

**SOUTHEAST ARKANSAS COLLEGE
NURSING & ALLIED HEALTH DIVISION**



**PRACTICAL NURSING
PROGRAM STUDENT HANDBOOK
2020-2021**

REVISED: 9/20

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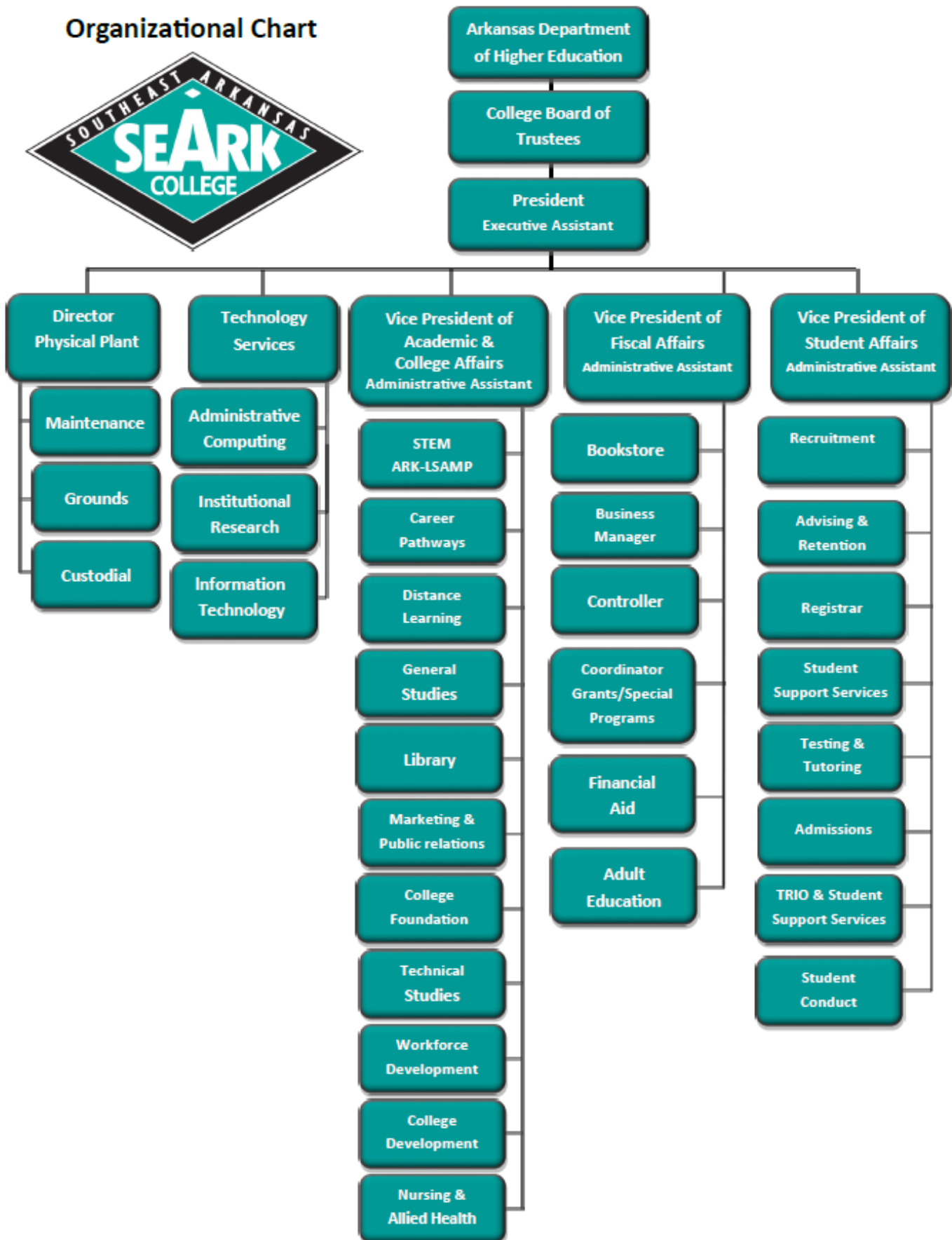
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Disclaimer

This Handbook is not to be construed as a contract between the student and Practical Nursing Program. The PN program reserves the right to make changes at any time in individual courses, the curriculum leading to a degree or certificate as well as policies contained in the *PN Information Packet*, *SEARK College Catalog*, student handbooks and web. Students must be familiar with and abide by all rules and regulations of SEARK College.

