



University of Central Arkansas  
Nursing Student Handbook: MSN Program  
2015-2016



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### **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 at UCA are 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.

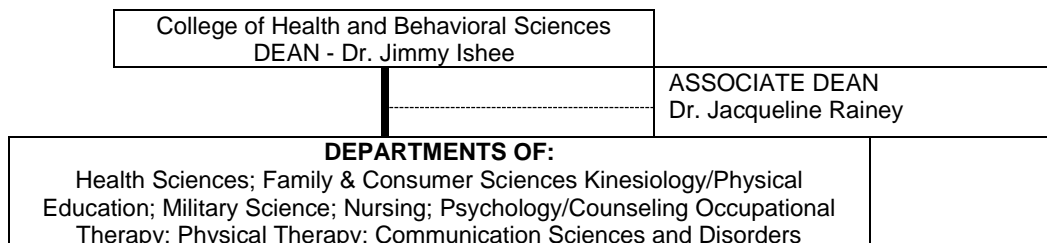
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**Department of Nursing Faculty and Staff Directory**

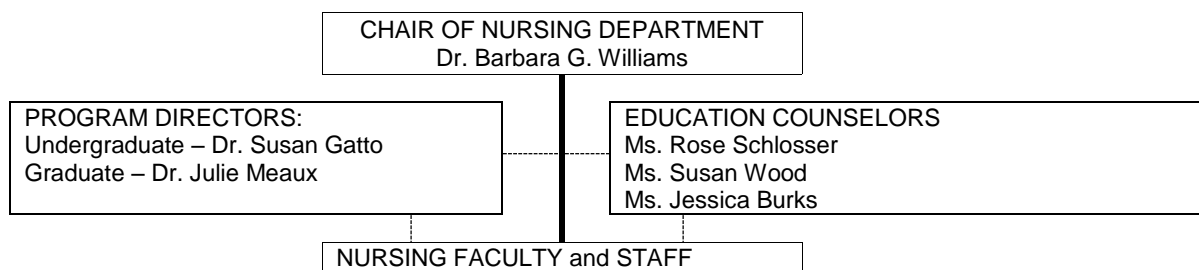
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**College of Health and Behavioral Sciences Organizational Chart**



## 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 undergraduate and graduate level as leaders in the delivery of quality health care and the advancement of the practice of nursing.

#### 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 with thoughtful attention to patient'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.

Undergraduate nursing education provides the student with the theoretical base in nursing and related disciplines, and the skills - both interpersonal and technological - required for practice. The graduate demonstrates the ability to integrate knowledge with skills and to collaborate with clients, families, and other health care professionals across a variety of settings.

Graduate nursing education provides the student with an expanded theoretical, clinical, and empirical knowledge base. The graduate curricula prepare students 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.

Revised by Faculty Organization: February 20, 2015

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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, Simulation, Clinical**

Classroom, laboratory, simulation, 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 absences are unacceptable. 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. Please go to <https://uca.edu/it/blackboard/> if you have questions or need assistance with Blackboard.

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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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### **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 encouraged.

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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](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"><li>• Could you elaborate further?</li><li>• Could you illustrate what you mean?</li><li>• Could you give me an example?</li></ul>       |
| Accuracy | <ul style="list-style-type: none"><li>• How could we check on that?</li><li>• How could we find out if that is true?</li><li>• How could we verify or test that?</li></ul> |

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

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

Online courses allow students to maintain employment while pursuing a higher degree. However, all students are expected to meet course and degree requirements. Students should expect to devote the same amount of time for online courses as they would for face-to-face courses. **For each 3-credit course you should be prepared to devote 12-15 hours per week to reading and course activities.**

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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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## **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](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. The names of students who are serving on DON committees can be found on the Department website.

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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: (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

Students will be directed on testing procedures.

Cost. Students are responsible for the cost of drug screening.

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	Ouachita Technical College	University of Arkansas at Fayetteville
NorthWest Arkansas Community College	Harding University	University of Arkansas Medical Sciences
Foothills Technical Institute	Texarkana College	<b>updated 8-4-2015</b>
<a href="#">Back to top</a>	Jefferson Hospital Association, Inc.	
	University of Central Arkansas	

### 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.

Undergraduate 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.

