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INTRODUCTION

Welcome to Southern Arkansas University’s Nursing Program. We, the faculty, feel you have selected the most challenging, rewarding and versatile career available today.

We believe that a Nurse is one who possesses considerable knowledge of the basic physical, biological, behavioral, and medical sciences, plus the ability and skill to apply this knowledge in caring for patients with common nursing problems. This requires decision-making ability and sound judgment.

We dedicate our time and effort to offer you those experiences that will assist you in reaching this goal. The learning experiences will be available; it is your responsibility to take advantage of them.

SAU provides equal educational opportunities for all and this policy is fully implemented in all programs according to University guidelines.

The RN-BSN completion program at SAU is fully accredited by the National League for Nursing Accrediting Commission (August 2006). All interested parties (students, graduates, and other parties associated with the program) may contact the NLNAC to express any statement or concern at the following: National League for Nursing Accrediting Commission, 61 Broadway, New York, New York, 10006, telephone: 1-800-669-1656, ext. 153, or www.nlnac.org.

Revised: December 2006; August 2006
The Department of Nursing at Southern Arkansas University supports the mission statement, goals and objectives of the University. The mission of the Department of Nursing is to provide students with opportunities for intellectual growth, cultivation of skills for critical thinking and communication and skill development for career preparation in a global environment. The Department of Nursing is committed to meeting regional health care needs by preparing graduates who demonstrate competency as health care practitioners.

**Philosophy of the Department of Nursing**

The Department of Nursing clearly differentiates two types of nursing programs. They are:

- Associate degree nursing education prepares the graduate to function as an entry level registered nurse providing direct care to persons as individuals and members of a family/groups in a structured and unstructured health care setting.

- Baccalaureate nursing education prepares the graduate for entry into professional practice as a generalist who cares for persons as individuals, members of a family/groups, and as communities in both structured and unstructured health care settings.

The complexity of decision-making and accountability increases in proportion to the complexity of the client, the health care setting and the preparation of the practitioner. The different levels of nursing education imply education increases in complexity to correspond with the expected competencies of each graduate.

**PERSON**

Each person is a physiological, psychological, sociocultural, and spiritual being, and is therefore, unique and irreplaceable. The person is continually interacting and affected by the internal and external environment. Each person is dynamic and distinct, because they have unique and common basic human needs across the life span. The person within the context of individual, family/group, or community is the recipient of nursing care.

**ENVIRONMENT**

The environment consists of internal and external elements, which are in constant interaction with the person. The internal environment is composed of physiological, psychological, sociocultural, and spiritual factors, which influence the person from within. The external environment includes the physical and social elements that are external to and interactive with the person. The internal and external environments interact to produce needs unique to each person. The process the person chooses to meet those needs changes the health of the person.
HEALTH

Health is a dynamic state influenced by personal choices occurring in and across all environments. The health of the person is dependent upon resources available within the internal and external environment. Through collaborative efforts, health is promoted, maintained, and/or restored until the end of life.

NURSING

Nursing is a scientific discipline that provides holistic care for culturally diverse persons across the life span. Nursing acknowledges the dignity, worth and the right of all persons to have their health care needs provided in and across all environments through the use of nursing/research process. The practice of nursing is based on knowledge, which incorporates critical thinking, communication, therapeutic nursing interventions, professionalism, roles, and service.

NURSING EDUCATION

Nursing education requires a foundation in liberal education, which provides an effective base of knowledge and cognitive skills upon which to build professional and personal growth. Nursing education within the university setting offers the opportunity to interact with students from diverse educational disciplines, which provides the individual an experience to build a broader foundation, thus shaping their practice of nursing.

Nursing education is a life-long process that assists individuals in developing the potential to function productively within an ever changing health care system. The use of technological resources and innovative creative teaching strategies provide optimal learning experiences. Learning occurs when the student perceives it as relevant and the information received has concurrent application.

Faculty facilitate, create, and guide learning opportunities, thus enabling individuals to seek and develop knowledge, skills and attitudes to prepare them for practice within the nursing profession.

Revised: September 2005; January 2007
The Arkansas State Board of Nursing approves the Department of Nursing at Southern Arkansas University. The Department of Nursing offers both Associate of Science (A.D.N.) and Bachelor of Science (B.S.N.) degrees in nursing. The Associate of Science and the Bachelor of Science programs are accredited by the National League of Nursing Accrediting Commission. The B.S.N. is a completion program for persons who are A.D. N. or diploma RNs and wish to obtain this advanced degree.

Curriculum

A.D.N. Curriculum is accredited until 2009.

RN-B.S.N. Completion Curriculum is accredited until 2011.

Bachelor Degree Curriculum

The purpose of the Bachelor Degree Program is to provide both a general education in the liberal arts and sciences, and an advanced degree in nursing. The B.S.N. program consists of four academic semesters and includes 58 hours of general education courses, 31 hours from an A.D.N. program, and 28 hours of advanced nursing courses. Clinical laboratory experiences are based in selected community hospitals and allied health agencies.
Course of Study for Full-time Online RN – BSN Students

**Fall = 15 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1113 - Speech</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2403 – Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>SOC 3183 – Statistics</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2013 or 2023 – U.S. History <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>HIST 1003 or 1013 – World History (Must have 3 hours of World history and 3 hours of U.S. History/American Govt.)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2213 – Literature I <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ENGL 2223 – Literature II <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
</tr>
</tbody>
</table>

**Spring = 16 hours**

3 hours electives from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1003 – General Anthropology <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>ECON 2003 – Microeconomic Principles <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2003 – Intro to Geography <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>SOC 2003 - Intro. Soc. <strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>PSCI 2003 – American Government: National</td>
<td></td>
</tr>
<tr>
<td>Consult with advisor for other possible electives</td>
<td></td>
</tr>
<tr>
<td>CHEM 1013/1011 – Gen. Chemistry I /Lab*(If not completed in ADN program)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 3043 – Advanced Composition</td>
<td>3</td>
</tr>
<tr>
<td>HS 1403 – Health Science <strong>OR</strong></td>
<td></td>
</tr>
<tr>
<td>HIST 2013 or 2023 – U.S. History <strong>OR</strong></td>
<td>3</td>
</tr>
<tr>
<td>HIST 1003 or 1013 - World History (Must have 3 hours of World history and 3 hours of U.S. History/American Govt.)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fall = 15 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3001 – RN-BSN Orientation</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3003 – Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3043 – Intro. to Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3013 – Issues and Trends</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3035 – Community Health Nursing**</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring = 13 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3053 – The Business of Health Care</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4015 – Leadership &amp; Management**</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4065 – Advanced Adult Health**</td>
<td>3</td>
</tr>
</tbody>
</table>

** Nursing courses with a clinical component include a 1:1 credit hour to contact hour ratio for theory and a 1:3 credit hour to contact hour ratio for clinical learning experiences. For example, a five hour credit nursing course consists of 3 credit/3 contact hours of theory and 2 credit/ 6 contact hours of clinical learning experiences a week. Students are required to complete an average of 6 contact hours a week of clinical experiences over a 15 week semester or 90 clinical hours.**

Revised: August 12, 2008
## Assessment Goals of SAU Nursing Department and ADN Program