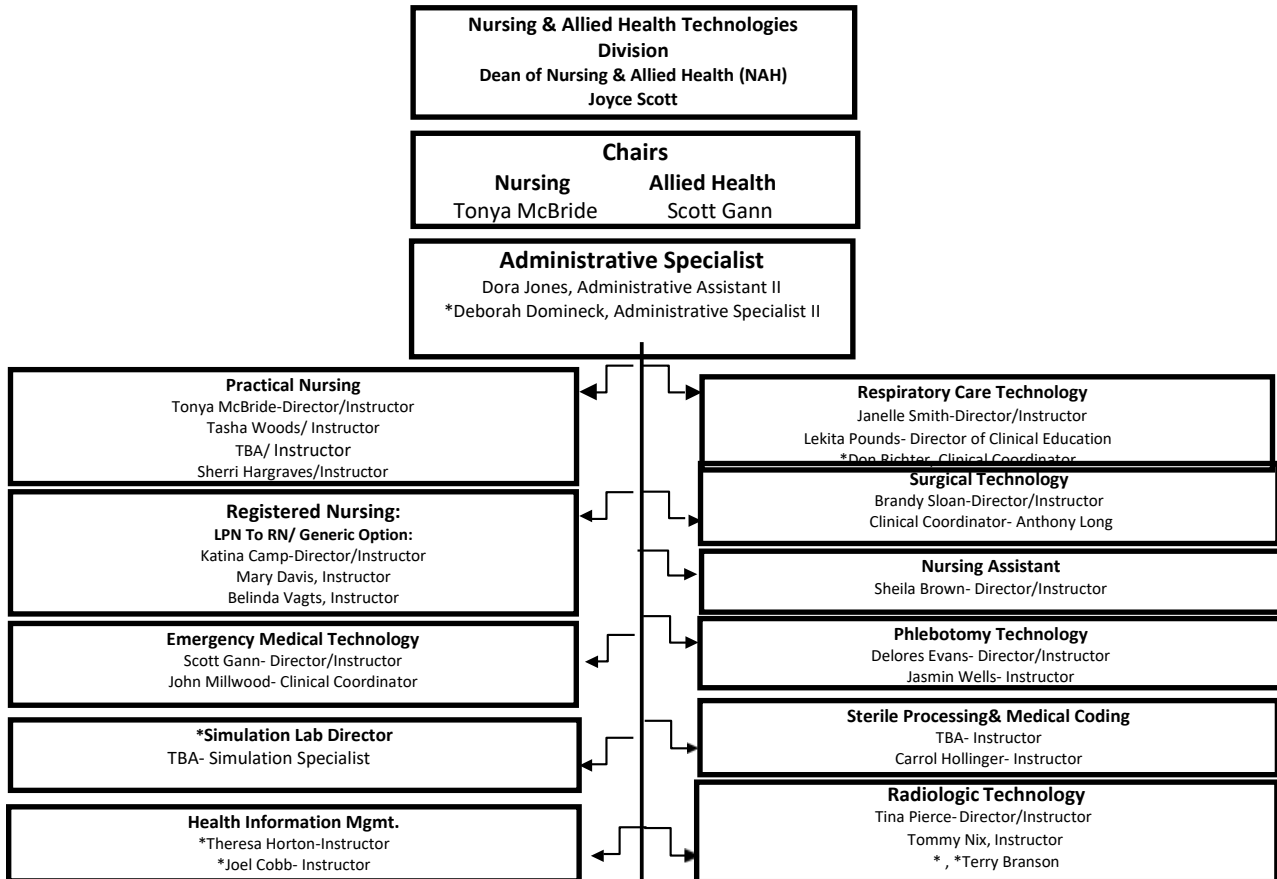
Organizational Chart



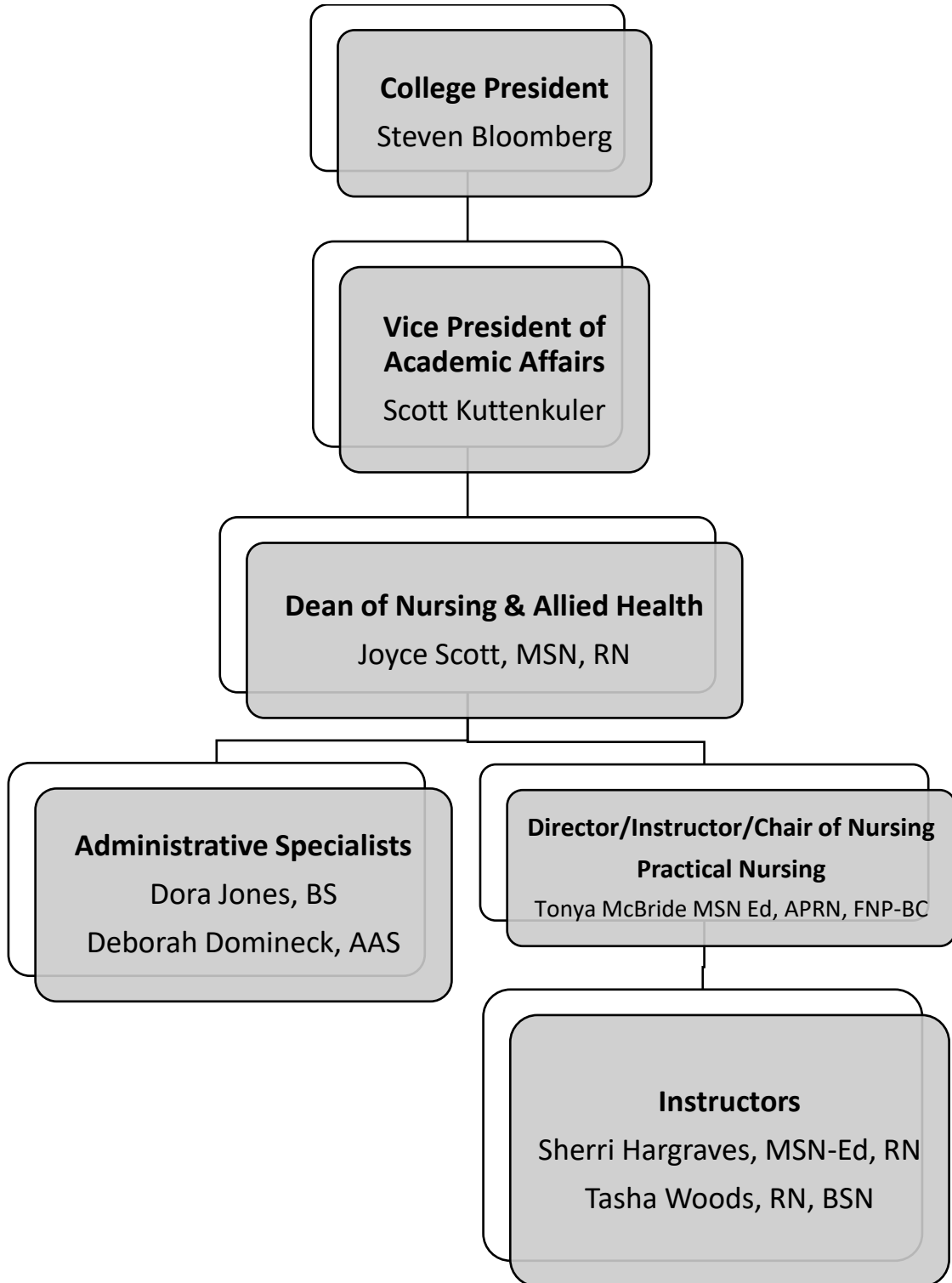
SOUTHEAST ARKANSAS COLLEGE

Division of Nursing & Allied Health Technologies Organization Chart

*Denotes - Funded Part time



**Southeast Arkansas College
PRACTICAL NURSING
ORGANIZATIONAL CHART**



Introduction

Welcome to Southeast Arkansas (SEARK) College's Nursing & Allied Health (NAH) Division. The faculty are very pleased to welcome you to SEARK's Practical Nursing Program. You are taking advantage of an exciting, rewarding, and challenging career opportunity.