Graduate 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 Campus 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**

UCA gmail 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](mailto: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](http://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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## MSN PROGRAM INFORMATION

### Welcome from Graduate Program Director

Welcome to the UCA MSN program. The Department of Nursing faculty and staff are committed to your success and look forward to helping you reach your career goals. .

Julie Meaux RN, CNE, FNAP  
Graduate Program Director

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### MSN Program Objectives

The graduate is prepared to:

1. Engage in advanced nursing practice based on the integration of nursing science, related sciences and humanities, current evidence, clinical experience, and ethical principles.
2. Provide leadership in practice and education to improve healthcare quality, safety, and patient outcomes.
3. Use health information systems and technology to support lifelong learning, ensure safe practice environments, optimize healthcare outcomes and promote patient self-management.
4. Participate in policy and regulatory processes to improve the healthcare delivery system, the health of the public, and the profession of nursing.
5. Collaborate to improve systems of care, and to optimize patient and population health outcomes.
6. Design and apply culturally responsive, patient-centered, evidence-based activities for population health improvement.
7. Use translational science to generate meaningful evidence for nursing practice.
8. Incorporate an evolving personal nursing philosophy based on professional nursing standards, practice accountability, and life-long learning.

Adopted by Faculty Organization: April 5, 1996; Revised by Faculty Organization: December 12, 2002, August 22, 2003; November 19, 2010, April 20, 2012

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### MSN Track Descriptions

#### Clinical Nurse Leader (CNL)

The CNL is an emerging advanced nursing practice role. The CNL works within a health care system to improve patient care quality and safety at the point of care delivery. The CNL may work in any health care setting with any patient population.

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#### Nurse Educator with a Clinical Specialty (NECS)

The NECS is an educator in higher education, staff education, or patient education. The student selects a clinical specialty in Community/Family; Geriatrics; Maternal/Newborn/Women's Health; Adult; Pediatrics; and Psychiatric/Mental Health.

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#### Adult/Gerontology Primary Care Nurse Practitioner (AGPCNP)

This track is for the graduate student who seeks to become a Nurse Practitioner specializing in the area of adult/older adult healthcare. The NP is an advanced practice nurse who diagnoses; manages acute, episodic and chronic illness; and promotes health and disease prevention.

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#### Primary Care Family Nurse Practitioner (FNP)

This track is for the graduate student who seeks to become a Nurse Practitioner specializing in the area of family health, treating individuals across the life span. The NP is an advanced practice nurse who diagnoses; manages acute, episodic and chronic illness; and promotes health and disease prevention.

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### MSN Nursing Curriculum –

- MSN Plans of study for each track can be found on the [DON website](#).
- MSN course descriptions can be found in the [Graduate Bulletin](#).

## **\*Post Master's Certificate**

### **PMC Plan of Study**

Course requirements for the Post Master's certificate completion program are individually determined through a gap analysis. The gap analysis involves a comparison of the applicants' previous MSN degree, courses completed, employment experience, state licensure, national certification, with requirements for the desired specialty track. The gap analysis is conducted by the MSN Program Coordinator/Education Advisor, the Graduate Program Director, and the Coordinator of the desired specialty track. A plan of study is prepared and provided to the student upon admission to the program.

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### **Application for PMC -**

All candidates are required to make formal application for the graduate certificate and graduation by the dates specified in the academic calendar. Students not meeting this deadline may have their graduation delayed by one semester. Application packets are available on the [Graduate School](#) web site.

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### **Application for PMC**

There must be a formal process by which the student's record can be reviewed to determine that she/he has met the conditions of the program and the certificate plan on file and to process the printing of the certificate. This review will terminate with a notation added to the student's transcript that she/he has completed the specified certificate program and the issuance of a certificate.

The *Application for Post MSN Certificate* is to be completed by the student within the same time period as students filing for graduation. The form may be obtained from the Graduate School's website. The completed form is to be submitted to the MSN Education Counselor/Advisor for processing.

