ASSOCIATE OF APPLIED SCIENCE IN NURSING DEGREE

LPN/PARAMEDIC TO RN
ONLINE PROGRAM OPTION
HANDBOOK
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INTRODUCTION

Welcome to Southeast Arkansas (SEARK) College’s Nursing & Allied Health (NAH) Division. The faculty is very pleased to welcome you to SEARK’s Associate of Applied Science RN Online Degree Program Option. You are taking advantage of an exciting, rewarding, and challenging career opportunity.

The Associate of Applied Science RN Online Degree Program Option is designed to meet the learning and socialization needs of individuals who possess some fundamental knowledge and skills that are applicable to professional nursing. The RN Online Degree Program Option It is expected that every learning experience will expand and compliment your current practice while assisting you to develop new knowledge and skills required for the Associate of Applied Science degree nurse (A.D.N.).

This program enables qualified applicants who possess extensive computer and technology experience and aspire to become Registered Nurses to do so within a minimum duplication of course content and credits. Students are able to complete all program theory courses online and attend clinical during scheduled weekend hours.

The faculty is dedicated to developing and providing educational experiences that will assist you in reaching your goal of becoming an Associate Degree Registered Nurse. Only through our combined effort will your goal be achieved. The opportunities for online learning are available; it is your responsibility to seize upon them.

This handbook provides an overview of policies and procedures that govern student activities in the online program. It is your responsibility to read and become familiar with the policies that are described herein. In addition to policies in this Handbook, students are expected to follow the SEARK College Catalog/Student Handbook and clinical practicum agency policies.
PROGRAM HISTORY

The Nursing & Allied Health Division (NAH) is one of the three (3) instructional divisions of SEARK College. The Associate Degree Nursing program is administered under the NAH division.

The first school of practical nursing in Pine Bluff, Arkansas was established in 1952 under the supervision of the Pine Bluff School Board. The “Pine Bluff Practical Nurse School” was located in the Davis Hospital Annex at Twelfth and Cherry streets. The first class of ten students was enrolled on September 15, 1952. After one year of training, eight students graduated on October 8, 1953. Mrs. Catherine Hockaday was the first instructor for the school.

On July 1, 1959, Pine Bluff Practical Nurse School became a part of Arkansas Vocational School. Arkansas Vocational School’s name was later changed to Pines Vocational Technical School and is absorbed in the history of the institution. The current program Dean was appointed in January, 1993.

On January 13, 1999 the SEARK College Board of Trustees voted to approve the development of the Associate of Applied Science Degree in Nursing – LPN/LPTN to RN Transition program. On February 11, 1999, the Feasibility Study for the establishment of the new program was submitted to the Arkansas State Board of Nursing (ASBN). The ASBN approved the feasibility and granted Pre-requisite Approval for the program on May 27, 1999. The program received approval by the Arkansas Department of Higher Education Coordinating Board at its regular meeting on July 23, 1999.

On August 6, 1999, the proposal in partial fulfillment of the Arkansas State Board of Nursing (ASBN) requirements for Program Initial Approval was submitted. The ASBN
granted Initial Approval to the program on January 12, 2000. A class of nineteen (19) students was admitted to the program on June 5, 2000. On February 1, 2001, the ASBN reviewed the program to verify compliance with minimum standards for Full Approval. The National League for Accreditation Commission (NLNAC) also reviewed the program in February, 2001, for compliance with the standards for Initial Accreditation. On May 19, 2001, the ASBN voted to grant Full Approval status to the program. On July 11, 2001, the NLNAC granted full Accreditation to the program.

On September 23, 2009 the ASBN approved acceptance Nationally Registered Emergency Medical Technician Paramedic (NREMT-P) to begin June 2009.

On September 9, 2010 the ASBN approved the College’s request to add a Generic Option to the existing LPN/Paramedic to RN degree program. The Generic Option received accreditation by the NLNAC on November 15, 2010.

In September 2014, the RN Online Degree Program Option received Prerequisite Approval by the ASBN and admitted the first class of students In June 2015. Add dates of initial approval from ASBN.
INTRODUCTION

The Associate of Applied Science Degree in Nursing (ADN) program is administered within the Division of Nursing and Allied Health Technologies (NAH). The ADN program embraces the philosophy, mission, purposes, and values that have been set forth by the College. The NAH programs are vital to providing technical career education and workforce development for the citizens of SEARK College’s six (6) county service area. The ADN curriculum, content and learning activities are based on the five (5) core competencies delineated in *Health Professions Education* (IOM, 203b).

Patient centered care (AKA - Person, Client, Individual, Family)

Teamwork and collaboration

Evidence-based practice

Safety

Informatics

The nursing faculty believes competency in these core areas must be achieved as a basis for providing holistic deserved by all clients. Patient centered care supported by a growing body of evidence is at the center of the nurse’s ability to provide high quality, safe, and cost effective care. Respect and relationship between the nurse and person are necessary for trust to develop and contribute to more positive individual experiences and better health outcomes.

The faculty believes that health occurs in a broad context of life entailing the physical, psychosocial, cultural spiritual, and sexual needs experienced by the person while in constant transition across the life span. Client needs are addressed by the nurse in a hierarchical order based on Abraham Maslow’s theory. Life sustaining needs must be
met before gratification at the higher psychosocial needs can be addressed. Only when basic needs are met can the person seek social and fulfilment of self-actualization needs.

The body of knowledge regarding the nursing profession is supported by research within the profession as well principles and theories of other disciplines. The nurse maximizes the health experience of the client through employing clinically competent evidence-based caring interventions which promote, maintain, and restore health and prevent illness. While nursing practice focuses primarily on assisting with life, the profession recognizes the need and supports clients through end of life care that fosters dignity and peace.

High quality care is designed through and achieved by coordination and collaborating with the individuals, families and the interdisciplinary team thus ensuring engagement and shared accountability for the continuity and quality of care outcomes. The client goals for health and care outcomes should be identified and taken into account as the nurse provides care. These goals are prioritized throughout the plan of care. Person centered care requires respect for the person’s experiences, values, and preferences which are identified through ongoing assessments by the nurse and care team in collaboration with the person and family. The client’s internal and external environments impact how they perceive and respond to changes in health. A safe environment is one with the absence of internal or external threat or danger or opportunity for error. The ADN is critical in reducing errors and improving client safety. Client assessment, monitoring, and when appropriate, providing caring therapeutic interventions are within the roles identified for the ADN (Provider, Manager, and Member of the profession). The incorporation of appropriate use of technology, shared decision making and communications skills to advocate for change in the client’s internal environment (stress & adaptation) or the health
care environment is critical to minimizing and/or alleviating physical, psychosocial, cultural, spiritual and sexual threats to health.

The faculty believes that achievement of these core competencies are evidence that the ADN is equipped with the clinical decision making skills, professionalism, and a level of accountability required to function autonomously as well as interdependently in collaboration with the health care team.

The faculty believes that practice of nursing is operationalized through application of the nursing process- a deliberate five-step method through which the ADN makes decisions and carries out therapeutic (caring) evidence-based nursing practice. The nursing process is fluid and adaptable to meet the client’s individual health care needs and circumstances. Caring is at the core of the nurse-client relationship resulting in therapeutic outcomes. The ADN is able to assist clients through the development of skill proficiency, interpersonal relationships, and the use of communication skills. Informatics enables the ADN not only to communicate, but also manage knowledge, mitigate error, and supports decision making. The faculty believes that competence in nursing practice is evidenced through meeting the ADN program objectives.

TEACHING and LEARNING

The SEARK College nursing students are adult learner and therefore motivated to learn when the content learned is relevant and useful in their work and/or personal lives. The nursing students have a wide variety of experiences as well as limited knowledge of the art and science of nursing. The faculty therefore believes that learning will be enhanced by a curriculum that builds on and strengthens this knowledge. Through incorporation of online technology as a teaching methodology the needs of students are taken into account in the teaching learning process. Each individual has the capability to
learn, which is influenced by ones physical and intellectual capabilities, prior experiences, readiness to learn and motivation.

Teaching-learning must incorporate the principles informatics and adult learning and is best when it is an interactive process allowing the learner to formulate and apply concepts on a cognitive, psychomotor and affective level. We believe that faculty is responsible for structuring learning experiences and serving as role models and facilitators. Structured and simulated learning experiences are developed with regard to the learner’s needs and abilities while facilitating the development of their potential. The learner internalizes these learning experiences, which assist in the attainment of their potential through actively participating in progressively planned online academic, laboratory, simulation, and clinical experiences.

We assert that learning is a lifelong process and is evidenced through the change in behavior. We believe that learning is most successful when both the learner and teacher have a mutual commitment and when the learner perceives relevance of the content to everyday life.