The Practical Nursing Program is designed to meet the learning and socialization needs of individuals who possess some fundamental knowledge and skills that are applicable to professional nursing. 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 Licensed Practical Nurse.

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

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

This *Handbook* provides an overview of policies and procedures that govern student activities in the Practical Nurse Program. It is your responsibility to read, become familiar with and abide by the policies that are described herein. In addition to policies in this handbook, students are expected to follow the *SEARK College Catalog/Student Handbook*, Nursing and Allied Health Technology Program Division Policies and clinical practicum agency policies.

**SOUTHEAST ARKANSAS COLLEGE
PRACTICAL NURSING PROGRAM**

Mission

The Practical Nursing Program is committed to preparing competent graduates who can provide quality nursing care for diverse populations at all system levels (i.e. individuals, families, communities, and populations) within diverse health care settings. The PN Program embraces the philosophy, mission, purposes, and values that have been set forth by the college.

Philosophy

The faculty of the (PN) Division further believes that: Man is a unique being with common human needs and individual adaptive potential. Every individual has self-worth and dignity and has the right to seek fulfillment of these needs.

Nursing combines the scientific knowledge, interpersonal and communication skills, and psychomotor skills with the art and commitment of caring to promote, maintain, or restore health and well-being to all individuals. Learning is a life-long process that is enhanced and enriched by a learning climate that lends itself to being conducive. This environment must take into consideration not only the physical concerns but the psychological aspects as well. We acknowledge the responsibility for guiding and evaluating the students' progress and facilitating the program content, but ultimately hold the student accountable for learning.

**SOUTHEAST ARKANSAS COLLEGE
PRACTICAL NURSING PROGRAM**

LEARNING OUTCOMES

GOAL: The SEARK College Practical Nursing (PN) Program is committed to the preparation of its students to assume the role of the beginning licensed practical nurse who can function at or above entry-level competencies under the appropriate supervision.

PROGRAM STUDENT LEARNING OUTCOMES: Upon successful completion of the PN Program, the graduate will:

1. Apply the nursing process as a systematic problem-solving method to provide quality care to culturally diverse individuals, families, and groups.
2. Implement critical thinking skills to provide the highest level of nursing care from client assessment to evaluation in a variety of health care and community settings.
3. Demonstrate clinical competence in the role of the practical nurse in accordance with ethical, legal, and professional standards.
4. Participate in collaboration and teamwork with members of the interprofessional team, the client, and family to provide and improve quality patient care.
5. Provide safe, quality, evidence-based, patient-centered nursing care to promote, maintain, or restore physical and mental health in a variety of healthcare settings to diverse client populations across the lifespan.
6. Utilize information technology to support and communicate the provision of client care.
7. Function effectively in the PN role as a novice nurse by demonstrating effective communication skills and exhibiting professional and ethical behavior in all interactions with clients, family members, other health care team members, nursing faculty and peers.
8. Apply leadership and management principles to achieve quality and safety outcomes.

PRACTICAL NURSING PROGRAM LEARNING OUTCOMES

1. SEARK PN students will pass the National Council Licensure Exam with a 75% or greater on the first attempt.
2. A minimum of 50% of students will graduate from the SEARK PN program within 150% times the length of the program.
3. At least 80% of program graduates will be employed in a nursing role within six to twelve months after graduation.
4. At least 75% of program graduates will continue their education in nursing within six to twelve months after graduation.

Course Student Learning Outcomes and Related Competencies Progressing from Level I to Level III

For Course Student Learning Outcomes please refer to the Course Syllabi.

Required Curricular Pattern

The Practical Nursing Program curriculum requires four academic semesters including pre-requisites. There are limits to enrollment.