<table>
<thead>
<tr>
<th><strong>SAU Goals</strong> (North Central Association)</th>
<th><strong>Department of Nursing Goals</strong></th>
<th><strong>Associate Degree Program Objectives</strong> (Terminal objectives)</th>
<th><strong>Baccalaureate Degree Program Outcomes</strong> (Terminal Outcomes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Communication:</strong> Graduates will communicate effectively.</td>
<td>Involve patients and families in the decision-making processes Assess and use communications and technology effectively and appropriately</td>
<td>Demonstrate appropriate communication techniques with colleagues, other members of the health care team, individuals, and families.</td>
<td>Assess the effectiveness of communication techniques with colleagues, individuals, families/groups, and communities.</td>
</tr>
<tr>
<td><strong>2. Critical Thinking:</strong> Graduates possess the knowledge and skills to be successful.</td>
<td>Provide evidence-based, clinically competent, contemporary care</td>
<td>Demonstrate the ability to critically think using the nursing process in the delivery of health care to individuals and family across the life span.</td>
<td>Evaluate the effectiveness of critical thinking using the nursing process and the research process in the delivery of health care to individuals, families/groups, and communities across the life span.</td>
</tr>
<tr>
<td><strong>3. Technology:</strong> Graduates use technology effectively.</td>
<td>Assess and use communications and technology effectively and appropriately Manage information</td>
<td>Demonstrate the use of appropriate technology in a variety of health care settings.</td>
<td>Integrate complex technology to apply the research/nursing process in a variety of health care settings.</td>
</tr>
<tr>
<td><strong>4. Integrative Learning</strong> Graduates utilize appropriate quantitative skills in making decisions.</td>
<td>Care for community’s health Expand access of effective care Develop outcome measures.</td>
<td>Use appropriate quantitative skills in meeting the physiological, psychological, spiritual, and sociocultural needs of individuals and families across the life span.</td>
<td>Apply appropriate quantitative skills in meeting the physiological, psychological, spiritual, and sociocultural needs of individuals, families/groups, and communities across the life span.</td>
</tr>
<tr>
<td><strong>5. Global awareness:</strong> Graduates understand their own and other societies and cultures.</td>
<td>Improve the healthcare system operations and accountability Understand the role of the physical environment Participate in a racially and culturally diverse society</td>
<td>Provide culturally competent care to diverse individuals and families throughout the life span.</td>
<td>Design and evaluate the effectiveness of culturally competent care to individuals, families/groups, and communities across the life span.</td>
</tr>
<tr>
<td><strong>6. Meaningful Career Preparation:</strong> Graduates possess the knowledge and skills to be successful</td>
<td>Understand the role and emphasize primary care Practice prevention and wellness care Continue to learn and help others to learn</td>
<td>Act consistently to continue life-long learning to advance one’s own nursing practice.</td>
<td>Examine professional practice standards, statutes, and regulations governing the nursing practice. Provide and promote life-long learning to self and others.</td>
</tr>
<tr>
<td><strong>7. Competencies of Effective Citizenship:</strong> Graduates are prepared to be contributing members of their communities.</td>
<td>Promote health life-styles Accommodate expanded accountability</td>
<td>Promote healthy life-styles by assisting individuals and families to maintain and promote healthy behaviors across the life span.</td>
<td>Critique the interventions used to promote and maintain healthy life-styles of individuals, families/groups, and communities across the life span.</td>
</tr>
</tbody>
</table>
RN-BSN COMPLETION PROGRAM EDUCATIONAL OBJECTIVES

1. Communicate and collaborate effectively with colleagues, individuals, families/groups, and communities to provide cost effective, quality nursing care.

2. Engage in critical thinking, independent judgment, and decision making while using the nursing/research process to design and evaluate the effectiveness of culturally competent care to individuals, families/groups, and communities across the life span.

3. Integrate technology to critique and apply research findings to improve nursing care in a variety of health care settings.

4. Apply appropriate knowledge and skills synthesized from the humanities, social, physical, and behavioral sciences in meeting the physiological, psychological, spiritual, and sociocultural needs of individuals, families/groups, and communities across the life span.

5. Utilize professional values, standards, statutes, and regulations governing the practice of nursing to enhance the delivery of health care to individuals, families/groups, and communities.

6. Exhibit accountability, responsibility, and values for own nursing practice and life long learning

7. Facilitate a culturally competent environment for the delivery of nursing care to individuals, families/groups, and communities

8. Use leadership and management skills and knowledge of health policy and health services to improve interventions used to promote and maintain healthy life-styles of individuals, families/groups, and communities across the life span.

Revised: May 2005; 11/14/05
SUMMARY

Every effort has been made to ensure the *RN-BSN Completion Program Student Handbook* covers all of the policies governing the nursing curriculum. It is your responsibility to know and abide by each of these policies located in the following pages. Course specific policies are located in EACH course syllabus. You will be informed in writing (i.e. email or blackboard postings) of any changes or revisions to the student handbook or course policy when they occur. Nursing students are encouraged to make helpful positive suggestions to be included in the handbook for themselves and future students.

REVISED: August 2005; April 2006
The academic policies provided in the Department of Nursing RN-BSN Completion Program Student Handbook relate primarily to the BSN major. Students are also responsible for being familiar with other academic policies listed in the University Student Handbook.

Selection/Admission Policy

To meet admission requirements for the Department of Nursing, the applicant must:

1. Be admitted to Southern Arkansas University.
2. Be a graduate from an NLN accredited A.D.N. or diploma program in nursing, and meet general education requirements. **NOTE:** Students are encouraged to complete all general education requirements prior to enrolling in upper division nursing courses. Students who have completed the following nine hours of general education courses, which provide necessary pre-requisite knowledge, may be allowed enrollment for the upper division nursing courses: SPCH 1113 – Speech, PHIL 2403 – Philosophy, and SOC 3183 – Statistics.
3. Have transcripts evaluated by nursing faculty if transferring from another college or university. **NOTE:** SAU Department of Nursing follows the Arkansas Nursing Articulation Model for transfer credits in nursing, however courses taken at junior colleges are not counted as part of the junior senior hours required for graduation at SAU (see University Student Handbook).
4. Of the total hours earned toward graduation, no more than 25 percent may be “D” grades. The University does not accept “D” hours from other schools.
5. Possess an unencumbered state license to practice in the state in which the clinical experiences will be obtained
6. Have proof of Hepatitis B vaccination, TB screening, and current CPR certification
7. Submit a completed Department of Nursing BSN Application Form postmarked between January 15 and April 30 for fall semester nursing class and between August 15 and November 15 for spring semester nursing class. Application forms may be obtained from the Nursing Department or from our Web site [www.saumag.edu/nursing](http://www.saumag.edu/nursing). Enclose a copy of all unofficial college transcripts.
8. Mail application and unofficial transcripts to:
   Southern Arkansas University
   Department of Nursing
   Attention: RN-BSN Program Application
   P.O. Box 9406
   Magnolia, AR 71754-9406

REVISED: Fall 2008
Readmission Policy

To be readmitted to the Nursing Department the student must:

1. Write a letter of intent to the DEPARTMENT OF NURSING postmarked by December 1st for the spring semester and by May 1st if for the fall semester. If a student fails at the end of a course and chooses to repeat immediately the next semester, a letter must be turned in by the last day of the SEMESTER. The number of returning students will be limited to available space. The letter, requesting readmission, is to be accompanied by an updated transcript of all college courses. Letter should include name, social security number, mailing address, working phone number and state which course you wish to re-enter and the semester you wish to re-enter the program.

2. Repeat all BSN curriculum nursing courses over 5 years old.

3. Have an overall GPA of 2.0 on all college courses.

4. Of the total hours earned toward graduation, no more than 25 percent may be “D” grades.

Retention and Progression

1. For progression in the nursing major only a grade of “C” or better will be accepted for nursing courses.

2. Students must maintain a grade point average (GPA) of 2.0 or higher each semester during the nursing major to remain in good academic standing.

3. A student will be dismissed from the Department of Nursing when the student’s behavior in any college related activity is determined to be inconsistent with professional responsibility and accountability.

4. A student will be dismissed from the Department of Nursing for unprofessional conduct that is likely to deceive, defraud, or injure clients or the public by any act, practice, or omission that fails to conform to the accepted standards of the nursing profession and indicates conscious disregard for the health and welfare of the public and the client.

5. Safety is considered basic for achievement of a satisfactory grade in a clinical course. A student who is unsafe in the clinical area may be withdrawn/failing (WF) regardless of successful achievement in other areas of the course.

6. All students are assured procedural due process as established by the Nursing Department and the University.

Transfer Students with Nursing Credit Policy

Students previously enrolled in another nursing program must forward a letter requesting transfer and attach copies of all unofficial college transcripts. Students who are requesting transfer from another nursing program are also required to provide a letter from the program dean/chair/director of eligibility to reenter their previous nursing program in order to be eligible for consideration in the SAU nursing program. Transfer credit will be considered on an individual basis.

