

# University of Central Arkansas

## School of Nursing



## Graduate Student Handbook

(MSN, DNP)

## 2018-2019



## Welcome from the Director

It is my pleasure to welcome you to the University of Central Arkansas' School 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. Susan Gatto, PhD, RN



## Welcome from the Graduate Program Coordinator

Congratulations on your entry into the University of Central Arkansas' School of Nursing Graduate Program. Regardless of what specialty track you have chosen, the graduate faculty are committed to helping students succeed. With this new educational step, it is important to realize that graduate education is more than just simple knowledge attainment but application, analysis, synthesis, and evaluation of new knowledge. Reviewing this handbook will help guide your progression through our program. If something is missing or unclear, feel free to contact me.

~ Dr. Stacy Harris, DNP, APRN, ANP-BC

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### ***About this Handbook***

The Graduate Nursing Student Handbook contains policies and procedures for students in the Master of Science in Nursing (MSN) programs (RN to BSN/MSN) and Doctorate of Nursing Practice (DNP) students. 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 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. Changes in such vital areas as curriculum or requirements for graduation will not be made retroactively unless they are to the students' advantage and can be accommodated within the remaining time before graduation. Policy revisions made after August 2016 will be disseminated via UCA Gmail.

The UCA Nursing Student Handbook is updated every year and students are accountable to policies herein and revisions that have been sent by UCA Gmail.

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# UCA School of Nursing

## History

The Department of Nursing was established in the spring of 1967 after the closure the 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 School 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.

## Mission and Philosophy

**Mission** - The School of Nursing is committed to educating students at the undergraduate and graduate levels as leaders in the delivery of quality health care and advancement of the nursing profession.

**Philosophy** - Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching/learning, student success, scholarship, and service to the community. The process of learning involves student-teacher partnerships and cooperation in meeting student and program goals. 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. Learning is a life-long endeavor that fosters intellectual and personal growth through critical thinking, active inquiry and creative endeavors.

- **Profession:** 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.
- **Practice:** 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 self, individuals, families, groups, communities, and populations. Professional nursing practice requires the acquisition of knowledge, competencies and values; role development; self-awareness; and acceptance of sociopolitical, ethical and professional responsibilities. 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.
- **People:** Nurses believe people are 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.

## Accreditation

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 School of Nursing has continuing CCNE accreditation for the BSN and MSN programs for 10 years. The BSN program and MSN program are also approved by the [Arkansas State Board of Nurses](#).

The Doctor of Nursing Practice (DNP) program at UCA is accredited by the [Commission on Collegiate Nursing Education \(CCNE\)](#); and the [American Association of Colleges of Nurses \(AACN\)](#). The DNP program is also approved by the Arkansas Department of Higher Education; the North Central Association of Colleges and Schools; and the Higher Learning Commission (NCA-HLC).

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**Chapter****2**

## Graduate Program Information

The University of Central Arkansas offers three graduate programs, the Registered Nurse (RN) to Master of Science in Nursing (MSN), the Master of Science in Nursing (MSN), and the Doctor of Nursing Practice (DNP) programs. The majority of these programs are delivered online.

Online programs have rapidly become commonplace in Universities, encouraging working professionals to pursue higher education. Online courses have a flexible component not found in the traditional face-to-face classroom. However, students should expect to devote the same amount of time for online courses as they would for face-to-face courses.

### MSN Program

The UCA School of Nursing offers one option for obtaining the Master of Science in Nursing (MSN) degree. The Master of Science in Nursing (MSN) degree program is offered to BSN prepared nurses. The program consists of 24 credits hours of prerequisites courses with additional clinical track hours. There are three tracks: Nurse Practitioner (NP), Clinical Nurse Leader (CNL) and Nurse Educator with a Clinical Specialty (NECS).

The UCA School of Nursing adheres to the conceptual framework from the AACN's Essentials of Master's Education in Nursing <http://www.aacn.nche.edu/education-resources/MastersEssentials11.pdf>. The program objectives and curriculum are based on this document.

### MSN Program Objectives

At the end of the MSN program, 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

The MSN program is primarily delivered online. The non-clinical courses are delivered exclusively online. Advanced Health Assessment (NURS 6315) and specific clinical track courses have on campus meetings and track specific clinical hour requirements.

#### MSN first year plan of study

Fall AY 1	Spring AY 1	Summer AY 1
Pattern I NURS 6301 Research for EBP 1 NURS 6320 Adv. Pathophysiology	Pattern I NURS 6304 Research for EBP II NURS 6325 Adv. Pharmacology	Pattern I NURS 6347 Nursing Theory NURS 6315 Adv. Health Assessment
Pattern 2 NURS 6347 Nursing Theory NURS 6325 Adv. Pharmacology	Pattern 2 NURS 6301 Research for EBP I NURS 6315 Adv. Health Assessment	Pattern 2 NURS 6304 Research for EBP II NURS 6320 Adv. Pathophysiology

The NP major prepares students to assume the role of advance practice registered nurse (APRN). The student can focus on two primary care population tracks: Family Nurse Practitioner (18 additional hours) or Adult Gerontology Nurse Practitioner (16 additional credit hours) both requiring a total of 720 direct patient care clinical hours.

Fall AY 2	Spring AY 2	Summer AY 2
NURS 6511 Introduction to Primary Care (180 clinical hours)  NURS 6322 Epidemiology or NURS 6332 Health Policy	NURS 6512 Primary Care of Adults (180 clinical hours)  NURS 6215 Foundations for Advance Practice	NURS 6414 Primary Care of Children (180 clinical hours) NURS 6260 Clinical Immersion for AGNP students (180 clinical hours)  NURS 6332 Health Policy or 6322 Epidemiology
Fall AY 3		
NURS 6413 Complex Primary care of Adults(180 clinical hours)		

The CNL track focuses on patient outcomes at the system and microsystem level. The student will complete an additional 15 credit hours with additional clinical hours.

Fall AY 1	Spring AY 1	Summer AY 1
NURS 6329 Healthcare Informatics NURS 6332 Epidemiology	NURS 6327 Healthcare Quality & leadership NURS 6470 CNL Immersion I	NURS 6205 Educational Concepts NURS 6332 Health Policy
Fall AY 2		
NURS 6371 CNL Immersion II		

The CNES track prepares students to teach in a variety of settings with a clinical specialty. The student will complete another 16 credit hours with additional clinical hours.

Fall AY 1	Spring AY 1	Summer AY 1
NURS 6350 Curriculum NURS 6332 Epidemiology	NURS 6348 Instructional Design NURS 6345 Evaluation and Measurement CNL Immersion I	NURS 6340 Clinical Specialty Practicum NURS 6332 Health Policy
Fall AY 2		

NURS 6469 Education Practicum
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To review course description, see the Graduate Bulletin <http://uca.edu/gbulletin/courses/nursing/>

For individuals who already have a MSN degree, we offer second degree options and Post Master's Certificates in the tracks listed above.

## DNP Program

The DNP program is for students who already hold a master's degree in nursing and are already practicing in their specialty area. There are no specific tracks in this program. The DNP program prepares nurses to be leaders in clinical practice and allows graduates to practice at the most advanced level of nursing. Graduates are prepared to translate research and evidence into practice, lead interdisciplinary care teams, measure health-related outcomes, and improve the health of individual patients, groups, populations, and communities.

The UCA School of Nursing adheres to the conceptual framework from the AACN's Essentials of Doctoral Education for Advance Practice <http://www.aacn.nche.edu/dnp/Essentials.pdf> . The program objectives and curriculum are based on this document.

This 34 minimum credit hour program is online, except for a 2-day campus intensive held yearly.

## DNP Program Objectives

At the end of the DNP program, the graduate is prepared to:

1. Expand advanced nursing practice by integrating the art and science of nursing with theory and knowledge from biophysical, psychosocial, political, ethical, technical, analytical, cultural, environmental, and organizational sciences.
2. Synthesize leadership skills, systems analysis, and advocacy expertise.
3. Integrate clinical expertise and competence with population-focused management, evidence-based practice, and health care policy.
4. Analyze health-related information systems and technology for the improvement of health care.
5. Evaluate the outcomes of advanced nursing practice.
6. Apply clinical scholarship and leadership skills to advanced nursing practice.
7. Demonstrate growth in scholarship, practice, and leadership.

