



University of Central Arkansas Nursing Student Handbook: Baccalaureate Program 2014-2015



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NOTE:

The term “**Prelicensure**” in this document refers to all students in the BSN and LPN to BSN tracks. Prelicensure refers to any student who is not licensed as a registered nurse.

The term “**BSN Completion**” in this document refers to students in the RN to BSN and RN to BSN/MSN tracks.

* Refers to forms related to the section and/or policy.

Welcome from the Department Chair

It is my pleasure to welcome you to the University of Central Arkansas' Department of Nursing. Commitment to excellence in nursing education and student success is our primary mission. Explore this handbook and our website to learn more about our programs and activities – let us help you achieve your professional goals.

~ Dr. Barbara G. Williams, Department of Nursing Chair

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History of the UCA Department of Nursing

The Department of Nursing was established in the spring of 1967 due to the closure of a baccalaureate nursing program at Ouachita Baptist College in Arkadelphia. The Ouachita program was in existence for two years after replacing Little Rock's Baptist Medical System's diploma school of nursing.

In order to provide a continuation of education for the enrolled students, numbering more than 100, UCA (then State College of Arkansas) was asked to initiate a nursing program and accept the nursing students from Ouachita. The first class of 26 baccalaureate students graduated in the spring of 1969.

The UCA Department of Nursing was established with funding assistance from the city of Conway and by Governor Winthrop Rockefeller. The Department of Nursing has been an integral part of the university's academic community since its inception. It has consistently received the administrative support and cooperation required to sustain quality undergraduate and graduate programs.

The BSN program received its initial NLN accreditation in 1969. In keeping with the historical role of UCA as an institution for the preparation of teachers, a graduate program in nursing education (MSE) was established in 1970. In 1977 the graduate program was revised to offer a Master of Science in Nursing (MSN) degree. The MSN program was granted initial NLN accreditation in the fall of 1982. In 2014, the Doctor of Nursing Practice program received full approval from the Higher Learning Commission and admitted the first cohort of DNP students.

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Accreditation and Approval Status of UCA Department of Nursing Programs

The Bachelor of Science in Nursing (BSN) program and the Master of Science in Nursing program are fully accredited by the [Commission on Collegiate Nursing Education](#) (CCNE); [American Association of Colleges of Nurses](#) (AACN). The UCA Department of Nursing recently received continuing CCNE accreditation for the BSN and MSN programs for a full 10 years.

The BSN program and MSN program are also approved by the [Arkansas State Board of Nurses](#).

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The Doctor of Nursing Practice (DNP) program is fully approved by the Arkansas Department of Higher Education and the North Central Association of Colleges and Schools; Higher Learning Commission (NCA-HLC). A self-study for accreditation by the [Commission on Collegiate Nursing Education](#) (CCNE); [American Association of Colleges of Nurses](#) (AACN) is planned for AY 2015-2016.

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Student Handbook Introduction

This is one of several official UCA publications you need as a UCA student. These publications contain rules, regulations, and policies that apply to all UCA students.

- [The University of Central Arkansas Undergraduate Bulletin](#)
- [The University of Central Arkansas Graduate Bulletin](#)
- [UCA Student Handbook](#)
- [UCA Police Department Policies and Regulations](#)

The current edition of this handbook should be referred to throughout this academic year. It contains the rules, regulations, and policies that apply to all UCA nursing students. The information in this handbook in no way exempts you from the requirements of the University as found in the other official publications.

Policies and procedures change over time. While the information contained in this handbook was current when compiled, it is the responsibility of the student to know and follow the most recent policy or procedure. The UCA Nursing Student Handbook is updated every year and students are governed by the most current student handbook.

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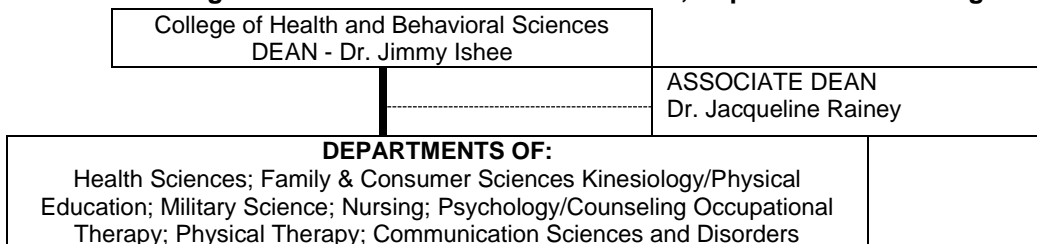
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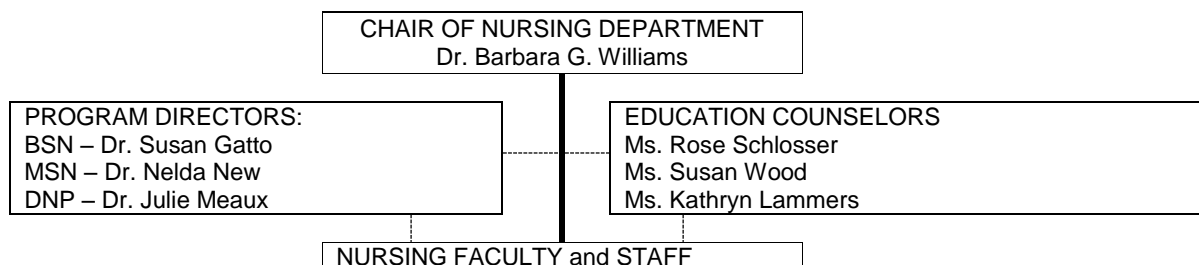
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Organizational Charts for College of Health and Behavioral Sciences, Department of Nursing



DEPARTMENT OF NURSING ORGANIZATIONAL CHART



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DEPARTMENT OF NURSING INFORMATION

Department of Nursing Mission and Philosophy

MISSION STATEMENT

The Department of Nursing is committed to educating students at the baccalaureate and graduate level to address evolving health care needs and to advance the practice of nursing in an ever-changing society.

PHILOSOPHY

Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching and student success, scholarship, and service to the community.

Nursing is a professional discipline concerned with meeting the health needs of a diverse and changing society. As a profession nursing is legally and ethically accountable to society for the integrity and outcomes of its practice. Professional nursing is an art and a science grounded in general education and derived from the synthesis of empirical knowledge, aesthetics, personal knowledge, and ethics. Nursing knowledge is built through scholarly inquiry and study, self-reflection, and a variety of clinical and professional experiences.

Nursing practice includes direct and indirect care, prevention and treatment of disease and illness, management of symptoms, and promotion of the health and well-being of individuals, families, groups, communities, and populations. Caring is fundamental to nursing and encompasses the characteristics of empathy, compassion, sensitivity, and the ability to connect with patients/clients with thoughtful attention to patient/client's needs, interests, and values.

Nurses view people as holistic beings with inherent dignity and worth who have the right and responsibility to participate in decisions that affect their health. Health is a dynamic state of physical, spiritual, emotional and psychosocial being, affected by genetics, environmental factors, personal behaviors, and abilities to adapt in a rapidly evolving environment. Health is expressed in terms of perceived wellness and illness, both of which can occur in the presence or absence of disease.

Learning is a life-long endeavor that fosters intellectual and personal growth through critical thinking, active inquiry and participation in the educational process. The process of learning involves student-teacher partnerships and cooperation in meeting student and program goals. Professional nursing practice requires the acquisition of knowledge, competencies and values; role development; self-awareness; and acceptance of sociopolitical, ethical and professional responsibilities. The nursing faculty serves as role models who guide students in developing an understanding of the discipline and in developing leadership, accountability, cultural competence, safe and ethical practice, and interdisciplinary collaboration.

Nursing education provides the graduate with the theoretical base in nursing and related disciplines and the skills-both interpersonal and technological-required for practice.

The Baccalaureate graduate demonstrates the ability to integrate knowledge with skills and to collaborate with patients/clients, families, and other health care professionals across a variety of settings. Education at the baccalaureate level prepares graduates for master's level study in nursing.

Master's nursing education provides the graduate with an expanded theoretical, clinical, and empirical knowledge base. The Master of Science in Nursing curriculum prepares the graduate for roles that require increased autonomy, accountability, expertise and leadership. Graduates are prepared to provide evidence-based health care in collaboration with other health care providers and consumers, and contribute to the development of nursing through their practice, teaching, scholarship, and service. Education at the master's level prepares graduates for doctoral-level study in nursing.

Adopted by Faculty Organization September 23, 2009

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Academic Integrity

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students are subject to the provisions of the university's [Academic Integrity Policy](#), approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the UCA Student Handbook. Penalties for academic misconduct may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment affirms a student's acceptance of this university policy.

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ANA Code of Ethics for Nurses

Each student is to adhere to the values and ethics expressed in the [ANA Code of Ethics for Nurses with Interpretive Statements](#) (2001) The Code can be viewed and purchased [online](#).

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/client, 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/client.
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/client 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 healthcare 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, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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Student Honor Commitment

A sense of honor that includes academics and extends beyond is essential within nursing education. Commitment to integrity, ethical conduct, and high principles are vital components of this sense of honor. The faculty of the UCA Department of Nursing is committed to maintaining standards of honesty, truth, fairness, civility, and concern for others. Students are personally responsible for and will be held accountable to uphold these standards.

As a UCA nursing student, you are agreeing to consistently demonstrate:

- **Truth:** honesty, faithfulness to fact or reality.
- **Justice:** upholding moral and legal principles.
- **Altruism:** concern for the welfare of others.

These standards and values are consistent with those identified by the nursing profession. They are reflected in the following documents *Code for Nurses* (American Nurses Association, 2001) and *The Essentials of Baccalaureate Education for Professional Nursing Practice* (American Association of College of Nursing, 2008).

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Academic Misconduct/Plagiarism

Nursing is a profession where there is opportunity to do a great deal of good and/or harm. Honesty is at the core of our practice. Acting dishonestly as a nurse puts patients/clients and peers at risk. The faculty of the Department of Nursing is dedicated to professional integrity. The department subscribes to the definition of academic misconduct and plagiarism and associated penalties in the current [UCA Student Handbook](#) specifically.

1. Academic misconduct, including cheating, will not be ignored or tolerated.
2. Those that are aware of academic misconduct (cheating) have the responsibility to confront and/or report the dishonest behaviors.
3. The UCA Nursing Student Handbook policy on academic dishonesty will be implemented.
4. Students who cheat and engage in academic misconduct jeopardize their standing in the UCA Nursing Program.

Examples of Misconduct (not an all-inclusive list)

- Copying test questions during test reviews.
- Removing tests from the classroom.
- Getting exam or quiz questions/answers from someone who is taking the exam or who has previously taken the exam or quiz.
- Completing work as a group without faculty approval
- Communicating with other students or using online or other resources while taking an online exam without faculty approval.
- Turning in papers obtained from commercial research firms, including the Internet.
- Turning in an assignment that was done entirely or in part by someone else.
- Reporting/documenting activities that were never actually done.
- Falsification of reports (including clinical).
- Choosing to ignore (and thus, condone) peer-cheating behaviors.
- Calling in sick for class, laboratory, or clinical when the student is not sick.
- Charting assessments, and nursing care that was not actually done.
- Looking at another student's exam booklet or computer sheet during an exam.
- Using hidden notes during an exam.
- Allowing other students to use your work as their own.
- Not complying with or violating university, department, or clinical agency policies.

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Appeal Procedures, Department of Nursing

The University and the Department of Nursing provides students an opportunity to appeal decisions on policies affecting their academic standing. Avenues of appeal are described in the current [UCA Student Handbook and Calendar](#).

Within the department of Nursing, this is the order in which to pursue the appeal process:

Academic and Personal Appeals (Non-academic misconduct appeals)

- A. Within the Department of Nursing the order in which to pursue an appeal is:
 1. Faculty member who assigned the grade.
 2. Course Coordinator (if team taught course)
 3. Chairperson of the Nursing Department. Provide a written description of how the student was treated differently from other students in the course and any other relevant information.
- B. If not satisfied with the action of the Department Chair, the student may appeal to the Dean of the College and the procedure outlined in the current [UCA Student Handbook and Calendar](#).
 1. Student Education Record Appeals (as described in the current [UCA Student Handbook and Calendar](#)).
 2. Academic Policy/Requirements Appeals (as described in the current [UCA Student Handbook and Calendar](#)).
 3. Academic Misconduct Appeals (as described in the current [UCA Student Handbook and Calendar](#)).

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Attendance

Classroom, laboratory, clinical experiences, and any other course related activities are an integral part of the nursing courses. Absences may jeopardize the student's ability to meet course objectives. The following attendance policy applies to all nursing courses, unless otherwise noted in course syllabus.

1. Absence(s) in any course could result in failure of the course. This includes classroom, simulated laboratory, or clinical absences. Refer to course syllabi for course specific policies.
2. Students are tardy who enter after the instructor has begun class. Refer to course syllabi for course specific policy.
3. Students must notify the course coordinator/course faculty prior to an absence.
4. Students who are absent or late are responsible for obtaining all handouts, course information, and announcement information.
5. Students must notify the course coordinator prior to administration of a test if unable to take the test. Arrangements to take the test are to be made within 24 hours of return to campus or class. Failure to do so will result in a zero (0) for the test.
6. Students must notify the clinical instructor/preceptor before a clinical absence. Leaving a message with the Nursing Department or clinical facility secretaries or sending word with classmates is unacceptable.
7. Following any absence, on the day of return to campus, it is the student's responsibility to meet with the course coordinator to discuss student responsibilities for the absence.

Absences for personal trips/vacations, work related responsibilities, or other unapproved absences are unacceptable and will not be allowed. Consequences of a student's failure to adhere to the attendance policy will be determined by the course faculty. Decisions are based on the student's successful attainment of course objectives. Ultimately, absences could result in a student's failure of a course.

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Attendance for Online Courses

Online courses meet online via Blackboard® asynchronously. Attendance will be measured in terms of scholarly and perceptive participation in online discussions; timely responses to online discussion questions; and written assignments electronically submitted by the deadlines. Poorly written, incomplete, and late assignments will result in lower scores.

Online courses have a few mandatory face-to-face class meetings. Specific due dates and other important dates will be listed on the course calendar located on the Blackboard® homepage.

Student non-participation in online courses: The student is responsible to notify the course coordinator of extenuating circumstances that would prohibit the student from completing course assignments in a timely manner. This is to be done prior to the assignment due date. Failure to participate in course activities will result in course failure.

Online courses are **not** affected by inclement weather, unless the inclement weather is on the required face-to-face meeting days.

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Blackboard® Course Management System

Blackboard® is the course management system used at UCA for online and enhanced course delivery. Access to Blackboard® course websites is automatic with enrollment in the course. Blackboard® will be utilized to facilitate presentation of course content, communication between students and faculty, to post course materials and presentations, electronic submission of assignments, and for online case discussions, etc. Questions regarding computer requirements and Blackboard® use can be directed to the UCA Information Technology helpdesk 501-501-450-3107.