<u>Course Title</u>	<u>Prerequisite Courses</u>	<u>Credit Hours</u>
<u>Prerequisites to Level I</u>		
**BIOL 2453	Human Anatomy & Physiology I	3
BIOL 2451	Human Anatomy & Physiology I (Lab)	1
**BIOL 2463	Human Anatomy & Physiology II	3
BIOL 2461	Human Anatomy & Physiology II (Lab)	1
ALLI 1117	Nursing Assistant/Home Care Aid	<u>7</u>
Total		15
<u>1st Year- 1st Semester Module I (1st 8 weeks)</u>		
PNUR 1138	Fundamental Nursing Concepts & Skills I	8
PNUR 1111	Vocational Legal/Ethical Concepts	1
PNUR 1161	Nursing Care of the Geriatric Client	<u>1</u>
Total		10
<u>1st Year -1st Semester Module II (2nd 8 weeks)</u>		
PNUR 1245	Fundamental Nursing Concepts & Skills II	5
PNUR 1211	Pharmacology Concepts & Application	<u>1</u>
Total		6
<u>1st Year – 2nd Semester Module III</u>		
PNUR 1317	Medical Surgical Nursing & Clinical I	7
PNUR 1232	Nursing Care of Mothers & Infants	2
PNUR 1242	Nursing Care of Children	2
PNUR 1321	Nursing Care of the Mentally III Client	<u>1</u>
Total		12
<u>Summer Session Module IV (8 weeks)</u>		
PNUR 1417	Medical Surgical Nursing & Clinical II	7
Where applicable, ACTS transfer course numbers are in parentheses		
COMPLETION AWARD: Technical Certificate		<u>50</u>

**Courses must be completed within past 5 years or receive special permission for acceptance.

APPROVAL

+The PN program is approved by the Arkansas State Board of Nursing.

ACCREDITATION

Southeast Arkansas College is accredited by the Higher Learning Commission (HLC)

PN Student Policies

I. Admission

In addition to meeting the general admission criteria of SEARK College, the student must possess a current unencumbered Arkansas State Certification as a Certified Nursing Assistant (CNA) or completion of a nursing assistant course with a 'C' or better. (May satisfy the requirement for ALLI 1117- Nursing Assistant).

Student must also present evidence of:

1. Completion of High School diploma or GED Equivalency.
2. Complete all SEARK College Admission Requirements. Refer to *SEARK College Catalog and Student Handbook* at www.seark.edu.
3. Provide transcripts from all colleges and or/schools of nursing and allied health attended.
4. Completion of the required nursing program admission exam. Scores must be included with the application. Obtaining a score of 50 on the Kaplan Entrance Exam.
5. ACT Reading score of 19 or Accuplacer Reading score of 78; or completion of a course in Developmental Reading with a grade of "C" or better. Accuplacer Writing score of 83, Accuplacer Math score of 77 or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
6. Place ACT or Accuplacer scores on file.
7. Possess a cumulative 2.5 Grade Point Average.
8. Complete the required general education course from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education course are calculated to determine admission status).
9. Approval from a Nursing and Allied Health faculty advisor.
10. Complete SEARK Practical Nursing Application Form
11. Criminal Background check
12. Drug Testing. Nursing and Allied Health Programs require drug testing and criminal background prior to admission of any NAH Program. (The Student Drug Testing Administrative Rule of Southeast Arkansas College requires drug-testing for admission to the program and random drug testing when enrolled. All applicants to their program must complete a drug screen prior to entry. Random drug screening of students in these programs may be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college).

International Student Admission

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. See International Student Admission in the *SEARK College Catalog* www.seark.edu.

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. Applicants must score 50 or higher on the Kaplan Admission Exam to be considered first priority for admission. 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 Nursing Assistant Program shall have first priority for admission to the Practical 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 upon the faculty's review of the applicant's files, Kaplan Admission Exam score 50 or greater, and those having completed pre-requisites at SEARK college.