Adopted by Faculty Organization: November 2013

Summer AY 1	Fall AY 1	Spring AY 1
NURS 7310 Philosophical and Theoretical Foundations for Advanced Nursing Practice	NURS 7350 Translational Research Methods	NURS 7360 Population Health and Public Policy
PSYC 6330 Advanced Psychological Statistics	NURS 7330 Advanced Healthcare Informatics	NURS 7320 Health Economics and Finance
	*NURS 7V15 Clinical internship	* NURS 7V15 Clinical Internship

Summer AY 2	Fall AY 2	Spring AY 2
NURS 7340 Leadership and Organizational Systems  NURS 7370 Applied Clinical Genetics and Genomics  * NURS 7V15 Clinical Internship	NURS 7220 DNP Project Capstone I  * NURS 7V15 Clinical Internship	NURS 7225 DNP Capstone Project II * NURS 7V15 Clinical Internship

The clinical internship courses are variable credit courses that students can begin taking as early as their second semester of study with permission from their project advisor. One hour of Clinical Internship equates to 90 clock hours. ***All students are required to take a minimum of 6 clinical internship credit hours*** but may require different experiences depending on how many clinical hours completed in the MSN program. All DNP students must acquire a minimum of 1000 post-BSN precepted clinical hours.

To review course description, see the Graduate Bulletin <http://uca.edu/gbulletin/courses/nursing/>

## Tuition

The Student Accounts/Cashier's Office is located in McCastlain Hall 144. (501) 450-5015. UCA's mission is to professionally assist students, parents, and third party agencies through the payment process and serve as the main monetary collection point for the University of Central Arkansas. We strive to offer the best possible service consistent with policies and regulations. We provide information, assistance, and education to students and parents so that they can fully understand the cost of attending the University, the dates when these costs are due, and the methods of paying the costs. Specific information can be accessed via personal contact, our website, myUCA, the student handbook, the undergraduate and graduate bulletins, and invoices. The dates, times and instructions for paying fees are extremely important to avoid monthly late payment charges.

The current tuition and fees can be found at <http://uca.edu/studentaccounts/tuition-and-fee-rates/>

## Program Track changes

Changing plan of study or clinical tracks in the MSN and DNP programs requires approval by the School of Nursing director, Dr. Susan Gatto, based on the recommendations from the Graduate Program Coordinator, and the Graduate Admissions, Awards, and Progression (GAAP) committee. Students must submit the request in writing to the Graduate Program Coordinator. Granting of track or Alternate plan of study (see appendix C) changes will be based on availability of classes and student's GPA.

## Instructional Methods

The UCA School of Nursing uses innovative instructional methods to facilitate learning that may include face-to-face experiences in the traditional classroom setting, online learning, experiences in the Nabholz Center for Healthcare Simulation, and clinical experiences in various health care and community agencies located throughout Arkansas and other states. These innovative approaches are purposefully interwoven into our degree programs and are a vital part of our student learning experiences.

Blackboard® is the learning management system used at UCA for online course delivery and access is automatic with enrollment in a course. Blackboard® facilitates presentation of course content and

communication between students and faculty. Please go to <https://uca.edu/it/blackboard/> if you have questions or need assistance with Blackboard.

## **Online learning**

Students may have the misconception that an online course will be less work or will be less rigorous than the traditional classroom. An online course has the same rigor as a traditional course, except the student has more flexibility determining when and where coursework is completed. The online class is always open, and you can utilize the course resources at your convenience.

The downside to online delivery is the amount of self-directed work needed for students to be successful. Students need to be highly organized, learn how to communicate in the online community and how to use technology effectively. Time management is crucial to success. While a 3 hour face to face courses meets 3 days a week, the online student needs to plan to log on the course a minimum of 3 times but per week; but daily involvement in coursework is preferred. The additional time needed to complete a graduate level course is approximately 12-15 hours per week for one 3-hour course. Most graduate students have 6 credit hours per semester. Mathematically, students need to plan 24-30 hours per week over 15 weeks to complete a six credit-hour semester. Courses that require clinical hours have additional hour requirements.

The successful online learner:

- Communicates effectively in writing.
- Is highly motivated and challenged by being in charge of his/her own learning.
- Demonstrates critical thinking and problem solving to work through difficulties.
- Manages time well by prioritizing and establishing a personal schedule/calendar.
- Completes assigned work by deadlines.
- Communicates with faculty when life situations arise that impact student performance.

## Chapter

## 3

## Program Admission Requirements

### Admission Requirements

Admission to the graduate program is competitive. Applications are submitted via Nursing Centralized Admission System® (NursingCAS) for the MSN and DNP applicants. Applicants are ranked according to the School of Nursing admission ranking procedures developed by the nursing faculty organization.

### MSN requirements

Admission to the MSN program is selective and competitive. The minimum admission requirements are:

1. Bachelor's degree in nursing from a CCNE, ACEN, or NLNAC accredited program.
2. Current unencumbered RN license. **Verification should be printed from your State Board of Nursing website and uploaded into NursingCAS.**
3. Minimum cumulative GPA of 2.7 or a GPA of 3.0 for the last 60 credit hours (4.0 scale).
4. Completion of a basic statistics class with a grade of 'C' or better.
5. At least one year of direct patient care clinical experience within the last three years as an RN prior to enrollment in the clinical courses. Based on the applicant's recent clinical experience, the applicant might be required to take an independent clinical practicum course prior to enrollment in the clinical courses.
6. Applicants for whom English is not the native language are required to score 83 or higher on the iBT TOEFL exam. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid.
7. Submit all required documents into NursingCAS

Ranking criteria for qualified students who meet the admission criteria:

- Applications are ranked according to:
  - Overall GPA and last 60 hours GPA are calculated and the highest one is used for ranking purposes.
  - Pre-requisite deficits

## DNP requirements

Admission to the DNP program is selective and competitive. Applications are ranked according to graduate GPA, personal essay and interview. The minimum DNP requirements are:

1. An earned Master's degree in Nursing from a nationally accredited nursing program (CCNE, NLNAC, or ACEN) with a minimum GPA of 3.0 (4.0 scale).
2. Current unencumbered RN license from the student's state of residence and/or practice. **Verification should be printed from your State Board of Nursing website and uploaded into NursingCAS.**
3. Transfer of no more than six (6) credit hours towards degree requirements.
4. Documentation of the number of supervised clinical hours with a preceptor during your Master's program.
5. Applicants for whom English is not the native language are required to score 83 or higher on the iBT TOEFL exam. The exam must have been taken within the last two (2) calendar years. Only iBT TOEFL scores received directly from ETS or the UCA Testing center will be accepted as valid.
6. Personal Essay.
7. Interview with DNP Admission Committee

## Conditional admission

Conditional admission may be granted when recommended by a department and approved by the Graduate Dean. For each conditionally admitted student, the Graduate School and/or appropriate department will specify on the admission review form the conditions for obtaining regular admission status, including a specified deadline, if applicable, for meeting these conditions. Conditionally admitted students are ineligible to receive financial aid, including graduate assistantships.

With good justification, this classification can be used when students

1. Have not met the minimum GPA requirement for regular admission; \*
2. Have not submitted all required admission materials prior to initial enrollment (e.g. GRE, GMAT, Praxis I, or valid standard educator license); \*\*
3. Have not met the more stringent admission requirements specified by programs; or
4. Need to complete prerequisites specified by the department offering the graduate program of interest. \*\*\* **(for more information see the UCA Graduate School Bulletin)**

## New Student Requirements

Upon acceptance, students must complete a background check through CastleBranch©. The student's enrollment is contingent upon satisfactory evaluation of the results of the background check. Go to <https://www.castlebranch.com/>. If you please contact Rose Schlosser at [rschlosser@uca.edu](mailto:rschlosser@uca.edu) for current package identification number.

New student requirements include the following:

- Successful admission to the UCA Graduate School
- Satisfactory evaluation of Background Check: (students must complete a background recheck annually).
- AR Child Abuse History Clearance Check
- Drug Screen: (10-Panel drug screen)
- Immunization requirements
- Current CPR certification: All students are required to use the American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers. BLS provided by the AHA is the only BLS card accepted
- HIPAA & OSHA Safety Training: This is required annually by academic year. Additional training may be required for particular sites.
- Current health insurance: coverage either through the university insurance plan or by another policy/carrier.
- RN Licensed students (RN, MSN, PMC, DNP students): Must provide copy of an unencumbered Registered Nurse's license in the state(s) where they reside/work or will be doing clinical training.