**EDUCATION**

We believe that education has as its goal to provide the learner with exposure to varied experiences that facilitate growth of the total person. According to evidence based practices, online education is an effective method for meeting the individual needs of learners. Online learning provides an alternative to the traditional classroom education. Educational experiences should be gratifying and enhance the life of the learner. As a result of the integration of academic and technical education into the learning experience, both general and technical education becomes more relevant and thus prepares the learner to enter the workforce with an entry level of competence as an ADN.
NURSING EDUCATION

The faculty believes that nursing education is the process whereby the learner is introduced to the responsibilities and roles of the ADN (provider of care; manager of care; and member of the profession of nursing) and standards which guides and governs the practice of nursing. We believe online technology is a viable method for educating nurses in today’s society. We also believe that the educational experiences offered should build in complexity from fundamental core nursing skills and knowledge to a level of competence reflected in the program terminal objectives. The fundamental knowledge level of the learner should be assessed and accommodated through a curriculum that offers upward mobility and options that meet and bridge the needs of the learner. The program curriculum uses the concepts of the client, health, environment, nursing process, caring, communications, teaching/learning, and professionalism/roles as the framework for organizing theory and practical experiences in acute and selected community settings. These concepts are progressively integrated across the curriculum to assist the learner in the development of a conceptual basis for professional nursing practice. This basis is critical as the learner cares for clients along the health illness continuum, and provides the foundation for further exploration of higher education.
GOAL: The SEARK College Associate of Applied Science Degree Nursing Program prepares graduates who will demonstrate behaviors consistent with the roles of the associate degree registered nurse in providing and managing care, and serving as a member of the interdisciplinary health care team.

PROGRAM OBJECTIVES: Upon program completion the graduate will be able to:

1. Function in the ADN roles in an entry level staff position to assist clients with unmet needs at any point along the health-illness continuum.
2. Synthesize knowledge from nursing theory and the social and behavioral sciences as the basis for nursing practice in establishing evidenced based care.
3. Integrate the concepts of the SEARK College RN curriculum as a framework for providing client centered care to meet the needs of individuals throughout the life cycle in various health care settings.
4. Provide evidenced based nursing care for clients or a group of clients in acute and select community settings.
5. Utilize the nursing process as a framework for assisting clients as they adapt along the health illness continuum during the various stages of the life cycle.
6. Utilize the nursing process to formulate, maintain, and provide client centered care by:
   a. Assessing, diagnosing, planning, implementing, and evaluating nursing care for individuals in relation to their needs within identified nursing diagnoses and established nursing protocols.
   b. Formulating therapeutic nursing outcomes and interventions based on scientific evidence.
   c. Individualizing nursing care using an interdisciplinary approach.
   d. Developing, implementing, and evaluating teaching plans that are specific to the individual’s need, developmental stage, and knowledge.
7. Effectively use information and technology to communicate strategies in professional nursing care transactions with clients, families, and interdisciplinary health team members.
8. Demonstrate sound judgment in directing and delegating care to other health team members.
9. Follows communication practices that minimize internal and external threat, danger or opportunity for error associated with handoff among healthcare providers and across transition in care.
10. Demonstrate attitudes and behaviors of the associate degree registered nurse evidenced through:
A. Accountability

1. Being accountable and responsible for one’s own practice and actions congruent with professional standards.
2. Being open to constructive evaluation from others as well as practicing ongoing self-evaluation.
3. Assuming responsibility for self-development and continuing education.
4. Incorporating personal values with legal and ethical guidelines in decision making.
5. Respecting the values and expertise of other interdisciplinary team members.

B. Collaboration

1. Consulting with client, significant others and other health team members to improve the quality of care.
2. Assisting peers and other health care providers in the management of client centered care.
3. Collaborating with members of intra-professional and inter-professional team to identify client needs and deliver client centered care.

C. Advocacy

1. Assisting in the development and implementation of change to improve the quality of health care.
2. Participating in continuing evaluation to ensure quality care while working within the policies of health care agencies.

D. Professionalism

1. Practicing within the profession’s legal and ethical framework.
2. Supporting organizations in professional nursing.
3. Maintaining confidentiality of information including the use of electronic information regarding clients/patients.
4. Recognizing the importance of evidenced based practice.
The organizing framework of the SEARK College AAS Degree Nursing (ADN) Program is an eclectic and incorporates constructivist theory for teaching evidence-based practice. The roles of the ADN marks the beginning point for developing nursing practice. Concepts are integrated that display the significance of the role of the nurse in meeting the ever-changing needs of the client, the recipient of nursing care, during times of health – illness throughout the stages of life.

**Nursing Process** is a five-step, deliberate, problem solving method used by the nurse in therapeutic interactions with clients carrying out evidence-based interventions. The process is never static and is used by nurses to assist clients to attain and maintain optimal wellness. Through use of the nursing process, the nurse can identify therapeutic evidence-based interventions and/or therapeutic communication methods which are effective and acceptable to the client. Managing all aspects of client care is effectively accomplished through deployment of the nursing process.

The nurse serves as a pivotal member of the health care team, whose role revolves around the assessed needs of clients. As a manager of care, the ADN effectively uses human, physical, financial, and technical resources to meet client needs and to support organizational outcomes. The ADN, in collaboration with the interdisciplinary health care team, uses the nursing process to assist the client to adapt in preparation for transition within and across health care settings.

**The Client**, recognized at the center of the model is the focal point of nursing care and the object of evidence-based practice. The client may be referenced as individual, person, patient or family. All clients are is unique, yet have basic needs common to all
persons. Competence by the nurse in assessment is crucial to the provision of client-centered care. As an interdependent being, clients’ holistic need not only are influenced by physiologic and psychosocial variables but are often influenced by roles assumed in family, cultural, spiritual, and social groups. In various stages of growth and development and during times of wellness, the client assumes responsibility for meeting his/her own health needs. This capacity may be limited due to the client’s developmental stage and/or illness.

The client’s position on the Wellness-Illness continuum is affected by many factors including physical, psychosocial, cultural, sexual, and spiritual determinants, (context of health)) as well as the individual preferences, values, and choices. As clients progress through life, Growth and Development occurs in a predictable pattern. An individual pattern is affected by the client’s ability to attain or maintain wellness and ability to utilize the health care system.

Environment encompasses internal or external threat or danger to the client and/or opportunity for error. Assessment, monitoring, and when appropriate, providing evidence-based caring therapeutic interventions are within the roles identified for the ADN (Provider, Manager, and Member of the profession). Appropriate use of technology, shared decision making and communicating to advocate for change in the client’s internal environment (stress & adaptation) or the health care environment (safety) is critical to minimizing and/or alleviating threats to health. A client’s ability to cope with threat or danger is based on the individual’s ability to change or adapt. Adaptation is the effective response to stress.

Communication is the process of interaction, consciously or unconsciously with others. This interaction may be planned or spontaneous. The nurse must be prepared to facilitate this process in order to intervene and to affect health care provided to a client.
Information literacy (Informatics) is an important competency for the nurse due to the growing demand to develop skill in the ability to access, understand, and apply research data as part of providing evidence based care. Teaching relates directly to reducing the time clients spend in the health care system and contributes to the client’s ability to engage in self-care. The nurse provides information that prompts the client to engage in activities that lead to a desired change. The nurse also understands that teaching help clients to make informed decisions about their care. Nurses have an ethical responsibility to teach their clients.

These foundational concepts are the basis for experiences designed to guide the SEARK College ADN in the development of a conceptual basis for evidence-based nursing practice. This basic focus for nursing practice provides the foundation for further exploration for the ADN who desires to pursue higher education.

**PROGRAM DEFINITIONS**

**Evidence Based Practice** is a framework for clinical practice that incorporates the best available scientific evidence with the expertise of the nurse and client preferences and values to make the best decisions about the client’s health care.

**Patient Centered Care** is respect and consideration for client difference, values, preferences, and expressed needs in deference to those of the health care professional (individual, person, client, or family).

**Client Needs** are any physical, psychosocial, cultural, sexual, or spiritual factor that are necessary for a healthy existence. These needs are arranged in order of importance from those essential to physical survival to those necessary to develop self-actualization.

**Communication** is a process of interaction, consciously or unconsciously with others. This interaction may be planned or spontaneous. The nurse must be prepared to facilitate this
process in order to carry out therapeutic interventions and to affect care as well as communicate with the interdisciplinary health care team through informatics.

Clinical Reasoning/Critical Thinking in nursing entails the ability to collect, comprehend, and analyze data in order to make competent and safe clinical decisions which guide the nurse’s actions.

Health occurs in a broad context of life entailing conditions relating to the physical, psychosocial, cultural, sexual, and/or spiritual well-being of the client which constantly changes and adapts to stressors encountered with the client’s internal and external environments. Wellness and illness occurs along a continuum across the lifespan.

Entry Level Competence is a foundation of knowledge that has been acquired by the nurse to make safe and reasonable decisions in nursing practice.

Nursing Process is a five-step deliberate problem solving method used by the nurse during therapeutic interactions and carrying out evidence-based interventions. The process itself is fluid and adaptable to meet the client’s individual needs and circumstances. Through the nursing process the nurse can identify methods of assistance which are evidence based and encourages the client to contribute to the outcomes.