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Blackboard® Logon

Log into [myUCA](#) to access Blackboard® courses (<http://my.uca.edu>). Student account information is required to log in to [myUCA](#). For assistance with students information, take a photo ID to Burdick Hall 106. Once in Blackboard®, go to the My Courses tab. To access the course, click on the course and a new window should pop up with the course homepage.

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Complaints

The UCA Department of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the department not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the [UCA Student Handbook](#). The complaint/concern should be provided in writing to the department chairperson during the semester of occurrence but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the chairperson informally prior to filling the written complaint in order to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students should make an appointment with the chairperson.

The formal complaint must contain the name of the person filing the complaint, the complainant's phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution of the problem. The Chairperson will, in a timely manner, usually within ten (10) business days, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within ten (10) business day of date of the notification, appeal the resolution in writing to the Dean of the College of Health and Behavioral Sciences.

If the complaint is against the chairperson, the student should file the complaint with the Dean of the College of Health and Behavioral Sciences.

Formal complaints against the department may also be filed with the accrediting or approving body. The student must follow the criteria and process established by the [Commission on Collegiate Nursing Education](#) (CCNE) and approved by the [Arkansas State Board of Nursing](#). **Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John's University; and North Central Missouri College. July, 2012.**
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Confidential Reporting Hotline

The University of Central Arkansas is committed to conducting business in an ethical manner and in compliance with applicable laws, regulations and university policies. The UCA Confidential Reporting Hotline ("[Hotline](#)"), with the support of the UCA community, is an effective way to help the University address potential noncompliance with laws, regulations and university policies. Examples of compliance issues that may be reported using the Hotline include, but are not limited to, financial impropriety, misuse of UCA resources, conflicts of interest, discrimination, harassment, health and safety issues, and information security violations.

The Hotline is an anonymous, toll-free, 24-hours-a-day, 7 days-a-week resource to report compliance concerns. A detailed report will be forwarded to the UCA Internal Audit office. The Hotline is staffed and managed by Lighthouse Services, Inc., and is not affiliated with UCA. Call tracing or recording devices are NOT used.

Inquiries and reports can be made without fear of retribution. UCA policy prohibits any retaliation against individuals who report compliance issues *in good faith*. Violation of this policy may result in disciplinary action. In order to use the Hotline, please report suspected non-compliance by telephone, electronic mail, online or by fax:

- Toll Free Hotline: (855)440-0002
- E-mail: reports@lighthouse-services.com
- Fax: 215-689-3885
- Web: <http://www.lighthouse-services.com/uca>

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Confidentiality

All patient/client and proprietary information is considered confidential and protected by law, including the 1996 Health Insurance Portability and Accountability Act (HIPAA). Students have an ethical and legal obligation to protect confidential information and to refrain from obtaining information that is not relevant to their assignment.

Confidentiality applies to all data whether obtained from the patient/client, family, other health care members, charts/records, or other sources. Unauthorized use of confidential information or the violation of confidentiality may result in discipline up to and including dismissal from the nursing program and in civil and criminal liability for the student. Copying or photographing patient/client information is **strictly prohibited**.

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Convocation

The purpose of the convocation ceremony is to recognize all graduates in that calendar year. The ceremony is usually held the afternoon prior to the University's spring commencement. During the ceremony, BSN graduates receive their nursing pins, MSN and DNP graduates are hooded, and post-MSN graduates receive their certificates. Student representatives from each program will be asked to participate with faculty in planning the event.

Participation in this event is optional.

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Course Cancellation, Limited Enrollment Policy

The Department of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available, student enrollment is not sufficient, or student enrollment is greater than program resources.

Decisions to cancel a class are based in part on student enrollment therefore, advanced registration is strongly encouraged. In the case that all sections of a course that is listed for that semester on a student's plan of study are full, the student should contact a UCA Department of Nursing Education Counselor.

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Criminal Background and Licensure

The UCA Department of Nursing requires criminal background checks on all entering students. This decision is due to the increasing number of clinical agencies requiring this procedure. Additional criminal background checks may be required while the student is enrolled in the program and as required by clinical agencies. Students will assume the related costs. Students unable to participate in a required clinical experience due to criminal conviction(s) will be unable to complete the course requirements.

To the extent the University is required to maintain records related to the results of criminal background checks, we will exert our best efforts to maintain confidentiality.

Applicants for an Arkansas nursing license are required to complete additional background checks as part of that process. Per state law, persons convicted of a crime may not be eligible to obtain a nursing license. For more information and a list of crimes, refer http://www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER_3.pdf Nurse Practice Act, chapter 3, section 17-87-309 and 17-87-312. See the department chairperson for more information.

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Criminal Behavior While Being a UCA Nursing Student

If a student has criminal charges filed against her/him, the student is to make a copy of all related materials and submit the material to the Department Chair within 30 days of filing of the criminal charge or citation.

It is the student's responsibility to keep the Department Chair informed of the charge(s) and to provide any related paperwork.

Criminal behavior engaged in by a student might affect the student's academic standing and progression in the UCA nursing program. Each case is considered on an individual basis in light of ACA § 17-87-309 Arkansas State Board of Nursing rules and policies regarding criminal behavior, ethical and professional standards of conduct, and contracts with clinical facilities. Sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

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Critical Thinking Standards

Universal intellectual standards must be applied to thinking whenever one is interested in checking the quality of reasoning about a problem, issue, or situation. Critical thinking requires having command of these standards. Teachers should pose questions which probe and question student thinking to help students learn these standards. Teachers should hold students accountable for their thinking, and consistently use questions which become internalized by students as questions they need to ask themselves. The ultimate goal, then, is for these questions to become infused in the thinking of students, forming part of their inner voice, which then guides them to better and better reasoning. While there are a number of universal standards, the following are the most significant:

Clarity

Clarity is a gateway standard. If a statement is unclear, we cannot determine whether it is accurate or relevant. In fact, we cannot tell anything about it because we don't yet know what it is saying. For example, the question "What can be done about the education system in America?" is unclear. In order to adequately address the question, we would need to have a clearer understanding of what the person asking the question is considering the "problem" to be. A clearer question might be "What can educators do to ensure that students learn the skills and abilities which help them function successfully on the job and in their daily decision-making?" Could you elaborate further on that point? Could you express that point in another way? Could you give me an illustration? Could you give me an example?

Accuracy

A statement can be clear but not accurate, as in "Most dogs are over 300 pounds in weight." Is that really true? How could we check that? How could we find out if that is true?

Precision

A statement can be both clear and accurate, but not precise, as in "Jack is overweight" (We don't know how overweight Jack is, one pound or 500 pounds.). Could you give me more details? Could you be more specific?

Relevance

How is that connected to the question? How does that bear on the issue? A statement can be clear, accurate, and precise, but not relevant to the question at issue. For example, students often think that the amount of effort they put into a course should be used in raising their grade in a course. Often, however, "effort" does not measure the quality of student learning, and when that is so, effort is irrelevant to their appropriate grade.

Depth

How does your answer address the complexities in the question? How are you taking into account the problems in the question? Is that dealing with the most significant factors? A statement can be clear, accurate, precise, and relevant, but superficial (that is, lack depth). For example, the statement "Just Say No", which is often used to discourage children and teens from using drugs, is clear, accurate, precise, and relevant. Nevertheless, it lacks depth because it treats an extremely complex issue, the pervasive problem of drug use among young people, superficially. It fails to deal with the complexities of the issue.

Breadth

Do we need to consider another point of view? Is there another way to look at this question? What would this look like from a conservative standpoint? What would this look like from the point of view of...? A line of reasoning may be clear, accurate, precise, relevant, and deep, but lack breadth (as in an argument from either the conservative or liberal standpoints which gets deeply into an issue, but only recognizes the insights of one side of the question.)

Logic

Does this really make sense? Does that follow from what you said? How does that follow? But before you implied this and now you are saying that, I don't see how both can be true. When we think, we bring a variety of thoughts together into some order. When the combination of thoughts is mutually supporting and makes sense in combination, the thinking is "logical." When the combination is not mutually supporting, is contradictory in some sense, or does not "make sense," the combination is "not logical."

Clarity	<ul style="list-style-type: none"> • Could you elaborate further? • Could you illustrate what you mean? • Could you give me an example?
Accuracy	<ul style="list-style-type: none"> • How could we check on that? • How could we find out if that is true? • How could we verify or test that?
Precision	<ul style="list-style-type: none"> • Could you be more specific? • Could you give me more details? • Could you be more exact?
Relevance	<ul style="list-style-type: none"> • How does that relate to the problem? • How does that bear on the question? • How does that help us with the issue?
Depth	<ul style="list-style-type: none"> • What factors make this a difficult problem? • What are some of the complexities of this question? • What are some of the difficulties we need to deal with?
Breadth	<ul style="list-style-type: none"> • Do we need to look at this from another perspective? • Do we need to consider another point of view? • Do we need to look at this in other ways?
Logic	<ul style="list-style-type: none"> • Does all of this make sense together? • Does your first paragraph fit in with your last? • Does what you say follow from the evidence?
Significance	<ul style="list-style-type: none"> • Is this the most important problem to consider? • Is this the central idea to focus on? • Which of these facts are most important?

Paul, R. and Elder, L. (1999). Guide to Critical Thinking: Concepts and tool. Sonoma: CA: Foundation for Critical Thinking.

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Electronic Devices

Students may use electronic devices (e.g., laptops, e-readers) in class to take notes and access the Internet for course-related purposes. These devices may not be used for any other purpose not directly related to the class. The instructor reserves the right to forbid any student from using electronic devices if such use distracts others or otherwise disrupts the course and can confiscate the device. Students are to turn off all electronic devices during class except for the devices approved by the course faculty. Students are not to engage in electronic communication during class, laboratory, or clinical and will not be excused from class in order to engage in electronic communication of any kind.

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Emergency Preparedness

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://www.ucapd.net/index.php/emergencyprocedures>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

Student should enroll in the UCA Police Department's emergency notification system at

<http://www.ucapd.net/index.php/notification-systems>.

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Employment

Absences from class or other required course activities for work-related responsibilities are unacceptable and will not be allowed.

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Grading Scale

The grading scale for Nursing Courses is as follows:

90.00 – 100%	= A
80.00 – 89.99%	= B
70.00 – 79.99%	= C
60.00 – 69.99%	= D
00.00 – 59.99%	= F

Grades will be calculated to two decimals and will **not** be rounded.

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Inclement Weather and Delayed Start, UCA

Students should check the [UCA web page](#) for official information regarding closure of the university due to hazardous weather conditions. If the university is open and hazardous conditions exist where the student lives, the individual is expected to make the judgment as to whether it is safe to travel to campus or the clinical setting. If the individual student decides it is not safe to travel, she/he is expected to follow the attendance policy guidelines regarding notification of faculty. In the event that the UCA campus is closed for any length of time, it is the student's responsibility to check both the UCA website and the Blackboard® website for all courses in which the student is enrolled. Students should check Blackboard® more than once the first day and daily after that during the time campus is closed to check for assignments and/or instructions for making up missed course time. Students should check with course faculty for more specific guidelines and requirements.

Courses (on campus and online) may be converted to an online format or re-scheduled at the discretion of the faculty. Further, online courses will continue as planned even if the campus is closed. If the UCA internet system and/or Blackboard® are not working students should call their instructors at the phone number(s) provided by the instructor.

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Learning Resource/Simulation Center

The Learning Resource/Simulation Center (Sim Center) office is located in DHSC 208. If you need to schedule an appointment with the Simulation Center Coordinator, please call 501-450-3230.

The Sim Center is designed to simulate the actual nursing practice environment. A lab Specialist is available during posted hours. Borrowing lab equipment for off campus use is prohibited.

While in the Simulation Center, you must:

- Wear your white lab coat (or other designated clothing as required for the nursing course)
- Wear closed toe shoes
- Wear your full uniform during check-offs and simulation lab.
- Return all items to their original places or to the area designated by the lab coordinator or faculty.
- Clean up after yourself. Straighten the beds, etc when you are finished in the lab.
- Inform the simulation center coordinator if you use the last item or if the supply is getting low.
- Do Not put wet linens in the laundry hamper. Ask the simulation center coordinator for instructions.
- *See the simulation center coordinator for additional policies.*

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Name and Address Changes

The Department of Nursing, Administrative Specialist (DHSC 130) maintains nursing student records. Name and/or address changes **must** be reported to the appropriate Program Director of the Department of Nursing and the UCA University Registrar (McCastlain Hall) immediately. *The address change form is available at http://uca.edu/hr/documents/name_change_form.pdf*

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Professional Boundaries

UCA Nursing students must understand and apply the National Council of State Boards of Nursing (www.ncsbn.org) concepts of professional boundaries. "As health care professionals, nurses strive to inspire confidence in their patients and their families, treat all patients and other health care providers professionally, and promote patient independence. Patients can expect a nurse/nursing student to act in their best interests and to respect their dignity. This means that the nurse/nursing student abstains from obtaining personal gain at the patient's expense and refrains from inappropriate involvement in the patient's personal relationships." (National Council of State Boards of Nursing).

UCA Nursing students must maintain professional boundaries as follows:

1. The nursing student's responsibility is to delineate and maintain boundaries.
2. The nursing student should work within the zone of patient/client-centered care.
3. The nursing student should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
4. Variables such as the care setting, community influences, patient/client needs and the nature of therapy affect the delineation of boundaries.
5. Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients/clients).
6. The nursing student should avoid situations where he or she has a personal or business relationship with the Patient/Patient/client, as well as professional one.
7. Post-termination relationships are complex because the patient/client may need additional services. It may be difficult to determine when the nurse-Patient/client relationship is truly terminated.
8. Be careful about personal relationships with patient/client who might continue to need nursing services (such as patients/clients with mental health issues or oncology patients/clients).

If a nursing student is faced with boundary issues, has violated professional boundaries, or knows of other nursing student who have violated professional boundaries, that person must contact a nursing faculty member, the program director, or the department chairperson immediately to seek assistance and counseling.

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Professional Liability

All RN to BSN, RN to BSN/MSN, MSN, and DNP students in clinical nursing courses must be covered by professional liability insurance.

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Protection of Human Subjects

All proposals for research by students must be reviewed to ensure protection of human subjects. Students are to follow the policies and procedures of the UCA Institutional Review Board. A copy of the policies and procedures can be accessed on the Sponsored Programs homepage <http://spo.uca.edu>. Students with questions should call Sponsored Programs at 501-501-450-3451.

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Public Disclosure of Information

The following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Department Chair in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information: The student's name, address, nationality, classification by year, number of hours in which enrolled and completed, participation in officially recognized activities and sports, dates of attendance (including matriculation and withdrawal dates), degrees, scholarships, and honors and awards received (including type and date received).