## Criminal Background

The UCA School of Nursing requires criminal background checks on all entering students. Most clinical agencies require this procedure. Additional criminal background checks may be required while the student is enrolled in the program as required by clinical agencies. Students will assume the cost. This requirement is completed through CastleBranch©.

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.

The School of Nursing adheres to the Arkansas State Board of Nursing rules and regulation regarding criminal activity and charges. Further information can be found at:

<http://www.astate.edu/college/conhp/departments/nursing/files/nurse-practice-act-background-checks.pdf>

Disclosure of offenses post-background check completion: Current students are required to immediately report to the Graduate Program Coordinator any arrest, criminal charge or conviction occurring after his or her background check has been completed. Required disclosure also includes but is not limited to: allegations, investigations and/or disciplinary action from any licensing board or agency included under the Nationwide Health Care Fraud and Abuse scan; Office of Inspector General (OIG), General Services Administration (GSA), FDA Debarment Check, Office of Regulatory Affairs (ORA), Office of Research Integrity (ORI), and Medicare and Medicaid Sanctions.

## **Immunizations**

Clinical facilities have the right to refuse student participation in clinical experiences if verification or waiver of immunizations are not met. The required immunizations are:

- Measles, Mumps, and Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella.
- Varicella: Two (2) Varicella vaccines given at least 28 days apart or lab evidence of varicella immunity (positive titer).
- Hepatitis B: Proof of immunity (positive surface antibodies 10 or greater). Students who have not completed the 3-part series or those who decline to receive the immunization must sign the Hepatitis B Waiver form.
- Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years. Initial two-step tuberculin skin test (injections placed 1-3 weeks apart). If both readings are negative, repeat one - step TB annually. If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to the School of Nursing and annual completion of the Annual Past-Positive TB Screening form confirming the absence of symptoms by a physician, APRN, or PA. If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must follow-up with a medical evaluation.
- Influenza: Annual flu vaccination is required or an approved exemption through the UCA School of Nursing. Exemptions are allowed for sincerely held religious and personal beliefs; and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from a medical provider will be required. (Note: minor side effects, such as low-grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available.

## **Nursing Licenses**

Obtain verification of current RN license from the issuing state board of nursing where clinical practice will occur. Go to the state board of nursing website, verification of license, find your license information, save

that page to your computer, and upload it into CastleBranch©. A copy of the RN license card without an expiration date is not acceptable.

## **Drug testing**

Clinical facilities are becoming more stringent in student requirements. A 10-panel drug screen is required annually for all students. This requirement can be completed through CastleBranch©.

## **CPR**

American Heart Association health provider Basic Life support (BLS certification). ACLS or PALS certification does not meet the requirement.

## **Health Insurance**

Student need to provide proof of health insurance. This information can be uploaded into CastleBranch©.

## **Other**

Students need to provide proof of HIPPA and Infection Control training. Most healthcare facilities require yearly training so students can obtain copies from their employer then upload into CastleBranch©. If a student does not have verification of this training, online training is available at:

- 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) then scan and upload.
- 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) then scan and upload

## **Continuing Student Requirements**

Each year the student will undergo a drug screen, and submit the following documents in order to start or continue clinicals:

- Yearly Immunizations: Influenza, Tb or any expired required immunizations
- Health Insurance
- American Heart Association BLS
- Active RN License

Please note: If the student fails to provide documentation of requirements, she/he will not be allowed to begin/continue clinical course work and/or register for additional courses.

## **Additional information**

Accidents/Injury/Illnesses: Students are responsible for the costs of tests, treatment, and follow-up care for any accidents, injury, or illnesses that occur while enrolled as students at the University of Central Arkansas. Students are not entitled to worker's compensation benefits.

**Chapter****4**

## **Student Advising and Registration**

### **Education Counselor Advising**

The School of Nursing offers educational counseling for students in the graduate program. Mrs. Rose Schlosser, M.Ed., School of Nursing Education Counselor, serves as the advisor for Graduate students. She can be reached at or 501-450-5520 or [rschlosser@uca.edu](mailto:rschlosser@uca.edu). The Education Counselor will assist students in meeting admission requirements and monitoring of student's yearly requirements.

### **Clinical Advising**

Graduate students enrolled in the clinical tracks will be assigned a faculty advisor to assist with clinical preceptor obtainment. The student will be notified of their faculty advisor via the Graduate Resource Center, located in Blackboard communities.

### **Financial Aid**

In order for graduate students to qualify for a federal loan, a student must be enrolled in at least **five (5)** eligible graduate hours. The Financial Aid Office of the University of Central Arkansas provides information and application materials for grants, loans, and scholarship aid. Information on other sources of financial aid may be obtained from the School of Nursing Education Counselors, or from the Student Financial Aid Office located in Bernard Hall, Suite 201, 501-450-3140.

### **Course Cancellation**

The School of Nursing reserves the right to limit enrollment and to cancel any course for which qualified faculty are not available and student enrollment is not sufficient. To help prevent course cancellation, student advanced registration is strongly encouraged.

### **Other Student resources**

The academic calendar can be found at: <http://uca.edu/registrar/academic-calendar/#FallSemester2017> <http://uca.edu/registrar/academic-calendar/#SpringSemester2018>. These document contains course drop dates, university breaks, and graduation dates.

A gray square graphic containing the word "Chapter" in a bold, black, sans-serif font at the top, and a large, white, bold number "5" in the center.

## Academic Policies

### Academic Integrity

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of 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. Continued enrollment affirms a student's acceptance of this university policy. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

### Academic Misconduct and Plagiarism

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the Random House Webster's Unabridged Dictionary, 1999 ed.):

- **Cheating:** to cheat is, in an academic context, "to take an examination or test in a dishonest way, as by improper access to answers." Cheating may also occur in the context of other academic assignments.
- **Plagiarism:** "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." This concept may apply to any kind of intellectual property.
- **Fabrication:** to fabricate is, in this context, "to fake; forge (a document, signature, etc.)." Fabrication is commonly associated with the falsified research findings.

The university's academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas are regarded as serious. 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.

Nursing is a profession respected by the public. This respect is based on honesty and integrity. Acting dishonestly puts patients/clients and peers at risk. The faculty of the School of Nursing is dedicated to

ensuring professional integrity. The School of Nursing subscribes to the definition of academic misconduct, plagiarism and adheres to the penalties in the current <https://uca.edu/student/student-handbook/>

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

## 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 School 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 agree to 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).

## Academic Program Progression

The UCA School of Nursing adheres to the progression grade policy of the UCA Graduate School.

A graduate student is expected to maintain a cumulative 3.00 average. A student whose cumulative grade point average is less than 3.00 is on academic probation. In the next semester or term in attendance, the student should achieve a cumulative 3.00 or at least show meaningful improvement towards a 3.00 GPA. If the cumulative 3.00 is not met or meaningful improvement shown, the student is ineligible to continue graduate studies at UCA.

**A GPA of 3.00 or above is required for graduation.** Up to six hours beyond the degree requirements can be used to meet this GPA, but all such hours must be approved by the student's advisor. More information can be found at <http://uca.edu/gbulletin2015/general-policies-and-information/general-requirements-for-graduate-study/>

## School of Nursing Grade policy

Students must receive a minimum grade of a "B" or better in all graduate courses. If a student receives, a grade "C" or lower the student may retake the course one time only. If student receives, a 2nd grade of "C" or lower, the student will be administratively withdrawn from the nursing program.

Students enrolled in graduate clinical courses and NURS 6315 (those that contain a theory and clinical component) must achieve a minimum of 80% or higher in the theory and clinical components to pass the

course. If a student does not make an 80% in the theory component, the clinical component will not be calculated into the final grade, and the theory grade will be the final course grade. If the student does not make an 80% or higher in the clinical component, the theory component will not be calculated into the final grade, and the clinical grade will be the final course grade.