Clinically Competent Evidence Based Nursing Interventions are research based actions performed by a nurse to prevent illness and/or its complications, and to promote, maintain, or restore health, and to recognize the need to support clients through end of life care that fosters dignity and peace.

Online Learning is the process for developing competence in the group of SEARK College nursing theory courses delivered via the internet which allows students to meet the program objectives. Online courses require the same degree of preparation and time commitment as courses delivered in the traditional classroom.
SOUTHEAST ARKANSAS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

STUDENT POLICIES

I. ADMISSION

In addition to meeting the general admission criteria of the College the student must possess a current unencumbered Arkansas State Board of Nursing license as a Practical Nurse (LPN) or a current unencumbered Arkansas Paramedic Certification and present evidence of:

1. Completion of High School (or GED Equivalency) diploma.
2. Complete all SEARK College Admissions Requirements.
3. Graduate from a State Board approved practical nursing or EMT program.
4. COMPASS scores of 41 in Math, 75% in Writing, and 83% in Reading; or ACT Composite Score of 18; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Possess a current unencumbered Arkansas LPN License or Paramedic Certification.
6. Provide transcripts from all colleges and/or schools of nursing and allied health attended.
7. Place ACT or COMPASS scores on file.
8. Transfer students must present a letter of good standing from previous NAH program director.
9. Possess a 2.5 Grade Point Average.
10. Complete the required general education courses from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education courses are calculated to determine admission status.)
11. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
12. Completion of the required Nursing program admission exam. Scores must be included with the application.
13. Attend a mandatory pre-acceptance orientation.
14. Provide evidence of recent satisfactory work experience.

II. INTERNATIONAL STUDENT ADMISSION (See 2014-2015 SEARK College Catalog)

An applicant from a foreign country must meet all requirements for general admission to SEARK College in addition to those required by federal law. No action will be taken regarding admission until all official credentials have been received. All material submitted for admission must be the original or a certified copy of the original document and must be translated into the English language.

Admission Requirements for International Students:
1. Submit all required documentation to the Admissions Office by June 1 for the Fall semester, November 1 for the Spring semester, and March 1 for the Summer Terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable $100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.

4. Submit ACT scores.

5. Submit proof of immunization against measles and rubella.

6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.

7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.

8. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

International students transferring to Southeast Arkansas College from a college or university in the United States must be in good academic standing and provide proof that Immigration and Naturalization Service’s transfer requirements have been met.

Selection Priorities for Program Students

A. Selection Priorities

Admission to the program is competitive, and not all qualified applicants will be accepted. Enrollment in each class is limited. Should the number of qualified applicants exceed the available spaces, applicants will be ranked according to the following priorities:

First Priority:
Graduates of SEARK College’s Practical Nursing or EMT program shall have first priority for admission to the AAS Degree in Nursing program. Should there be more applicants meeting the criteria than allotted spaces, applicants will be accepted based upon the date each applicant completes all admission requirements and Nursing Admission Exam scores upon the Admission Committee’s review of the applicant’s files.

Second Priority:
Graduates of other approved practical nursing or EMT programs with 2 years of satisfactory work experience shall have second priority for admission. Should there be more applicants meeting this criteria than allotted spaces, applicants will be accepted based upon the date that the applicant completes all admission requirements and Nursing Admission Exam scores.

Third Priority:
Applicants enrolled previously in the nursing EMT programs at SEARK College who failed to meet objectives at the end of a term and who need to repeat course requirements shall have third priority.

An applicant may be assigned alternate status and notified if a position in the class becomes available. All applicants are notified in writing of their admission status. Conditional admission may be granted by the Admission Committee with stipulated condition for the individual.
B. Acceptance

Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must pay all database fees and submit evidence of meeting clinical placement requirements below. In addition to database fees, the cost for testing and remediation are the students’ responsibility. (See NAH Student Fees chart). Students must also submit evidence of the following:

1. Current CPR Certification American Heart Association (AHA) Healthcare provider (must be valid for entire period of enrollment).
2. Functional Ability Acknowledgement Form.
3. P.P.D. Skin Test or Chest X-Ray (must be valid for entire period of enrollment)
4. MMR, TDAP, and Varicella immunizations.
5. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form
6. *Arkansas State Police and FBI Criminal Background Checks.

*Note: The ASBN requires that all applicants for licensure submit to a criminal background check prior to applying for the NCLEX. Students accepted into the nursing program will be required to have this background check and will be required to pay all associated fees. This is addition to the Clinical Placement Background Check.

Note: random drug screening may be used anytime during the program at the student’s expense.

III. ACADEMIC PROGRESSION

In order to progress in the nursing curriculum students must meet the following criteria:

1. All required general education courses must be completed prior to or at the time specified in the curriculum plan, except by permission.
2. Maintain an unencumbered license/certification while in the program.
3. A cumulative grade point average of 2.0 (C) on a 4.0 scale is required for progression into each semester of study and to qualify for graduation.
4. Each nursing course must be completed with a minimum theory and practicum grade of 75% (“C”).
5. A failed nursing course must be repeated the next time the course is offered, based on availability of space in the course and with permission of the nursing faculty. A nursing course may be repeated only one time. Students may not repeat more than two nursing courses. (See NAH Returning Student Policy)
6. Achievement tests are administered during the curriculum. Students must achieve at the required percentile or will be required to repeat the respective test. Achievement exams scores may be calculated as part of the final course grade.
IV. GRADUATION

In addition to the College’s requirements for graduation, students must:
1. Complete the required 65 semester credit hours to qualify for graduation
2. Successfully complete the Kaplan and HESI Exit exam within the range of “average probability of passing”. See Exit Exam Policy.

V. CHALLENGE/TRANSFER STUDENT POLICY (ADVANCED PLACEMENT)

Southeast Arkansas College’s Nursing and Allied Health faculty recognizes that a common core of knowledge is shared by all Nursing and Allied Health programs. The faculty believes the public and the nursing profession are best served by policies that facilitate educational mobility of students. The following policies apply regarding placement of students who have received education at other approved schools or colleges of nursing:

1. The student must meet all application and admission requirements of SEARK College and the Nursing and Allied Health program.
2. The student must provide official transcripts of grades received at the other program of nursing or allied health.
3. Each student transcript will be evaluated individually.
4. Students may be allowed to challenge courses in the respective program, depending upon areas validated by successful grades on transcript.
5. The student may be required to demonstrate proficiency in basic skill areas. Skill areas required will be determined by individual programs.
6. The student must have valid American Heart Association Healthcare Provider CPR certification.
7. A separate fee will be assessed for each course challenged, whether theory and practicum according to College policy.
8. All credits granted by challenge are held in escrow pending completion of program.
9. A minimum of one semester (15 hours) is required to be eligible for graduation from SEARK.

In addition to the above policy, the Associate of Applied Science Degree Nursing program embraces the Arkansas Nursing Articulation Model in order to facilitate educational mobility for nursing students.

VI. ADVANCED PLACEMENT

Advanced standing may be granted for previous educational experiences. Credit may be granted for specific courses through testing, i.e., teacher made comprehensive final examinations, practical exams, standardized achievement tests or portfolio development. (See College Catalog pg. 24–Credit for Previous Training or Experience).
VII. RETURNING STUDENT POLICY

The decision of placement for a student requesting to return to a Nursing & Allied Health Program when the curriculum is interrupted due to a one (1) course failure, will remain at the discretion of the program faculty.

If a student fails the theory course that has a concurrent clinical course, the student must register for and retake the failed course and the concurrent clinical nursing or laboratory course even if a passing grade has been received in the clinical course.

Following the failure of one (1) course, students must request permission to continue in the curriculum. Students requesting to continue in the program must submit a written request to be considered for readmission. The letter must be received 30 days prior to the start of class to the Allied Health Department. All requirements for returning to class must be met before the first day of class. This request must include a plan of action to correct the problem(s) that contributed to being unsuccessful in the curriculum initially. All applicants will receive a written response within two weeks following the admission deadline.

ADDITIONAL RETURNING STUDENTS REQUIREMENTS

Students that fail or withdraw from the following courses will be required to remediate and make an acceptable score of 84 or above on the Readmission Exam. Prior to sitting for the Readmission Exam, it is recommended that students attend a three week review online course at National Council State Board of Nursing (NCSBN) Learningext.com and present a certificate of completion to the program coordinator.

NURS 2217 Nursing Process II  
NURS 2224 Nursing Practicum II  
NURS 2317 Nursing Process III  
NURS 2324 Nursing Practicum III

Reapplication Does Not Guarantee Readmission…!!

Students who withdraw from any course must submit a written request before being allowed to re-enroll in the withdrawn class. Students will be considered on a “space available” basis.