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Recording of Classes and Distribution of Course Materials by Students

Students are not permitted to video or audio record any part of the class without prior authorization from the instructor conducting the course activity. Permission must be obtained for each and every occurrence unless the instructor provides approval for recording all classes at the beginning of the course. If permission is granted, the student can only use the recording for his/her own personal use. The student must notify all the students in the class that the recording is being conducted. The recording cannot be downloaded, uploaded, or published in any form. The recordings must be destroyed at the end of the semester in which they are enrolled in the class unless the student receives the instructor's written permission to retain them.

Any recordings provided to the student via Blackboard® or any other electronic method is for the student's personal use only. The recordings may not be shared, downloaded, uploaded or published.

The aims of this policy are: to respect the integrity and effectiveness of the classroom experience; protect students and faculty dignity and privacy; respect faculty and University rights in instructional materials; and comply with

copyright law. Violations of this policy could result in disciplinary actions equivalent to the offense.

Adapted in part from University of Virginia

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Sexual Harassment

Sexual harassment by any faculty, staff, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964, and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972. Refer to the current UCA Student Handbook for more information and university policy. The Department of Nursing follows in the university policy. Sexual harassment occurring in the clinical agency is covered by this policy.

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Social Media

Facebook, LinkedIn and Twitter are popular communication channels and a good way to connect with family and friends. Social media also provides opportunities to network with colleagues and like-minded individuals and to develop students as responsible members of a professional community. Sharing and communicating one's opinions can be a valuable learning experience. But there are consequences of misuse.

As health care workers, we pledge our confidentiality. If you post patient/client identifiable information (information that can identify a patient/client in any way), you are liable for breach of confidentiality. Even if you post information such as "the person that had the heart transplant today" you are disclosing patient/client identifiable information. And this is considered a HIPAA violation. HIPAA violations result in fines and jail terms. Arkansas nurses have had their nursing licenses' disciplined by the Arkansas State Board of Nursing for posting information on social media about their patients/clients.

Nurses have lost their jobs related to posting negative comments about their job or patients/clients, even if private information is not disclosed.

Nurse recruiters commonly check social media accounts for new hires. Less than professional comments (or inappropriate use, actions, or behaviors) can result in loss of a job opportunity.

Defamatory comments on the Internet have resulted in civil lawsuits alleging defamation or slander.

American Nurses Association Principles for Social Networking

1. Nurses (*and nursing students*) must not transmit or place online individually identifiable patient/client information.
2. Nurse (*and nursing students*) must observe ethically prescribed professional patient/client-nurse boundaries. *Accepting a Patient/Patient/client's "friend" request can damage the nurse-patient/client therapeutic relationship. Erosion of trust may occur as the patient/client discovers a nurse's personal information.*
3. Nurses (*and nursing students*) should understand that patients/clients, colleagues, institutions, and employers may view postings.
4. Nurses (*and nursing students*) should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses (*and nursing students*) should bring content that could harm a patient's/client's privacy, rights, or welfare to the attention of appropriate authorities. **The proper authority is the UCA DON Chairperson*
6. Nurses (*and nursing students*) should participate in developing institutional policies governing online conduct. *See the UCA DON Program Directors.*

American Nurses Association 6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstances.
2. Do not share or post information or photos gained through the nurse-patient/client relationship. *Taking photos during simulation laboratory or in clinical are strictly prohibited.*
3. Maintain professional boundaries in the use of electronic media. Online contact with patients/clients blurs this boundary. *Contacting patient/client outside of the clinical experience is strictly prohibited.*
4. Do not make disparaging remarks about patients/clients, employers, co-workers, *nursing faculty, clinical instructors, or any other person*, even if they are not identified. *Be careful with the tone of your remarks.*
5. Do not take photos or videos of patients/clients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

NOTE: *Italicized words are not from the ANA, but were added for clarity of this policy.*

How To Avoid Consequences Related To Social Media Usage

Follow department, university, and agency policies on social networking and Internet use.

Know that healthcare agencies and the Department of Nursing have the right to monitor online activity.

Do Not share your clinical and/or work experiences on Facebook or any other social media site.

Do Not Use social networking sites at work or during clinical experiences.

Do Not upload images of yourself or others students/faculty in a clinical environment or in uniform.

Do Not discuss clinical events or news stories about patients/clients, your educational institution, employer, or other healthcare agencies.

Do Not give medical/healthcare advice online.

Do Not discuss course related content. Use the Blackboard® site for course related discussions

* Adapted from Prinz A. Professional social networking for nurses. American Nurse Today 2011, 6 (7): 30-32.

Any infractions of this policy will result in disciplinary action may be up to and may include dismissal from the nursing program and a grade of "F" in the course. Additionally, it is the responsibility of the Department of Nursing to report any breaches in patient/client confidentiality or other inappropriate student behavior, including those occurring via social networking sites, to health care agencies.

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Student Participation in Program Evaluation and Research

The Department of Nursing routinely collects evaluative information and research data about the program which includes faculty, students, and/or courses. The information is not used to determine the academic standing of a student. To assist faculty with program evaluation and research, students can expect: 1) to take standardized academic tests throughout the program; 2) that data will be obtained from student and course records for use in educational research and program evaluation; and 3) that observers will be present in the classroom or clinical setting for the purposes of collecting research data, evaluating/observing performance of the instructor, or testing educational instruments.

Any educational research sponsored by or conducted in the Department of Nursing is subject to university and departmental policies and procedures. All educational research will comply with the policies and procedures of the UCA Institutional Review Board for the Protection of Human Subjects. Any information/data obtained from student and course records is subject to university policies and procedures and the Family Educational Rights and Privacy Act of 1974.

Data collected for educational research or program evaluation will not be used to influence a student's academic standing. It will be used as group data or to evaluate instructors, teaching strategies, courses and/or the program as a whole.

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Student Responsibility for Lost Equipment

When equipment used in or borrowed from the Department of Nursing is damaged or not returned, grades of those involved will be administratively held until restitution is made.

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Student Service on University and Department of Nursing Committees

Opportunities are available for student participation on the standing committees of the department and the university. Students are recruited to serve on the Department of Nursing Curriculum Committees and on appropriate ad hoc committees of the Awards, Admissions, and Progression Committees.

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Students with Disabilities

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, contact the [Office of Disability Support Services](#) at 501-501-450-3613. See for eligibility of services and other pertinent information.

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Substance Abuse Policy

Substance Abuse Policy (Based on Arkansas Nursing Education Model Substance Abuse Policy)

The University of Central Arkansas (UCA) Department of Nursing recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The Department of Nursing is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences. The Department of Nursing 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 nurse or nursing student who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce 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); the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m; the UCA Board of Trustee Policy 505 and 506, and the [UCA Student Handbook](#), Drug Free Schools and Communities Policies.

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

Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, controlled substances or is abusing non-prescription or other prescriptive drugs is obligated to report this information to a Department of Nursing faculty member.

The intent of the Substance Abuse Policy is not simply to identify those students who are chemically impaired, but it also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Registered Nurse. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality to the extent allowed by state and federal law.

This Substance Abuse Policy of the UCA Department of Nursing is consistent with the University's policy.

Testing Procedures

When the Testing May Occur. The Department requires the student to submit to drug testing under any or all of the following circumstances:

- Random testing as required by the Department of Nursing and/or clinical agencies
- For cause
- As part of a substance abuse recovery program

Cost. The approximate cost of each drug screen is \$60.00 (prices may vary).

Facility. The Department will provide the student with the name and location of a SAMHSA2 approved laboratory to perform testing utilizing the agency's policies. The School will use a Medical Review Officer (MRO) who will review and interpret positive test results and assure (by actual telephone interview with each donor) that no test result is reported as positive unless there is evidence of unauthorized use of substances involved.

Sample Collection. The collection techniques will adhere to the guidelines in accordance with US Department of Transportation 49 CFR Part 40 following chain of custody protocol.

Substances. Substance-related disorders are listed in the *Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV)*. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The Department of Nursing has the authority to

change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Positive Results. Tests results will be considered positive if substance levels, excluding caffeine and nicotine, meet or exceed the Arkansas State Board of Nursing established threshold values for both immuno assay screening and gc/ms confirmation studies, and the Medical Review Officer verification investigation verifies unauthorized use of the substance. Positive tests are run twice to verify substances. Split samples are saved at the original lab and may be sent to another SAMHAS approved lab for additional testing at the student's expense.

Confidentiality. All testing information, interviews, reports, statements and test results specifically related to the individual are confidential to the extent allowed by state and federal law. Drug test results will be received from the lab by the Department of Nursing Chairperson or her designee, and only authorized persons will be allowed to review this information. Records will be maintained in a safe, locked cabinet and/or password protected electronic database.

Treatment and Referral. The outcome of a positive drug screen may include any of the following: a warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate dismissal from the program. The Department of Nursing Chairperson will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source(s).

Admission and Reapplication with a History of Substance Abuse. A student will not be denied learning opportunities based on a history of substance abuse. The admission and reapplication process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at Alcoholics Anonymous (AA), Narcotic Anonymous (NA), or a treatment program of choice from a legitimate substance abuse counselor for a period of time designated by the Chairperson. Evidence of participation must be submitted to the Chairperson of Nursing. Acceptable evidence shall consist of a written record of at least the date of each meeting, name of each group attended, purpose of the meeting, and signature or signed initials of the chairperson of each group attended.
- Demonstrate at least five (5) year(s) of abstinence immediately prior to application.
- Submit letters of reference from all employers within the last five (5) year(s).
- Once admitted or readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agency where assigned patient/client care. The student will pay for testing.
- Once admitted or readmitted, the student must abstain at all times from the use of controlled or abuse-potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse-potential substances of student's dependency on controlled or abuse-potential substances, and the student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Department of Nursing Chairperson or designee within ten (10) days of the date of the prescription. *(Adapted from the ASBN Suspension Motion, 0500.)*

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

Substance Abuse Policy - Random Checks and Testing For Cause

Students may be randomly selected to complete a urine drug screen for substance abuse. Students will be notified by letter to report to a selected drug screening facility within a defined time period. Students will be responsible for the cost of the drug screen. Failure to complete the urine drug screen within the designated time

frame will result in the student being administratively dropped from all courses and dismissed from the program. All students should anticipate being required to complete a urine drug screen at least once during the program. Students may also be required to complete a urine drug screen for suspicion of drug or alcohol use at any time.

Any nursing student, who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing. The nursing faculty member's decision to drug test will be drawn from those facts in light of the experience of the observer(s) and may be based on, but not be limited, to:

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance.
- information that a student has caused or contributed to an accident as a result of substance abuse.
- information that a student has been arrested or charged with a substance abuse related offense.
- conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse related offense.

Testing for cause will be conducted using the following policy/procedure:

1. The faculty member observes suspicious behavior. If circumstances permit, another appropriate person will be asked to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision whether to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and if appropriate, clinical agency policies.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program. The student may continue to participate in classroom activities.
5. If the laboratory test is negative for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV)*, the student will be allowed to return to class and clinical learning experience without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to clinical.
6. If any one laboratory test is positive for substances classified in the *Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV)*, the decision may include, but is not limited to any one or more of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program.
7. Confidentiality will be maintained to the extent allowed by state and federal law.

Acknowledgements to the following nursing schools who submitted policies for use and review

Community College of Southern Nevada
NorthWest Arkansas Community College
Foothills Technical Institute
Ouachita Technical College

Harding University
Texarkana College
Jefferson Hospital Association, Inc.
University of Central Arkansas

University of Arkansas at Fayetteville
University of Arkansas Medical Sciences
updated 8-12-11

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Transportation

It is necessary that students have independent means of transportation for their clinical experiences of individual visits to agencies or families.

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OTHER NURSING INFORMATION

Nursing Organizations

Sigma Theta Tau International Honor Society of Nursing, Kappa Rho Chapter At-Large

In the spring of 1988 the Kappa Rho Chapter of [Sigma Theta Tau, the International Honor Society of Nursing](#), was chartered. In spring 2002, the charter was reissued as Kappa Rho Chapter At-Large to

include Arkansas Tech University Nursing Program. Sigma Theta Tau is the only honor society for nursing. The first chapter was established in 1922. The society recognizes superior achievement, facilitates leadership, supports scholarship in nursing, and strengthens individual's commitment to ideals and purposes of professional nursing.

BSN students who meet Sigma Theta Tau's criteria are eligible for induction into the Kappa Rho Chapter. Currently, those standards include having completed a least one-half of their required nursing credits, in the upper 35% of their class, have a minimum of 3.0 GPA, and have two endorsements by members for membership.

MSN students who meet Sigma Theta Tau's criteria are eligible for induction into the Kappa Rho At-Large Chapter. Currently, those standards include having completed one-fourth (1/4) of the master's curriculum in nursing, demonstrate evidence of leadership and excellence in scholarship, and having achieved a GPA of 3.5 or above. Students meeting these criteria are may apply for membership.

Induction into the Honor Society and Kappa Rho-at-large Chapter occurs in the fall semester of each year. For further information, contact the Department of Nursing faculty counselor to Kappa Rho-at-large at 501-501-450-3119.

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UCA Nursing Alumni Chapter

Founded in 1990, the Nursing Alumni Chapter is affiliated with the UCA Alumni Association. Its purposes are to: 1) maintain a close relationship between the university and graduates of the programs in nursing; 2) maintain a medium for dissemination of information pertinent to professional nursing; and 3) to promote professionalism in nursing through the educational process. Membership is open to all graduates and former students of the nursing programs, present and past nursing faculty, and other individuals who are interested in affiliating with the Chapter. See Department of Nursing Chairperson for more information.

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Useful Websites

[UCA Homepage](#)

Professional Websites

[American Association of Colleges of Nurses](#) (AACN)

[American Nurses Association](#) (ANA)

[ANA Code of Ethics for Nurses](#)

[Arkansas Nurse Practice Act](#)

[Arkansas State Board of Nursing](#)

[Commission on Collegiate Nursing Education](#) (CCNE)

[National League for Nursing](#) (NLN)

[National Student Nurses Association](#) (NSNA)

[Sigma Theta Tau](#)

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UNIVERSITY SERVICES INFORMATION

UCA offers many services to students. The following are some that are particularly relevant to nursing students. Refer to the [UCA Student Handbook](#) for more information on these and other services.

Bookstores

Textbooks, educational supplies, trade books, clothing, souvenirs, gifts, and convenience items are available in the [University Bookstore](#), the Camps Bookstore, and Textbook Brokers. The University Bookstore is located in the Student Center. The Campus Bookstore and Textbook Brokers are located on Farris Road. Textbooks for nursing courses are shelved in each bookstore under "Nursing". Some books are required and others are recommended. The University Bookstore sells all required items. Not all required items/texts are sold in the Campus Bookstore and Textbook Brokers. Each bookstore has

specific requirements regarding refunds. Follow the bookstore requirements regarding refunds. A list of textbooks required or recommended for nursing courses can be obtained at the website.