Revised: May 2005; January 2006; March 2006; January 2007; April 2007
Class and Clinical Attendance

Students are expected to be diligent in the pursuit of their studies and regular in their class including online Blackboard and clinical attendance. Students have the responsibility to make arrangements that are satisfactory to the faculty teaching a course and/or clinical preceptor regarding any absences. Such arrangements should be made prior to the absence if possible. Policies for making up work missed as a result of absence are at the discretion of the faculty.

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Students are expected to be present and on time for each clinical learning experience. Satisfactory demonstration of course requirements and clinical competency is necessary for successful completion of a course. An unsatisfactory grade or withdrawal from a course may be necessary for students who fail to complete required clinical hours and meet course objectives.

A student’s clinical area/unit of employment and/or wage earning job cannot count for clinical hours required in a nursing course. Clinical facilities reserve the right to ask students to participate in requirements that are mandatory by the institution and may require a fee. A student refusing to comply may be administratively withdrawn from the course.

Revised: May 2005
Course Grading Policy

1. **Grading:**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%-89.5%</td>
<td>A</td>
</tr>
<tr>
<td>89%-83.5%</td>
<td>B</td>
</tr>
<tr>
<td>83% - 77.5%</td>
<td>C</td>
</tr>
<tr>
<td>77% - 68.5%</td>
<td>D</td>
</tr>
<tr>
<td>68%-below</td>
<td>F</td>
</tr>
</tbody>
</table>

*The course grade will be a composite of both components of theory and clinical and **CANNOT** be taken separately. The clinical experience is based on satisfactory or unsatisfactory performance; therefore, clinical will be pass/fail component of the course.

A minimum grade of “C” is necessary in **ALL** nursing courses to enroll in subsequent Nursing courses. A “D” grade is **NOT** considered as passing in any nursing course, and a student must repeat and satisfactorily complete the course prior to progressing in the program.

2. **MAKE-UP EXAM POLICY:** Format is dependent on individual faculty preference. Exam questions may be multiple choice, essay, fill-in-the-blank, short answer, or other format. Make-up exams will be given in the event of necessary absence (i.e., personal illness or death in the family) that occurs on the date of a regularly scheduled examination. The student must:
   - Notify the appropriate faculty on the day of the missed exam, and
   - Schedule the make-up exam with the appropriate faculty to be taken within 1 week of the missed exam.

   Make-up exams will be completed within one week of the absence prior to the start of the next class time. In the event the student does not schedule or complete a make-up exam within one week’s time, a zero will be assigned for that exam. The exam will be of equivalent credit to the exam missed.

3. **Clinical Dismissal:**

   Clinical Dismissal: Any student who performs in an **unsafe** manner may be dismissed from the clinical laboratory setting. Permanent exclusion from a clinical laboratory will result in **FAILURE** of the course, and the student may drop in accordance with university policy.

   **Unsafe** is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the patient, the patient’s family, other personnel or to the individual student.

**Student Responsibilities**

*Classroom:*

Students must:

1. Participate in discussions; ask questions when unsure about major concepts.

2. Request clarification of any information presented in reading materials, clinical labs, or lectures.

3. Perform on written and oral examinations and written materials at a minimum of **78%** to maintain acceptable standing in the nursing course.

4. Submit all written materials on time or before. **No** late work will be accepted for a grade. A grade of zero will be assigned to all late work except in case of excused absence.

5. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. You may be asked to pay a minimal registration fee for some of these educational opportunities.

6. Demonstrate honesty and integrity including not altering or falsifying documents or cheating on examinations/quizzes or other teacher-made assignments.

7. Accept responsibility and be accountable for his or her own conduct not limited to, but including the following:
   a. Cell Phones are to be turned OFF or turned to vibrate during class times and clinical learning experiences. It is NOT appropriate behavior to answer the phone during class or clinical learning experiences. Appropriate breaks are given during class and clinical times to return phone calls without interrupting fellow students, clients, preceptors and faculty.
   b. All caps/hats are to be removed IN THE CLASSROOM.
   c. No children are to be brought to class or left unattended in Wharton Nursing Building while the adult is attending class or participating in campus lab. ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM.
   d. Maintaining appropriate respect and boundaries for faculty, staff, clients, preceptors and fellow students.
Requirements for Assignments

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See www.apastyle.org for assistance.
2. Submit all worked typed and include name, date, course name and number, title of paper.
3. Demonstrate organizational ability.
4. Express ideas with clarity. Spell correctly, punctuate properly, using only standardized abbreviations,
5. Exhibit scholarship by depth and breadth of content, and extent of bibliography.
6. Show originality and creative thinking.
7. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
8. Complete projects on schedule.
Student Dishonesty/Plagiarism

Dishonesty will not be tolerated. The faculty believes that honesty of professionalism and academic dishonesty is viewed in the nursing department as unprofessional conduct. If a student is caught cheating on an exam, the individual will be given an “F” for the course or will be given the option to drop nursing in accordance with SAU policy.

According to APA, plagiarism is defined as adopting, appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgment, passages from the writings or works of other’s; presenting parts of a passage of other’s writings as products of one’s own mind. Any student who plagiarizes maybe subject to receiving a zero on written work, may fail the course, and may be dismissed from the program (See University Student Handbook)

Students should use the following guidelines when referencing material:
1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.
2. Paraphrasing is defined as a restatement of a text, passage or work, but not the use of the original writer’s exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations as well as written text constitutes “works of another” and must be footnoted.
4. Inaccurate information on footnotes and scientific notations, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned on grading.

Discipline:
Teacher imposed penalties for plagiarism or cheating include, but are not limited to:

1. Requiring student(s) to rewrite/retake a graded item. The grade may be lowered.
2. Giving the student(s) a failing grade on the graded item.
3. Giving the student(s) a failing grade on the graded item and filing documentation of the offense in the Office of the Vice President for Academic Affairs.
4. Giving the student(s) a failing grade in the course (F or W) and filing documentation of the offense in the Office of the Vice President for Academic Affairs.
5. Recommending University sanctions, including disciplinary suspension, dismissal, or expulsion from the University.

A student will be suspended or dismissed for a second offense of academic misconduct, if documentation is filed in the Office of the Vice President for Academic Affairs. Schools and departments may add to the above policy or take other disciplinary actions which suit their particular needs.
Appeals

Students may appeal an action of a faculty member under the Academic Integrity Policy if the penalty involves a course grade reduction or a recommendation for academic suspension from the University. The appeal will be filed with the Vice President for Academic Affairs. The respective college Grade Appeals Committee will review appeals involving grades. The Academic Suspension Appeals Committee will review appeals involving suspension.

Clinical Responsibilities: Revised: August 2005

The student must:


2. Perform safely in all areas of patient care. Discuss areas of uncertainty of nursing care with the faculty or preceptor PRIOR to entering the patient care area.

3. Appear in clinical area on time, appropriately attired. (See Dress Code)

4. Secure clinical assignment per course instructions and come to the clinical experience with the required written work and be prepared to administer the anticipated nursing care.

5. Be responsible for his or her own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.

6. Secure the consultation and/or assistance of the faculty or preceptor in nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the preceptor/faculty member.

7. Realize that the clinical laboratory is a learning experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting.

8. Demonstrate an appropriate knowledge base in implementing patient care by integrating and applying theoretical and general educational content.

9. Evaluate own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.

10. Share information at regular intervals with fellow students when multiple assignments are made.

12. Arrange for an individual conference time with the appropriate faculty member for assistance in problem areas.

13. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes or the nature of the health problem.

14. Not misrepresent educational or professional status.
**Student Clinical Evaluation**

A. The students will be evaluated on the following aspects:

1. Administering safe and therapeutic nursing care as evaluated by faculty and/or other nursing personnel.

2. Acceptance of responsibility for care of patient assigned. This includes:
   a. Adequate preparation prior to coming to unit in order to give safe care.
   b. Honesty and responsibility for admission of error and seeking assistance from instructor as needed.
   c. Continual communication between the student and faculty/preceptor/staff as it relates to patient care.