A student who fails two (2) courses in a nursing & allied health program will not be considered for readmission into the program in which the two (2) failed courses occurred. However, at a future time students may re-apply and be given consideration as a new applicant. The returning student may be required to demonstrate competence in basic skills and/or theories by achieving an acceptable score through standardize testing.

ACADEMIC APPEALS (GRADE PETITIONING)

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Division Chair and/or Coordinators and then the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final. Failure to act within two weeks of the first day of classes of the immediately succeeding semester or term disqualifies the student from further pursuit of the matter.
Initiation of Grade/Academic Appeal

Step One (Instructor-Oral): any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor’s answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

Step Two (Chair-Written): The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student’s chair. The chair and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If, within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic/allied health).

Step Three (Vice President (Academic/Allied Health)-Written): The appropriate vice president (academic/allied health) shall respond within five (5) business days after receipt of the written appeal. The vice president may elect to form an impartial ad hoc committee of two instructors, two students, and two staff members to hear and read the appeal and to advise the vice president on a resolution. Should the vice president elect to use an ad hoc committee, the vice president shall have ten (10) business days from receipt of the appeal, to provide the appealing student with a decision. The decision of the vice president is final.

NON-ACADEMIC APPEALS

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs is final. The Vice President for Student Affairs will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in the Southeast Arkansas College Catalog and Student Handbook). The EO/AA Officer will investigate such claims and provide a written report to the President.

VIII. STUDENT/FACULTY DISPUTES

If the student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Program Coordinator or Vice President for NAH then the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer in writing, of and grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President.

IX. HEALTH SERVICES

Students are expected to carry their own health and accident insurance coverage.
X. ADDRESS CHANGES
In the event of a name, address, telephone or email change, the student is responsible for notifying EACH instructor and the SEARK College Student Services Offices of these changes.

XI. TESTING POLICY
Specific course requirements and policies regarding testing are covered in individual course syllabi.
All course exams will be proctored. A proctored exam is one where you are observed taking the exam. Proctored exams will be taken in the computer lab on assigned dates as specified in the syllabi. No off campus proctoring is being offered for the program. If special arrangements are needed, the instructor should be notified in advance of the scheduled test date.

*All students enrolled in the Program are required to take standardized achievement exams and score within an acceptable range. A comprehensive standardized exam is administered as a requirement for program completion. The score achieved will be calculated into the final course grade. (See individual course syllabi). If the student does not score at the acceptable percentile this may result in course failure. Students who successfully pass a course and do not score at the acceptable percentile will be required to retake the exam until a satisfactory score is achieved. Students are responsible for payment of these exams including retakes prior to the scheduled test date. Students must make arrangements to pay all fees associated with testing to the business office prior to scheduled exam dates. Receipt for payment serves as entrance to the exam.
Currently, Kaplan and Health Education System Inc. (HESI) are the providers of the standardized exams. SEARK College, however, reserves the right to change the provider should research or student outcomes indicate that the student would be better served with such a change.

XII. CHANGES
The policies stated above require continuing evaluation, review, and approval by appropriate College officials. All statements contained herein reflect policies in existence at the time this document went to press. Program faculty reserves the right to change policies at any time without prior notice. Students will be notified of policy changes in written form and/or established e-mail. Students are recommended to keep an ongoing file/folder of student-related policies.

XIII. EXIT EXAMINATION POLICY
As a course requirement for NURS 2318 Nursing Process III, students are required to take the Kaplan Exit Exam on the scheduled date in a monitored setting on campus. An overall score of 75% or greater is required in order to “pass” the Kaplan Exit Exam and to complete the course requirements. The score achieved on the first write of the Kaplan Exit Exam will be calculated as a percentage of the NURS 2318 final course grade. Percentages are included in the course syllabus. If a repeat of the Kaplan Exit Exam is required, the course grade percentage is forfeited after the first write of the exam. In order to take the Kaplan Exit Exam students must have completed all program requirements and be enrolled in the last half of the course.
In addition to the Kaplan Exit Exam Examination, a satisfactory score of 900 on the HESI exit exam is required for successful completion of NURS 2318 Nursing Process III. Students will be allowed two (2) repeat opportunities with the following conditions:

- The score achieved on the first write of the HESI exit exam will be calculated as a percentage of NURS 2318 final course grade. Percentages are included in the course syllabus. If a repeat of the HESI exit exam is required, the course grade percentage is forfeited after the first take of the exam.

- If a satisfactory score is not achieved on the 2nd attempt the student will be required to attend an NCLEX-RN review course approved by the program coordinator and/or Vice President for NAH and to present evidence of attending the review prior to being allowed to test the 3rd time.

- Cost of all Kaplan and HESI exams and review materials or courses, and/or tutoring or other remediation activities will be the responsibility of the student.

- Students not achieving the required “passing” score (900) on the HESI exit exam in three attempts will meet with the Vice President of Nursing and Allied Health to develop a plan for remediation, which may include additional coursework and/or repetition of previous coursework related to the deficiency indicated on the analysis of the HESI exit exam results.
SOUTHEAST ARKANSAS COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

UNIFORM POLICY

**Uniforms:**

(Female) 2 SEARK College uniforms with emblems; and a lab jacket with emblem. The dress length should cover the knee. Two pair of red scrubs with emblem.

(Male) 2 pairs of white pants, 2 white SEARK College tops with emblem, white socks, and lab jacket with emblem. Two pair of red scrubs with emblem.

**All students need:**

**Name Badges:** (2) ordered with uniforms. The first name badge is provided by the school. The cost of replacement will be at the student’s expense.

**Stethoscope:** It is required that you purchase your own stethoscope. It should have dual heads (diaphragm bell type).

**Nursing Shoes:** white nursing shoes (no cloth tennis shoes with logos).

**Other:** bandage scissors, watch with a second hand, and hemostats. Calipers for ECG interpretation are optional.

**Uniform Regulations:**

1. It is expected that all clothing including shoes, and hose will be clean and neat at the beginning of each clinical session. The student must present a neat, professional appearance.
2. All students must wear appropriate undergarments for professional appearance.
3. Neat, careful grooming is considered to be a part of the uniform. 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 area. Good personal hygiene is a must, and perfumes/colognes are not allowed.
4. White shoes must be worn. No open sandal/clog type or cloth athletic shoes will be permitted. White hose or socks must be worn.
5. Hair styles for male and female students must be worn off the collar. Hair must be clean. No decorative hair ornaments are allowed.
6. Wedding ring and/or engagement ring are the only article of jewelry permitted while in the clinical lab. Wearing of rings in the operating room, nursery, labor and the delivery rooms is not permitted. The only earrings allowed are small plain pearl, gold, or silver posts for pierced ears. All nursing students must wear a watch with a second hand for the purpose of taking vital signs. The student will be required to comply with hospital and clinical agency policies.
7. Nails should be kept short and neatly trimmed. Nail polish if worn must be neutral. **Glamour nails** (including acrylic tips or overlays) are not allowed.
8. Name badges are to be worn by all students at all times in the clinical area both on uniform and lab jackets.
9. Students in the operating room, labor and delivery room and nursery will wear the uniform designated by the department in that facility. Also, students in the operating room and delivery room will wear special conductive shoes or shoe coverings in accordance with hospital policy.
10. Students in the psyche area will dress according to agency policy.
11. Students in outpatient and/or community settings will follow the dress code of the agency/setting and will be expected to wear name badge at all times. Students in Emergency Room rotations are to wear name badge with last name covered temporarily by tape.
12. Smoking is not permitted in the clinical area.
13. At no time will gum chewing be permitted in the clinical area.
14. When appearing in the hospital in a student role, appropriate attire must be worn with lab coat and name pin. (No jeans, shorts, etc.).

Any violation of the uniform regulations will result in a warning for the first offense and thereafter will result in dismissal from clinical lab for that day.
INSTRUCTOR RESPONSIBILITIES

ONLINE CLASSROOM

1. Provide access and direction for online learning activities to meet defined course and program objectives.
2. Direct students to appropriate information and learning resources and/or provide information to enhance student learning.
3. Prepare and evaluate learning activities, examinations and projects to facilitate achievement of defined learning outcomes.
4. Maintain open ongoing communication. Office hour availability is published in the syllabus.
5. Provide activities to promote engagement and socialization in an online environment to enhance learning.
6. Be available to proctor exams and provide advisement to nursing students.
7. Provide timely feedback.

CLINICAL

1. Provide proper orientation for students based on agency orientation protocols.
2. Arrive at clinical area on time, appropriately attired.
3. Assist with selection of clinical learning experiences appropriate to the objectives and post student assignments in a designated area prior to the clinical experience. In many settings, Online RN students will be allowed/encouraged to select clients according to their clinical objectives and personal learning needs.
4. Determine that students are prepared for the clinical experience. Take appropriate action if the student is not prepared. Unprepared students may be dismissed from the clinical setting or given an alternative assignment that meets the learning outcomes.
5. Directly supervise students in planning and implementing nursing care or confirm student is being supervised by a licensed nurse.
6. Facilitate student discussion in post conference according to the learning focus.
7. Direct students in the clinical learning experience to achieve the defined objectives.
8. Evaluate student’s clinical performance.
9. Ensure patient’s safety at all times.
10. Collaborate with clinical personnel to share information and solve mutual problems.
11. Serve as a role model for the student.
12. Provide timely feedback.