Earning a final grade of "C" or lower will result in the student being required to repeat the course and require a plan of study change. Students must submit an Alternate Progression Plan (Appendix C) to the Graduate Program Coordinator. The Graduate Program Coordinator will review the proposed plan and make recommendations to the School of Nursing, Graduate Awards, Admissions, and Progression (GAAP) Committee for alternate plan approval.

## **Program Progression**

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

1. Maintain a cumulative grade point average of 3.0 and

The University and the School 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 academic standing required by the UCA Graduate School (see above).

## **Course Failures**

The UCA Graduate School will place students, who receive a "C" or lower or a GPA that falls below 3.0, on academic probation. Students must show meaningful improvement in GPA to remain in the School of Nursing's Graduate Nursing Program and the UCA Graduate School. If a student is unable to show meaningful improvement and cannot achieve a standard GPA of 3.0, the student will be dismissed from the UCA School of Nursing Graduate Program and the UCA Graduate School.

## **Graduate Program or University Withdrawals**

Students must meet with the Graduate Program Coordinator (in person or via telephone) prior to withdrawing from either a nursing course or the SON graduate program to complete an exit survey. Once a student has withdrawn from a course, the withdrawal will not be rescinded.

## **Readmission after 1-year absence**

Any student who withdraws from any nursing course or the program for an academic or nonacademic reason that have been out of the program for greater than one year, must apply for readmission to the nursing program (Appendix C) to the Graduate Program Coordinator. The student may be required to take additional coursework or repeat courses. The Graduate Program Coordinator will make a recommendation and forward the application to the School of Nursing, Graduate Awards, Admissions, and Progression (GAAP) Committee for consideration. The GAAP will make a recommendation and forward their decision to the director of the School of Nursing for final decision.

## Appeal Procedures

The University and the School 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.

For academic and personal (non-academic misconduct) appeals within the School of Nursing, the order in which to pursue the appeal process is:

1. Faculty member who assigned the grade.
2. Course leader (if team taught course).
3. Director of the School of Nursing. The student must provide a written description of how he/she was treated differently from other students in the course and any other relevant information.

If not satisfied with the action of the Director of the School of Nursing, the student may appeal to the Dean of the College and the procedure outlined in the current UCA Student Handbook and Calendar.

For other appeals please follow the procedure outlined in the current UCA Student Handbook and Calendar.

1. Student Education Record Appeals
2. Academic Policy/Requirements Appeals
3. Academic Misconduct Appeals

## Formal Complaint

The UCA School 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 School of Nursing 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 and Calendar. The complaint/concern should be provided in writing to the School of Nursing Director 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 Director 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 School of Nursing Director.

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 School of Nursing Director will, in a timely manner (usually within ten (10) business days), investigate the complaint, take appropriate action, and notify the student of the resolution of the matter. If the student is not satisfied with the resolution, the student may (within ten 10-business days of date of the notification), appeal the resolution in writing to the Dean of the College of Health and Behavioral Sciences.

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

Formal complaints against the School of Nursing may 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.

## **Attendance**

Courses in the graduate program are conducted primarily online, so attendance cannot be measured in traditional methods. 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.

Some online courses have a mandatory face-to-face class meetings. Specific due dates and other important dates will be listed in Banner, on the SON website and in Blackboard® community, titled, Graduate Resource Center, followed by the year of admittance.

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 lower grades and potentially course failure. Online courses are not affected by inclement weather, unless the inclement weather is on the required face-to-face meeting days.

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.

Classroom, laboratory, simulation, clinical experiences, and any other course related activities are an integral part of 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 preceptor before a clinical absence. Leaving a message with the School of Nursing or clinical facility secretaries or sending word with classmates is not acceptable.
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.

## Testing Policies

The UCA online classroom has many options to maintain academic integrity. Respondus lockdown browser with or without monitor may be used. Information on how to use Respondus can be found at <https://uca.edu/ist/services/instructional-technology/respondus-lockdown-browser/>. Other testing information available at UCA can be found at <http://uca.edu/cte/files/2011/06/Online-Course-Security-Report.pdf>

## Inclement Weather

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 for specified instructions

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.

Courses on campus may be converted to an online format or re-scheduled at the discretion of the faculty.

## 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.

A gray square graphic with the word "Chapter" in a bold, black, sans-serif font at the top. Below it is a large, white, bold number "6" centered within the square.

## Student Responsibilities and Behavior

### HIPPA/Confidentiality

All patient/client and proprietary information is 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.

### Professional Boundaries

UCA Nursing students must understand and apply the National Council of State Boards of Nursing ([www.ncsbn.org](http://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:

- The nursing student’s responsibility is to delineate and maintain boundaries.
- The nursing student should work within the zone of patient/client-centered care.
- The nursing student should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
- Variables such as the care setting, community influences, patient/client needs and the nature of therapy affect the delineation of boundaries.
- Actions that overstep established boundaries to meet the needs of the nurse are boundary violations (such as personal relationships with patients/clients).
- 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.
- 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.

- 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 coordinator, or the School of Nursing Director immediately.

## **Electronic communication**

UCA faculty, staff, and students are provided with email accounts for the purpose of conducting official business related to academic and/or administrative functions. 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. Students 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.

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 on your mobile device.

- iPhone – Setup Instructions for Student
- Android – Setup Instructions for Student POP

## **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

## **Criminal charges**

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 School of Nursing Director within 30 days of filing of the criminal charge

or citation. It is the student's responsibility to keep the School of Nursing Director 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 for Arkansas Licensed RNs 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).

## **Substance abuse**

Any School of 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.

The University of Central Arkansas (UCA) School 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 School 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 School 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.

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 School 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.

The Substance Abuse Policy of the UCA School of Nursing is consistent with the University's policy.

- Testing Procedures - The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:
- Random testing as required by the Department of Nursing and/or clinical agencies

- For cause
- As part of a substance abuse recovery program

Cost - 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 immunoassay 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 School of Nursing Director 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 School of Nursing Director 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 School of Nursing Director. Evidence of participation must be submitted to the School of Nursing Director. 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 leader of each group attended.
- Demonstrate at least five (5) years of abstinence immediately prior to application.
- Submit letters of reference from all employers within the last five (5) years.

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 be responsible for the cost of 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 submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioner(s) shall submit the report directly to the School of Nursing Director or designee within ten (10) days of the date of the prescription. (Adapted from the ASBN Suspension Motion, 0500.)

If 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.

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 period. Students will be responsible for the cost of the drug screen. Failure to complete the urine drug screen within the designated period 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 suspicious to prohibited substance use, including but not limited to alcohol, opioids, illegal drugs, will be subject to testing. The nursing faculty member's decision to drug test will be based on 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 specific 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; North West Arkansas Community College; Foothills Technical Institute; Ouachita Technical College; Harding University; Texarkana College; Jefferson Hospital Association, Inc.; University of Central Arkansas; University of Arkansas at Fayetteville; University of Arkansas Medical Sciences. Updated 8-4-2015

## **Social Media**

When used appropriately and in professional contexts, Social Media can be a useful platform for communicating healthcare education to the public, building professional connections and provide an outlet to share experiences.

However, personal uses of social media, can have serious consequences, especially if patient-specific information is shared. As students enrolled in the UCA School of Nursing, a pledge of confidentiality will be signed. If you breach HIPAA publically, the student will be held liable. HIPAA violations result in serious consequences. Any infractions of this policy will result in disciplinary action that range from dismissal from the nursing program and/or a grade of “F” in the course.

Additionally, it is the responsibility of the School of Nursing to report any breaches in patient/client confidentiality occurring via social networking sites, to health care agencies.

For more guidance on this important issue please review the National League of Nursing’s White Paper found at [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf)

## **Name and Address Change**

The School of Nursing, Administrative Specialist (DHSC 114) maintains nursing student records. Name and/or address changes must be reported to the Graduate Program Coordinator of the School of Nursing and the UCA University Registrar (McCastlain Hall). 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)

## **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 School of Nursing adheres to the university policy, which carries into the clinical agencies used by nursing students. During clinicals, if a student feels sexually threatened in anyway, contact the Graduate Program Coordinator.

## **Job Reference Requests**

The School of Nursing faculty and staff are committed to your goals. Faculty and staff provide references and recommendation letters as a favor to students provided proper etiquette is followed.