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Computer Services

Computer labs are located across campus. Hours for the labs vary, but several are open during the evenings. Click for [computer locations](#) and times of operation.

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Counseling Center

If students find that at some time during the semester, personal problems are keeping them from completing course work, they may find it beneficial to visit the counseling center. All students are entitled to free, confidential, professional counseling.

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E-Mail

UCA faculty and staff are provided with email accounts for the purpose of conducting official business related to academic and/or administrative functions to accomplish tasks consistent with the university's mission. Because email is an effective way to disseminate information of importance, relevance and interest, and because it is an important tool to meet the academic and administrative needs of the university as a whole, it shall be the university's policy that email be an official communication mechanism with faculty, staff, and students and that all faculty, staff, and students who use the MyUCA portal. Student users of the MyUCA portal are required to use and maintain a UCA cub account address. This is the only email address that will be used for official communication with students, faculty, and staff regarding all academic and administrative matters. This policy does not preclude the use of any other methods of communication. Each individual course faculty may prescribe the communication format for their course. See the course syllabus for each nursing course or ask the course coordinator of each nursing course.

Emails to Mobile Device: POP Instructions

GroupWise has the ability to POP your emails to your Apple or Android mobile device. The available links are provided with instructions for you to enjoy the features of GroupWise your mobile device.

[iPhone – Setup Instructions for Student POP](#)

[Android – Setup Instructions for Student POP](#)

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Financial Aid Resources

The [Financial Aid Office](#) of the University provides information and application materials for grants, loans, and scholarship aid. Information on other sources of financial aid may be obtained from the Program Directors, Department of Nursing Education Counselors, or from the Student Financial Aid Office located in Bernard Hall, Suite 201.

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Library

Torreyson Library hours are posted at the Library. Changes due to holidays, semester breaks, or summer sessions are announced in *The Echo* and posted at the library. Students may request an orientation to Torreyson. Remote access to Torreyson Library is available and includes interlibrary loan and free academic data bases. Information is also available through the [Torreyson Library Home Page](#). Contact UCA Library at 1-501-501-450-3129 for access information.

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Parking Regulations and Parking Stickers

Parking stickers are required to park on campus during weekdays and evenings. Parking stickers are available from the UCA Police Department.

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Security

Campus security can be reached by dialing 911 from any campus phone. Located across campus are emergency lights. In case of emergency, the button on the light post can be pushed to summon security officers to that location. All the entrance doors to the DHSC and doors leading to all three floors of the building remain open until 9 p.m. Monday through Thursday. On Friday they are locked at 5:00 p.m.

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Student Health Services

The [Student Health Clinic](#) is the campus medical clinic located at the corner of Students' Lane and Beatrice Powell Street. They have a Physician and Nurse Practitioners, to help diagnose, treat, and monitor your medical needs. They offer a wide range of medical services to students, faculty and staff. General Family Practice services, lab, x-ray, immunizations, procedures, and women's health services are just some of what is offered. Phone: (501) 501-450-3136; E-mail: shc@uca.edu. See the website for policies and procedures for making an appointment.

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UCA Home Page

The [UCA Home Page](#) contains information about the university and is accessible from off-campus.

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University Calendar

The University Calendar (www.uca.edu) includes critical dates such as the beginning and ending dates for classes, holidays, final examinations, and the dates for commencement exercises.

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Writing Center

The primary mission of the [UCA Writing Center](#) is to help students become more confident and effective writers and communicators. The Writing Center is a free service for all UCA students. See the website for a list of services and how to make an appointment.

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UNDERGRADUATE PROGRAM – Prelicensure and BSN Completion Students

Articulation Standards

Based on the [Arkansas Nursing Articulation Model](#), licensed practical nurses (LPN's and LPTN's) who meet the criteria are eligible to receive credit for core nursing courses by validation (without testing). The credit is held in "escrow" until after the student has successfully completed all UCA BSN degree requirements. Three tracts are available: LPN-LPTN to BSN; RN to BSN; and RN to BSN/MSN.

Potential students eligible for any of the three tracts should contact the department for more information.

A. 0 to 12 Months After Graduation

1. Graduate of an NLN/NLNAC accredited program or an ASBN approved program.
2. No work experience required.

B. > 12 Months After Graduation

1. Graduate of an NLN/NLNAC accredited program or an ASBN approved program.
2. At least 1000 hours of nursing employment during the past 12 months. (Articulation through testing is available if employment hours are not met. Graduates of non-NLNAC accredited programs are handled on an individual basis.

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Baccalaureate Nursing Program: Conceptual Framework

The conceptual framework for the BSN program is the [Essentials of Baccalaureate Education for Professional Nursing Practice](#), ([American Association of Colleges of Nurses](#) (AACN), 2008).

Adopted by Faculty Organization: 2009

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Baccalaureate Nursing Program: Program Objectives

The graduate is prepared to:

1. Engage in practice based on the integration of liberal education, nursing education, evidence, experience, and ethics. (Essential 1, 3)
2. Assume responsibility for life-long learning and plan for professional career development. (Essential 8)
3. Collaborate with patients/clients and interdisciplinary health care team members in decisions that influence the delivery of health care in an ever changing environment. (Essential 6)
4. Allocate and manage physical, fiscal, and human resources to achieve optimal nursing care and outcomes. (Essential 2, 5)
5. Use written verbal, non-verbal, and emerging technology methods to communicate effectively within interpersonal and professional relationships. (Essential 6)
6. Incorporate scholarly inquiry, clinical reasoning, and information literacy to address simple and complex issues. (Essential 1, 3)
7. Use health care technologies and information systems to improve patient/client care outcomes and create safe care environments. (Essential 4)
8. Apply leadership concepts, skills, and decision making in the provision and improvement of nursing care. (Essential 2)
9. Provide direct and indirect holistic, Patient/client-centered care to individuals, families, groups, communities, and populations across a variety of settings. (Essential 7, 9)
10. Engage in professional behaviors by adhering to legal, ethical, and professional standards. (Essential 8, 9)
11. Participate in political and regulatory processes to shape the health care delivery system and advance the profession. (Essential 5)
12. Coordinate, supervise, and delegate to healthcare team with safety and competence. (Essential 9)
13. Engage in care of self in order to care for others. (Essential 8, 9)

Adopted by Faculty Organization: February 16, 2001; Revised by Faculty Organization: August 22, 2003; January 21, 2011; February 3, 2012

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Baccalaureate Nursing Program: Program Objectives by BSN Essentials

BSN Essential #1: Liberal Education for Baccalaureate Generalist Nursing Practice

1. Engage in practice based on the integration of liberal education, nursing education, evidence, experience, and ethics.
6. Incorporate scholarly inquiry, clinical reasoning, and information literacy to address simple and complex issues.

BSN Essential #2: Basic Organizational and Systems Leadership for Quality Care and Patient/Patient/client Safety

4. Allocate and manage physical, fiscal, and human resources to achieve optimal nursing care and outcomes.
8. Apply leadership concepts, skills, and decision making in the provision and improvement of nursing care.

BSN Essential #3: Scholarship for Evidence Based Practice

1. Engage in practice based on the integration of liberal education, nursing education, evidence, experience, and ethics.
6. Incorporate scholarly inquiry, clinical reasoning, and information literacy to address simple and complex issues.

BSN Essential #4: Information Management and Application of Patient/Client Care Technology

7. Use health care technologies and information systems to improve patient/client care outcomes and create safe care environments.

BSN Essential #5: Health Care Policy, Finance, and Regulatory Environments

4. Allocate and manage physical, fiscal, and human resources to achieve optimal nursing care and outcomes.
11. Participate in political and regulatory processes to shape the health care delivery system and advance the profession.

BSN Essential #6: Interprofessional Communication and Collaboration for Improving Health Outcomes

3. Collaborate with patients/clients and interdisciplinary health care team members in decisions that influence the delivery of health care in an ever changing environment.
5. Use written verbal, non-verbal, and emerging technology methods to communicate effectively within interpersonal and professional relationships.
7. Incorporate inquiry, clinical/critical reasoning, creativity, and information literacy to address simple and complex issues.

BSN Essential #7: Clinical Prevention and Population Health

9. Provide direct and indirect holistic, patient/client-centered care to individuals, families, groups, communities, and populations across a variety of settings.

BSN Essential #8: Professionalism and Professional Values

2. Assume responsibility for life-long learning and plan for professional career development.
10. Engage in professional behaviors by adhering to legal, ethical, and professional standards.
13. Engage in care of self in order to care for others.

BSN Essential #9: Baccalaureate Generalist Nursing Practice

9. Provide direct and indirect holistic, patient/client-centered care to individuals, families, groups, communities, and populations across a variety of settings.
10. Engage in professional behaviors by adhering to legal, ethical, and professional standards.
12. Coordinate, supervise, and delegate to healthcare team with safety and competence.
13. Engage in care of self in order to care for others.

Adopted by Faculty Organization: February 16, 2001; Revised by Faculty Organization: August 22, 2003, January 21, 2011, February 3, 2012

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Baccalaureate Nursing Program: Level Objectives

Level 2 Objectives

1. Integrates knowledge from nursing, the sciences and humanities to develop a foundation for practice and care of self.
2. Begins personal transition into the professional role based on knowledge of the nursing profession, professional nursing standards, and personal goals.
3. Recognizes effective professional relationships with nurses and interprofessional staff.
4. Plans care in collaboration with patients/clients, preserving patient/client confidentiality and privacy while clarifying preference and values.
5. Demonstrates awareness of cost and the need for conservation of health resources in providing Patient/Patient/client care.
6. Communicates and documents honestly and accurately.
7. Recognizes standardized terminology in the healthcare environment.
8. Applies therapeutic communication within the nurse patient/client relationship.
9. Demonstrates professional scholarly writing.
10. Uses clinical reasoning and the nursing process to engage in problem solving.
11. Accesses information systems in clinical and educational settings.
12. Identifies roles and responsibilities of health care professionals.
13. Provides individualized, patient/client-centered care with sensitivity to patient/client's needs, preferred practices, cultural beliefs, diversity and unique perspectives.

14. Performs comprehensive assessments of adult patients/clients and the healthcare environment.
15. Performs basic nursing skills with safety and competence.
16. Assumes accountability as a health care provider.
17. Uses legal standards, professional standards and nursing code of ethics to guide clinical practice.
18. Provides care that reflects knowledge of political and regulatory processes.
19. Identifies roles and responsibilities of health care professionals in regard to delegation and supervision of patient/client care.
20. Integrates knowledge from nursing, the sciences, and humanities to develop a foundation for nursing practice and care of self.
21. Recognizes professional boundaries.
22. Recognizes the relationship between personal health, self-renewal and the ability to deliver sustained quality care.
23. Assesses personal self-care behaviors.

Revised 12.19.02; Revised 2.3.12

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Level 3 Objectives

1. Provides safe and effective patient/client care utilizing knowledge of technical skills and scientific principles.
2. Assumes accountability for personal and professional behaviors.
3. Takes initiative to seek new learning opportunities.
4. Incorporates collaborative techniques to produce positive professional relationships.
5. Explores the impact of socio-cultural, economic, legal and political factors influencing healthcare access, equity and affordability, as related to vulnerable populations.
6. Expresses self effectively using multiple communication approaches in a variety of professional contexts.
7. Uses standardized terminology in the healthcare environment.
8. Uses the nursing process and selected theories as a framework for clinical reasoning, decision making, and nursing judgment.
9. Implements evidence based nursing interventions for managing care of individuals and families.
10. Uses health care technologies to impact patient/client outcomes and create safe environments.
11. Participates in quality and safety initiatives.
12. Uses knowledge of prioritization in decision making while retaining accountability for quality care.
13. Adapts assessment techniques and skills to accommodate unique characteristics and risks of individuals and families.
14. Plans and manages physical, psychological, social and spiritual needs of patient/client and family/caregiver.
15. Advocates for patients/clients and families to make informed decisions while respecting inherent worth and dignity.
16. Identifies an ethical decision making framework for clinical practice.
17. Clarifies personal and professional values recognizing the impact on decision-making, professional behavior and professional relationships.
18. Incorporates legal and professional nursing standards into practice.
19. Uses knowledge of financial, political, and regulatory processes in health care delivery.
20. Uses knowledge of prioritization and delegation while retaining accountability for quality care.
21. Establishes professional boundaries.
22. Practices and promotes self-care behaviors.

Revised 12.19.02; Revised 2.3.12

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Level 4 Objectives

1. Consistently uses principles, theories, models, and frameworks as a basis for practice, self-reflection, and professional relationships.
2. Values lifelong learning to support excellence in nursing practice.
3. Explores resources to enhance self-learning, nursing practice, and career development.
4. Establishes and maintains effective relationships (i.e., team building, negotiation, conflict resolution) with diverse groups and disciplines.
5. Supports fairness and non-discrimination in delivery of care, allocation and use of health care resources, and development of health care policy.
6. Incorporates standardized terminology in the healthcare environment.

7. Reflects on and effectively self-corrects personal communication within professional contexts.
 8. Identifies basic elements of the research process and models for applying evidence to clinical practice.
 9. Collaborates in the collection, documentation, and dissemination of evidence.
 10. Applies health care technologies to maximize outcomes for patients/clients.
 11. Manages care utilizing principles of interdisciplinary models to maximize quality of life.
 12. Participate in the development and implementation of creative strategies to influence system change.
 13. Uses evidence to organize, manage, and evaluate strategies that promote healthy communities.
 14. Participate in clinical prevention and population focused interventions during emergency situations and disasters.
15. Performs skills for efficient, safe and compassionate delivery of patient/client care.
 16. Advocates for health care that is sensitive to patient/client needs, with particular emphasis on needs of vulnerable populations.
 17. Demonstrates tolerance for the ambiguity and unpredictability of the world and the effect on health care.
 18. Applies an ethical decision-making framework to clinical situations that incorporates moral concepts, professional ethics, law, and respects diverse values and beliefs.
 19. Uses knowledge of health care systems, healthcare policy and professional nursing to influence health care delivery.
 20. Advocates for professional standards of practice using organizational and political processes.
 21. Applies prioritization and delegation principles in coordination of healthcare teams.
 22. Integrates self-care behaviors into personal and professional lifestyle.
 23. Maintains professional boundaries.