STUDENT CONFERENCES

1. Online students or faculty may request a conference which may be held face to face and/or through use of technology (ex. SKYPE, Facetime). Specific times for conferences will be scheduled by the instructor to discuss progress in the course. Conference times will be mutually agreed upon by both the student and faculty.
2. Meet with students on an individual basis for mid-term and final evaluation in relation to achievement of defined objectives.
3. Serve as advisor and counselor as needed.
PROGRESSIVE DISCIPLINE POLICY

Face to face conferences will be required to deal with all disciplinary issues for all online students.

Types of Positive Progressive Discipline

I. **Verbal counseling** – A documented discussion with the student that alerts the student that a problem exists. Documentation is entered into the student’s school file as a result of the verbal discussion.

II. **Written correction** – Discussion with the student that the problem is continuing. Corrections are documented and entered into the student’s file with the student’s signature a requirement at this time.

III. **Suspension** – A meeting with the student, instructor(s), Vice President for Nursing and Allied Health will be held to review the problem(s). Suspension from class or clinical may be recommended. Clinical instructors may suspend a student from clinical when it is determined that the student’s behavior jeopardizes the safety and welfare of clients. A recommendation may be made to the Dean of Student Services that the student be terminated from the program depending on the seriousness of the problem(s). Written documentation requiring the signatures of student and faculty, will be entered into the student file.

IV. **Termination** – The Vice President of Student Services is the only person who can terminate a student from a program. When behavior of the student warrants such severe action, the Vice President for Nursing and Allied Health may make a recommendation to the Vice President of Student Services that the student be terminated from the program.

Whether a student is eligible for readmission to a program after termination will be determined at the time of termination decision. See College Catalog for Procedural Due Process of Disciplinary Action. When a student is disciplined for cause – the student remains on probation until completion of the program.

**POSITIVE PROGRESSIVE DISCIPLINE**

For unacceptable online and/or clinical performance that does not warrant immediate termination, positive progressive discipline may range from verbal counseling up to and including termination, depending upon the seriousness and/or frequency of the action.

I. **Verbal counseling, written correction, suspension, up to and including termination:**

1. Non-compliance with dress and/or uniform policy.
2. Provoking or reacting to provocation.
3. Tardiness.
4. Disturbing others at their work.
5. Disruption or obstruction of the educational process, including disruption or obstruction of study, teaching, administration, discipline procedures, or other college activities including public functions or other authorized activities is prohibited. (This includes posting of inaccurate or erroneous information)
6. Creating or contributing to unsanitary conditions.
7. Excessive personal telephone calls or visitors during clinical.
8. Any personal telephone call or visitor while in the clinical area.
9. Loitering or loafing during clinical assignment.
11. Smoking, except in designated areas and/or designated time.
12. Unauthorized absence or tardiness.
13. Failing to have safety goggles/glasses on person in clinical areas when required.

II. Suspension, up to and including termination:
1. Revealing or posting confidential information.
2. Jeopardizing the safety and welfare of a client.
3. Unauthorized accessing of confidential information.
4. Sleeping in the clinical area.
5. Threatening, intimidating, or coercing fellow students or staff at any time, for any purpose.
6. Misrepresentations of any form (other than student role).
7. Use of abusive or obscene language in regard to, or in the presence of, patients, visitors, staff or fellow students.
8. Horseplay or throwing things.
9. Defacing, damaging, or destroying school or clinical facility property.
10. Being away from the assigned clinical area without specific permission.
11. No call/No show.
12. Failure to follow policies of the Agency, Allied Health Division and/or the Southeast Arkansas College (SEARK) Student Handbook.

III. Immediate Termination
1. Willful violation of ANY Medication Rotation guideline.
2. Insubordination
3. Possession of, or reporting to school or clinical area under the influence of, alcoholic or other habit-forming drugs.
4. Refusal to submit to a random drug screen.
5. Possession of weapons on school or clinical facility property.
6. Theft
7. Falsification of information, records, or documents (including presenting work of another as being yours).
8. Fighting
9. Physical or verbal abuse of a patient.
10. Habitual tardiness to the clinical area.
11. Absence of a total of four (4) days from clinical rotation during the course of the program.
12. Willful execution of procedures you have not been taught or given permission to do.
13. Unsafe performance of psychomotor skills.
14. Engaging in verbal, physical, or published acts of lewdness and incivility via social media.
NURSING & ALLIED HEALTH DIVISION GUIDELINES

I. CLASSROOM GUIDELINES
Refer to Course Syllabus for Online Attendance Policies.

Students are expected to follow all policies of clinical agencies and the College as outlined in the current College Catalog and Student Handbook.

Southeast Arkansas College (SEARK) is a smoke-free, tobacco free workplace. NO SMOKING or use of tobacco (including smokeless) is allowed in any of the buildings or grounds.

Each student is responsible for keeping his or her area clean during and at the end of each lab session. Students are expected to clean, straighten, and replace any equipment or utensils at the end of each lab session.

Eating and drinking is only allowed in the Lounge!!

NO FOOD, DRINKS, OR GUM will be allowed in the classrooms, laboratories, or lobby areas at any time.

DO NOT sit or lay on the beds in the lab unless practicing related skills during a designated lab time.

II. STUDENT CONDUCT

Students enrolled in NAH programs are preparing to become professionals. Each student’s personal conduct is to reflect behavior appropriate to their profession. Unsatisfactory conduct in the classroom or clinical setting or personal may result in dismissal from the program according to Progressive Discipline policies of the division.

III. STUDENT ORIENTATION TO CLINICAL

Prior to attending clinical students will be provided and must attend an orientation for each clinical agency. The specific guidelines for each agency will be provided.

IV. DRESS CODE

Students are expected to wear proper attire for all classrooms, laboratory and clinical experiences. TUBE TOPS, TANK TOPS, HALTER TOPS, and MINISKIRTS are NOT permissible (male or female) except during physical examination, lab experiences or by faculty requests. Students must refrain from wearing any clothing, which may be offensive to others. NAH faculty reserves the right to dismiss a student from class and/or clinical who is “improperly dressed.” Visible tattoos and body piercing are not acceptable, including multiple earrings and/or ear posts and tongue piercing. Any attire that is offensive or of questionable in nature will be handled on an individual basis at the discretion of the faculty** If in doubt – do not wear it!!!

The clinical dress code. The dress code for clinical is always professional (without exception). Uniforms are to be worn at all times unless specified in individual course...
syllabi. Uniforms are to be well fitting, clean, and pressed. White shoes are to be clean at all times. During rotations when the dress is “professional street” clothes with a lab coat, denim jeans and tee shirt fabrics are not permitted. Lab coats should be worn with professional street clothes at all times when in clinical. See the clinical syllabus for other Do’s & Don’ts related to clinical dress.

Visible tattoos and body piercing are not acceptable, including multiple earrings and/or ear posts.

V. COMPUTER/AUDIO VISUAL USAGE

Students enrolled in the RN Online Program must have a computer with internet access.

On campus computers are available for student use in designated areas. These areas are accessible any time a faculty member is present in the building or class is not in session.

The computers in the NAH Division contain software for Pharmacology, Medical Terminology, Nursing Process, Obstetrics, Medical-Surgical nursing, the NCLEX review, and EMT Paramedic review. Students must obtain permission from a faculty member before using the computers.

Online Videos may be accessed through Moodle or YouTube. The Library has additional AV resources. Photocopying may be done in the Library at $0.10 per copy. Further information is available in the SEARK College Student Handbook.

VI. MESSAGES

Instructor will provide contact information for student use in emergencies. Cell phones and pagers are not allowed in the classroom, lab, or clinical settings. Absolutely NO phone calls or personal messages to students will be accepted unless there is an emergency. In case of an emergency, every effort will be made to facilitate transmission of the message to the student.

The Southeast Arkansas College number is (870) 543-5900. The NAH Department Number is (870) 543-5917/1-888-SEARK-TC (Toll Free).

VII. PARKING

Parking regulations are listed in the Student Handbook.

VIII. STUDENT ACCIDENTS

In the event of an accident while engaged in clinical practice, the student must follow the procedure of the agency where the accident occurred. The accident should be immediately reported to the clinical instructor who will report to the Vice President for Nursing and Allied Health Technologies. Students are expected to carry personal health and accident insurance while a student at SEARK.

For on-campus accidents see Student Handbook.
IX. FACULTY ADVISORS

Each student has been assigned a faculty advisor for the school year. The purpose of this advisor is to serve as a resource for problems or concerns.