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## **Scholarships and Awards**

### **Department of Nursing MSN Student Awards**

In each academic year, the faculty of the Department of Nursing confers two awards to MSN students who exemplify those criteria specified for each award. The awards are given in the spring semester and, acknowledged at the May convocation ceremony. In addition, the recipients' name is added to the award plaque on display outside of the nursing department in Doyne Health Sciences Suite 107. The criteria for the Academic Excellence Award and the Outstanding Student Award are:

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#### **Academic Excellence Award**

This award is given to the student who:

- Attains the highest cumulative grade point average in courses required for the MSN degree.
- Reads extensively and incorporates content into academic discussion and writing.
- Writes effectively and uses standards of scholarly writing.

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#### **Outstanding MSN Student Award**

This award is given to the student who:

- Best exemplifies achievement of program objectives.
- In scholarship:
  - Demonstrates intellectual curiosity and excellence in academic scholarship.
  - Is competent in use of the library and other resources.
  - Reads extensively and incorporates content into academic discussion and writing.
  - Writes effectively and uses standards of scholarly writing.
- In the Advanced Professional Nursing Role:
  - Bases practice on a personal philosophy of nursing and a theoretical framework.
  - Tests theories in practice.
  - Advances the health care of clients.
  - Applies research to clinical practice.
  - Exemplifies excellence in designing, conducting, and analyzing research.
  - Shares research findings with clinical staff and peers.
  - Synthesizes academic and experiential knowledge in the nurse educator role.
  - Is adept in teaching nursing and health care.

- Recognizes areas needing change and devises strategies based on appropriate change theory.

**Additional Scholarships/Awards for Graduate Students:** (additional information and application forms will be available at the beginning of the Spring Semester).

- Johnelle Hunt Nursing Scholarship
- Hawk McCaslin Nursing Scholarship
- Martin Nursing Scholarship
- Suzanne Harvey Graduate Nursing Scholarship

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## ADVISING 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 Graduate Bulletin](#) and the critical deadlines and general information published in each schedule of courses. Mrs. Rose Schlosser, MSN Academic Counselor, serves as the advisor for MSN students and can be reached at [rschlosser@uca.edu](mailto:rschlosser@uca.edu).

Students should contact their academic advisor and/or the Graduate Program Director prior to withdrawing from a nursing course, the program, or the university.

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### Advance Registration/Late Registration

UCA schedules advanced registration periods in the fall for spring semester and in the spring for summer and fall semesters. Students are responsible for self-registration based on the degree track plan of study. Students should contact Mrs. Schlosser, MSN Education Counselor, with questions regarding registration.

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### Fees for Nursing Students

Nursing student are 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.
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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## PROGRAM POLICIES AND REGULATIONS

### Academic Probation

See the [Graduate Bulletin](#) for academic probation policy.

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### Admission

Admission to the MSN program is competitive. Applications are submitted via Nursing Centralized Admission System® (NursingCAS). Applicants are ranked according to the Department of Nursing admission ranking procedure developed by the nursing faculty organization. Applicants not admitted may be placed on a waiting list which is used for additional admission offers should an opening become available. The wait list is maintained until courses are begun for that admission period. Applicants wishing to be considered for subsequent admission periods must update their application in NursingCAS.

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### Clinical Track Changes

Changing clinical tracks (from the CNL or NECS to an NP track or vice versa) requires approval by the Department of Nursing Graduate Admissions, Awards, and Progression (GAAP) committee with input from the Coordinator of the



desired clinical specialty track. Students must submit the request in writing and approval is not guaranteed. Students requesting track changes will be considered with new applicants during the next admission period.

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### **Cohorts and Course Scheduling**

A plan of study is provided to each student upon admission to the MSN program and must be followed as written. Any request for a change in the plan of study must be submitted in writing by the student to the GAAP committee. The request should be submitted to the MSN Education Counselor, Mrs. Rose Schlosser, who will forward the request to the Chair of the GAAP. Approval is not guaranteed and the change may result in a delay in program completion.