1. Ask faculty/staff for their permission before adding them to your reference contact list. The preferred method of asking for permission is face-to-face; however, mail or e-mail may be used. Using social media is not appropriate.
2. Be sure to ask faculty/staff 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 faculty/staff with the approximate deadline by which you will need the recommendation or reference letter completed. Keep in mind you should give faculty/staff at least 2 weeks or 10 business days' notice to complete your reference or recommendation.
4. Provide faculty/staff 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 faculty/staff all the background information and other materials needed is the best way to assure the strongest recommendation for you. Be honest with your potential employer and faculty/staff about your experience and accomplishments. You are asking us to vouch for your qualifications, and to misrepresent yourself also reflects badly on us.
5. Provide faculty/staff with the name, credentials, title, mailing address and any other necessary contact information of the person the recommendation or reference should be sent. Let faculty/staff know what form the reference/recommendation should be sent (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 faculty/staff 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 faculty/staff informed of the progress of your application. Regardless of whether you get the job/scholarship, it is polite to let everyone know the outcome. Your reference is investing time in your pursuits, and deserves to be informed of any developments.

Adopted from: [http://www.ehow.com/how\\_2070927\\_follow-job-reference-etiquette.html](http://www.ehow.com/how_2070927_follow-job-reference-etiquette.html)



## STUDENT CLINICAL EXPERIENCE AND SIMULATION

### **Nabholz Simulation Center**

The Nabholz Simulation Center office is located in DHSC 208. 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. If you need to schedule an appointment with the Simulation Center Coordinator, please call 501-450-3230.

### **Clinical Legal Documents**

All graduate nursing students will need clinical preceptorship or mentorship hours. In order to start clinical experiences, legal documents need to be completed. Clinical Facility Contracts or Memorandums of Agreement (MOA), and preceptor/mentor agreements must be completed, signed, and processed by the School of Nursing and University prior to the student participating in any clinical practicum experiences.

The University and School of Nursing have a number of ongoing facility contracts with many health care systems and hospitals in Arkansas. Large healthcare systems have purchased numerous private medical offices/clinics which makes facility/agency contract completion more complicated. Facility/agency contract approval can take 6 or more weeks to process, especially if the systems require their own contract rather than the UCA contract. Submitting required clinical documents before the due dates will help expedite approval.

Many health care systems/agencies maintain yearly ongoing contracts with the UCA School of Nursing. Collaborate with your assigned Advisor to determine if a facility/agency contract is needed. (See Appendices for appropriate forms)

### **MSN Clinical Experience Guidelines**

#### **CNES track**

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 faculty advisors will assist students with preceptor selection and approval.

#### **CNL track**

Preceptor guidelines for the CNL track are based on 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. The CNL faculty advisors will assist students with preceptor selection and approval.

### **NP track**

The NP track educates students to function as a primary care provider for families across the life span or adults-gerontology. The main focus of your clinical experiences should be in primary care with diverse patient populations.

Family NP students should concentrate preceptor selection on family practice settings that contain a diverse population. (Women's and men's health, pediatrics, geriatrics)

Adult Gerontology NP students should focus their preceptor selection on practice settings that contain a large diverse adult (defined as greater than age 13) population (Women's and men's health, college/adolescence health, geriatrics).

NOTE: An interdisciplinary mix (NP, MD, PA) of preceptors may provide the students with the best experiences to meet the program objectives. Preceptors must have at least one full year experience in the field of certification, hold the appropriate unencumbered professional license, and prescriptive authority.

## **DNP Clinical Experience Guidelines**

### **Obtaining a mentorship**

Students need a mentor from a clinical setting in which the DNP project will be completed. Finding a mentor might seem like a daunting task, but networking within your organization is a good place to start. Talk with your organizational leaders about practice issues that impact the organization. This is a great way to obtain a mentor and join in a practice improvement project. The mentor will need to complete the clinical legal document requirements listed above. (See Appendix B)

Each DNP student will be assigned a faculty capstone advisor. The faculty advisor will be a member of the graduate faculty with doctoral qualifications. The DNP capstone advisor will be the course leader for the DNP student's Clinical Internship course (NURS 7V15) and function as the primary advisor during the DNP Capstone project. Other assigned doctoral faculty will serve as affiliate advisor providing the student with input as Capstone project evolves throughout the curriculum. Additional consultants/mentors may be added to serve as consultants or facilitators of the capstone project as needed.

### **Role of the Project Advisor**

- Serve as advisor as ideas for the capstone project evolve during the first year of study.
- Guide preparation of the capstone project proposal, project development, implementation and evaluation, and final written product and presentation.
- Ensure that the entire committee meets to review and approve project proposal; and for the final presentation and evaluation. Committee members may attend in person or by using distance technology.

### **Role of Capstone or Internship Mentors**

- Facilitate access to necessary resources in the clinical setting.
- Assist the student finding experience to meet the DNP Essentials
- Facilitate development and completion of the project (community/agency member)
- Share critique and offer constructive feedback to student.

## Role of Student

- Initiate and maintain frequent communication with project advisor and other mentors as project proposal evolves.
- Develop a project timeline
- Secure access to resources necessary to complete project
- Complete all necessary paperwork, approvals, agreements, contracts, etc.

## DNP Clinical Internship hour requirements

The DNP internship is designed to assist the student in meeting the minimum required hours as set by the AACN's Essentials of Doctoral Education for Advance Practice <http://www.aacn.nche.edu/dnp/Essentials.pdf> . All DNP students are expected to complete a minimum of 1,000 post-baccalaureate practice hours. Practice experiences for the DNP student are not intended to be solely direct patient care hours but should include indirect care practices in healthcare settings or related environments that broaden the experiences of the student. The clinical experiences should help the student meet the eight DNP essentials.

. The clinical experiences are designed to provide:

- Opportunities for meaningful student engagement within practice environments
- In-depth mentoring with experts in nursing and other disciplines
- Systematic opportunities for feedback and reflection
- Opportunities for further application, synthesis and expansion of learning.
- Experience in the context of advanced nursing practice within which the final DNP project is completed
- Opportunities for integrating and synthesizing all the DNP Essentials and the role requirements necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice

## Dress code

The mode of dress should reflect professionalism and mirror the preceptor's attire. Other requirements include closed-toed shoes and a white lab coat.

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 can purchase a nametag through the School of Nursing or any trophy/office supply business.

Nancy Nurse, RN, BSN  
Graduate Nursing Student  
UNIVERSITY OF CENTRAL ARKANSAS

## **Infection control standards**

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

## **Blood and body exposure**

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

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

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

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

## RESEARCH AND SCHOLARSHIP

### Protestation 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.

### Student Participation in Program Evaluation and Research

The School 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. The information is to assist faculty with program evaluation and research, students can expect: 1) that data will be obtained from student and course records for use in educational research and program evaluation; and 2) 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.

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.

### Institutional Review Board

Any educational research sponsored by or conducted in the School 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.

### DNP Research

The research emphasis in the DNP program differs from the traditional, original research focus of the PhD. Rather than preparing nurse researchers, the DNP prepares expert clinicians to use

research knowledge and methods to create, implement and evaluate practice interventions. The DNP is a practice oriented degree well suited to prepare the student to take a key role in improving healthcare.

As the DNP Capstone project unfolds, the student will need to obtain Institutional Review Board approval. Information about this process and the appropriate forms can be found at <http://uca.edu/researchcompliance/> The majority of DNP projects will be an exempt or expedited application. However, all DNP students will need to complete IRB training found at <http://uca.edu/researchcompliance/irb-training/> This training can be counted in your clinical internship hours.

## **DNP Capstone**

The UCA DNP capstone project is a practice-focused in-depth, integrative experience. The capstone project will result in a practice-related written product and presentation which will be subject to peer and professional scrutiny. All students enrolled in the UCA DNP Program will complete a capstone project, written report, and presentation/dissemination as a requirement for graduation.

The specific purpose of the capstone project is to improve patient, population, and/or healthcare outcomes. The practice inquiry processes of the capstone project itself are complex and involve many layers of consideration. As such, capstone experiences are characterized by collaborative efforts between and among faculty, students, and the community in which the capstone project is conducted.

Students will submit a capstone project proposal for review by the end of the first year of study. Project proposals will be developed under the supervision of the project faculty advisor and other project mentors. The capstone project is designed to utilize the research, knowledge, and skills gained within the DNP program.