Revised 12.19.02; Revised 2.3.12

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Prelicensure BSN Tracks

The generic/traditional BSN track is designed for students with no nursing license. All pre-nursing majors, including those with an Associate or Bachelor degree in another area, must complete the specific pre-requisite courses prior to being admitted to the three-year nursing major.* Admission to UCA as a pre-nursing major does not guarantee admission to the nursing program. One class of Generic/Traditional BSN students is admitted each year and begin classes in the fall. Applications are *only* accepted between January 15 and March 1 for the fall class. [BSN Tracks Description and Curricular Plans](#)

*[4-year BSN curricular plan](#) for prelicensure students

*[5-year curricular plan](#) for prelicensure students

*[Post-Baccalaureate](#) or Second-Degree curricular plan for prelicensure students

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LPN/LPTN to BSN Track

The LPN/LPTN to RN-BSN track is for Licensed Practical Nurses (LPNs) or Licensed Psychiatric Technical Nurses (LPTNs) who wish to become Registered Nurses (RNs) with a Bachelor of Science in Nursing (BSN) degree. Qualified LPNs or LPTNs receive up to 13 hours of BSN nursing credit. Students in this program must complete the nursing specific pre-requisite courses prior to being admitted.* LPN/LPTNs are only admitted one time a year and begin classes in the fall. Applications are *only* accepted between January 15 and March 1 for the fall class

*[LPN/LPTN to BSN curricular plan](#)

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BSN Completion (online) Tracks

The RN-to-BSN track is for Registered Nurses (RNs) who are graduates of accredited associate degree or hospital diploma programs and seek a Bachelor of Science in Nursing (BSN) degree. Qualified RNs receive 41 hours of BSN nursing credit based on their prior educational program.* The RN-to-BSN/MSN track allows the RN to complete up to 9 graduate credit hours while completing the BSN in lieu of 9 undergraduate credit hours, thus accelerating the MSN degree program. The BSN degree is awarded when the baccalaureate degree requirements are met. Both tracks are designed for the working RN with all nursing courses offered online. Periodic visits to the Conway campus are required for each course. The length of time to complete the BSN and MSN degrees vary on the curriculum plan. Applications for the RN-to-BSN or the RN-to-BSN/MSN tracks are accepted twice a year: Fall enrollment--applications only accepted between February 15 and April 1; Spring enrollment--applications only accepted between

June 15 and August 1 *Pre-requisite courses can be taken at UCA or transferred from another institution. Students are encouraged to review the [Transfer Credit Guidelines](#) information located on the Registrar's website and the Arkansas Department of Higher Education's Course Transfer System ([ACTS](#)) to check on what course credits will transfer.

*[RN-to-BSN curricular plan](#) for BSN completion students (online)

*[RN-to-BSN/MSN curricular plan](#) for BSN completion students (online)

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Curriculum Prerequisites/Co-requisites

Courses in the nursing major are sequentially planned. Many of them are prerequisite or co-requisite nursing courses. Prerequisites refer to those curriculum requirements (nursing and/or non-nursing) that must be satisfactorily completed before enrolling in a course. Co-requisites refer to those curriculum requirements (nursing and/or non-nursing) that can be taken either before or at the same time as another course. Listed below are those nursing courses with prerequisites and/or co-requisites that must be satisfied for a student to enroll in the particular course.

NURS 2305 Health Assessment

Prerequisite: Admission to the major. Fall.

NURS 2505 Concepts of Professional Nursing

Prerequisite: Admission to the major. Fall.

NURS 2310 Pharmacology

Prerequisites: NURS 2305 AND 2505, BIOL 2411, Pre-/Co-requisite: BIOL 4311. Spring.

NURS 2510 Caring for the Medical-Surgical Patient

Prerequisites: NURS 2305 & 2505, BIOL 2411, Pre-/Co-requisites: NURS2310, BIOL4311.Spring.

NURS 3201 Nurse as Educator

Prerequisite: Completion of all 2000-level required nursing courses. Fall.

NURS 3501 Caring for the Childbearing Family

Prerequisites: Completion of all 2000-level required nursing courses, BIOL 4311.

Pre-/Co-requisites: FACS 2341 OR PSYC 2370, PHIL 2325 OR 1301. Fall.

NURS 3510 Caring for Individuals with Psychiatric-Mental health Problems

Prerequisites: Completion of all 2000-level required nursing courses, BIOL 4311.

Pre-/Co-requisites: FACS 2341 or PSYC 2370, PHIL 2325 or 1301. Fall.

NURS 3505 Caring for Children and Their Families

Prerequisites: Completion of all 2000-level required nursing courses, PHIL 2325 OR 1301, PSYC 2370 OR FACS 2341, BIOL 4311. Spring.

NURS 3515 Caring for Adults with Chronic Health Problems

Prerequisites: Completion of all required 2000-level nursing courses, PHIL 2325 OR 1301, PSYC 2370 OR FACS 2341, and BIOL 4311. Spring.

NURS 4213 Research in Nursing

Prerequisites: Completion of all 3000-level required nursing courses and a statistics course (PSYC 2330, SOC 2321, MATH 2311, OR PSCI 2312). Fall.

NURS 4220 Health Policy and Issues in Professional Nursing

Prerequisites: Completion of all 3000-level required nursing courses. Fall.

NURS 4505 Caring for Adults with Complex Health Problems

Prerequisites: Completion of all 3000-level nursing courses. Fall.

NURS 4510 Community Health Nursing

Prerequisites: Completion of all 3000-level required nursing courses and NURS 4213. Spring.

NURS 4515 Leadership and Resources Management in Nursing

Prerequisites: Completion of all 3000-level required nursing courses and NURS 4213. Spring.

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Student Awards
Funded through the University of Central Arkansas
Department of Nursing departmental funds

Outstanding Undergraduate Student Award

SOURCE OF FUNDING:	Departmental; Friends of Nursing
ELIGIBILITY:	BSN; current L4 student
SELECTION:	L4 students and faculty nominate. The selection committee will then make the final selection based on individual award criteria..
CRITERIA:	Treats all with openness & respect; seeks opportunities to promote personal professional development; incorporates interdisciplinary approach to professional nursing; uses styles of leadership that facilitate group process; fulfills professional obligations; exercises judgment about when to express a personal or professional opinion; uses a variety of professional communication techniques effectively; within the professional context, allows professional values to take precedence over personal values; is responsible and accountable for all professional actions and their consequences; in good academic standing.
WHEN AWARDED:	Spring
AWARD:	Plaque and \$200 monetary award

Undergraduate Academic Excellence Award

SOURCE OF FUNDING:	Departmental; Friends of Nursing
ELIGIBILITY:	BSN; current L4 student
SELECTION:	AA&P committee selects based on criteria.
CRITERIA:	Senior with highest overall GPA. In the event that more than one student is eligible for the award, faculty will be provided with a list of eligible candidates and asked to vote for the student that they think most reflects the spirit of the award. Faculty will be asked to provide rationale/support for their selection. The selection committee will then tally the votes and make the final selection.
WHEN AWARDED:	Spring
AWARD:	Plaque and \$100 monetary award

Undergraduate Clinical Excellence Award

SOURCE OF FUNDING:	Departmental; Friends of Nursing
ELIGIBILITY:	BSN; one L3 and one L4 student will be awarded
SELECTION:	Student submits application and letter of recommendation from at least one clinical instructor. The selection committee will then make the final selection based on individual award criteria.
CRITERIA:	Student is respectful, accountable, seeks opportunities, facilitates leadership, exhibits professional behavior, exercises professional judgment, and in good academic standing.
WHEN AWARDED:	Spring
AWARD:	Plaque and \$100 monetary award

Spirit of Nursing Award

SOURCE OF FUNDING:	National Student Nurses Association
ELIGIBILITY:	BSN; current L4 student
SELECTION:	NSNA and Army Nurse Corps.
CRITERIA:	Student demonstrates a commitment to excellence through community, professional, and academic achievements.
WHEN AWARDED:	Spring
AWARD:	Registration fee, lodging, and airline ticket to NSNA national convention.

Student Scholarships
Funded through the University of Central Arkansas Foundation

Barbara Harpe Nabholz Nursing Scholarship

SOURCE OF FUNDING:	UCA Foundation
ELIGIBILITY:	BSN; rising L2 or rising L3 student
SELECTION:	Student submits scholarship specific application. The selection committee will make final selection based on individual award criteria.
CRITERIA:	In order to be eligible for this scholarship, the applicant must be: (1) a single parent in financial need, (2) classified as a Level III or Level IV student for the next academic year, (3) enrolled in all required nursing courses for that academic year, and (4) in academic good standing in the Department of Nursing. A student, who is enrolled in all required nursing courses, even if enrolled in less than 12 credit hours, is still eligible for the scholarship.
WHEN AWARDED:	Spring
AWARD:	Up to full tuition and fees for EACH semester of the awarded year. * Actual amount of the award will vary each year and is based on availability and variability in funding.

Clara Forsberg Nursing Scholarship

SOURCE OF FUNDING:	UCA Foundation
ELIGIBILITY:	BSN; rising L2 or rising L3 student
SELECTION:	Undergraduate faculty nominates. The selection committee will make final selection based on individual award criteria.
CRITERIA:	Displays professionalism in the classroom and in clinical areas; displays academic ability beyond the majority of the class.
WHEN AWARDED:	Spring
AWARD:	Up to ½ tuition and fees for EACH semester of the awarded year. * Actual amount of the award will vary each year and is based on availability and variability in funding.

Edna and Edward Vail Scholarship

SOURCE OF FUNDING:	UCA Foundation
ELIGIBILITY:	BSN; rising L2 or rising L3 student
SELECTION:	Student submits application. The selection committee will make final selection based on individual award criteria.
CRITERIA:	Good academic standing. GPA 3.0 or greater. Involved in extracurricular activities; good solid student; responsible, engaged; not necessarily top grades; financial need.
WHEN AWARDED:	Spring
AWARD:	Monetary award. (For 2011-2012 academic year the awarded amount was \$1750.) * Actual amount of the award will vary each year and is based on availability and variability in funding.

Student Book Scholarships

Smaller monetary scholarships that are funded through the University of Central Arkansas Foundation. Scholarships are intended to assist with the purchase of textbooks

Lauretta Koenigseder Nursing Scholarship

SOURCE OF FUNDING:	UCA Foundation
ELIGIBILITY:	BSN; rising L2 or rising L3 student
SELECTION:	Student submits application. The selection committee will make final selection base on individual award criteria.
CRITERIA:	Student who displays quality nursing care and professionalism. Financial need is a consideration.
WHEN AWARDED:	Spring
AWARD:	\$250 monetary award * Actual amount of the award may vary each year and is based on availability and variability in funding.

Martin Nursing Scholarship

SOURCE OF FUNDING:	UCA Foundation
ELIGIBILITY:	BSN and MSN; one awarded to a BSN student and one awarded to an MSN student.
SELECTION:	Student submits application. The selection committee will make final selection based on individual award criteria.
CRITERIA:	Recipient shall be a nursing student accepted into the UCA Nursing program with consideration given to financial need. The recipient shall have a grade point average of 3.0 or above. The scholarship shall be paid in one installment on the date of registration for the first or second semester of the academic year.
WHEN AWARDED:	Spring
AWARD:	\$250 monetary award * Actual amount of the award may vary each year and is based on availability and variability in funding.

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UNIVERSITY OF CENTRAL ARKANSAS

Department of Nursing

****Barbara Harpe Nabholz Nursing Scholarship Application***

The *Barbara Harpe Nabholz Nursing Scholarship* is provided by the Nabholz family in memory of their mother. In order to be eligible for this scholarship, the applicant must be: (1) a single parent in financial need, (2) classified as a Level III or Level IV student for the next academic year, (3) enrolled in all required nursing courses for that academic year, and (4) in academic good standing in the Department of Nursing. A student, who is enrolled in all required nursing courses, even if enrolled in less than 12 credit hours, is still eligible for the scholarship. The scholarship will provide up to full scholarship for one year. Applications must be submitted to the UCA Department of Nursing Awards, Admission and Progression (AAP) Committee Chairman by **4:30 pm on the first Friday of March.**

Name _____ UCA ID # _____

Current mailing address _____

Phone _____ Email _____

Current status in the nursing major: Level II _____ Level III _____

Total credit hours currently enrolled in: _____ Total credit hours completed: _____

On a separate page, please address each of the following:

1. Number and ages of your children who are living with you?
2. Sources of financial assistance you are receiving this academic year?
3. What percent of your education and living expenses are met by the above financial assistance?
4. If you are currently working, number of hours worked per week, place of employment, and phone number.
5. Sources of financial assistance you receive for your children?
6. What percentage of their living expenses are you responsible for?
7. If you have joint custody of your children, what is the percentage of time they are in your house?
8. Number and identification of other adults living in your house with you?
9. Additional information you believe would assist us in selecting the recipient for this scholarship.

I am a single parent with financial and parenting responsibilities for my child/children. To the best of my knowledge, the above information is accurate.

Signature

Date



UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing

****Application for Undergraduate Scholarships and Awards***

If you would like to be considered for a Department of Nursing Undergraduate Scholarship/Award, please complete the following application. Information related to individual scholarships and awards can be found in the BSN Handbook. Applications must be submitted to the UCA Department of Nursing Awards, Admission and Progression (AAP) Committee Chairman by 4:30 pm on the first Friday of March.

Name _____ UCA ID # _____

Current mailing address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Current status in the nursing program: (Circle one) Undergraduate: Level II Level III Level IV

Total credit hours currently enrolled in: _____ Total credit hours completed: _____

Specific award applying for (check all that apply):

- Undergraduate Clinical Excellence Award
- Barbara Harpe Nabholz Scholarship*
- Edna and Edward Vail Scholarship
- Laretta Koenigseder Scholarship
- Martin Nursing Scholarship

* Separate scholarship specific application required.

On a separate page, please address each of the following:

1. Sources of financial assistance you are receiving this academic year. Percentage of your education and living expenses met by financial assistance.
2. Extracurricular activities, clubs, organizations, or community service involvement.
3. If currently employed, number of hours per week you work, place of employment, and phone number.
4. Please submit a paragraph summarizing your academic and clinical accomplishments, professional goals, and plans for growth during the remainder of your educational program. (250 words or less)
5. Any additional information that you would like to provide to the committee in consideration of your application?

Please Note:

- ❖ If you would like to be considered for the Undergraduate Clinical Excellence Award, you will also need to submit a Letter of Recommendation from a clinical instructor.
- ❖ The *Barbara Harpe Nabholz Undergraduate Nursing Scholarship* requires a separate application. The application for this award can be found in the BSN Handbook.

Applications and supporting documentation should be submitted to:

UCA Department of Nursing
Attn: Awards, Admissions, and Progression Committee
201 Donaghey, DHSC 136
Conway, AR 72035

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Nursing Honors Program

During the spring semester of the Level III year, qualified students are invited to become candidates for departmental scholars. The student must have earned at least an overall GPA of 3.5 and a major GPA of 3.7. The honors program offers opportunities to explore special interests in nursing through an independent project. On successful completion of the project, the student is eligible to graduate with honors in nursing. If final GPA meets university requirements, this distinction is noted on the student's transcript and diploma and is recognized at commencement. See [bulletin](#) section Recognition of Academic Achievement for more information.