The advisor may or may not be your clinical or classroom instructor at the time assistance is sought. Therefore, the advisor will not address direct classroom or clinical concerns. Such topics may be discussed with the advisor however; the advisor may not be fully aware of existing assignments from other staff and consequently, may not be able to be helpful.

Clinical problems should be addressed with the clinical instructor. Classroom problems and assignments should be addressed with the faculty member who made the assignment.

Students will be advised of progress (or lack of progress) in conferences with the appropriate faculty member and advisor when necessary.

X. ATTENDANCE

See Course Syllabus for Attendance Policy. Because NAH programs are approved by regulating agencies, and for financial aide purposes strict attendance policies must be adhered to.

Policies regarding attendance are addressed in individual syllabi. All absences must be reported to the instructor and the clinical agency.

A student will be placed on ATTENDANCE PROBATION upon missing 20 hours clinical in a semester, regardless of progress. Upon missing 30 hours, the student may be TERMINATED from the program. Clinical hours must be made up. The manner of make-up will be governed by the missed experience. If it is not possible to make up missed clinical time, an unsatisfactory grade may be assigned. Any exceptions to above will be handled on an individual basis at the discretion of the faculty.

NO CALL NO SHOW WILL RESULT IN DISCIPLINARY ACTIONS UP TO AND INCLUDING SUSPENSION FROM THE PROGRAM.

XI. GRADES

NAH programs use a grading scale that differs from college’s grading system. The following scale is in effect for NAH programs:

- 90 - 100 A
- 80 - 89 B
- *75 - 79 C
- 74 - Below Failing

*Less than a “C” constitutes failure in the nursing program.

Evaluation:

In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi. Students are evaluated during the semester, at mid-term and at the end of the semester. In order to pass a course, the clinical evaluation grade must be satisfactory, terminally.
FUNCTIONAL ABILITIES REQUIREMENTS

Due to the nature of health care professions, there are functional ability requirements for acceptance and progression. Applicants with special needs due to disability must make this fact known and request accommodations prior to being accepted into the program.

Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The National Council of State Boards of Nursing has identified Uniform Core Licensure Requirements for nurses and professionals. The Nursing & Allied Health division has adopted these basic standards as requirements for all Nursing & Allied Health students. Included in the functional ability categories are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents- “Functional Ability Requirements for Nursing and Allied Health Students” and “Common Activities Required of Nursing and Allied Health Professionals” Functional Abilities.

For Acceptance and progression in the curriculum students must be able to perform all the functional activities, either with or without accommodations. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. A physician’s statement will be required.

DISABILITY STATEMENT:

Southeast Arkansas College abides by Section 504 of the Rehabilitation Act of 1973, which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities, hearing, sight, or mobility impairments. If you have a documented disability that may have some impact on your work in this class and for which you may require reasonable accommodations, please visit the Office of Disability Services, located in the Retention Center-Room 161 so that such reasonable accommodations may be arranged.

STUDENT WORK POLICY:

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not receive any monetary compensation during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a Registered Nurse.

HIPAA STATEMENT

Students enrolled in Nursing and Allied Health Technology programs at Southeast Arkansas College while in the clinical setting will be privy to a patient’s personal information. In accordance with the Health Insurance Portability and Accountability Act (HIPAA) students are not to disclose Protected Health Information (PHI) obtained while in the clinical setting to anyone who does not have a legal need to know. Information that
cannot be disclosed under HIPAA guidelines includes the patient’s PHI, name, social security number, address and insurance information. PHI should only be used for the student’s learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution. Individual programs will cover the issue of confidentiality in more detail.

**SUBSTANCE ABUSE POLICY**

**INTRODUCTION**
Southeast Arkansas College (SEARK) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the healthcare profession. The Nursing & Allied Health Technologies (NAH) Division 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 NAH Division 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 alcohol, non-prescription and prescription drugs.

The intent of the Substance Abuse Policy is not just to identify those students chemically impaired, but also to assist students in the return to a competent and safe level of practice and to achieve their goal of becoming a NAH Professional. Emphasis is on deterrence, education and reintegration. All aspects of the policy are established in good faith with compassion, dignity and confidentiality.

The *Intoxicants and Drug policy* of Southeast Arkansas College (SEARK) is found in the 2014-2015 SEARK College Catalog & Student Handbook and in the NAH Division Policies.

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to this Substance Abuse Policy.

**TESTING PROCEDURES**

**When the Testing May Occur:** Southeast Arkansas College may require students to submit to drug testing under any or all of the following circumstances:
- Pre-admission testing
- Scheduled testing at unannounced designated times throughout the program
- Random testing as required by clinical agencies or the NAH Division
- For cause, As part of a substance abuse recovery program

**Cost:** The approximate cost of each drug screen is approximately $35. Students will be required to pay all fees and related expenses.

**Sample Collection:** The collection techniques utilized shall conform to the guidelines following chain of custody protocol. Decisions regarding observed or unobserved specimen collection may be made by SEARK College NAH Division in collaboration with the lab utilized.
**Substances:** Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcylohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. SEARK College NAH Division shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

**Positive Results:** Test results will be considered positive if substance levels (excluding caffeine and nicotine) meet or exceed threshold values for both immuno assay screening and GC/MS confirmation studies, and the Medical Review Officer verification interview 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 SAMHSA 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 law, and except for disclosure required by the Arkansas State Board of Nursing or appropriate criminal authorities. Drug test results will be received from the lab by the SEARK College NAH, Vice President for Nursing and Allied Health or designee, and only authorized persons will be allowed to review this information. Records will be maintained in the student’s record, which is kept in a file cabinet in the locked file room. The NAH/Division may be required by the Arkansas State Board of Nursing to provide information regarding the student’s substance abuse history. This information, in writing, may be shared before the student will be permitted to take the NCLEX examination for licensure.

**TREATMENT, REFERRAL & REAPPLICATION**

A positive drug screen will result in immediate dismissal from the program. The VP of NAH shall refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source. A student who has received treatment will not be denied learning opportunities based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice of an approved substance abuse counselor. Evidence of participation must be sent to the NAH Division. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature or signed initials of the chairperson of each group attended.

- Demonstrated abstinence immediately prior to application. This will be evident through successive negative drug screens.
Letters of reference from all employers within the last six (6) months.

Signing an agreement to participate in monitoring by random drug screens consistent with policy of the SEARK College and the NAH Division. The student will pay for testing.

Once 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 the student’s dependency on controlled or abuse potential substances, and the student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date the medication was prescribed. The prescribing practitioners shall submit the report directly to the Dean of Nursing and Allied Health or designee within ten (10) days of the date of the prescription.

Once a student is re-admitted to the NAH program, and a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible for readmission.

**TESTING FOR CAUSE**

Any Nursing and Allied Health student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, may be subjected to testing. The decision to drug test will be drawn from existing facts in light of the experience of the observers and may be based on:

- Observable phenomena such as direct observation of drug use and or physical symptoms of manifestation of being under the influence of a drug.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance.
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
- Formal charges of, or conviction by a court of a drug, alcohol or controlled substance violation.

Testing will be conducted using the following policy/procedure:

The faculty member will have another faculty member or staff RN confirms any suspicious behavior. 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 any decision to drug test will be made at that time.

If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, if appropriate. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel, as designated by the Nursing and Allied Health Division, and/or requirements of the clinical agency.
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 or clinical assignment without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).

If any laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the result will be immediate suspension or dismissal from the program.

Confidentiality will be maintained to the extent allowed by law, recognizing that test results may be disclosed upon request to the Arkansas State Board of Nursing or appropriate criminal authorities.
SOUTHEAST ARKANSAS COLLEGE
NURSING & ALLIED HEALTH DIVISION

SUBSTANCE ABUSE POLICY RELEASE FORM

I, ________________________________, have read the Substance Abuse Policy of Southeast Arkansas College Nursing and Allied Health Division and agree as a student in the Nursing and Allied Health Division to comply with all aspects of the policy as written. I agree that the drug testing facility designated by SEARK College is authorized by me to provide the results of appropriate test(s) to Southeast Arkansas College NAH Division. I agree to indemnify and hold the Southeast Arkansas College and testing facility harmless from and against any and all claims; causes of action, demands, liabilities or judgments arising out of any claim related to compliance and confidentiality of the test results.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program. Furthermore, I agree to abide by the provisions for determining suspension and to follow the conditions of re-application as outlined.