The DNP capstone is a systematic investigation related to practice, rather than original research and knowledge development associated with a PhD program of study. A capstone project is not intended to test new models, develop new theory, or test hypotheses. Studies comparing teaching methods or those focused solely on nursing students do not match the purpose and goals of the practice-oriented Capstone Project. The DNP capstone scope of practice can include, but are not limited to:

- Individual and/or aggregate patient populations (direct or indirect care)
- Communities
- Health care systems
- Health informatics
- Health policy development
- Leadership or administrative issues related to nursing practice

Some examples of capstone projects include, but are not limited to:

- DNPs leading or caring for the underserved within the confines of the Affordable Care Act health care reform.
- System modifications for quality improvement processes.
- Analyze a state or national health care policy and propose a change in the model or implementation of policy.
- Implementing the electronic health record into the advanced practice nurse's practice: implications for health care reform and patient outcomes.
- Develop and implement information technologies to improve outcomes.
- Systematic review with practice recommendations and an outcome product, such as a clinical guideline, toolkit, or grant.
- Strategic plan with an environmental scan, SWOT (strengths, weaknesses, opportunities, and threats) analysis, cost analysis, and cost-benefit ratio for a patient-centered medical home, accountable care organization, etc.
- Academic practice partnership: collaborating to improve quality in community, primary, acute care services to ensure safe, effective, and efficient patient care.

For a comprehensive list of Capstone Projects compiled by the AACN please visit: [doctorsofnursingpractice.org/studentprojects.php](http://doctorsofnursingpractice.org/studentprojects.php)

Students who do not complete the capstone project by expected graduation date or do not successfully complete the final project paper/presentation before the expected graduation date will be required to maintain registration in a minimum of one credit of capstone coursework each semester until the final capstone presentation is completed and approved.

## PROFESSIONAL ORGANIZATIONS AND COMMITTEES

### School of Nursing Committees

Opportunities are available for student participation on the School of Nursing standing committees. School of Nursing committees include: Graduate Curriculum Committee, and the Graduate Awards, Admissions, and Progression Committee.

### Professional organizations

#### SIGMA THETA TAU

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.

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 or doctoral 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 School of Nursing faculty counselor to Kappa Rho-at-large at 501-450-3119.

#### UCA ALUMNI ASSOCIATION

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.

## GRADUATION AND LICENSURE

### Application for graduation

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. The Education Counselor will electronically communicate graduation application due date. Completing all components for graduation is the responsibility of the student.

### Convocation

The purpose of the convocation ceremony is to recognize all graduates in spring and fall semesters. The ceremony is held the afternoon prior to the University's spring commencement and the morning prior to winter commencement. During the ceremony, BSN graduates receive their nursing pins, MSN and DNP graduates are hooded, and post-MSN graduates receive their certificates. Participation in this event is encouraged.

### National certification

The MSN curriculum prepares graduates to be academically eligible to take national certification examinations. The MSN curriculum is reviewed yearly to compare track program competencies with curricular content. MSN students obtain academic preparation for national certification in the following areas: Adult/Gerontology Primary Care NP, Family/Across the Lifespan NP, Clinical Nurse Leader, and Nurse Educator with clinical specialty.

### Expenses

End of the program expenses vary from track to track. NP certification exams can cost from \$250.00 to over \$400.00. Review courses are recommended when preparing for certification. Depending on the vendor, these products can cost as much as \$500.00. State licensing fees and Drug Enforcement Agency (DEA) application fees should also be considered.

## AWARDS AND SCHOLARSHIPS

The UCA School of Nursing offers a variety of awards and scholarships for graduate nursing students.

### Outstanding DNP award

Eligibility:	Graduating DNP student
Selection:	<i>Nomination.</i> DNP faculty nominate; selection committee makes final selection based on individual award criteria.
Criteria:	Criteria for the selection of this award are based on AACN DNP national awards criteria (2016). Criterion for this award include: <ul style="list-style-type: none"> <li>• Consistently demonstrates high academic standards (i.e. GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.).</li> <li>• Engages in clinical and professional activities beyond current role.</li> <li>• DNP Project has the potential to directly or indirectly influence outcomes related to health care, practice, or policy.</li> <li>• DNP Project demonstrates scholarly rigor and innovation and contributes to the profession.</li> <li>• Exemplifies innovation and leadership in nursing practice.</li> <li>• Degree to which nominator's letter addresses the first four award criteria.</li> </ul>
Award:	Plaque and \$100 monetary award
Time granted::	Spring graduation

### Outstanding Nurse Education with a Clinical Specialty award

Eligibility:	Graduating MSN NECS student
Selection:	<i>Nomination.</i> NECS faculty nominate; selection committee then makes final selection based on individual award criteria.

Criteria:	<p>Criteria for the selection of this award are based on NLN competencies for nurse educators (2007). Criterion for this award include:</p> <ul style="list-style-type: none"> <li>• Consistently demonstrates high academic standards (i.e. GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.).</li> <li>• Facilitates learning &amp; approaches teaching and learning with enthusiasm</li> <li>• Facilitates learner development and socialization</li> <li>• Uses assessment and evaluation strategies</li> <li>• Participates in curriculum design and evaluation of program outcomes</li> <li>• Functions as change agent and leader</li> <li>• Pursues continuous quality improvement in the nurse educator role</li> <li>• Engages in scholarship</li> <li>• Functions within the education environment</li> </ul>
Award:	Plaque and \$100 monetary award
Time granted:	Spring graduation

## Outstanding Clinical Nurse Leader award

Eligibility:	Graduating MSN CNL student
Selection:	<i>Nomination:</i> NL faculty nominate; selection committee then makes final selection based on individual award criteria.
Criteria:	<p>Criteria for the selection of this award are based on the fundamental aspects of CNL practice as identified by AACN (2013). Criterion for this award include:</p> <ul style="list-style-type: none"> <li>• Consistently demonstrates high academic standards (i.e. GPA in top 10%, consistently demonstrates skill in scholarly writing, self-reflective, etc.)</li> <li>• Clinical leadership</li> <li>• Participation in identification and collection of care outcomes</li> <li>• Accountability for evaluation and improvement of point-of-care outcomes</li> <li>• Risk anticipation</li> <li>• Lateral integration of care</li> <li>• Design and implementation of evidence-based practice(s)</li> <li>• Leadership, management, and collaboration with other health professional team members</li> <li>• Information management or use of information systems and technologies</li> <li>• Stewardship and leveraging of resources</li> </ul>

Award:	• Advocacy Plaque and \$100 monetary award
Time granted:	Spring graduation

## Outstanding Practitioner award

Eligibility:	Graduating MSN NP student
Selection:	<i>General Scholarship Application:</i> NP students apply; the selection committee will then make the final selection based on individual award criteria.
Criteria:	Criteria for the selection of this award fall into 5 Areas of Excellence: <ul style="list-style-type: none"><li>• Academic</li><li>• Clinical</li><li>• Leadership</li><li>• Service</li><li>• Scholarship</li></ul> Students interested in applying for this award should complete the <i>Outstanding Nurse Practitioner Award</i> application. Examples of evidence to support the 5 Areas of Excellence are included with the application.
Award:	Plaque and \$100 monetary award
Time granted:	Winter graduation

## Suzanne Harvey scholarship

Eligibility:	MSN student
Selection:	<i>Suzanne Harvey Scholarship application:</i> MSN students apply. Selection committee makes final selection based on individual award criteria.
Criteria:	Applicant must be enrolled in MSN clinical courses, have clinical experience as a baccalaureate prepared nurse, and be in good academic standing in the UCA Department of Nursing MSN program. Preference for this scholarship will be given to nurse practitioner students, but the scholarship is not limited to this specialty. Secondary criterion is financial need.
Award:	Up to \$6500 (split equally over two semesters) * Actual amount of the award will vary each year and is based on availability and variability in funding.
Time granted:	Spring graduation

## Hawk McCaslin Nursing Scholarship

Eligibility:	MSN; Part-time MSN students who are enrolled in at least two graduate courses and not otherwise receiving any scholarships or traineeships.
Selection:	<i>General Scholarship Application:</i> MSN students apply; selection committee makes final selection based on individual award criteria.
Criteria:	MSN student enrolled in 5-8 credit hours or at least 2 MSN graduate courses. Preference given to financial need.
Award:	\$1550 (split equally over two semesters) * Actual amount of the award may vary each year and is based on availability and variability in funding.
Time granted:	Spring graduation