Second Priority

Graduates of other approved Certified Nursing Assistant (C.N.A.) programs within 2 years and have satisfactory C.N.A. work experience shall have second priority for admission. Should there be more applicants meeting this criterion than allotted spaces, applicants will be accepted based upon the date that the applicant completes all admission requirements and Kaplan Admission Exam score 50 or greater. Applicants scoring less than 50 on the Kaplan Admission Exam may be referred to other allied health programs.

Third Priority

Applicants enrolled in previously in the Practical Nursing program 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.

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. Students must also submit evidence of the following:

1. Current American Heart Association Healthcare Provider CPR Certification. Certification must be valid for the entire period of enrollment.
2. Functional Ability Acknowledgement Form.
3. P.P.D. Skin Test or Chest x-ray. (Must be valid for the entire period of enrollment).
4. MMR, TDAP, and Varicella immunizations. (If you have had chicken pox or a single vaccination, you must provide a copy of a varicella titer demonstrating the presence of antibodies).
5. Influenza vaccination.
6. A current unencumbered C.N.A. license/certification.
7. Hepatitis B series or completed SEARK College Vaccination Waiver Claim Form.
8. Prior to enrollment in the PN Program, students must complete a criminal background check through Verified Credentials. If a student has positive results on Verified Credentials criminal background check, the respective program coordinator will send the student's positive results to designated individual(s) at the clinical agency. Representatives from the clinical agency will determine if the student is eligible to access the facility and participate in clinical. It is the student's sole responsibility to provide the designated clinical agency representative(s) with any documentation required to determine eligibility for clinical.
If representative(s) from the clinical agency deny the student the ability to participate in clinical, the student will not be able to enroll in the PN Program.
9. *Arkansas State Police and FBI Criminal Background Checks
*Note: The Arkansas State Board of Nursing 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 in addition to the Clinical Placement Background Check.**
10. Drug Testing. Nursing and Allied Health Programs require drug testing prior to the acceptance of any NAH Program. (The Student Drug Testing Administrative Rule of Southeast Arkansas College requires drug-testing for admission to the program and conduct random drug testing while enrolled. All applicants to this program must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college).

II. Academic Progression

Pre-requisites for entry to Module I (1st 8 weeks)

Minimum grade of “C” in BIOL 2454: Anatomy and Physiology I and BIOL 2464: Anatomy and Physiology II within the last 5 years. If science courses are older than five (5) years, the courses must be repeated prior to admission to the nursing program. Successful completion of ALLI 1117: Nursing Assistant/Home Care Aide with “C” or better and current unencumbered Certified Nursing Assistant certification.

Pre-requisites for entry to Module II (2nd 8 weeks)

Minimum grade of “C” in these PN courses: PNUR 1138: Fundamental Nursing Concepts and Skills I, PNUR 1111: Vocational Legal and Ethical Considerations, and PNUR 1161: Nursing Care of the Geriatric Client.

Pre-requisites for entry to Module III

Minimum grade of “C” in all PN Module I and II courses (PNUR 1138, PNUR 1111, PNUR 1161, PNUR 1245, and PNUR 1211).

Pre-requisites for entry to Module IV

Minimum grade of “C” in all Module I, II, and III PN courses (PNUR 1138, PNUR 1111, PNUR 1161, PNUR 1245, PNUR 1211, PNUR 1317, PNUR 1232, PNUR 1242, and PNUR 1321).

Graduation and Application to write NCLEX-PN

Minimum grade of “C” in Minimum grade of “C” in all Module I, II, and III PN courses (PNUR 1138, PNUR 1111, PNUR 1161, PNUR 1245, PNUR 1211, PNUR 1317, PNUR 1232, PNUR 1242, PNUR 1321, and PNUR 1417) and meet the benchmark Kaplan scores.