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Service on University and Department Committees

Opportunities are available for student participation on the standing committees of the department and the university. Students are recruited to serve on the Department of Nursing Undergraduate Curriculum Committee and on appropriate ad hoc committees of the Awards, Admissions, and Progression Committee.

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Special Studies/Optional Courses in Nursing

Special Studies/Optional Courses in Nursing are courses which provide students opportunities to study for NCLEX-RN examination, guided readings, or studying other content of interest. Many students elect to enroll in these courses when needing additional credit for full time enrollment.

An enrollment form must be completed and submitted to Nursing Program Coordinator (DHSC 119) prior to taking any special studies course. For additional information, see the Undergraduate Program Director. Enrollment form is on the next page of this document.

UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing - Undergraduate Program

***Special Studies/Optional Courses in Nursing Intent to Enroll Form**

Each student planning to enroll in a Special Studies/Optional Courses in Nursing course must complete this form, have it signed by her/his advisor or faculty sponsor and **submit the completed form to Ann Mattison**. This form authorizes the student's enrollment in the course.

Student Printed Name: _____ **ID#** _____ **Date:** _____

Planned Enrollment:

Number of credits desired: _____ 1 credit _____ 2 credits _____ 3 credits
Semester of enrollment: _____ Fall 20____ _____ Spring 20____ _____ Summer 20____
Nature of enrollment: _____ Optional _____ Required

This course is taken to meet:

Progression requirement _____ no _____ yes (course # _____)
Scholarship requirement _____ no _____ yes (specific scholarship _____)
Financial aid requirement _____ no _____ yes (specific funding source _____)

If taken to meet Financial Aid or Scholarship requirements, does this course require a letter grade rather than credit/no credit? _____ no _____ yes

SPECIAL STUDIES FOCUS

Check one: _____ Guided reading _____ Test-taking Skills _____ Optional NCLEX Review _____ Other

Special Studies Faculty Sponsor: _____

NCLEX PREPARATION -

What content area(s) will be reviewed _____

Number of questions per content area _____ Total # of questions _____

GUIDED READING

Title of Book: _____

OTHER SCHOLARLY ACTIVITY:

Explain scholarly activity: _____

Student Signature: _____ **ID#** _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

To be completed by Program Director or Program Coordinator:

Focus: _____
NCLEX prep Requirement - Content Area(s) _____
Faculty Sponsor: _____
Date of Registration: _____
CNR _____
Date of Course Completion/Grade Submission: _____

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ADVISEMENT AND REGISTRATION INFORMATION

Academic Advisors

It is ultimately the student's responsibility to know the academic policies of the University and of the Department of Nursing. Students should be familiar with the degree requirements as stated in the [UCA Undergraduate Bulletin](#) and the critical deadlines and general information published in each schedule of courses.

Prelicensure nursing students are assigned a nursing academic advisor. Students are expected to meet regularly with their advisor to develop their plans of study. The academic advisor is responsible for approving a student's plan of study. This is required before the student can register.

LPN/LPTN to RN students are advised by the Undergraduate Program Director.

BSN Completion students are advised by Ms. Rose Schlosser.

All students are to complete an Academic Advisor Evaluation each semester which is found in the same place as the Faculty Evaluations on the MyUCA website, "Evals".

Students must meet with their academic advisor or the Undergraduate Program Director prior to withdrawing from a nursing course, the program, or the university.

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Advance Registration/Late Registration

UCA schedules advance registration periods in the fall for spring semester and in the spring for summer and fall semesters. It is your responsibility to make an appointment with your appointed advisor prior to this advanced registration period.

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Fees for Nursing Students

As a nursing student you will be charged the following fees, in addition to other university fees:

1. Health Science fee is assessed for all health science majors, including nursing, physical therapy, occupational therapy, and speech pathology due to the higher costs of these programs. Some of the revenue comes to the program to assist us in obtaining faculty and some of it goes into the general revenue of the university to cover our malpractice insurance or to the library for books and periodicals in the health fields.
2. Nursing Assessment fee is required for all nursing courses. This fee pays for testing programs and standardized tests used throughout the curriculum.
3. Nursing Lab fee for all nursing courses is used to purchase and update equipment used in the nursing simulation lab and classrooms.
4. Check the UCA web page for specific amount of the above fees.

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Job Reference and Recommendation Letter Etiquette

The Department of Nursing faculty and staff are committed to your goals. We do not mind providing references and recommendations for you but remember that this is something we do for you as a favor and it not part of our job responsibilities. We would appreciate you following the suggestions below when asking for a reference/recommendation letter.

1. Ask your reference (faculty or staff) for their permission before adding them to your reference contact list. The preferred method of asking the reference for permission is face-to-face; however, mail or e-mail may be used. Using social media is not appropriate.
2. Be sure to ask your reference how they wish to be contacted. Ask them to provide the name, credentials, title, address (mail or e-mail) and/or phone number they prefer you use.
3. Provide your reference with the approximate deadline by which you'll need the recommendation letter completed. Keep in mind you should give your reference at least 2 weeks or 10 business days' notice.
4. Provide your reference with a copy of your résumé, the requirements of the job, scholarship, etc, and a list or explanation of the personal qualities you have that makes you qualified. Giving your reference all the background information and other materials she will need is the best way to make sure she feels confident and comfortable providing a strong recommendation for you. Be honest with your potential employer and your reference about your experience and accomplishments. You are asking your reference to vouch for your qualifications, and to misrepresent yourself also reflects badly on your reference.
5. Provide your reference with the name, credentials, title, mailing address and any other necessary contact information of the person the recommendation should be sent. Let your reference know what form the reference/recommendation should be send (letter, e-mail, online survey, etc) If it is a letter, provide pre-addressed envelopes with postage.
6. Contact your past supervisors to ask if they would be willing to provide a reference for you. Regardless of whether you decide to list them as an official reference, your potential employer may follow up with your past places of employment to check your credentials. It's a good idea to contact your past employer in advance to get a sense of the type of reference they would be likely to provide if contacted.
7. Send a personal note or email thanking your references for the support. You may also want to call each reference individually to reiterate your thanks. Being gracious and polite is extremely important and may be viewed as a reflection of your professional demeanor.
8. Keep your references informed of the progress of your application. Regardless of whether you get the job/scholarship, it is polite to let your reference know the outcome. Your reference is investing time in your pursuits, and deserves to be informed of any developments.

Adopted from: http://www.ehow.com/how_2070927_follow-job-reference-etiquette.html

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POLICIES AND REGULATIONS

Program/Course Policies and Regulations

Abilities and Skills for Admission to and Progression within the Undergraduate Nursing Major

Policy: The Department of Nursing affirms that all students enrolled in the Baccalaureate Program must possess those intellectual, personal, motivational, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required for safe and ethical professional nursing practice.

The professional nurse must possess the knowledge and ability to effectively assist his or her patient/client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the patient/client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient/client's responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include: observations; communications; motor ability; conceptualization; integration and quantification; and behavioral/social acceptability. Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. **Observation:** The student must be able to observe a Patient/Patient/client accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.
2. **Communication:** The student must be able to speak, to hear, and to observe patients/clients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients/clients. Communication includes not only speech but reading and writing. The student must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. **Motor:** Students should have sufficient motor function to elicit information from patients/clients by palpation, auscultation, percussion, and other assessment maneuvers. A student must have sufficient motor skills to gain access to patients/clients in a variety of care settings and to manipulate the equipment central to the treatment of patients/clients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the student should be able to comprehend three dimensional relationships and to understand the spatial relationships of structures.
5. **Behavioral and Social Attributes:** A student 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 attendant to the care of patients/clients, and development of mature, sensitive, and effective relationships with patients/clients. Students 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 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 clinical problems of many patients/clients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.
6. **Attentiveness/Inquisitiveness:** The student must regularly attend class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student must be consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions. The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.
7. **Demeanor:** The student should have a positive, open attitude towards peers, teachers and others during the course of nursing studies. The student is expected to maintain a professional bearing in interpersonal relations. The student should function in a supportive and constructive fashion in group situations and make good use of feedback and evaluations. A student should show appropriate respect for those placed in authority over him/her both within the University and in our society. The student must function as a responsible, ethical, law-abiding adult. The student is expected to have nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges must be carried out in a reliable and trustworthy manner.
8. **Cooperation:** The student must demonstrate 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.
9. **Personal Appearance:** The student's personal hygiene and dress must always reflect the high standards expected of a professional nurse.
10. **Moral & Ethical Standards Professional Role:** The student must respect the rights and privacy of other individuals and does not violate the laws of our society. The student must always conduct self as a professional role model and be in compliance with ANA Standards of Practice and the Arkansas State Board of Nursing Rules and Regulations regarding professional conduct.

Items 1-5 from: Bower, D., Line, L. & Dunnage, D. (1988). *Evaluation instruments in nursing* (pp. 71) New York: National League for Nursing
Items 6-10, modified and acknowledged from UAMS College of Nursing (2000) Student Handbook.

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Attendance Required at Professional Meetings for Prelicensure Students

To promote professional role development, attendance and participation in annual meetings may be required for nursing students. Students are encouraged to attend the annual Arkansas Nursing Student Association (ANSA) Convention. Additional information regarding the professional meetings will be provided in the courses that require attendance. Students are responsible for their own registration and transportation. The Department of Nursing faculty members encourage student involvement in their professional organization as a means of leadership development. See the NSA Advisors for additional opportunities for involvement.

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Complaints

The UCA Department of Nursing strives to provide an environment of mutual respect, cooperation, and understanding. Notwithstanding this commitment, problems and concerns sometimes occur. This policy is available to students who wish to have a concern resolved regarding a person or process of the department not covered by other existing policies, such as grade appeals, sexual harassment complaints, etc. These policies are addressed elsewhere in this handbook or in the [UCA Student Handbook](#). The complaint/concern should be provided in writing to the department chairperson during the semester of occurrence but no later than twenty (20) days from the first day of the following academic semester. The individual has the option of meeting with the chairperson informally prior to filing the written complaint in order to have a better understanding of the process. To pursue this informal meeting regarding the complaint, the students should make an appointment with the chairperson.

The formal complaint must contain the name of the person filing the complaint, the complainant's phone number and e-mail address, the date of the complaint, the date of the occurrence, and a detailed accounting of the incident or detailed explanation of the complaint, and any steps taken to seek resolution of the problem. The Chairperson will, in a timely manner, usually within ten (10) business days, investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may, within ten (10) business days of date of the notification, appeal the resolution in writing to the Dean of the College of Health and Behavioral Sciences.

If the complaint is against the chairperson, the student should file the complaint with the Dean of the College of Health and Behavioral Sciences.

Formal complaints against the department may also be filed with the accrediting or approving body. The student must follow the criteria and process established by the [Commission on Collegiate Nursing Education](#) (CCNE) and approved by the [Arkansas State Board of Nursing](#).

Complaint Policy is Adapted from Pace University, Lienhard School of Nursing; College of Saint Benedict, Saint John's University; and North Central Missouri College. July, 2012.

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Degree Completion

The UCA Prelicensure BSN Curriculum assumes a high school college preparatory track, including chemistry and unconditional admission to UCA. Although designed to be completed in 4 years, many take as much as 5 years to complete the program. The BSN must be completed with 5 years of entering the major. This is to ensure that a graduate's knowledge, skills, and competencies are equivalent to those required for licensure and practice as an entry level BSN RN.

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Progression Policies

Good Standing. Once admitted, a student's progress in the baccalaureate program is reviewed routinely. To remain in good standing the student must:

1. Maintain a cumulative grade point average of 2.0 and
2. Earn a minimum grade of "C" in all courses required for the major (nursing and non-nursing)
3. Observe the fundamental rules of ethical conduct as described in the American Nurses' Association Code for Nurses (2001).
4. Demonstrate the "Abilities and Skills for Admission to and the Progression within the Undergraduate Nursing Major".

The University and the Department of Nursing reserves the right to refuse the privilege of further attendance to a student when it has become evident that the student lacks the personal qualities, professional characteristics, or scholastic attainments essential for success (see current UCA [Undergraduate Bulletin](#), and "Abilities and Skills for Admission to and Progression within the Undergraduate Nursing Major").

Course Scheduling for Prelicensure Students. Courses in the nursing major are sequentially planned. This means that, unless otherwise specified, nursing courses must be successfully completed in the order and semester listed on the curriculum pattern. Since each nursing course is usually offered only once a year, an unsuccessful attempt of any course may result in a graduation date delay of at least one year.

Course Scheduling for BSN Completion Students. Courses in the BSN completion tracks are not sequentially planned. The student is responsible for meeting with the RN to BSN advisor for course scheduling. BSN completion students are also responsible for registering for classes.

Course Failures. Students with a failing grade of "D", "F", or "WF" in any required nursing course will not be permitted to enroll in those nursing courses that require the failed course as a prerequisite, and must submit an Alternate Progression Plan to the Department of Nursing Awards, Admissions, and Progression Committee. A grade of "D", "F" or "WF" for any two (2) nursing courses mean the student will be dismissed from the nursing program and will not be eligible for readmission.

Course of University Withdrawals. Students must meet with their academic advisor, course faculty, and/or the Undergraduate Program Director prior to withdrawing from either a nursing course or the Undergraduate Program. Any student who withdraws from any nursing course or the program for any reason (academic or nonacademic), must apply for readmission to the nursing program and submit an Alternate Progression plan to the Department of Nursing Awards, Admissions, and Progression Committee. Refer to the UCA Undergraduate Bulletin for university information regarding withdrawal.

Students who withdraw due to personal reasons or theory grades must do so within the university's time frame to withdraw from a course.

Withdrawal from Blocked Courses: Students who do not begin the clinical portion of the course until the second block have until a comparable period of time to the university's time frame within that block to withdraw from the course. For instance, if the university's withdrawal period is until 2/3 of the semester has been completed, then the student would have until 2/3 of the clinical portion of the course has been completed to withdraw. This extended withdrawal time frame is not allowed for theory grades since theory extends over the entire semester.

Clinical Failure: A student, who has been notified by the faculty member that he/she has failed the course due to clinical performance, may not withdraw from the course with a W. A letter grade will be assigned.

Readmission. To be considered for readmission, a student must submit a complete application for readmission to the Department of Nursing Admissions and Progression Committee. That application is due by March 1 for fall courses and by October 1 for spring courses. Readmission is neither automatic nor guaranteed and will be contingent on both program and individual factors.

Alternate Progression Plan. To progress in the nursing major the student must continue to meet the criteria for good standing as stated previously. Students that meet the following criteria and receive approval from the Awards, Admissions, and Progression Committee for an Alternate Progression Plan will be considered in good standing and are not required to apply for readmission.

Criteria for submission of an Alternate Progression Plan include:

1. A student that receives a "D", "F", "W" or "WF" for one nursing course.
2. A student that deviates from a full time nursing pattern for any reason (academic or nonacademic).
3. A student that has not been dismissed from the program and is eligible for readmission.