3. Acceptance of responsibility for meeting specific learning focus for the day by:
   a. Meaningful contributions and sharing of ideas with others as indicated.
   b. Adequate preparation related to focus.
   c. Demonstration of interest and inquiry related to focus.

4. Adherence to nursing policies/implications when administering medication.

5. Adherence to the basic safety principles in the care of any patient when carrying out procedures such as adequate assessment, recognizing signs/symptoms of disease processes, appropriate priority setting skills, adequate patient supervision, appropriate intervention and effective evaluation of care.

6. Following appropriate guidelines for physical restraints, side rails, etc.

7. Evidence of professional behavior by accountability, excellence, duty, service, honor, integrity and respect for others.

B. A student who is not meeting the required course objectives will be given special assistance by the faculty. If the student does not show satisfactory progress within a period of time designated by the faculty, the student will be advised to drop the course in accordance with university policy.

C. Clinical Dismissal: Any student who performs in an unsafe* manner may be dismissed from the clinical learning setting. Permanent exclusion from clinical learning experiences will result in FAILURE of the course, and the student may drop in accordance with university policy.

*Unsafe is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the patient, the patient’s family, other personnel or to the individual student.
D. Anytime the student makes an error that could or does result in harm to the patient, the student is required to fill out a “Report of Student Error” form (LOCATED IN STUDENT HANDBOOK APPENDIX), which will be filed in the student’s folder. This form includes the following:

1. Agency name, date and time
2. Student’s name
3. Faculty/preceptor’s name
4. Patient’s initials, age, diagnosis
5. Room number (if applicable)
6. Description of incident
7. Environmental factors contributing to error
8. Steps taken to prevent recurrence of error
9. Faculty comments
10. Signatures of faculty member/preceptor and student

E. If a student’s behavior results in an unsafe act, the student shall:

1. Notify the instructor, staff and patient’s physician of the error.
2. Fill out the agency’s standard incident form.
3. Fill out the “Report of Student Error” form.

After this action, the student is dismissed from the clinical area and must appear before the nursing faculty for a review of the situation. The faculty then decides whether the student will be reinstated or permanently dismissed from the clinical lab.

Revised: August 2005; May 2006
MENTAL AND PHYSICAL ABILITIES STATEMENT

Students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program. The student must:

1. Be able to work in a standing position and walk frequently in campus/clinical lab setting.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair).
4. Be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
5. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
6. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
7. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instruction, request, and or monitor equipment; perform auditory auscultation without auditory impediment.
8. Perform up to twelve hours in a clinical laboratory setting.
9. Have visual ability sufficient for observation and assessment necessary in nursing care. Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
10. Have tactile ability sufficient for physical assessment; discriminate between sharp/dull and hot/cold.
11. Perform mathematical calculations for medication administration and be able to reason, analyze, and synthesize information.
12. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
13. Have critical thinking ability sufficient for clinical judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

______________________________________                  _______________________
Student Signature                                                                           Date

Adopted: August 2005; Revised: November 2006
SOUTHERN ARKANSAS UNIVERSITY
Department of Nursing

Dress Code

All students must wear a SAU name pin with their name and title. The Nursing Department will take names and order all tags at one time after registration for the course is confirmed. The cost of the pin is approximately $6.00.

BSN Dress Code:

1. It is expected that all clothing including shoes, shoestrings and hose/socks will be clean and neat at the beginning of each clinical session. As a nursing student, you are an ambassador of the Nursing Program and the University at all times and judged not only as an individual, but also as a typical student representing the entire student body. Because the nursing student is embarking in a profession that promotes health, the student uniform must be impeccably clean at all times.

2. When appearing at a clinical facility or at an educational conference, in a student role, appropriate attire must be worn with lab coat and name pin. (No jeans, shorts, flip-flops etc.). Clothing should be free of stains, tears and wrinkles.

3. All students must wear appropriate undergarments for professional appearance.

4. Neat, careful grooming is considered to be a part of the dress code. Inappropriate and unusual methods of grooming are to be avoided. Make-up should always be kept at a minimum and be appropriate for the clinical setting. No nail polish or artificial nails (including acrylic) are permitted; nails must be kept to the tip of the finger. A daily bath and the use of an effective deodorant are necessary requirements of good grooming. Perfume or aftershave should NOT be worn.

5. Hair styles for male and female students must be worn off the collar. Hair must be clean and a natural color. No decorative hair ornaments are allowed. Long hair must be confined, pulled back from the face, and secured.

6. A wedding ring (solid band without stone(s)) is the only article of jewelry permitted while in the clinical lab. No other visible body tattoo or piercing is acceptable (including pierced tongues). All nursing students must wear a watch with a second hand for the purpose of taking vital signs. A medic alert bracelet or necklace may be worn while in the clinical setting.

7. Name pins are to be worn by all students in the clinical area.

8. Smoking is not permitted in the clinical area. Please follow individual facility policy for smoking regulations.

9. At no time will gum chewing be permitted in the clinical area.
10. **Facial Hair Guidelines:** A clean, neatly trimmed mustache may be worn **IF** it does not hang over the upper lip into the mouth, extend below the corner of the lips or can be twisted or curved at the ends toward the upper cheekbone. Male students in uniform may wear no flared sideburns, sideburns below the earlobes, or beards.

Any violation of the uniform regulations will result in an unsatisfactorily lab grade for the day for the first offense and thereafter will result in dismissal from clinical lab for that day.

**Classroom Attire:** No revealing clothing, such as low cut shirts, short-shorts, or short skirts is allowed. THE CLASSROOM IS WHERE PROFESSIONAL BEHAVIOR SHOULD BEGIN, INCLUDING TYPES OF CLOTHING.

Revised: August 2005; May 2006; April 2007
Other Departmental Policies

INCLEMENT WEATHER:
Southern Arkansas University recognizes that transportation problems result from inclement and hazardous road conditions; however, the campus does not close. When conditions dictate, excusing late arrivals or permitting early departures may revise the normal work schedule. Decisions will be made on an individual case basis (each incident of bad weather or hazardous road conditions). Call the faculty member for your course for final instructions.

CPR CERTIFICATION:
All nursing students are required to be certified in cardiopulmonary resuscitation (CPR) prior to going to the clinical facility. Students are to be re-certified every two years, by the date indicated on each CPR card. The CPR Certification is to be the American Heart Association for Health Care Providers course.

HEPATITIS B VACCINATION:
All students must present evidence to the department of having begun the Hepatitis B Vaccine series before going to the clinical facility. The student should have the series completed by the beginning of the third semester and present evidence of such to the faculty.

TB SKIN TEST:
All students are to be tested for tuberculosis each year before going to the clinical facility. Proof of test results should be presented to the department each year that the student is enrolled in nursing.

EQUIPMENT POLICY:
Nursing students are not allowed to take equipment and/or audiovisual resources out of the Wharton Nursing Building for any reason.

FOOD AND SMOKING POLICY:
The student lounge has a microwave oven to allow commuting students to heat up food. There is also a recycling bin for empty soft drink cans. The only foods allowed in the classroom are drinks with lids.

Wharton Nursing Building, in following of University policy, is also a smoke free facility. Students are forbidden to smoke in any part of the building and should be 25 feet away from the building.

COMPUTER LAB:
The nursing department adheres to the University policy regarding use of the Computer Lab.

Food and drink are not allowed in the computer lab next to the equipment (computer, printer) under any circumstances by students, faculty, staff, or visitors.
Games and other software not licensed to be on the computers in the lab are not to be downloaded. Student projects, assignments should be saved to a disk, not the computer hard drive.

Any student found in violation of computer lab policies will not be permitted to use the lab for the remainder of the semester.

Revised: August 2005; May 2006
Body Substance Exposure Protocol

Health care providers are at risk for body fluids that may carry blood borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to patients and others. Pathogens at risk for transmission in health care environments include the tuberculosis bacilli; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus, as well as others. All health care agencies have specific policies and it is the student’s responsibility to be informed of such policy for each clinical site you attend.

The following measures are to be followed in the clinical area:

**Exposure Prevention:**

**Handwashing:** Performed for at least 10 seconds with soap, running water, and friction any time the hands are visibly soiled and between most patient contacts even when gloves are worn.