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### **Course Grades**

Students are expected to earn grades of 'B' or higher in all required MSN courses, however a grade of 'C' in one required MSN course is allowed. Students must repeat the required MSN course in which they received a grade of 'C' and receive a grade of 'B' or higher. Both grades will be on the transcript and averaged into the GPA. Students earning a second grade of 'C' in a required course will be dismissed from the program regardless of GPA.

Students achieving an unsatisfactory grade (D or lower) in a required MSN course will be dismissed from the MSN program without opportunity for readmission. See the Graduate Bulletin for grade requirements of the UCA Graduate School.

A grade of 'B' or higher is required in Advanced Health Assessment, Advanced Pathophysiology, Advanced Pharmacology, and all clinical courses. Earning a grade of 'C' will result in the student being required to repeat the course. The student may repeat a clinical course when a position in the course is available. Enrollment in the next semester in which the course is offered is not guaranteed. A delay of more than one year to repeat the course will invoke the readmission policy and may require the student repeating other courses as determined by the GAAP committee.

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### **Incomplete Grades**

Students may receive an incomplete ('X') grade with faculty permission in the event that they are unable to complete course requirements before the end of the course. Faculty will specify the time frame and academic requirements for course completion. Students must enroll in NURS6X99 Continued Studies each semester until course requirements are met and the 'X' grade is replaced with a letter grade. The number of credit hours required is dependent on the amount of work and faculty supervision required to complete the course and is determined by the course faculty and Graduate Program Director. Students with an 'X' grade in a clinical course will not be allowed to enroll in subsequent clinical courses until it has been removed. Failing to complete course requirements within the specified time period (one year maximum) will result in a grade of 'F' being recorded on the student's transcript and dismissal from the MSN program without opportunity for readmission.

A grade of credit or no-credit is assigned for this Continued Studies and is not averaged into the student's grade point average. No letter grades are given. A grade of credit will be assigned when the course requirements are met, unless the student demonstrates academic dishonesty or fails to meet the progression policy of the Department of Nursing, as stated in the MSN Student Handbook.

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### **Course Withdrawals**

Course withdrawals must be accomplished within the University's time frame. The Graduate Bulletin provides information regarding course withdrawals. Students should see the Academic Calendar for deadlines for course withdrawal. Withdrawal from a required MSN courses will result in a change in the plan of study which must follow the "Course Scheduling" policy. Students receiving a withdrawn failing (WF) grade will be allowed one attempt to successfully complete the course. A second withdrawal from the same course will result in dismissal from the program and must follow the "Readmission" policy.

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### **Good Standing**

Once admitted, a student's progress in the MSN program is reviewed routinely. To remain in good standing the student must: (1) maintain a minimum overall grade point average of 3.0; (2) must complete all required MSN courses with no more than one grade of "C"; (3) must complete all courses with a grade of 'B' or better, and (4) observe the fundamental rules of ethical conduct as described in the American Nurses Association Code for Nurses (2010).

Consistent with University policy 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.

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### **Readmission**

Students not enrolled in courses for more than two (2) semesters will be removed from the active student files. Student must petition the Graduate Admissions, Awards, and Progression committee for readmission. Students granted readmission will be ranked with the new applicants during the next admission period. Readmission is not guaranteed and will result in a delay of program completion.

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### **Transfer Credits**

A student may transfer up to 6 hours of approved MSN credit. Approval is required by the Graduate Program Director, Awards, Admission, and Progression (AAP) Committee of the Department, and the Graduate Dean before transfer credit hours may be applied toward meeting MSN program requirements. MSN students may not, at any time, transfer a course with a grade of 'credit' or grade lower than a 'B'.

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### **Independent Study and Directed Practicum: Selected Populations Courses (Optional enrollment)**

These are variable hour courses which provide students avenues for in-depth investigation in a topic of interest or additional clinical experience with selected populations. The time frame for the courses may be non-traditional, however, the student must register for the course during a semester in which it is offered. The student must be in good standing in the Department of Nursing, MSN program. Students may take no more than three (3) credit hours in Independent Study and Directed Practicum courses. Independent Study and Directed Practicum: Selected Populations courses are letter grades. It is the students' responsibility to contact course faculty early in the semester and before mid-term to avoid receiving a 'WF'. A copy of a generic Directed Practicum: Selected Populations syllabus can be found in the appendix.