Submission of an Alternate Progression Plan includes:

1. Complete the information required on the form (Appendix) and review it with your academic advisor.
2. Submit the completed written request to the Program Coordinator within two weeks from the time the student becomes aware of a change in status.
3. The Awards, Admissions, and Progression Committee will evaluate the proposed Alternate Progression Plan, and will provide the student with a written recommendation in a timely manner.

Failure to adhere to an approved Alternate Progression Plan: If for any reason a student fails to adhere to the approved alternate progression plan, a revised progression plan following the same process as above must be submitted.

Delayed Return: Any student who has been out longer than 12 months will be required to do additional coursework or repeat courses as deemed necessary by the Awards, Admission, and Progression Committee.

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UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing
*APPLICATION FOR READMISSION TO NURSING MAJOR

PLEASE PRINT OR TYPE – ANSWER EVERY QUESTION

1. NAME _____
Last First Middle (Maiden)

2. Permanent Address _____
Street City

3. School Address _____
Street City

4. Telephone: Permanent _____ School _____

5. UCA ID Number _____

6. Indicate semester last enrolled in UCA Nursing Program _____

7. Indicate semester you wish to return Month _____ Year _____

List nursing courses (by name) you wish to enter:

8. Reason for leaving nursing program:
_____ A. Did not pass nursing courses NURS _____ (Give number & title of course)
_____ B. Other: Please explain

9. Are you currently enrolled in a college or university? Yes _____ No _____

10. List all UCA nursing courses successfully completed: _____

11. Attach proposed curriculum pattern to application.

Return whole application to: Admission and Progressions Committee
Department of Nursing
University of Central Arkansas
201 South Donaghey
Conway, AR 72035

Signature

Date

Note: It is required to petition the Awards, Admissions, and Progression Committee prior to any deviation of the above proposed curriculum plan (example attached).

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**University of Central Arkansas
Department of Nursing**

***ALTERNATE PROGRESSION PLAN**

Name _____ Date _____

Address _____

City, State, Zip _____

E-Mail Address _____

Identification Number _____ Phone _____

Explain your reason for requesting an Alternate Progression Plan:

Use attached form to indicate your proposed curriculum plan. List the courses you will take by semester.

Signature: _____ Date: _____

Note: It is required to petition the Awards, Admissions, and Progression Committee prior to any deviation of the above proposed curriculum plan.

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Required Supplies and Equipment

At the beginning of each semester, nursing students are required to purchase prescribed supplies and equipment for use in laboratory learning experiences (clinical and simulated). A list of required supplies will be provided by course faculty prior to or at the beginning of each semester. Students must have their own equipment; sharing equipment will not be permitted. The deadline for purchasing the equipment required for a particular semester is the first day of classes or a date set by the course faculty. Those who do not have the required equipment by the designated date will be counted as absent and not allowed to participate in learning experiences until equipment is obtained. Faculty has the right to drop students from the course due to non-attendance.

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Standardized Exams and Remediation Program

Standardized examinations (i.e. non-teacher made tests) are administered during the program for the purpose of student evaluation. These exams are formatted similar to NCLEX-RN, are standardized against national norms, and are valid and reliable. The examinations measure specialty content, comprehensive for the entire BSN program, or comprehensive RN content in preparation for NCLEX-RN.

A passing score will be set by faculty for each exam prior to the administration of the exam and may vary with different exams. The score will be based on the national normed scores of the company. Students who do not achieve the pass score will be required to enroll in a Required NCLEX-RN Preparation course for remediation. Students who do not enroll in the course will not be allowed to progress in the program. A grade will be awarded. A passing grade of "C" or higher is required in the Required NCLEX-RN Preparation course(s) in order for the student to progress to the next semester clinical nursing courses. Additional policies regarding the exams will be provided in the courses for which they are required.

Prior to being approved to take the NCLEX-RN exam, formalized NCLEX preparation might be required of students based on tests results and other NCLEX predictors.

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Testing (Exam) Policy/Procedure

Faculty is dedicated to professional integrity. Academic dishonesty and cheating will not be tolerated. The following measures are used in all nursing courses to remove conditions which may precipitate dishonest behaviors and to facilitate optimum performance by all students during testing. Additional measures may be used by an instructor.

1. Students' personal belongings (e.g., books, caps, coats) other than items required for testing (e.g., pencils, calipers) must be stored in front of the classroom or a designated location throughout the testing period.
2. Calculators will be provided for math exams; students will not be permitted to use personal calculators.
3. When a student must leave a test site prior to test completion, he/she will be required to submit all testing materials to the test proctor. If, when, and under what circumstances, the student is allowed to resume and/or finish the test in progress is at the discretion of the course instructor.

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CLINICAL POLICIES AND REGULATIONS

Clinical Experiences for BSN Completion Students

BSN Completions students should check the course syllabus for instructions on arranging clinical experiences and clinical preceptors.

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Clinical Nursing Course(s) Requirements for Prelicensure and BSN Completion Student

Prior to each clinical course students must present documentation that qualifies them to participate in clinical laboratory learning experiences. This documentation is necessary for student health, patient/client safety, and to fulfill contractual agreements with clinical agencies. All students enrolled in a clinical nursing course must provide a photocopy of the following:

1. Result of PPD/TB skin test or written report of chest X-ray that is valid August through the following May and that meets the U. S. Public Health Service standards for current protection. If a test is positive documentation of appropriate follow-up must be provided.
2. American Heart Association Healthcare Provider CPR certification that is valid August through the following May.
3. Documentation of current health/hospitalization insurance.

This material must be presented to the department by August of each year. Students who fail to meet these requirements may be administratively dropped from the particular course(s).

Students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies with which they affiliate. This may require additional vaccinations, clinical training, and/or policy training.

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Criminal Background Checks

Additional criminal background checks may be required for specific clinical rotations. See the Criminal Background and Licensing section of this handbook for the specifics about this policy.

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Criteria for Clinical Evaluation

Throughout the Undergraduate Curriculum, clinical performance is evaluated using a 5-point, criteria-references scale. An example of that scale will be provided by course faculty at the beginning of each clinical course.

CRITERIA FOR CLINICAL EVALUATION

SCALE LABEL	QUALITY OF PERFORMANCE	ASSISTANCE
Independent 5	Proficient; coordinated; confident Occasional expenditure of excess energy Within an expedient time period	Without supporting cues
Supervised 4	Efficient; coordinated; confident Some expenditure of excess energy Within a reasonable time period	Occasional supportive cues
Assisted 3	Skillful in parts of behavior Inefficient and uncoordinated Expend excess energy Within a delayed time period	Frequent verbal and occasional physical directive cues in addition to supportive ones
Marginal 2	Unskilled; inefficient Considerable expenditure of excess energy Prolonged time period	Continuous verbal and frequent physical cues
Dependent 1	Unable to demonstrate procedure/behavior Lacks confidence, coordination, efficiency	Continuous verbal and physical cues
0	Not observed	
X	Not appropriate	

©Copyright: Bondy, K.N. (1983). Criterion-referenced definitions for rating scales in clinical evaluations. *Journal of Nursing Education*, 22(9), 376-382.

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Drug Testing as Clinical Requirement

Additional drug testing may be required for a specific clinical rotation. See the Substance Abuse policy for the specific policy details.

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Exposure to Blood or Body Fluids

In the case of a clean needle stick injury (one where the instrument has not been used on a patient/client); the student is to be seen in an employee/student health or emergency service within 24 hours for wound treatment and tetanus prophylaxis, if necessary.

Needle stick injury or instrument exposure to blood or other body fluids should be reported immediately to the nurse instructor. An Employee/Student Injury and Accident Report Form (I & A form) or an Incident Report form should also be completed. Information about the source patient/client involved should be obtained by the instructor and recorded, including the patient/client's name, unit number, and physician.

The instructor must check the patient/client's medical record for the patient/client's risk status for hepatitis and HIV infection (e.g. homosexuality, blood transfusions, I.V. drug abuse, or previous history of positive HIV) and record this information on the I & A form.

The I & A form is to accompany the student to the employee/student health or emergency service at the time of initial evaluation within 24 hours of the injury or contamination.

Exposure to blood/body fluids via direct contact or needle stick should be reported to the instructor immediately. Strictly adhere to hospital policy for reporting the exposure.

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Hepatitis B Virus Vaccine

Nursing students accepted into the nursing major must present a health record that includes one of the following:

1. immunization against Hepatitis B;
2. evidence of receipt of at least the first dose of the vaccine for hepatitis B followed later with documentation that all three doses of the vaccine have been received within eight months of the first dose; or
3. a confirmed prior illness with Hepatitis B.

In the event that the Hepatitis B virus vaccine is declined, the "Hepatitis B Vaccine Waiver/Affidavit" must be signed before the student will be permitted to attend clinical laboratory learning experiences.

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UNIVERSITY OF CENTRAL ARKANSAS

Department of Nursing

*Hepatitis B Vaccine Waiver/Affidavit

I understand that due to my potential exposure to blood, body fluids, or other potentially infectious materials in clinical areas, I may be at risk of acquiring the Hepatitis B virus (HBV) infection.

I have been provided with information regarding HBV and have been advised of where the Hepatitis B vaccine can be obtained. However, at this time I decline the Hepatitis B vaccination series. I understand that by declining this vaccine, I continue to be at risk of acquiring the HBV infection during required learning experiences.

I understand that I can be vaccinated in the future at a time of my choosing at my own expense.

In the event I experience an exposure to HBV as a student in the UCA nursing program, I hereby release and hold harmless the University of Central Arkansas, its Board of Trustees, officers, agents, and employees from any and all liability, responsibility, damage, or loss, whether known or unknown, existing or potential, that I may ever claim as a result of any contact or consequence which may arise from my exposure.

Student Signature

Date

Faculty/Witness Signature

Date

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MicroWord mattison/Hepatitis B Vaccine Waiver/Affidavit 7-29-02(previous 1993)

Infection Control Precautions

Policy: All undergraduate nursing students will maintain current knowledge and practice that is consistent with the most current Center for Disease Control and Prevention (C.D.C.) guidelines for protecting healthcare workers and patients/clients from exposure to infectious diseases.

1. Prior to clinical each semester, all students must complete an assignment on Standard, Transmission-based, and Latex precautions.
2. Once instructed on specific types of infection control precautions and patients/clients requiring precautions, a student's practice is to be consistent with the guidelines.
 - A. Failure to do this in the clinical setting can jeopardize the safety and well-being of patients/clients, visitors, staff, and the student and may result in the student's clinical failure.
 - B. Failure to do this in the simulated laboratory setting can jeopardize the safety and well-being of other students, faculty, staff, and the student and may lead to the student's course dismissal.
3. Students are expected to review and be familiar with the "Guidelines for Isolation Precautions in Hospitals" [On-line] Available National Centers for Infectious Diseases (NCID) Home Page:
 - A. Part I. [Evolution of Isolation Practices](#)
 - B. Part II. [Recommendations for Isolation Precautions in Hospitals](#)
 - C. Course-specific guideline review may also be required.

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Patients/Clients Record/Reports/Assignments

All written or verbal reports/records/assignments regarding patients/clients are to be presented in an honest clear, factual and respectful manner, consistent with professional standards. In addition, they must comply with agency standards and policies and with applicable laws such as HIPAA (Health Insurance Portability and Accountability Act). This applies to patients/clients from any setting (such as community or hospital), and any type of patient/client report/record/assignment such as course papers, logs, or care plans; reports given to staff or in post-conference or class, or patient/client charting completed by the student. Violation of this policy is grounds for clinical failure and dismissal from the program.

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Student Errors, Near Misses, and Deficiencies in Clinical and Simulation Laboratory

The faculty recognizes that no student will intentionally make an error when providing patient/client care. They also realize that students are human and that mistakes can and do occur. In order to ensure patient/client safety and as a result of an increasingly litigious society, the faculty has determined that in order to protect the patient/client, the student, and to verify that the student is a safe practitioner, the following procedures will be followed if a student makes an error of omission or commission or has a near miss in the clinical or simulation laboratory. Merriam- Merriam-Webster.com defines a near miss as "a miss close enough to cause damage" and a "close call." According to the AHRQ definition, a near miss is an "event or situation that did not produce patient/client injury, but only because of chance."

When a student or licensed personnel recognizes that an error or near miss has occurred, it is the student's responsibility to report the error or near miss immediately to the clinical nursing faculty and clinical agency.

- For clinical errors, an incident report will be filled out and filed with the clinical agency according to agency policy.
- Clinical instructors are to notify the Course Coordinator of any student errors, near misses, or deficiencies.
- The Course Coordinator is to notify the Undergraduate Program Director or Department Chairperson about the error, near miss, or deficiency.
- The student and the course faculty will complete the UCA Department of Nursing Clinical Deficiency Form (see next page of this document).
- The course faculty or laboratory coordinator will complete the UCA Department of Nursing, Nursing Learning Resource Center Remediation Faculty Report (see the next pages of this document).
- Once the student has satisfactorily completed the remediation plan, the clinical faculty will complete the UCA Department of Nursing Post Remediation Clinical Observation Follow Up Report (see the next pages of this document).
- All forms related to the error, near miss, or deficiency will be attached to the student's clinical performance record and placed in the student's file.

Students not completing the remediation plan satisfactorily will receive a failing grade for the clinical portion of the course, which will result in failure of the course.

Students making an error and not reporting it to the clinical faculty in a timely manner or found trying to cover-up or hide the error will be immediately dismissed from the clinical experience, dismissed from the course, and will receive an "F" grade for the course.

The error(s) must be submitted in writing to the Department Chairperson if the error(s) may require legal intervention or are of great significance.

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**UNIVERSITY OF CENTRAL ARKANSAS
DEPARTMENT OF NURSING
*Clinical Deficiency Form**

Please Choose One:

Clinical Communication: *The instructor has determined that the student needs assistance with one or more of the course clinical objectives (i.e. skills or interventions).*

Clinical Warning: *The instructor has determined that the student is not meeting the course clinical objectives and is in jeopardy of failing the clinical rotation.*

Date: _____
Course: _____
Student: _____
Clinical Faculty: _____

The following deficiencies were noted by course or clinical faculty on **(date)**. These deficiencies will result in failure to meet course and/or clinical objectives.

Objective: <i>As stated in course syllabus and/or clinical performance tool.</i>	Deficiency: <i>Description of student behavior constituting failure to meet the objective.</i>

Student Strengths:

Plan for Remediation:

Comments:

Course and/or clinical objectives must be met by **(date)**. Noncompliance will result in course failure.