**Gloves:** Gloves are used when contact with mucous membranes, nonintact skin, or moist body substances is likely to occur. Gloves can be "leaky", and while they provide substantial protection their use does not decrease the importance of hand washing after each patient contact. Body fluids that require protection include: blood, semen, vaginal secretions, stool, urine, cerebrospinal fluid, synovial fluid, peritoneal fluid, pericardial fluid, amniotic fluid (and vernix), any body fluid that contains visible blood. Gloves must be worn when giving injections and performing intravenous punctures.

**Masks and/or Eye Protection:** Worn when the eyes, nose, or mouth may be splashed with body substances, or when working with large open lesions.

**Needle/syringe and other Sharp Instruments:** Used needles are not to be removed from disposable syringes, recapped or purposely bent or broken or otherwise manipulated by hand. All sharp instruments are disposed of in a rigid, puncture resistant container located preferably near the site of use.

**Trash and Linen:** Used patient linens are to be securely bagged in leak proof containers and clean or disposed of according to institutional policy.

**Private Rooms:** Desirable for clients who have airborne communicable diseases, or who may frequently soil the environment with body substance.

**Ambu Bags:** Shall be used in administering CPR to clients/patients, if available. In the event of unavailability, other protective airway mechanisms/devices should be used.
Exposure Guidelines:

The Occupational Safety and Health Administration (OHSA) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the clinical facility. Students will be required to follow the institutional protocol.

Definition of Exposure: Parenteral or mucosal contact with blood, serum, or plasma. Examples include: accidental needle sticks after patient contact, contamination of fresh cutaneous scratches or abrasions, prolonged or extensive contact with blood, mouth pipetting accidents, accidental splashes to the eyes, nose or mouth.

Common Protocol: The student or health care provider is offered a series of post-exposure testing for blood-borne pathogens (HIV). Most commonly testing is offered at the time of the occurrence, or within 24 hours, at 6 weeks, 12 weeks, 6 months, and 12 months post-occurrence. The institution will offer counseling regarding the signs and symptoms of AIDS, as well as instructions to prevent transmission. If the source can be identified, there is a confidential recording of the HIV status of the source, the type and time of the occurrence, and the follow-up results of testing kept at the institution where the incident occurred.

Each health care facility has its own protocol, but all must comply with the OSHA guidelines, with modifications as implemented.

SAU’s Student Health Services office will interact with the facility to obtain information and may require the student to be evaluated within 24 hours of the incident. The student will complete an Accident Form as soon as possible to be filed at the Student Health Services office. The student's tetanus immune status will be evaluated, even when the sharp injury was not following patient contact. While most nursing students will have had hepatitis B prophylaxis, their individual status will be reviewed.

Revised: January 2005; January 2007
Certain behaviors are considered **INAPPROPRIATE** when exhibited by nursing students. This includes behaviors both in Wharton Nursing Building and at the clinical sites or anywhere the student is representing SAU Department of Nursing. Inappropriate student conduct which will not be tolerated by the nursing faculty includes but is not limited to: showing disrespect or contempt of clients, hospital personnel, other students, or nursing faculty; being loud, argumentative, and disrupting the classroom or clinical setting; failing to comply with the written or oral directions of the nursing faculty; inappropriate emails, phone calls, messages. If impairment by either alcohol or medication is suspected during time at the clinical setting, the student can be **DISMISSED FROM THE FACILITY AND SENT TO STUDENT HEALTH SERVICES** for testing. If a student refuses to be tested, they are to be removed from the clinical area and are not allowed to return. THE STUDENT WILL RECEIVE AN UNSATISFACTORY CLINICAL DAY IF THIS OCCURS.

The first time inappropriate conduct occurs, the instructor who is involved in the incident will confront the student and the incident will be discussed privately between the faculty member and the student. Documentation of the incident will be placed in the student's nursing department record. The second time inappropriate conduct occurs, the faculty member involved, the course coordinator, and the department chair will confront the student. Documentation of this incident also will be placed in the student's nursing department record. If a third incident of inappropriate conduct occurs the student will be referred to the Dean of School of Science and Technology and Vice President of Academic Affairs with the recommendation that he/she be dismissed from the program.

Any inappropriate conduct may result in immediate dismissal from the classroom or clinical lab for the day. The student who is dismissed from clinical lab will receive an Unsatisfactory for the clinical lab day. The behavioral incidences are **cumulative** over all four semesters while in the nursing program.

Some behaviors are considered totally **UNACCEPTABLE** and may result in recommending to the Dean of School of Science and Technology and Vice President of Academic Affairs with immediate dismissal from the nursing program. Such behaviors would include but are not limited to: plagiarism, cheating, or forgery; alteration of University records, documents, or identification; putting in jeopardy the physical safety of another person; attempting or threatening to strike, kick, or otherwise subject another person to nonconsensual physical contact; drug and alcohol abuse; making obscene or threatening remarks, gestures, or displays; threatening phone calls or emails, addressing harassing, slanderous, or libelous language to a person; engaging in a course of conduct or repeatedly committing acts that are disorderly; and violations of state and federal criminal statutes.

Should such unacceptable behavior occur, the student would be given a hearing before a quorum of the nursing faculty, who will review the facts. The majority of the nursing faculty will then determine whether the student will be recommended to remain in the program. Based on measures appropriate based on the circumstances and the seriousness of the incident, the student may be recommended for dismissal, suspension, or expulsion from the University.
The Nursing Department of Southern Arkansas University will endorse a Drug Free School/Workplace Policy. The Department recognizes the need to protect individual student's rights granted by state or federal law and to set professional standards lending to education and clinical success. At the same time, the individual student providing care for patients in the clinical lab must respect the patient's rights to receive care according to standards of nursing practice. In order to maintain ethical and legal standards, it is necessary to comply with the substance abuse policy as established by the University. Individuals not in compliance shall be subject to sanctions, which may range from required enrollment in a drug and alcohol course to expulsion from the University. Evidence of serious offenses such as manufacture, sale or distribution will be referred to state and/or federal enforcement authorities. Students will sign the consent for testing at the beginning of EVERY SEMESTER.

CONFIDENTIALITY
The Southern Arkansas University is committed to protect the individual student privacy rights. Positive drug testing and other incidents involving drugs or alcohol will be kept confidential unless there is a statutory requirement for mandatory reporting. Confidentiality will be maintained under the supervision of the Department Chair. The Chair HAS the right to notify the student’s CLINICAL FACULTY, THE APPROPRIATE STATE BOARD OF NURSING; COURSE COORDINATOR; AND UNIVERSITY of the results of the drug and/or alcohol test.

PROCEDURE
The Nursing Department will conduct drug testing of students by random selection including up to ten students each time. Special request testing may be required as well. Certain students may have testing stipulations ordered by different jurisdictions and these students will be tested in addition to the ten random students. The testing will also be performed upon reasonable belief by an instructor that a student has a substance abuse problem. The nursing FACULTY will provide written document of any concerns of a student drug/alcohol problem. It will be the responsibility of the Chair or a representative to coordinate and maintain accuracy in drug testing. The student will be notified to report for testing by written letter & verbal communication and will be identified by a photo ID. (See copy of letter.) The preliminary urine drug test is performed @ University Health Services. A private lab provides confirmation testing or positive preliminary urine samples.

PENALTY
Failure to present as instructed to Student Health Services for testing will be treated as a positive drug screen and will require dismissal from the nursing program. If a student tests positive without prescription documentation, he/she will be dismissed from the program. Students who have documentation for medications (INCLUDING LETTER FROM PRESCRIBING PHYSICIAN STATING THAT THE FUNCTIONS OF A NURSE CAN STILL BE FULFILLED WHILE TAKING THE MEDICINE) showing positive RESULT during drug screening will be allowed to continue in the program, but will be subject to retesting as faculty requests. The nursing faculty may require counseling and documentation of adhering to request will be required. The Nursing Program adheres to University Policy regarding manufacturing, selling, or distribution of drugs/alcohol.