An Independent Study/Directed Practicum Intent to Enroll form must be completed by the student, approved by the faculty member, and submitted to the MSN Program Coordinator/Education Advisor prior to enrollment in the course. A completed Intent to Enroll form that includes the course grade is to be submitted to the MSN Program Coordinator/Education Advisor upon completion of the course activities. A copy of the form can be found in the Appendix. Directed Practicum courses can be taken in any semester concurrent with or after the first clinical course. Ninety hours of clinical practice is required for each credit hour of Directed Practicum.

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UNIVERSITY OF CENTRAL ARKANSAS  
Department of Nursing  
MSN Program

**INDEPENDENT STUDY/DIRECTED PRACTICUM INTENT TO ENROLL FORM**

*Each student enrolled in any of the following independent study/directed practicum courses must complete and return this form to the Department of Nursing prior to participation in any independent study/directed practicum activity. Refer to the MSN Student Handbook for additional information regarding independent study/directed practicum courses.*

Check Course of Enrollment:

- NURS 6143 Independent Study
- NURS 6243 Independent Study
- NURS 6343 Independent Study
- NURS 6110 Directed Practicum: Semester \_\_\_\_\_ Focus \_\_\_\_\_
- NURS 6210 Directed Practicum: Semester \_\_\_\_\_ Focus \_\_\_\_\_
- NURS 6310 Directed Practicum: Semester \_\_\_\_\_ Focus \_\_\_\_\_
- Scholarly paper
- Guided readings
- Other

Dates of planned activity \_\_\_\_\_

Does the planned study involve clinical practice? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Note:** For Directed Practicum courses: (1) No clinical activities related to the Independent Study or Directed Practicum may be initiated without completed and approved Facility Memorandum of Agreement, Preceptor Agreement, Preceptor Information Forms, and required pre-clinical documents; (2) Tuition must be paid and a copy of the tuition receipt must be on file in the Department of Nursing prior to the beginning of the activity.

Briefly describe planned activities:

Name of agency(ies) and preceptor(s), if being used:

Signature of Supervising Faculty: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Registration: \_\_\_\_\_ Date of Course Completion/Grade Submission: \_\_\_\_\_

Failure to return this form will result in your administrative withdrawal from the course.  
The form will be kept as part of the student's permanent record.

### **Job Reference and Recommendation Letter Etiquette**

The Department of Nursing faculty and staff are committed to your goals and are happy to provide recommendations for job applications. 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, telephone, 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.

## **CLINICAL POLICIES AND REGULATIONS**

### **Clinical Nursing Course Requirements**

Students in clinical courses have specific required clinical documents to submit before being allowed to participate in clinical experiences. All documents are to be uploaded to Certified Background Check Immunization Tracker system, package code NI49im, at least 2 weeks before the semester begins. Students failing to provide all required documents may will be administratively dropped from the course which may necessitate a change in the student's plan of study and subsequently delay graduation. Students are also responsible for providing documents and meeting any other requirements of the clinical or educational agencies with which they affiliate.

### **MSN Clinical and Health Requirements:**

- Clinical Health Requirements:
  - Physical exam and health assessment (within past year)
  - Annual TB screening
  - Tdap within 10 years
  - Hep-B series or titer
  - MMR or titers for rubeola & rubella
  - Varicella vaccine, +titer, or booster if titer is negative
  - Annual Flu vaccine
- Additional compliance requirements:
  - RN license – number and expiration date
  - Criminal background check (on admission to the program)
  - Current American Heart Association Basic Life Support – Health Provider (CPR) Certification
  - HIPAA Training – you may upload verification from your place of employment or go to <http://www.hipaatraining.com> to purchase and complete a training course (\$29.99).
  - Infection Control – you may upload verification from your place of employment or go to <http://www.bloodbornepathogentraining.com> to purchase and complete a training course (\$24.99).
  - Health Insurance
  - Professional malpractice insurance