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_________________________________________  ____________________________
STUDENT PRINTED NAME  STUDENT SIGNATURE

__________________________  ____________________________
DATE  STUDENT ID#
Southeast Arkansas College  
ASSOCIATE DEGREE NURSING PROGRAM  
LPN/PARAMEDIC TO RN - GENERIC OPTION  
PROJECTED SUPPLIES AND FEES  
2014-2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TUITION:</strong></td>
<td>$84.00/CRECIENT HOUR</td>
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<tr>
<td><strong>FEES:</strong></td>
<td></td>
</tr>
<tr>
<td>$5.00 Assessment Fee/semester</td>
<td></td>
</tr>
<tr>
<td>$6.00/CREDIT HOUR COLLEGE SERVICE</td>
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</tr>
<tr>
<td>$10.00/CREDIT HOUR TECHNOLOGY FEE</td>
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<tr>
<td>$2.00/STUDENT ACTIVITY FEE</td>
<td></td>
</tr>
<tr>
<td>$30.00 PER COURSE LAB/CLINICAL FEE</td>
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</tr>
<tr>
<td>$20.00/CREDIT HOUR NAH PROFESSIONAL</td>
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<tr>
<td><strong>CRIMINAL BACKGROUND CHECK:</strong></td>
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<tr>
<td>$22.00 PAYABLE TO THE ARKANSAS</td>
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<tr>
<td>STATE BOARD OF NURSING</td>
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<td>$19.25 PAYABLE TO THE ARKANSAS</td>
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<tr>
<td>STATE POLICE</td>
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<tr>
<td><strong>BOOKS AND SUPPLIES:</strong></td>
<td>$950.00 (ESTIMATED)</td>
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<tr>
<td><strong>MALPRACTICE INSURANCE:</strong></td>
<td>$13.50</td>
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<tr>
<td><strong>UNIFORMS</strong></td>
<td>$175.00</td>
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<tr>
<td><strong>SHOES/HOSE/SOCKS</strong></td>
<td>$140.00</td>
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<tr>
<td><strong>STUDENT ORGANIZATION</strong></td>
<td>$30.00</td>
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<tr>
<td><strong>CONVENTION/WORKSHOPS</strong></td>
<td>$75.00</td>
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<tr>
<td><strong>CLINICAL PLACEMENT TRACKING &amp; BACKGROUND CHECK</strong></td>
<td>$104.00</td>
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<tr>
<td><strong>KAPLAN TOTAL TESTING PROGRAM</strong></td>
<td>$450.00 (SUBJECT TO CHANGE)</td>
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<tr>
<td><strong>HESI</strong></td>
<td>$50.00 (PER SEMESTER)</td>
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<tr>
<td><strong>ASBN LICENSURE FEE</strong></td>
<td>$75.00 ($25.00 FOR TEMPORARY LICENSE)</td>
</tr>
<tr>
<td><strong>NCLEX RN</strong></td>
<td>$200.00 (NCSBN)</td>
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<tr>
<td><strong>NCLEX REVIEW</strong></td>
<td>$345.00</td>
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</tbody>
</table>

*NOTE: FEES ARE SUBJECT TO CHANGE
INAPPROPRIATE USE OF MANIKINS, LAB SUPPLIES, OR EQUIPMENT WILL RESULT
IN DISCIPLINARY ACTION OR TERMINATION FROM THE NAH PROGRAM. BE
AWARE THAT THE NURSING ALLIED HEALTH SKILLS LABS ROOMS FH-W AND FH-
E ARE MONITORED.

WELCOME TO SOUTHEAST ARKANSAS COLLEGE NURSING ALLIED HEALTH SKILLS
LAB. I HOPE THAT YOUR TIME SPENT IN THE LAB WILL BE PLEASANT AND
PRODUCTIVE. IT IS HERE THAT YOU WILL BEGIN PRACTICING AND PERFECTING
THE SKILLS THAT YOU WILL USE AS A HEALTH CARE PROFESSIONAL. I
ENCOURAGE YOU TO PRACTICE SKILLS DILIGENTLY. THE SKILL MUST BE
MASTERED TO A LEVEL SO THAT ON CHECK OFF DAY YOU CAN PERFORM
WITHOUT PROMPTING OR CORRECTIONS FOR THE OBSERVER. ALSO KEEP IN
MIND THAT AFTER CHECK OFF DAY, THE NEXT TIME THE SKILL IS PERFORMED IT
WILL BE PERFORMED ON AN ACTUAL CLIENT.

I WANT YOU TO FEEL COMFORTABLE AND WELCOME WHILE IN THE SKILLS LAB.
MY JOB AS THE SKILLS LAB COORDINATOR IS TO ASSIST YOU IN MASTERING
SKILLS. PLEASE LET ME KNOW HOW I CAN HELP YOU IN THIS ENDEAVOR.
STEPHANIE GUY, RN, BSN

**DRESS WHILE PRACTICING AND CHECKING OFF SKILLS**

WHEN USING THE LAB FOR PRACTICE OR CHECK OFF STUDENTS MUST ADHERE TO
THE FOLLOWING DRESS CODE:

- **STUDENT ID MUST BE WORN IN UPPER LEFT CORNER WITH ID FACING
  OUTWARD.**
- **STUDENT ID CAN ONLY BE ATTACHED WITH THE ISSUED BADGE CLIP ONLY.**
- **DRESS IN CLEAN PRESSED SCRUBS, UNIFORM, OR LAB COATS. YOUR
  COORDINATOR WILL LET YOU KNOW WHICH YOU ARE TO WEAR.**
- **SHOES MUST BE LEATHER AND ENCLOSED. IF SHOE HAS STRINGS, THE
  STRINGS MUST BE CLEAN. IF SHOE HAS A LOGO IT MUST BE SMALL AND
  WITHOUT COLOR. YOUR COORDINATOR WILL LET YOU KNOW WHAT COLOR
  SHOES TO WEAR.**
- **HAIR SECURED AND UP OFF COLLAR. HAIR ORNAMENTATION MUST BE
  MINIMAL AND THE COLOR OR HAIR, UNIFORM, OR NEUTRAL.**
- **BEARDS AND MUSTACHES MUST BE NEATLY TRIMMED.**
- **NAILS SHORT (SHOULD NOT EXTEND OVER FINGERTIPS). NO NAIL POLISH, NO
  ACRYLIC NAILS OR FALSE NAILS.**
- **JEWELRY MUST BE LIMITED TO PLAIN BAND RINGS.**
- **ONLY ONE SMALL STUD TYPE EARRING ALLOWED IN EACH EAR.**
- **NO OTHER FORMS OF VISIBLE BODY PIERCING ALLOWED. THIS INCLUDES NO
  EYEBROW PIERCING, NO TONGUE RINGS, NO NOSE RINGS, ETC.**
- **NO BRACELETS OR NECKLACES.**
- **NO HATS OR CAPS.**
- **NO EXCESSIVE MAKE UP. NO PERFUME. NO BODY ODOR.**

**BEHAVIOR**

- **BEHAVIOR MUST BE PROFESSIONAL.**
- **NO EXCESSIVE OR LOUD NOISE OR DISRUPTIVE BEHAVIOR.**
• CELL PHONES AND PAGERS SHOULD BE PLACED ON SILENCE OR VIBRATE.

MANIKIN USAGE

• STUDENTS ARE NOT ALLOWED TO USE SIMMAN OR SIMBABY OR ANY OF THE COMPONENTS OF SIMMAN OR SIMBABY WITHOUT THE PERMISSION AND/OR SUPERVISION OF INSTRUCTOR OR SKILLS LAB COORDINATOR. THIS EQUIPMENT IS COSTLY. DAMAGE WILL OCCUR IF THE EQUIPMENT IS ALLOWED TO BECOME WET, IF EQUIPMENT IS DROPPED, TAMPERED WITH, OR USED INCORRECTLY.

• TREAT THE MANIKINS KINDLY. TREAT THEM AS IF THEY WERE HUMAN BEINGS AT ALL TIMES. PROVIDE PRIVACY, DRAPE APPROPRIATELY, AND HANDLE WITH CARE. THEY ARE YOUR VERY FIRST CLIENTS.

• WASH HANDS BEFORE PROVIDING CARE TO MANIKINS (REMEMBER TREAT AS AN ACTUAL CLIENT)

• IF A MANIKIN MUST BE REMOVED FROM THE BED, PLACE IN A GERI CHAIR OR WHEELCHAIR. COVER LAP WITH A SHEET. RETURN TO BED WHEN USE IS FINISHED. DO NOT PLACE MANIKINS ON DESKS OR BEDSIDE TABLE. TREAT THE MANIKINS AS IF THEY WERE AN ACTUAL CLIENT. REMEMBER, PROVIDE PRIVACY, PULL CURTAINS, AND DRAPE APPROPRIATELY.

• WEAR CLEAR VINYL GLOVES WHEN HANDLING SIMMAN, SIMBABY, ALS MAN, ALS BABY, AND ANNIE MANIKINS. IF IN DOUBT ASK INSTRUCTOR OR LAB COORDINATOR.

• DO NOT USE BETADINE OR IODINE ON MANIKINS. IT WILL STAIN THEM PERMANENTLY.

• KEEP INK PENS, NEWSPRINT, AND PAPERS WITH COPY INK AWAY FROM MANIKINS. THESE WILL ALSO STAIN MANIKIN PERMANENTLY.