A student suspected of being under the influence of alcohol/drug will be dismissed from the classroom/clinic and subsequently, a hearing with a faculty quorum will be held. Another person will witness the verbal warning and documentation will be added to the student’s file. Southern Arkansas University offers students a drug free awareness program that provides information and education about the dangers of drug abuse through ADAPT (Alcohol and Drug Abuse Prevention Team).

PRESCRIPTION MEDI CATION EFFECTS: IF PRESCRIPTION MEDICATION IMPAIRS CLINICAL JUDGEMENT, THE STUDENT WILL BE DISMISSED FROM THE CLINICAL SETTING WITH AN UNSATISFACTORY GRADE FOR THAT DAY.

Revised February 2005; August 2005; May 2006; May 2007
Department of Nursing

Notification Date: ________
Notification Time: ________

_________________________ - You have been chosen for a random urine drug screen TODAY. Please report to the University Health Services office in the Reynolds Building _____________________________. You MUST take this notice and a picture ID with you to the test.

SAU Student Excellence Committee

Name on Picture ID: ________________________________

Date and Time Student Reported for Testing: ________________________________

The signatures below verifies that the student reported for testing as instructed and that A picture ID was viewed for verification of identity prior to testing.

_____________________________              ________________________________
Student Signature            Health Services Signature

Health Services: Please return this form to the Nursing Department, Attn: Student Excellence Committee.

Adopted: February 2005 REVISED: August 2005
Southern Arkansas University
Department of Nursing

**Student Nurses Association**

The Southern Arkansas University **Student Nurses Association** is the student nurse professional organization on campus. The SAU chapter is a member of the Arkansas Student Nurses Association (ASNA) and the National Student Nurses Association (NSNA). Membership is open to any SAU Nursing or Pre-Nursing student. The cost of initial membership is $25.00/year (subject to change) and also has available a two-year membership plan.

This organization is involved in community health projects, state and national conventions, fund-raises, scholarship funds, and also provides support and guidance to all nursing students. It also affords you the opportunity to be involved in community projects, state and national conventions, fund-raisers, scholarship funds, and also provides support and guidance to all nursing students. It also affords you the opportunity to be involved with legislation affecting nurses on state and national levels and to have a voice in issues affecting nursing and nurses.

The SAU SNA is a participant with other organizations within the College of Science and Technology. Annually, these student organizations plan and implement activities. The organization holds its monthly meeting on the SAU campus. Faculty on the Student Excellence Committee serves as advisors.

The SNA is committed to contributing to nursing education and to aid in the development of the whole person, his/her professional role, and his/her responsibility or the health care of all people. Membership information for membership may be obtained through the Nursing Office, from SNA faculty advisors, from SNA officers, or online at www.nsna.org.
STUDENT ACCESS TO RESOURCES

Scholarships and Financial Aid to Students
Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants-in-aid, loans, and employment to those who meet established criteria. Contact the Office of Financial Aid, Room 204, Nelson Hall, for information.

Student Employment Office
The Student Employment Office assists currently enrolled students in finding on-campus employment. Students may review descriptions of current job openings submitted by faculty and staff and receive training through the Partners in Training program. Students register with the office by completing an application form. The office is located in Room 217 of the Reynolds Center, and is open during the fall and spring semesters. For more information, call 235-5115.

University Health Services
Located in Room 215 of the Reynolds Building, the University Student Health Services Office is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Some of the services provided include emergency and first aid treatment, blood pressure checks, allergy injections, T.B. testing, Hepatitis injections, general health evaluations, and doctor’s appointments. Most of the services are free to all students. If an emergency arises after clinic hours, students should notify the resident assistant on duty in their residence halls. If any emergency occurs outside of the residence halls, call 911 from any University phone.

Student Housing
Southern Arkansas University operates six residence halls on campus. Applications and information about student housing are available in the Office of Student Life, Reynolds Center.

Office of Counseling and Testing
The University provides confidential professional counseling assistance to all students free of charge. The Office of Counseling and Testing is located in Room 216 of the Reynolds Center, and appointments may be made in person or by telephone Monday through Friday by calling 235-4145. Services include personal counseling, educational counseling, planning activities, minority affairs, career counseling, and testing services.

Magale Library
All students at SAU may use the University library. The web homepage is www.saumag.edu/library. The Magale building also houses the Teaching/Learning Center and the Writing Center.

REVISED: May 2005, January 2007
MAGALE LIBRARY

SAMPLE OF NURSING/MEDICAL JOURNALS

**Periodicals:**

AIDS Patient Care
American Journal of Nursing
American Journal of Psychiatry
American Journal of Public Health
Clinical Pediatrics
Community Outlook
Critical Care Nurse
Diabetes Educator
Disease-a-Month
Food and Nutrition
Geriatric Nursing
Health Care Financing Review
Hospital Topics
JAMA (American Medical Association Journal)
Journal of Community Health Nursing
Journal of Continuing Education in Nursing
Journal of Nursing Education
Journal of Obstetric, Gynecologic, and Neonatal Nursing (JOGNN)
Journal of Pediatrics

Journal of Psychosocial Nursing and Mental Health Services
New England Journal of Medicine
Nursing (year)
Nursing Forum
Nursing Management
Nursing Outlook
Public Health Reports
R.N.
Regan Report on Nursing Law
Star

**Computer Products:**

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Psych-Lit
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Adopted: May 2006  
Revised January 2007
STUDENT REPRESENTATIVE & APPEALS COMMITTEE MEMBER

QUALITIES:
1. Be strongly committed to excellence in the pursuit of BSN degree.
2. Communicate effectively with group and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality of information when necessary.

DUTIES:
1. Attend all faculty meetings.
2. Solicit concerns of individual group members requiring attention of faculty.
3. Convey concerns to faculty.
4. Report faculty decisions to group.
5. Attend all appeals meetings
6. Consider merits of each appeal.
7. Share feelings on the merits of each appeal.
8. Vote according to own convictions

Revised May 2005
VALIDATION FORM:

This I to certify that

I, ____________________________, a nursing student at Southern Arkansas Universities have received the Nursing Department BSN Student Handbook. My signature indicates receipt of this book and the responsibility for reading all policies enclosed. This form must be completed and turned in to the Course Coordinator within two (2) weeks from the FIRST DAY OF CLASS. I UNDERSTAND THAT IF CHANGES REGARDING THE STUDENT HANDBOOK OCCUR DURING MY COURSE OF STUDY, I WILL BE NOTIFIED AND WILL BE EXPECTED TO ABIDE BY THE CHANGES AS THEY APPLY.

______________________________
(Signature of Student)

______________________________
(Date)

Revised 4/15/2005
Southern Arkansas University
Department of Nursing
Release Form

I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, CPR, and MMR immunizations to the clinical facility being used for my clinical lab rotation. This signature is effective throughout my course of study in the Nursing Program unless revoked by me in writing.

Name _________________________________

Date _________________________________

Revised: April 2005; November 2006
SOUTHERN ARKANSAS UNIVERSITY
DEPARTMENT OF NURSING

STUDENT PERMANENT RECORD

Date__________________________

1. Name on Student Record:____________________________

2. SS#:________________________  3. University ID#: __________________________

4. Name on Birth Certificate:_____________________________________________________

5. Permanent Home Address:

   __________________________________   ________________________   ________  __________
   Street                                                                        City                           State                  Zip

6. Present Mailing Address (if different):

   __________________________________   ________________________   ________  __________
   Street                                                                        City                            State                  Zip

7. Email Address: _______________________________________________________________

8. If on Campus, Dorm and Room:___________________________________________________

9. Working Phone Number:_______________  10. Cell Phone Number: ______________

11. License Plate Number ____________________

Emergency Name and Contact Information: ___________________________________________

__________________________________________________________

The following information is only used for statistical purposes:

12. Race: ______________________________

13. Nationality:________________________

14. Date of Birth:______________________  15. Marital Status:_____________________

16. Number of Children: _______________

STUDENTS ARE RESPONSIBLE FOR NOTIFYING THE DEPARTMENT OF NURSING
WHEN CHANGES IN NAME, ADDRESS, PHONE NUMBER, EMERGENCY CONTACT,
AND/OR LICENSE PLATE INFORMATION OCCUR.