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### **Clinical Preceptor Policy – all tracks**

Identification of approved preceptors is the basis for the selection of clinical sites. It is the student's responsibility to identify and contract with appropriate clinical preceptors and clinical facility sites for the clinical course in which the student is enrolled. Failure to secure an appropriate preceptor and clinical site by the second week of the semester will result in the student being administratively withdrawn from the clinical course, require a change in the student's plan of study, and may delay the anticipated graduation date. Course faculty and the Graduate Program Director will provide assistance to students whenever possible in securing clinical preceptors and sites.

Facility agreements (Memorandum of Agreement), preceptor information, and preceptor contracts must be completed, signed, and processed by the Department of Nursing and University prior to the student participating in any clinical experiences. The University and Department of Nursing has a number of ongoing contracts with many health care systems and hospitals in Arkansas.

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### **Clinical Preceptor and Site Requirements - Clinical Nurse Leader**

Preceptor guidelines for the Clinical Nurse Leader clinical courses are consistent with the American Association of Colleges of Nursing Clinical Nurse Leadership Implementation Task Force Clinical Nurse Leader (CNL) Preceptor Guidelines (2006) which can be found at <http://apps.aacn.nche.edu/CNL/pdf/tk/roletemplate4-06.pdf>.

Preceptors are chosen based on their knowledge and clinical competence, clinical decision and delegation abilities, communication, and professional demeanor. They are also chosen based on the microsystem where students are assigned. Prior to approval of preceptors the CNL faculty reviews each preceptor's Curriculum Vitae and discusses preceptor qualifications with the student. During the first weeks of the clinical experience preceptors collaborate with students to devise goals for the clinical, which are then approved by the clinical faculty.

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### **Clinical Preceptor and Site Requirements - Nurse Educator with a Clinical Specialty**

Clinical experiences for the Nurse Educator with Clinical Specialty (NECS) track can be in a wide variety of settings, such as hospitals, skilled nursing facilities, primary care clinics, community agencies, long-term care facilities, and nursing education programs. Preceptors and clinical settings are selected based on the course and student-articulated objectives. Preceptors with clinical expertise and advanced educational preparation are preferred, but clinical expertise and access to key clinical experiences are most critical. The NECS clinical course coordinator approves clinical preceptors and sites.

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### **Clinical Preceptor and Site Requirements - Nurse Practitioner Tracks**

Preceptors must hold a master's or higher degree, be licensed and practicing in the same area of specialty as the student's clinical track and course population of concern. Preceptors must have at least one full year experience in the field, hold the appropriate unencumbered professional license, and prescriptive authority. Registered Nurse Practitioners without a master's degree may be acceptable based on extensive experience in an advance practice role, in a primary care setting, and in a specialty practice area such as women's health with the Arkansas Department of Health clinics.

All preceptors must be approved by the NP Coordinator for the NP tracks. Students in the Nurse Practitioner tracks must have a minimum of 180 clinical contact hours with an Advanced Practice Registered Nurse Practitioner with prescriptive authority preceptor in order to graduate. Students who fail to meet this requirement during the required clinical courses must take additional Clinical Immersion course(s) to meet this requirement.

NP clinical experiences must encompass the full scope of the role and population focus of the track. To that end, students must have a variety of sites and preceptors during the completion of program clinical hour requirements. Students may not have clinical experiences with preceptors who are the student's spouse or relative or at their place of employment unless it is in a different area of the facility with different staff and providers and a different patient population. (For more specific guidelines see the *Nurse Practitioner Clinical Handbook*).

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### **Clinical for Out-of-State Students**

Students living in states other than Arkansas may participate in clinical experiences in their home state only if the UCA MSN Program and MSN Faculty currently meet that state's Board of Nursing requirements. Students will not be allowed to have clinical experiences in states where the State Board of Nursing requires additional state APRN licensure of faculty or a program application and approval process. In such cases, the student must be licensed in Arkansas and will be required to complete clinical experiences in Arkansas.