### **Johnelle Hunt Nursing Scholarship**

Eligibility:	MSN student
Selection:	<i>General Scholarship Application or Nomination:</i> MSN students may apply or may be nominated by faculty. Selection committee makes final selection based on individual award criteria.
Criteria:	Applicant must be currently working as a nurse educator or clinical instructor and enrolled in the NECS track of the MSN program. In the event that no NECS students are eligible for the award, CNL and NP students who meet award criteria will be considered. Preference will be given to individuals who teach or serve as clinical faculty on a part-time or full-time basis.
Award:	\$2600 (split equally over two semesters) * Actual amount of the award may vary each year and is based on availability and variability in funding.
Time granted:	Spring graduation

### **Martin Nursing Scholarship**

Eligibility:	BSN and MSN; one awarded to a BSN student and one awarded to an MSN student.
Selection:	<i>General Scholarship Application:</i> BSN and MSN students apply; selection committee makes final selection based on individual award criteria.
Criteria:	Recipient shall be a nursing student accepted into the UCA Nursing program with consideration given to financial need. The recipient shall have a grade point average of 3.0 or above. The scholarship shall be paid in one installment on the date of registration for the first or second semester of the academic year.
Award:	\$500 (split equally over two semesters) * Actual amount of the award may vary each year and is based on availability and variability in funding.
Time granted:	Spring graduation

# Appendices

## **Appendix A- MSN clinical preceptor agreement**

**UNIVERSITY OF CENTRAL ARKANSAS  
SCHOOL OF NURSING  
CLINICAL PRECEPTOR AGREEMENT FORM  
NURS 6511 6512 6413 6414 6260 (circle) other \_\_\_\_\_**

This agreement is between (Health Care Provider) \_\_\_\_\_

AND: (UCA Student) \_\_\_\_\_

AND: University of Central Arkansas School of Nursing.

SUBJECT: Use of Preceptor for Student Learning Experiences

The University of Central Arkansas (UCA) School of Nursing requests that a health care provider with one year of experience (MD, APRN, PA) of the agency serve as a preceptor for the purpose of facilitating the graduate student's learning for a period of one semester. This agreement reflects that:

1. The preceptor shall be jointly identified by the faculty member and agency for this educational experience.
2. The preceptor will meet the criteria as outlined by the School of Nursing.
3. The course objectives for the student's experience will be shared with the preceptor, and the overall plan for the learning experiences will be structured jointly by the student, and preceptor with faculty guidance.

***Expected total number of hours with preceptor*** \_\_\_\_\_.

**If this agreement is satisfactory, please complete the required information, Date and Sign the agreement.**

Facility Name/Address/City/State/Zip code: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Preceptor Printed Name/Credentials: \_\_\_\_\_

Preceptor's Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_

License State, Number, & Exp. date: \_\_\_\_\_

Preceptor's email: \_\_\_\_\_

Type of Practice: \_\_\_\_\_  
(Family practice, Internal Medicine, Urgent Care, Women's health, etc.)

Average number of patients per day: \_\_\_\_\_ Years of experience: \_\_\_\_\_

Certifying Body: ANCC AANP AAFP ABIM (circle) Other \_\_\_\_\_

SCHOOL OF NURSING APPROVAL/DATE: \_\_\_\_\_

Stacy Harris, DNP, APRN, ANP-BC

\_\_\_\_\_

## **Appendix B DNP mentor agreement**

**University of Central Arkansas  
School of Nursing  
Doctor of Nursing Practice Program  
Clinical Mentor Agreement**

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**To be completed by the DNP Student:**

Course number and Course Title: \_\_\_\_\_

DNP Advisor: \_\_\_\_\_ Semester/year \_\_\_\_\_

Clinical Agency contract: Current \_\_\_\_\_ Pending \_\_\_\_\_ None \_\_\_\_\_ (contact [mmize@uca.edu](mailto:mmize@uca.edu) for clinical facility info)

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

**To be completed by the Clinical Mentor:**

**Clinical Mentor Information: (attach CV)**

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_ Years in Practice: \_\_\_\_\_

Certification (as applicable): \_\_\_\_\_ Certification Date: \_\_\_\_\_

License type, State, Number & Expiration Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Clinical Location Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If Clinical Location (site/agency/offices) is owned by another agency:

Name of Parent Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_  
Clinical Mentor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix C Readmission & Alternate Progression forms**

UNIVERSITY OF CENTRAL ARKANSAS  
School of Nursing  
\*APPLICATION FOR READMISSION TO GRADUATE PROGRAM

PLEASE PRINT OR TYPE – ANSWER EVERY QUESTION

1. NAME \_\_\_\_\_  
Last First Middle (Maiden)

2. Address \_\_\_\_\_  
Street City/Zip

4. Telephone: cell \_\_\_\_\_ work \_\_\_\_\_

5. UCA ID Number \_\_\_\_\_

6. Indicate semester last enrolled in UCA Nursing Program \_\_\_\_\_

7. Indicate semester you wish to return Month \_\_\_\_\_ Year \_\_\_\_\_

8. Reason for leaving nursing program:  
\_\_\_\_\_ A. Course failure-- NURS \_\_\_\_\_ (Give number & title of course)  
\_\_\_\_\_ B. Other: Please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

10. Considering your previous experience in the UCA SON graduate program, write a plan detailing how you plan to meet the rigors and time commitment of graduate education to be successful in readmission. Attach a 1-2-page type-written plan with the application.

11. Email the application to: Dr. Stacy Harris  
UCA School of Nursing Graduate Program Coordinator  
stacyh@uca.edu

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

\_\_\_\_\_  
Date

**University of Central Arkansas  
School of Nursing**

**\*ALTERNATE PROGRESSION PLAN OF STUDY**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Identification Number \_\_\_\_\_ Phone \_\_\_\_\_

Considering your previous experience in the UCA SON graduate program, write a plan detailing how you plan to meet the rigors and time commitment of graduate education to be successful in the Alternate Progression Plan. Consult a School of Nursing, Education Counselor to develop a proposed alternate plan-of-study.

Signature: \_\_\_\_\_

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

## **Appendix D Clinical Agency contract**

UNIVERSITY OF CENTRAL ARKANSAS  
SCHOOL OF NURSING  
MEMORANDUM OF AGREEMENT  
RE: NURSING STUDENTS

NOW, on this [REDACTED] day of [REDACTED], this agreement is entered into and mutually agreed between the **School of Nursing, University of Central Arkansas**, (hereafter referred to as SCHOOL) and **Agency Name:**

[REDACTED] hereafter referred to as AGENCY) that clinical experiences for students in the SCHOOL will be provided at the AGENCY. This agreement is for educational purposes only and neither faculty nor students will be paid by the AGENCY.

It is agreed that the faculty of the SCHOOL will select and assign learning experiences and will provide the teaching, guidance, and evaluation of students. The SCHOOL will withdraw any student whose clinical performance or conduct the AGENCY determines is not in the best interest of patient care. Faculty members and students will adhere to the policies as agreed on by the two parties.

It is agreed that all parties will comply fully with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as well as any other applicable state, federal, or local laws or regulations governing the subject matter of this agreement. The faculty members and students of the SCHOOL will not use or disclose protected health information except as permitted by the AGENCY's policy and as permitted by law or regulation. Faculty members and students will maintain safeguards to prevent misuse and inappropriate disclosure of protected health information. Unauthorized uses or disclosures of protected health information by either a faculty member or a student will be immediately reported to the AGENCY. Faculty members and students will be trained regarding HIPAA and all regulations thereunder, and are aware of its policies and procedures, agree to comply its policies and procedures, and recognize that sanctions will be applied for violations. If at any time during the term of this agreement, any alleged violation of HIPAA or any regulations thereunder occur, or the law or regulations change, the parties agree to take all steps necessary to ensure compliance with such act and regulations.