REVISED: APRIL 2005, NOVEMBER 2006
GENERAL CONFIDENTIALITY AGREEMENT – I, the undersigned, reviewed and understand the following statements:

- All patient, employee, student, and proprietary information are considered confidential and should not be used for purposes other than its intended use.
- I have an ethical and legal obligation to protect confidential information used or obtained in the course of delivering healthcare or performing other duties and understand that all policies on confidentiality apply equally to data stored both in the computer and on paper records.
- Authorization to disclose information is made only by managers and only on a need-to-know basis as part of healthcare delivery, education, or research.
- Media contacts concerning any patient, employee, student, or research project must be referred to the office of the appropriate Dean, Vice-President of Administration and Finance, or Department Chair.
- Education Administrators are responsible for communicating SAU’s confidentiality policy to their students.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including termination of employment and/or dismissal from an academic program. Violation of confidentiality may also create civil and criminal liability.

COMPUTER ACCESS CONFIDENTIALITY AGREEMENT - Persons with Computer Access

I, the undersigned, acknowledge that in the course of my study at SAU or during clinical lab/practicum, I will be privileged to information confidential to SAU or to an individual patient, employee, or student. I acknowledge receipt of my sign-on code to the facility and understand the following:

- My application systems (any patient record, student record, or financial record systems) sign-on and password code(s) are equivalent to my signature.
- I will be responsible for any use or misuse of my network or application system sign-on code(s).
- I will not attempt to access information on the SAU or clinical facility’s network except to meet learning needs to my job/position.
- I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination, dismissal from an academic program, loss of privileges, or termination of the relationship.

Signed: ____________________________ SS#: _______________________ Date: __________________

Print Name: ____________________________________________

First Name                                      Middle Initial                                   Last Name

Department: ____________________________ Clinical Nursing Faculty: ____________________________

Date: __________________

THIS AGREEMENT IS TO BE SIGNED AT THE BEGINNING OF EACH SEMESTER AND TURNED IN TO THE COURSE COORDINATOR BY THE END OF THE FIRST WEEK OF SCHOOL.

Revised: August 2005; December 2006
The Southern Arkansas University Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Southern Arkansas University. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive, I would be subject to dismissal from the nursing program. Failure to submit to testing will result in dismissal from the nursing program. Further I authorize any Health Care Provider that conducts any Drug Screening to provide any positive results to the Director/Chair of the SAU Nursing Department. I agree to hold harmless and waive any rights against the Health Care Provider for the privilege of performing clinical assignments at the facility in relation to the release of results from Drug Screening.

Please print:
Name ____________________________________________
       (LAST)       (FIRST)       (MIDDLE)

Address ________________________________________________________________
________________________________________________________________________

Social Security Number __________________________________________________
Student ID Number ______________________________________________________

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the SAU Nursing Department in regard to substance abuse and testing.

_____________________________________________________________________
(SIGNATURE)

_____________________________________________________________________
(DATE)

Revised: May 2005; December 2006; May 2007
Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):

-Deteriorating job performance
-Decreased responsibility; withdrawal from activities
-Dismisses details; forgetfulness in routine duties; cuts corners.
-Decline in quality and quantity of documentation.
-ineffective use of work time.
-Irritable, unpredictable mood swings
-Social isolation
-Inability to get along; receive complaints about performance from patients, nurses, families and/or fellow students
-Challenges departmental policies and procedures repeatedly.
-Solicitous of patients, families, supervisors, and clinical site staff
-Rationalizes negative feedback
-Defensive beyond expectation when questioned about errors/poor patient care.
-Decline grooming and care of clothing
-Weight gain or loss
-Skin changes in tone and integrity around face and arms.
-Slight, noticeable hand tremors.
-Sluggish pupillary size change and or bloodshot eyes.
-Increase in pain medications administered during the student’s clinical time.
-Patient’s complain that pain medication is ineffective when previously relieved by the same medication.
-Preoccupied with medications/narcotics
-Frequent checks narcotic supply.
-Asks physicians on unit for prescriptions frequently.
-Frequently visits the emergency room for prescriptions during clinical rotation.
-Frequently visits the emergency room for problems and/or injuries occurring during the clinical day.
-Waits for other personnel to leave and enters narcotic area alone and unsupervised.
-“Disappears” unexpectedly or without notifying supervisor, team leader, or nursing faculty.
-Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
-Excessive tardiness at first of shift or after breaks.
-Volunteers to give narcotics to patients not assigned to the student’s care.

Adopted: May 2005; Revised January 2007
SOUTHERN ARKANSAS UNIVERSITY  
Department of Nursing  

STUDENT ACCIDENT FORM  

Date_______________________  

Name______________________________________________________________________  

Date of Occurrence________________________________Time_______________________  

Place of Occurrence__________________________________________________________  

Type of Accident_____________________________________________________________  

Specific Activity Engaged In____________________________________________________  

Summary of Accident_________________________________________________________  

Witnesses: (Name, Address, Phone Number)  

Health Care Provider__________________________________________________________  

Action Taken: _________________________________________________________________  

____________________________________________________________________________  

____________________________________________________________________________  

____________________________________________________________________________  

____________________________________________________________________________  

Revised: January 2005
SOUTHERN ARKANSAS UNIVERSITY
Academic Integrity Policy Affecting Plagiarism and Cheating
REPORT OF INCIDENT

A faculty member is to use this form to report an incident of plagiarism or cheating in his/her classroom or in other graded material submitted by a student when the student is assigned a failing grade on submitted material and/or in the course and the offense is serious enough to be recorded, with documentation, in the Office of the Vice President for Academic Affairs. Students who have two academic integrity offenses filed with the Office of the Vice President for Academic Affairs will be recommended for disciplinary suspension or dismissal.

Student’s Name ____________________________

Last  First  Middle

Student’s Address ____________________________ Student I.D. Number ________

Course Name/Number ______ Day and Hour of Class _______ Semester ______

Date of Incident ______ Time of Incident _______ Place of Incident ________

Detailed Description of Incident (attach additional pages, if necessary):

_____________________________________________________________________

Names of any witnesses (attach statements from witnesses)

_____________________________________________________________________

Name  Address

_____________________________________________________________________

Name  Address

To the student: I understand the seriousness of this incident and that I am in jeopardy of being suspended, dismissed, or expelled from Southern Arkansas University should further incidences of academic dishonesty occur.

_____________________________________________________________________

Name  Date

_____________________________________________________________________

Instructor’s Printed Name and Signature  Date

All documentation must accompany the submission of this form.

Rev. Faculty Senate 4/20/00

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OUTHERN ARKANSAS UNIVERSITY
DEPARTMENT OF NURSING
Notification of Unsatisfactory Lab/Classroom Grade

INSTRUCTIONS: This report is to be completed by the instructor when a student is given a grade of unsatisfactory laboratory or classroom performance. A copy of this report is to be included in the student’s file. An example of unsatisfactory classroom performance includes, but is not limited to, sleeping in classroom, failure to complete assignments on time, etc. An example of unsatisfactory laboratory performance includes but is not limited to, medication errors, lack of preparedness for laboratory experience, dress code violations, etc.

A STUDENT WHO ACCUMULATES A TOTAL OF THREE UNSATISFACTORY LABORATORY/CLASSROOM PERFORMANCE GRADES WHILE IN THE NURSING PROGRAM WILL APPEAR BEFORE FACULTY AND MAY BE DISMISSED FROM THE PROGRAM.

1. Student ____________________________
2. Instructor __________________________
3. Date _______________________________
4. Description of Incident ____________________________
5. Action by Instructor ____________________________
6. Action by student ____________________________
1. Remarks ____________________________

Instructor’s Signature ____________________________ Date of Signature ____________________________

Student’s Signature ____________________________ Date of Signature ____________________________

Revised: May 2004; January 2007
SOUTHERN ARKANSAS UNIVERSITY
Department of Nursing

Notification of Inappropriate or Unacceptable Student Conduct

Student's Name _____________________________ Date of Incident _____________
Location of Incident __________________________ Time of Incident _____________
Check:   Inappropriate Conduct  Unacceptable Conduct

Objective Details of Incident

Any witnesses of the incident: ________________________________________________
Circumstances surrounding the incident: ________________________________________
Behavior exhibited by the student: _____________________________________________
Response of instructor; actions taken: __________________________________________

Interpretation of the Incident

Student Comments: _________________________________________________________
Instructor Comments: _______________________________________________________

Significance of the Incident to the Student

_____ I am aware of the Nursing Department's policy regarding inappropriate and unacceptable conduct as stated in the Nursing Student Handbook.