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**Injury or 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) or another injury; the student is to be seen in an employee/student health or emergency service within 24 hours for treatment and tetanus prophylaxis, if necessary.

Injury or 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 is in the Appendix) or an Incident Report form should also be completed. In the case of blood or body fluid exposure, information about the source patient involved should be obtained by the instructor and recorded, including the patient's name, unit number, and physician. Students must strictly adhere to hospital, facility, or clinic policy for reporting the exposure.

The instructor must check the patient's medical record for the patient'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.

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**UNIVERSITY OF CENTRAL ARKANSAS  
Department of Nursing**

**INCIDENT/ACCIDENT REPORT FORM**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of injured/affected person(s): \_\_\_\_\_

Please circle one:          STUDENT                  FACULTY                  VISITOR/GUEST

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of incident/injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immediate action taken & incident outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Police/EMS notified? \_\_\_\_\_ Ambulance transport? \_\_\_\_\_

Witness: \_\_\_\_\_  
Name, address, contact number

Witness: \_\_\_\_\_  
Name, address, contact number

Report completed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Address, contact number

Send original to Department of Nursing, DHSC 107

### **Patient Records/Reports/Assignments**

All written or verbal reports/records /assignments regarding patients are to be presented in an honest, clear, factual, and respectful manner that demonstrates professional standards. This applies to patients from any setting (such as community or hospital), and any type of patient report/record/assignment such as course papers, logs, or care plans; reports given to staff or in post-conference or class, or patient charting completed by the student. Violation of this policy is grounds for clinical failure and other penalty up to and including dismissal from the MSN program without opportunity for readmission.

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### **Prescriptive Authority Clinical Requirements**

The Arkansas State Board of Nursing Rules and Regulations stipulate that applicants for prescriptive authority shall submit, among other materials, "documentation of a minimum of three hundred (300) clock hours preceptorial experience in the prescription of drugs, medicines, and therapeutic devices with a qualified preceptor, to be initiated with the pharmacology course and to be completed within one year of the beginning of the course. Preceptorial experience completed as a part of the formal educational program in which the pharmacology course is taught will meet the three hundred (300) clock hour requirement. Arkansas State Board of Nursing. (2013). Arkansas state board of nursing rules and regulations, Chapter 4.

<http://www.arsbn.arkansas.gov/lawsRules/Documents/Rules%20Chapter4.Effective1.1.13.pdf>.

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### **Professional Dress**

In the clinical or laboratory setting, clothing style is business dress with closed-toed, impermeable shoes and a full length white lab coat. Clean, well-maintained, impermeable athletic shoes are acceptable. Jeans, camouflage, scrubs, sandals, flip-flops, etc. are not acceptable. Dress shoes with heels are discouraged and if worn, must be non-skid. Clothing must not be revealing, have cut-out areas, low-cut, or be very short length. Students may be dismissed from the clinical site for inappropriate dress and that day will not count toward required clinical hours for the course and the instructor may impose additional penalties.

In accordance with the Arkansas State Board of Nursing Rules and Regulations students are required to wear a nametag at all times in clinical areas. Students may use their student ID or purchase a nametag with University of Central Arkansas; the student's name, followed by RN; and MSN Nursing Student. Order forms for the UCA Department of Nursing standard name tag may be obtained from the MSN Program Coordinator/Education Advisor, Administrative Assistant in Suite 107 in Doyne Health Sciences Center, and from the Graduate Program Director.

Example:

UNIVERSITY OF CENTRAL ARKANSAS First Last, RN MSN Nursing Student
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### **CERTIFICATION INFORMATION**

The MSN curriculum prepares graduates to be academically eligible to take national certification examinations. The Department and its faculty will verify academic preparation for national certification in the following areas: Adult/Gerontology Primary Care NP, Family/Individual across the Lifespan NP, Clinical Nurse Leader, and Nurse Educator.

Successful outcomes for certification examinations and state licensure for advanced practice roles is not guaranteed to graduates of the UCA MSN program. Graduates are encouraged to avail themselves of certification preparation resources prior to taking a national certification examination. The Arkansas State Board of Nursing is the regulatory and licensing agency for Arkansas. All decisions regarding licensure are made by that agency.

