technical Performance Standards for Nursing students and understand I must possess these skills to successfully complete the clinical and laboratory requirements of the program.		

<b>Code of Honor</b>	I have read the Code of Honor. I understand that, as an admitted student in the nursing program, I have accepted the pledge of honesty and will be expected to meet the standards.		
<b>Student Confidentiality Agreement</b>	I understand the information presented to me regarding the patient confidentiality and acknowledge I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way, I will be terminated from the nursing program.		
<b>Substance Abuse Compliance</b>	I have read the <i>Substance Abuse Policy &amp; Procedures</i> and agree, as a student in a professional health program, to comply with all aspects of the policy as written, including testing for substance abuse, paying for testing and appropriate release of that information. I understand that nursing student status is a safety sensitive position and that I may not participate in the medical marijuana program.		
<b>Criminal Background Check for Initial Licensure – Nurse § 17-87-312</b>	I understand a first-time applicant for any license by the Arkansas State Board of Nursing will have a state and national criminal background check. I further understand that identification of any offenses identified in the Nurse Practice Act may prohibit me from obtaining a license to practice as a License Practical Nurse, Registered Nurse or Advance Practice Nurse in the state of Arkansas. Furthermore, although an appeal may be possible there are offenses that permanently disqualify an applicant from a license issued by the Arkansas State Board of Nursing.		

# Nursing Handbook Signature Page

Printed Name of Student \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_