Faculty (signature) _____ **Date:** _____
Student (signature) _____ **Date:** _____

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**UNIVERSITY OF CENTRAL ARKANSAS
DEPARTMENT OF NURSING
NURSING LEARNING RESOURCE CENTER
*Remediation Faculty Report**

Date began: _____

Date completed: (date)

Student Name:

Course:

Course Faculty:

Remediation Faculty:

Student failed to meet the following Clinical objective(s):

Remediation plan:

Remediation Faculty narrative note:

- Student has completed the remediation plan.

Student signature

Date

Remediation Faculty signature

Date

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**UNIVERSITY OF CENTRAL ARKANSAS
DEPARTMENT OF NURSING**

***Post Remediation Clinical Observation Follow Up Form**

This is used by the clinical instructor when a student returns to clinical after engaging in remediation for a clinical deficiency.

Student Name: _____

Faculty Name: _____

Date of Deficiency: _____

Date of Remediation: _____

Date Returned to Clinical: _____

- This deficiency has been satisfactorily corrected
- The student continues to demonstrate clinical deficiency in the following area(s):

- Clinical warning has been issued to student

Clinical Faculty Signature Date

Student Signature Date

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Uniforms

BSN Completion Student Uniform Policy

The primary purposes for the uniform are identification, cleanliness, and neatness and to portray a professional image. These guidelines are designed for the protection of both the student and the patient/client.

The student is expected to wear a white lab coat, UCA Nursing Student name pin that includes the RN credentials.

- Lab Coat:
 - White, clean, unstained, wrinkle-free
 - Mid-thigh to knee length.
- Name Pin:
 - To always be visible on the front of the uniform on the upper left side.
 - The top line of the name pin is printed with the "student's name, RN" and the second line is printed with the "UCA Nursing Student."
- Shoes:
 - As specified by OSHA standards, personnel providing direct patient/client care wear socks or stockings and shoes with impermeable enclosed toes. Shoes are constructed of an impervious, non-absorbent material, clean and in good repair. Shoes must be all white with not color or writing.

The following are **NOT** allowed:

- Nail polish or artificial nails. Natural nails must be trimmed.
- Strong odors including but not limited to scented perfume or lotions, aftershave, hairspray, or offensive body odor.
- Chewing gum.
- Excessive hair accessories. Simple barrettes may be worn.
- Visible tattoos (cover up with make-up or flesh colored tape)
- Print or colored undergarments that show through the uniform
- Excessive make-up.
- Tobacco use. All clinical facilities are smoke/tobacco free.
- Faded, torn, ripped or frayed clothing;
- Midriff or off-the-shoulder blouses, sweaters, or dresses;
- Low neck lines on dresses, sweaters, or blouses
- Short dresses or skirts; Dresses and skirts can be not shorter than 2 inches above the knee and not longer than mid-calf (unless established religious customs).
- Torn, ripped, or frayed clothing;
- Tight, sheer, or revealing clothing;
- Clothing with advertisements, sayings, or logos,
- Spaghetti strap or strapless shirts or dresses;
- Denim jeans;
- Shorts or sports attire;
- Hats, scarves, caps, bandanas, plastic hair bags/shower caps; unless for medical conditions or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears; one pair of simple earrings and wedding bands are allowed. All other piercings and jewelry must be removed.
- Open toed or open heeled shoes;
- Low riding pants – All pants must be worn at the natural waistline.

Addendum

- If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy.
- Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions.
- Faculty may dismiss a student from a clinical setting if the uniform policy is violated.
- Any questions should be discussed and clarified with the clinical instructor prior to clinical participation.

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Prelicensure Student Uniform Policy

The primary purposes for the uniform are identification, cleanliness, and neatness and to portray a professional image. These guidelines are designed for the protection of both the student and the patient/client.

Prelicensure students are required to purchase the UCA Nursing Uniform from Miridy Uniforms (www.miridys.com).

Components of the full uniform:

- White, clean, unstained, wrinkle-free.
 - White uniform top and white slacks or skirt; or white uniform dress for women.
 - White uniform top and white slacks for men.
- White crew socks or hose (dresses or skirts).

- As specified by OSHA standards, personnel providing direct patient/client care wear socks or stockings and shoes with impermeable enclosed toes. Shoes are constructed of an impervious, non-absorbent material, clean and in good repair. Shoes must be all white with no color or writing.

Uniform Specification:

- Uniform must meet the specifications provided to Meridy uniforms
- Fit: appropriate to allow for optimal movement

Hair:

- Neat, clean, off the collar or pulled back so that it does not interfere with Patient/Patient/client care.
- Men – clean shave; mustaches and beards are permissible if kept neatly trimmed.

Uniform Accessories for Clinical

- Name Pin:
 - To always be visible on the front of the uniform on the upper left side.
- Additional accessories:
 - A watch, with sweep second hand, shock proof, water proof, and durable.
 - A pair of bandage scissors, pen light, and pocket calculator.
 - A stethoscope with bell and diaphragm.
 - Black ink pen (no felt tip pens).
 - Stethoscope and sphygmomanometer with pocket aneroid gauge and adult size cuff. Digital display gauges are not acceptable.
 - Additional accessories may be required if not provided by agency.

Where to Wear the Uniform

- Full uniforms are worn when the student is engaged in UCA clinical nursing or simulation activities.
- White lab coats are to be worn to and from the clinical setting or in compliance with specific clinical policies. They should be removed when the student is engaged in direct patient/client care.
- On clinical site visits to see patients/clients or to read charts, students must wear the full white uniform or the UCA Nursing polo shirt with Khaki slacks with no cargo pockets. The name pin must be worn and be clearly visible.

Community and Psychiatric-Mental Health Experiences

For community experiences and other home visiting, the required uniform is:

- UCA Nursing Polo shirt, khaki slacks with no cargo pockets, and closed toed, appropriate, and clean shoes.
- Name pins are required for all activities.
- See restrictions below.

The following are **NOT** allowed in **ANY CLINICAL AREA**:

- Nail polish or artificial nails. Natural nails must be trimmed.
- Strong body odors including but not limited to scented perfume or lotions, aftershave, hairspray, or offensive body odor.
- Chewing gum.
- Excessive hair accessories. Simple barrettes may be worn.
- Visible tattoos (cover up with make-up or flesh colored tape)
- Print or colored undergarments that show through the uniform
- Excessive make-up.
- Tobacco use. All clinical facilities are smoke/tobacco free.
- Faded, torn, ripped or frayed clothing;
- Hats, scarves, caps, bandanas, plastic hair bags/shower caps; unless for medical conditions or safety purposes or established religious customs;
- Visible body piercing/jewelry except for ears; one pair of simple earrings and wedding bands are allowed. All other piercings and jewelry must be removed.
- Open toed or open heeled shoes;
- Low riding pants – All pants must be worn at the natural waistline.

Addendum

- If the agency's dress code is more restrictive than this policy, the student is expected to comply with the agency's policy.
- Exceptions to or differences in any of the policies may occur in some clinical areas or with individual instructors to meet the clinical experience requirements. Students will be notified of any exceptions.
- Faculty may dismiss a student from a clinical setting if the above policy is violated.
- Any questions should be discussed and clarified with the clinical instructor prior to clinical participation.

Adopted 4/10/92

Revised 8/8/12

Revised 8/25/2014

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LICENSING and GRADUATION INFORMATION

Criminal Background and RN Licensure

Most states, including Arkansas, require a state and federal criminal background check on application for license. Per Arkansas State law, Act 1208 of 1999, persons convicted of a crime may not be eligible to be licensed as an LPN, RN, or APN or to take the licensure exam(s). See the Department of Nursing Chairperson for more information.

For more information about the law and crimes, refer to [Nurse Practice Act](#), chapter 3, section 17-87-309 and 17-87-312

The list of crimes include:

- (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) 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 controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (14) Rape as prohibited in §§ 5-14-103;
- (15) Sexual indecency with a child as prohibited in § 5-14-110;
- (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
- (17) Incest as prohibited in § 5-26-202;
- (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
- (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
- (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;
- (23) Felony adult abuse as prohibited in § 5-28-103;
- (24) Theft of property as prohibited in § 5-36-103;
- (25) Theft by receiving as prohibited in § 5-36-106;
- (26) Arson as prohibited in § 5-38-301;
- (27) Burglary as prohibited in § 5-39-201;
- (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
- (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (30) Stalking as prohibited in § 5-71-229;
- (31) 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;
- (32) Computer child pornography as prohibited in § 5-27-603; and
- (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

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Department of Nursing Pin

The Department of Nursing pin distinguishes University of Central Arkansas nursing graduates from those alumni of other programs. A program pin has been a long-standing tradition in nursing. The UCA pin was designed by the first graduating baccalaureate class, the class of 1967.

The UCA pin is diamond-shaped with the university seal placed on a purple background. It also has a BSN guard pin. The pins are available in 10K or 1/10K gold. Graduating students may purchase their pins through the Department of Nursing in the last semester of course work or any time after graduation.

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Graduation Application

All department and University requirements are to be met before a student may graduate and take the National Council Licensure Examination (NCLEX-RN).

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NCLEX-PN, Exam, Application

Students, who have successfully completed the Level III year of nursing, may apply to take the licensing examination for Practical Nursing (NCLEX-PN). If licensed, the student may then practice as an LPN during the year. Students are to obtain the applications available directly from the Arkansas State Board of Nursing (501-686-2700; Suite 800, 1123 South University, University Tower, Little).

- Arkansas State Board of Nursing fee
- NCLEX-PN Exam Fee
- Temporary Permit Arkansas State Board of Nursing fee
- Criminal Background Check
(check Arkansas State Board of Nursing web site for specific fee amounts)

Prior to taking the license examination students must complete a short correspondence course on the role of the LPN. To prepare for the exam, students are encouraged to review one or more of the NCLEX-PN review books in the bookstore.

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NCLEX-RN Exam, Application

Prior to taking the NCLEX-RN exam, candidates must submit documents and fees to both the Board of Nursing and testing service. In Arkansas, two separate submissions of documents and fees are required. The Department of Nursing works closely with graduating Level IVs to assist them with the application process.

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NCLEX-RN Endorsement Policy

The Arkansas State Board of Nursing Registered Nurse Examination Application includes a recommendation from the Department of Nursing Chairperson. This recommendation will be provided for any UCA BSN graduate applying for the first NCLEX-RN attempt within two (2) years of graduation and who meet all other NCLEX-RN preparation requirements.

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Expenses Prior to and After Graduation

During the Level IV year (especially in the spring) nursing students usually encounter additional expense. Some of those are listed below. The prices are estimates and some expenses are mandatory while others are optional. See Nursing Program Coordinator for a list of current fee amounts.

Required Expenses for **Level IV Prelicensure Students**

Tri-Chapter Research Day (Registration and travel to host school) (\$25 plus cost of travel to host school)

Application for Graduation (\$30 – January)

Cap and Gown (\$40 – March) – Gown is required for the Convocation Ceremony

NCLEX-RN

- Arkansas State Board of Nursing fee (\$75 – April)
- Temporary Permit Arkansas State Board of Nursing fee (\$25 – April)
- NCLEX-RN exam fee (\$200 – April)
- Fingerprints/ BI Background check/AR State Police Background check (\$41.25 – November)

Required Expenses for **BSN Completion Students**

Application for Graduation (\$30 – January)

Cap and Gown (\$40 – March) – Gown is required for the Convocation Ceremony

Optional Expenses for **Level IV Prelicensure Students**

UCA Nursing Pin (\$40 and up – February)

Graduation Invitations and Class Ring (Prices vary – order in March through Bookstore)

Composite Picture (\$30 plus the cost of any package you purchase – February)

NCLEX-RN Review Course (Prices range between \$300 - \$500 - April)

Optional Expenses for **BSN Completion Students**

UCA Nursing Pin (\$40 and up – February)

Graduation Invitations and Class Ring (Prices vary – order in March through Bookstore)

Composite Picture (\$30 plus the cost of any package you purchase – February)

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Graduating Student Composite Picture

On the second floor of Doyne Health Science Center are the composite pictures of previous graduating classes. These have been presented to the Department by the graduating classes. As with the convocation ceremony, the composite picture has become a tradition, but is not required of graduating students (both prelicensure and BSN completion students). People frequently stop to look at the pictures hanging in the hall. When alumni return to campus, they bring family members to see their class picture. It also serves as a testimony to the "up and coming" classes that success is attainable.

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OTHER NURSING INFORMATION

Nursing Organizations

[National Student Nurses' Association \(NSNA\)](#)

Arkansas State Nursing Student Association (ASNSA)

UCA Nursing Student Association (UCA NSA)

ASNSA is a component of NSNA and is an organization of nursing and pre-nursing students. UCA has a state chapter of ASNSA. Membership entitles the individual to receive NSNA's official magazine, Imprint reduced rates on products and services; opportunities to serve in the local chapter, state organization, or national organization; opportunities to compete for scholarships, and much more. The UCA NSA is an active chapter and has received many awards for their activities. They usually maintain the bulletin board at the 2nd floor elevator and have a display cabinet outside of suite 114. For further information contact any UCA NSA officer or the UCA NSA Faculty Advisor.

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UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing
***HANDBOOK AGREEMENT SIGNATURE PAGE**

Student Name: _____ Date: _____

The University of Central Arkansas, Department of Nursing, BSN Student Handbook contains policies and procedures for the 2014-2015 academic year.

Initial all the blanks below:

_____ **I agree to read and abide by ALL the policies as outlined in the current handbook.**

Criminal Behavior While Being a UCA Nursing Student

_____ I understand that if I have a criminal charge(s) filed against me, I must make a copy(ies) of all related materials and submit the material to the Department Chairperson within 30 days of filing of the criminal charge or citation.

_____ I understand that I am responsible to keep the Chairperson informed of the charge(s) and to provide any related paperwork.

_____ I understand that criminal behavior engaged in by me might affect my academic standing and progression in the UCA baccalaureate nursing program.

_____ I understand that sanctions can range from dismissal from the nursing program to probation for a period of time, and might include other disciplinary requirements based on the charge(s).

Patient/client Information Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)

_____ I have been given information regarding patient/client information confidentiality and the HIPAA law.

_____ I agree to comply with all regulations.

_____ I understand that the hospitals and other health agencies where I have clinical experience(s) might have additional requirements to protect patient/client information.

_____ I understand that my failure to comply with the regulations may result in my dismissal from the program and/or legal and financial sanctions and penalties against me.

Standard, Transmission Based, and Latex Allergy Precautions Statement

_____ I have been given information regarding Standard, Transmission-Based, and Latex Allergy Precautions.

_____ I agree to use the precautions during clinical and simulated laboratory practice.

_____ I understand that my failure to use these precautions may result in exposure of myself and the patients/clients I care for to pathogens, including the Hepatitis B and Human Immunodeficiency Virus.

_____ I understand that my failure to use these precautions may result in potential harm to myself and the patients/clients I care for by exposure to latex-containing materials.

_____ I accept all consequences that occur in the event that I do not follow these precautions.

Signature

Date

Faculty Signature, Witness

Date

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