It is also important to understand that if the graduate takes a national certification examination outside of one of the above areas (such as Adult Acute Care NP or Pediatric NP); the graduate will not be licensed by the Arkansas State Board of Nursing because the graduate was not academically prepared in that area. If an Advanced Practice Registered Nurse (APRN) practices outside of the area of preparation and certification the APRN would face legal liability from the Arkansas Board of Nursing up to and including revocation of APRN license.

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## National Certification Examinations

### Advanced Practice Nurse Examinations (Nurse Practitioner Tracks)

Graduates from the UCA MSN program are academically eligible to take the national advanced practice certification examination within their role and population focus. Completion of the MSN program is not a guarantee of success on national certification examinations or a guarantee of Advance Practice Registered Nurse licensure.

The common eligibility requirements for Advance Practice Registered Nurse Certification Exams are:

- Hold a currently active professional registered nurse license in the United States or its territories;
- Hold a master's or higher degree in nursing or other related field of study,
- Have been prepared in the specialty area of practice for which they have applied for certification through a master's program or a formal postgraduate master's program;
- Have graduated from a program that is an accredited institution granting MSN-level academic credit for all of the course work;
  - includes both didactic and clinical components,
  - includes courses in advanced physical assessment, advanced pathophysiology, and advanced pharmacology, and
  - a minimum of 500 hours of supervised clinical practice in the specialty area and role.

Taken from the American Nurses Credentialing Center and the American Academy of Nurse Practitioners certification manuals <http://www.nursecredentialing.org/FamilyNP-Eligibility.aspx>, <http://www.nursecredentialing.org/AdultGeroPrimaryCareNP-Eligibility.aspx>, and Author. (2013). *AANPCP Candidate and Renewal of Certification Handbook*. American Academy of Nurse Practitioners: Austin, TX.

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### Clinical Nurse Leader Certification

American Association of Colleges of Nursing examination requirements:

- Registered Nurse licensure (The candidate will be ineligible if currently being disciplined by a state nursing board.)
- Graduation from a CNL master's or post-master's program, which is accredited by a nursing accrediting agency recognized by the U.S. Secretary of Education, that prepares individuals with the competencies delineated in the AACN white paper on *The Education and Role of the Clinical Nurse Leader*.

Retrieved September 11, 2013 from <http://www.aacn.nche.edu/cnl/certification/eligibility>

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### Nurse Educator Certification Examination

National League for Nursing examination requirements:

#### Option A: Must meet criteria 1 & 2

- Licensure: A currently active registered nurse license in the United States or its territories.
- Education: a master's or doctoral degree in nursing with a major emphasis in nursing education or a master's or doctoral degree in nursing plus a post-master's certificate in nursing education or master's or doctoral degree in nursing and nine or more credit hours of graduate-level education courses\*

\*Examples of acceptable courses include: *Curriculum Development and Evaluation; Instructional Design; Principles of Adult Learning; Assessment/Measurement & Evaluation; Principles of Teaching and Learning, Instructional Technology*

#### Option B: Must meet criteria 1, 2 & 3

- Licensure: A currently active, unencumbered registered nurse license in the United States or its territories.
- Education: A master's or doctoral degree in nursing (with a major emphasis in a role other than nursing education).
- Experience: Two years or more employment in a nursing program in an academic institution within the past five years.

Retrieved September 11, 2013 from <http://www.nln.org/certification/information/eligibility.htm>

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## PROGRAM COMPLETION AND GRADUATION INFORMATION

### **Application for Graduation with MSN degree**

Candidates should apply for graduation at the beginning of the semester in which they plan to complete requirements for the degree. Students should go to the Graduate School website <http://www.uca.edu/graduateschool/> to obtain graduation information. Completing all components for graduation is the responsibility of the student.

Candidates must have successfully completed the required program of study within six years, removed any "X" or incomplete grades, and successfully completed the end-of-program requirement before the application to graduate will be processed.

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