The SCHOOL requires students to present documentation qualifying them to participate in clinical learning experiences. This material must be up to date at all times while student is enrolled in the SCHOOL's nursing program and nursing courses. Proof of documentation can be provided to AGENCY upon request. It is further understood that students are responsible for obtaining and ensuring they meet any other requirements of the clinical or educational agencies that they affiliate which may require additional vaccinations, clinical training and/or policy training. Students must present proof of the following to SCHOOL:

- Satisfactory evaluation of Background Check: (students must complete a background recheck annually).
- AR Child Abuse History Clearance Check
- Drug Screen: (10-Panel drug screen)
- Measles, Mumps, and Rubella: Two (2) MMR vaccines OR lab evidence of immunity (positive titers) for Measles (Rubeola), Mumps, and Rubella.
- Varicella: Two (2) Varicella vaccines given at least 28 days apart or lab evidence of varicella immunity (positive titer).
- Hepatitis B: Proof of immunity (positive surface antibodies 10 or greater). Students who have not completed the 3-part series or those who decline to receive the immunization must sign the Hepatitis B Waiver form.
- Tetanus-Diphtheria-Pertussis (Tdap): Documentation of vaccination within last ten years.
- Initial two-step tuberculin skin test (injections placed 1-3 weeks apart). A. If both readings are negative, repeat one - step TB annually.  
B. If positive, medical evaluation and documentation of a clear chest x-ray within one year of admission to the School of Nursing and annual completion of the Annual Past-Positive TB Screening form confirming the absence of symptoms by a physician, APRN, or PA. If there is evidence of a positive chest x-ray and/or symptoms of TB, the student must follow-up with a medical evaluation.
- Influenza: Annual flu vaccination is required or an approved exemption through the UCA School of Nursing. Exemptions are allowed for sincerely held religious and personal beliefs; and for medical contraindications such as a serious allergic reaction (anaphylaxis) or history of Guillain-Barre syndrome following a previous influenza vaccine. Documentation from medical provider will be required. (Note: minor side effects, such as low-grade fever, cold symptoms, or muscle aches are not a medical contraindication to vaccination.) Exemptions must be applied for prior to each flu season. Beliefs may change over time, medical conditions change, and new types of vaccine become available.
- Current CPR certification: All students are required to use the American Heart Association's (AHA) Basic Life Support (BLS) for Health Care Providers. BLS provided by the AHA is the only BLS card accepted.
- HIPAA & OSHA Safety Training: This is required annually by academic year. Additional training may be required for particular sites.
- Current health insurance: coverage either through the university insurance plan or by another policy.
- RN Licensed students (RN, MSN, PMC, DNP students): Must provide copy of an unencumbered Registered Nurse's license in the state(s) where they reside/work or will be doing clinical training.

It is agreed that students are responsible for the provision of their own hospital and health care service plans in case of accidents or personal illness. Necessary emergency care will be given until transportation to appropriate source of medical care is arranged.

The SCHOOL will provide necessary assurance or evidence of acceptable health levels and of professional liability insurance coverage in the amount of \$2,000,000 per occurrence and \$5,000,000 aggregate for assigned students and instructors and will provide the AGENCY with proof of such coverage. SCHOOL does not have any form of general liability insurance.

The AGENCY will retain its usual responsibility relative to nursing care of patients. It will provide adequate conference areas and use of any available instructional materials, library facilities, and cafeteria facilities. Also provided will be an update on nursing policies or procedures. Adequate qualified personnel will be maintained in areas where students are assigned.

It is hereby agreed that all parties will comply fully with all Federal laws and regulations as found in Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000), Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (42 U.S.C. Sec. 12101).

The SCHOOL will comply with the provisions of the Family Educational Rights and Privacy Act, and agrees not to disclose information about the student from the student's educational records provided by the University to a third party without the student's consent and further agrees to use the information only for the purposes for which it was disclosed.

Notwithstanding any other provision of this agreement or contract, SCHOOL shall never indemnify or hold another party harmless from any damages, liability, claims, demands, cause of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by the SCHOOL or its employees or agents, in the performance of this agreement, the SCHOOL agrees that:

- a) it will cooperate with the AGENCY in the defense of any action or claim brought against the AGENCY seeking damages or relief;
- b) it will, in good faith, cooperate with the AGENCY should the AGENCY present any claims or causes of action of the foregoing nature against the SCHOOL to the Arkansas State Claims Commission;
- c) it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.

The SCHOOL reserves the right, however, to assert, in good faith, any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum. Nothing herein shall be interpreted or construed to waive the sovereign immunity of the SCHOOL. The obligations of this paragraph shall survive the expiration or termination of this agreement and continue for the relevant limitations period in the State of Arkansas.

Notwithstanding any other provision of this agreement, SCHOOL shall not be responsible or liable for any type of special or consequential damage to AGENCY, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.

Whenever under the terms of this Agreement written notice is required or permitted to be given by any party to any other party, such notice shall be in writing and shall be deemed to have been sufficiently given if personally delivered, delivered by a national overnight courier service (such as Federal Express), transmitted electronically or deposited in the United States Mail, in a properly stamped envelope, certified or registered mail, return receipt requested, addressed to the party to whom it is to be given, at the address hereinafter set forth. Any party hereto may change its address by written notice in accordance with this Section:

Notice to **SCHOOL**  
**University of Central Arkansas**  
 School of Nursing  
 (Facility Name)

Notice to **AGENCY**

[ \_\_\_\_\_ ]

Dr. Susan Gatto, Director, School of Nursing  
 In C/O Nursing Contract Coordinator  
 University of Central Arkansas  
 201 Donaghey Avenue – DHSC 114  
 Conway, AR 72035-0001  
 (501-450-3120) [nursingcontracts@uca.edu](mailto:nursingcontracts@uca.edu) or  
[mmize@uca.edu](mailto:mmize@uca.edu)

Contact Name/Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ c  
 Website: \_\_\_\_\_

Term of the Agreement shall be effective commencing on the date of its execution and shall remain in force until further notice or unless one or both parties elect to not renew according to provisions stated below. The Agreement shall be reviewed and automatically renew annually. The Agreement will be subject to such revisions as are mutually agreeable at the time of annual review and will be for the duration of the agreement. If either party desires to terminate this agreement, it shall serve a (30) - day written notice on the other party. Termination shall be effective at the end of the semester after the date of notification. Students already enrolled and participating in the program at the AGENCY, shall have the opportunity to complete their program.

Agreement Period: [ \_\_\_\_\_ ] through Auto Renewal Indefinitely.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized signing officers on the dates indicated.

MEMORANDUM OF AGREEMENT SIGNATURES

Approved and accepted for  
University of Central Arkansas

Approved and accepted for (AGENCY)  
[Redacted]  
(Facility Name)

**Return two (2) signed completed contracts to:**  
Susan Gatto, Director, School of Nursing  
In C/O Nursing Contract Coordinator  
University of Central Arkansas  
201 Donaghey Avenue – DHSC 114  
Conway, AR 72035-0001  
(501-450-3120) [nursingcontracts@uca.edu](mailto:nursingcontracts@uca.edu) or  
c/o [mmize@uca.edu](mailto:mmize@uca.edu)

Contact Name/Title: \_\_\_\_\_ Dr.  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_

X \_\_\_\_\_  
(Signature) Date

Susan L. Gatto, Ph.D., RN  
\_\_\_\_\_  
(Printed Name)

Director & Associate Professor, School of Nursing  
(Title)

\_\_\_\_\_  
(Signature) Date

Jimmy H. Ishee, Ph.D.  
\_\_\_\_\_  
(Printed Name)

Dean, College of Health & Behavioral Sciences  
\_\_\_\_\_

X \_\_\_\_\_  
(Signature) Date

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(2<sup>nd</sup> Signature, if required) Date

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name & Title)

\_\_\_\_\_  
(3<sup>rd</sup> Signature, if required) Date

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name & Title)

X X  
\_\_\_\_\_  
\_\_\_\_\_  
(Printed Name & Title)

X \_\_\_\_\_  
(Signature) Date

X

Michael Hargis, Ph.D.  
(Printed Name)

Executive Vice President and Provost  
(Printed Name & Title)

*Student/Faculty Information for SON Office Requirements Below:*

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Student Name(s) &/or Level: \_\_\_\_\_ Faculty Name(s): \_\_\_\_\_

Semester & Course Number (s): \_\_\_\_\_

Comments: \_\_\_\_\_

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