• MANIKINS MUST BE CLEANED AFTER EVERY USE. CLEAN WITH CLOROX WIPES (DO NOT USE BLEACH) OR MILD SOAP AND WATER. RULE: IF THE CLEANER COMES IN A CAN DO NOT USE!

• AFTER USAGE REMOVE TAPE FROM MANIKINS AND EQUIPMENT. CLEAN ANY TAPE RESIDUE.

• AFTER USAGE REMOVE ANY RESIDUE FROM LUBRICANTS.

• DO NOT PLACE ANY ITEMS ON TOP OF THE MANIKINS.

• DO NOT USE COLORED GLOVES, LINENS, OR COLORED CLOTHING THAT COULD STAIN MANIKIN.

• USE ONLY WATER-BASED PRODUCTS WITH MANIKIN. CRAYOLA FINGER PAINTS DILUTED WITH WATER WILL MAKE SIMULATED BLOOD OR URINE. THIS PRODUCT IS IN THE LAB – CONTACT COORDINATOR FOR ASSISTANCE.

• SOME PARTS OF MANIKINS ARE SENSITIVE, CONTAINING COMPUTER CHIPS AND SHOULD NOT BE DROPPED OR BANGED AROUND OR ALLOWED TO BECOME WET.

• FOOD AND DRINK SHOULD NOT COME IN CONTACT WITH MANIKINS. NO FOOD OR DRINK IN SKILLS LAB.

• NOTIFY SKILLS LAB COORDINATOR IF A MANIKIN OR ANY EQUIPMENT IS IN NEED OF FIRST AID OR REPAIR. A NOTE ON OFFICE DOOR WILL BE FINE.

LAB USAGE AND CARE

• PERSONAL SAFETY DEVICES (GOGGLES, GLOVES) MUST BE USED WITH PRACTICE AND DEMONSTRATION OF SKILLS IF NEEDED.

• NO FOOD OR DRINK OR TOBACCO USAGE.
RETURN ALL SUPPLIES TO THEIR PROPER STORAGE PLACE AFTER USE.

BEDS MUST BE RE-MADE AFTER PRACTICE OR CHECK OFFS. BED MAKING GUIDELINES WILL BE MADE AVAILABLE UPON REQUEST. TOE PLEATS ARE REQUIRED.

DO NOT SIT ON BEDS UNLESS IT IS FOR PRACTICE OR CHECK OFFS.

DO NOT SIT ON TABLES, BEDSIDE TABLES, OR DESKS. CHAIRS ARE AVAILABLE IN LABS.

PUT AWAY ALL SUPPLIES IN THE PROPER PLACE AFTER PRACTICE OR CHECK OFFS.

NEVER PLACE ANYTHING AGAINST THE HANGING PRIVACY CURTAINS, INCLUDING CHAIRS, BEDSIDE TABLES, GERI CHAIRS, ETC.

SOILED LINENS MUST BE PLACED IN HAMPER. IF A CLASS REQUIRES THE USE OF MORE THAN ONE WASHER LOAD OF LINENS, THEN THE CLASS IS RESPONSIBLE FOR WASHING THE LINENS, FOLDING THEM, AND RETURNING THEM TO THEIR APPROPRIATE PLACE.

SUPPLIES ARE NOT TO BE PLACED ON THE FLOOR OF CLOSETS FOR STORAGE.

IF SUPPLIES CANNOT BE LOCATED OR ARE IN NEED OF REPAIR (INCLUDING LINENS) NOTIFY SKILLS LAB COORDINATOR. GIVE DAMAGED LINENS TO LAB COORDINATOR.

STUDENTS ARE NOT TO SIMULATION LABS UNLESS AN INSTRUCTOR IS PRESENT.

STUDENTS ARE NOT TO ENTER FH 420E (SKILLS LAB COORDINATOR OFFICE) UNLESS THE COORDINATOR IS PRESENT. FACULTY ARE WELCOME TO USE PHONE AND DESK IF NOT IN USE, BUT PLEASE RELOCK DOORS AFTER USE AND DO NOT LEAVE UNLOCK AND UNATTENDED.

SHARPS MUST BE DISPOSED OF PROPERLY IN THE RED SHARPS CONTAINERS. IF A CONTAINER IS ¾ FULL NOTIFY SKILLS LAB COORDINATOR FOR DISPOSAL.

IF TRASH CANS ARE FILLED TO CAPACITY THE INSTRUCTOR IS RESPONSIBLE FOR ASKING HOUSEKEEPING TO EMPTY THEM OR DESIGNATING OF SOMEONE TO DISPOSE OF THE WASTE.

ALWAYS LEAVE THE LAB IN A MANNER THAT PROJECTS THE IMAGE OF A PROFESSIONAL HEALTH CARE SETTING. IT MUST ALWAYS BE LEFT READY FOR ANOTHER CLASS TO BEGIN.

SUPPLIES

RETURN ALL SUPPLIES TO THEIR PROPER STORAGE PLACE.

DO NOT ASSUME THAT SUPPLIES ON THE SHELF ARE FOR ALL TO USE. THEY ARE ON THE SHELF BECAUSE AN INSTRUCTOR REQUESTED THEM FOR USE IN AN UPCOMING CLASS. IF IN DOUBT ASK THE SKILLS LAB COORDINATOR. RULE: IF YOU DID NOT ORDER THEM, THEY ARE NOT YOURS.

IF SUPPLIES CANNOT BE FOUND, CONTACT SKILL LAB COORDINATOR. (IV SUPPLIES, SYRINGES, NORMAL SALINE, AND ACCU CHECKS ARE LOCKED UP. THEY MUST REMAIN LOCKED SINCE THESE SUPPLIES WILL BE USED FOR CHECK OFFS. THEREFORE, WE MUST ASSURE THAT THESE ITEMS HAVE NOT BEEN TAMPERED WITH! THE SKILLS LAB COORDINATOR CAN PROVIDE YOU WITH A COPY OF THIS KEY. IT IS UP TO THE INSTRUCTOR THAT UNLOCKS THIS CABINET TO MONITOR IT SO THAT TAMPERING DOES NOT TAKE PLACE AND THAT SUPPLIES ARE RETURNED PROPERLY AND THAT IS LOCKED AFTER USE.)
AUTHORIZATION TO PERFORM CRIMINAL BACKGROUND CHECKS

Criminal Background Checks:

Please be advised that many healthcare facilities utilized for student clinical experiences require students to have mandatory background checks conducted and certain convictions may result in the student not being able to attend clinical at specific agencies. The background checks will be processed by Southeast Arkansas College without additional cost to the student. Background information is confidential and may need to be shared with clinical agencies. Admission to any Nursing and Allied Health Program gives consent to provide background information to clinical agencies. If a clinical site refuses placement of a student, the clinical rotation objectives may not be met and the student may not be able to progress in the program. Please refer to SEARK College Catalog and NAH Division Policies.

- “Criminal background checks are required by our clinical affiliates and state/national licensing agencies. All students enrolled in NAH programs are required to submit to a criminal background check. Students who have been convicted of certain crimes may not be allowed to do clinical in certain clinical agencies nor to sit for state and/or national licensing exams even after completing a NAH program. Students who have a conviction must make this fact known at the time of application.”

I, ________________________________, Authorize Southeast Arkansas College to release information provided by me in the application for admission to the Nursing and Allied Health program, to approval/accrediting agencies and clinical affiliates, as required.

__________________________________________  
Student Signature Date

Print Full Name: ____________________________________________

__________________________________________  
Student ID

__________________________________________

Date of Birth
I have been given a copy of the Associate of Applied Science Degree Nursing Student Handbook. My signature below signifies that I have read and understand the following policies and/or rules:

Classroom Guidelines  
Program Goals & Objectives  
Student Conduct  
Student Dress Code  
Breaks  
Messages  
Parking  
Accidents  
Attendance  
Grades  
Testing Policy  
Exit Exam Policy  
Course Syllabi  
Academic Progression  
Graduation  
Progressive Discipline Policy  
Positive Progressive Discipline  
Returning Student Policy  
Program Systematic Plan for Evaluation  
AAS Degree Registered Nursing Program  
Student Transfer Policy (Advanced Placement)  
Uniform Policy  
Functional Ability Policy  
HIPAA  
Criminal Background Check  
Substance Abuse  
Authorization to Release Information/Signature

____________________  
Print Name

____________________  
Student Signature

____________________  
Date
AUTHORIZATION TO RELEASE INFORMATION/SIGNATURE SHEET

I hereby certify that the information contained in the application submitted and accepted for the NAH program is true and complete to the best of my knowledge. I understand that any misrepresentation, falsification, omission of information or any attempt to deceive SEARK College is cause for either denial of selection for entry or dismissal from enrollment. I authorized the college to release information provided by me in the application for admission to the NAH program, to approval/ accrediting agencies, clinical affiliates, and as required for criminal background checks. This authorization also includes the release of my transcript.

DATE ______________________ SIGNATURE ______________________