_____ I understand the serious nature of this incident and that I am in jeopardy of being dismissed from the Nursing Program and the University.

Signatures
Student
Instructor
Course Coordinator
Department Chair

Date

Revised: April 2005
List of Unacceptable and/or Inappropriate Behaviors (not a conclusive list):

- More than one medication error in the same clinical day
- Offensive comments to patient, patient’s family, clinical site staff, SAU faculty or fellow students.
- Unwilling to perform tasks according to accepted protocol or routine.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Does not follow medication administration protocols.
- Refuses to ask for assistance when performing a task or skill unfamiliar to student.
- Irritable; unpredictable mood swings; social isolation
- Receive complaints about performance from patients, nurses, patient’s family and/or fellow students.
- Challenges departmental policy and procedures repeatedly.
- Solicitous of patients, families, supervisors.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor patient care.
- Rudeness to patient, patient’s family, clinical site staff, SAU faculty and/or fellow students.
- Questionable integrity/truth of charting.
- Does not follow appropriate guidelines for use of physical restraints, side rails, or other safety issues.
- Communicates poorly and/or ineffectively with patient, patient’s family, clinical site staff, SAU faculty and fellow students.
- Frequently not prepared for daily-expected activities.
- Refuses to admit mistakes or errors in judgment.
- Continually disappearing from assigned unit without appropriate notification to instructor.
- Repeatedly does not bring required paperwork to clinical areas.
- Procrastination of assigned duties during the clinical day.
- Unwillingness to assist fellow students with tasks when asked.
- Inappropriate use of terms and abbreviations.
- Inappropriate dressed or not dressed according to policy established by nursing department at SAU.
- Refuses to adhere to clinical site policy regarding smoking.

Adopted: May 2005; Revised: January 2007
SOUTHERN ARKANSAS UNIVERSITY
DEPARTMENT OF NURSING

STATEMENT OF UNDERSTANDING
REGARDING NEED TO UTILIZE BLACKBOARD AS A LEARNING TOOL

I understand that it is my responsibility to check the Southern Arkansas University blackboard website for class announcements, course materials, class information, assignments, due dates, e-mail, lecture notes, grades and other classroom information, as instructed by the faculty. **I understand that it is also my responsibility to check blackboard email for information that may only pertain to me.**

I also understand that should I **not** retrieve needed classroom information from Blackboard that could hinder my receiving a passing grade, the faculty is **not** responsible. This form is applicable to all courses I am currently enrolled in this semester in the Department of Nursing.

Circle the appropriate semester: FALL SPRING SUMMER

Fill in the blank: Year ______________

________________________________________
SIGNATURE

________________________________________
DATE

Accepted: 1/25/2005
Revised: November 2005, May 2006
RN to BSN EXIT EVALUATION SURVEY

Graduating Students: In order to meet the RN-BSN Completion Program educational outcomes, feedback regarding the courses in the program of study is needed.

At the completion of the RN-BSN Completion Program, the student will be able to:

1. Communicate and collaborate effectively with colleagues, individuals, families/groups, and communities to provide cost effective, quality nursing care.

2. Engage in critical thinking, independent judgment, and decision making while using the nursing/research process to design and evaluate the effectiveness of culturally competent care to individuals, families/groups, and communities across the life span.

3. Integrate technology to critique and apply research findings to improve nursing care in a variety of health care settings.

4. Apply appropriate knowledge and skills synthesized from the humanities, social, physical, and behavioral sciences in meeting the physiological, psychological, spiritual, and sociocultural needs of individuals, families/groups, and communities across the life span.

5. Utilize professional values, standards, statutes, and regulations governing the practice of nursing to enhance the delivery of health care to individuals, families/groups, and communities.

6. Facilitate a culturally competent environment for the delivery of nursing care to individuals, families/groups, and communities across the life span.

7. Exhibit accountability, responsibility, and values for own nursing practice and lifelong learning.

8. Using leadership and management skills and knowledge of health policy and health services, improve interventions used to promote and maintain health life-styles of individuals, families/groups, and communities across the life span.

Did the content of the courses listed below assist you in meeting the program outcomes? Any constructive comments or remarks regarding the improvement of the program would be appreciated.
<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>5 Strongly agree</th>
<th>4 Agree</th>
<th>3 Neutral</th>
<th>2 Disagree</th>
<th>1 Strongly disagree</th>
<th>N/A LEAVE BLANK</th>
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What does the HIPAA Privacy Rule do?

- HIPAA provides national standards to protect individuals’ medical records and other personal health information.
- HIPAA gives patients more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate patients’ privacy rights.

PRIVACY regulations were written to protect every patient’s health information in any form:

- WRITTEN
- ORAL
- ELECTRONIC

SECURITY regulations were written to ensure integrity and protect health information from:

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

HIPAA Terms

Protected Health Information (PHI) applies to individually identifiable health information transmitted or maintained that relates to:

- past, present, or future health conditions
- health care provided
- payment for health care

Protected Health Information (PHI) is any health information by which an individual patient could be identified. There are currently 18 elements of PHI.

<table>
<thead>
<tr>
<th>Names</th>
<th>Account Numbers</th>
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<tbody>
<tr>
<td>All Geographics</td>
<td>Certificate/License Numbers</td>
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<td>All Dates</td>
<td>Vehicle IDs and Serial Numbers</td>
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<td>Telephone Numbers</td>
<td>Device Identifiers</td>
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<td>Medical Record Numbers</td>
<td>Photographic Images</td>
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<tr>
<td>Health Plan Numbers</td>
<td>Any Other Unique Numbers or Code</td>
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</tbody>
</table>
More HIPAA Terms

- **USE** is sharing of PHI *within* the hospital.
- **DISCLOSURE** is the release of PHI *outside* the hospital.
- **AUTHORIZATION** is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

**Notice of Privacy Practices (NPP)**
The hospital must provide patients with a notice that describes privacy practices and includes:

- How they use and disclose PHI
- Patients’ rights
- Their responsibilities under HIPAA

**Minimum Necessary**
- HIPAA requires hospitals to use or disclose the least amount of information necessary to accomplish their job functions.
- Hospitals may designate job classifications for electronic patient folder access.

**“Need-to-Know” Rule**
- Before looking at a patient’s PHI, ask yourself this question, “Do I need to know this to do my job?”
- Even doctors and nurses don’t have the right to look at every patient’s medical record.
- If you need to see patient information to perform your job, you are allowed to do so.

**Business Associates**
- Business Associates (BA) are companies or individuals that provide services to hospitals or who perform, or assist with, a function of the hospital. Nursing schools qualify as “Business Associates” under HIPAA regulations.
- The hospital may disclose PHI to BA without patient authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

**The focus for nursing programs is security and privacy of patient information.**

**Enforcement**
- Patients cannot sue for violations.
- Civil Money Penalties - $100 per violation with a $25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - $50,000 to $25,000 in fines and up to 10 years in prison enforced by the Department of Justice.
HIPAA Resources
and Web Sites

- DHHS Administrative Simplification
  - http://aspe.hhs.gov/admnsimp
- Office of Civil Rights Privacy (OCR)
  - http://www.hhs.gov/ocr/hipaa
- Workgroup for Electronic Data Interchange (WEDI)
  - http://www.wedi.org
- Arkansas State Board of Nursing
  - http://www.arsbn.org
- American Association of Colleges of Nursing
  - http://www.aacn.nche.edu

“Confidentiality is everyone’s job, not everyone’s business”

Source: HIPAA-The Health Insurance Portability & Accountability Act of 1996
By Pat E. Thompson, EdD, RN, FAAN, University of Arkansas for Medical Sciences 2003.