Progression

In order to progress in any NAH 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 from the PN Faculty, Director, and Department Chair of Nursing.
2. A cumulative GPA of 2.0 (C) on a 4.0 scale is required for progression into each semester of study and to qualify for graduation.
3. Each nursing courses must be completed with a minimum theory and practicum grade of 75% (“C”). Failure in a nursing course makes the student ineligible to progress (See Returning Student Policy).
4. 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 twice. Students may not fail more than two nursing courses throughout the program (See Returning Student Policy).
5. All Module I students are required to have a copy of the American Heart Association Basic Life Support CPR certification card, tuberculosis card, and updated immunizations on file before attending clinical. Students who do not meet this requirement will be administratively withdrawn from the Module I nursing course. These documents must

remain current throughout enrollment in Modules I, II and III. Electronic certification is not accepted for CPR.

6. Students enrolled in the nursing program must be familiar with all policies in the current College Catalog, student handbooks, and posted on the SEARK Webpage. The College Catalog and Student Handbook are available at www.seark.edu.

III. Graduation

In addition to the College's requirements for graduation, students must do the following:

1. Complete the required 53 credit hours to qualify for graduation.
2. Successfully complete the Kaplan Exit Exam with the following scores: Foundations of Nursing 62%; Pharmacology II 58%; Adult Health 68%; Developing Family (OB/Peds) 68%; and PN Readiness 68%. See Exit Exam Policy.

IV. Challenge/Transfer Student Policy

SEARK College's Nursing and Allied Health faculty recognizes that a common core of knowledge is shared by all NAH programs. The faculty believe 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 NAH program.
2. A letter of good standing from previous nursing program(s).
3. The student must provide official transcripts of grades received at the other program of nursing or allied health.
4. Each student transcript will be evaluated individually.
5. Students may be allowed to challenge courses in the respective program, depending upon areas validated by successful grades on transcript.
6. The student may be required to demonstrate proficiency in basic skill areas. Skill areas required will be determined by individual programs.
7. The student must have a valid American Heart Association BLS CPR certification.
8. A separate fee will be assessed for each course challenged, whether theory and practicum according to College policy.
9. All credits granted by challenge are held in escrow pending completion of the program.

In addition to the above policy, the PN program embraces the Arkansas Articulation Model in order to facilitate educational mobility for nursing students.

IV. Returning Student Policy

A returning student is a student who has withdrawn or failed at any point in the curriculum. The decision of placement for a student requesting to return to a NAH program when the curriculum is interrupted due to a one (1) course failure or withdrawal, will remain at the discretion of the program faculty. Placement will be contingent upon compliance with the Returning Student Policies (refer to the current *SEARK College Catalog* at www.seark.edu, *NAH Divisional Policies and PN Student Handbook*) and availability of classroom and clinical space available.

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 or withdrawal, students must request permission to continue in the curriculum. In addition, students requesting to continue in the program must submit a written request to be considered for readmission. The request must contain the program for which readmission is being sought, semester and year seeking readmission to and the course(s). The written request must be received by the Practical Nursing Director, 30 days prior to the application deadline. This request must also include a plan of action to correct the problem(s) that contributed to being successful in the curriculum initially. All requirements for returning to class must be met before the first day of class.

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 and allied health program will not be considered for readmission into the program in which two (2) failed courses occurred. However, at a future time the 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 standardized testing.

V. Academic Appeals (Grade Petitioning)

It is important to follow the chain of command

A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, Program Director, Department Chair, Dean of NAH, 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 (Dean/Vice President (Academic/Allied Health)-Written): The appropriate Dean/Vice President (Allied Health/Academic) shall respond within five (5) business days after receipt of the written appeal. They 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.

VI. 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 Equal Opportunity/Affirmative Action (EO/AA) Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in the SEARK College Catalog and Student Handbook at www.seark.edu). The EO/AA Officer will investigate such claims and provide a written report to the President.

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 Dean of 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 EO/AA Officer in writing, of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President.

VII. Health Services

Students are expected to carry their own health and accident insurance coverage.

VIII. Malpractice Insurance

Students must carry their own Professional Liability Insurance as a requirement of clinical affiliates

IX. Address/Demographic 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.

X. Testing

Specific course requirements and policies regarding testing are covered in individual course syllabus.

All course unit 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 PN Program.

If special arrangements are needed, the instructor must 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 student must score at or above the required score on the first attempt. If the student does not score the required score or above, the student will not be verified to apply for state licensure. The student will be required to complete an NCLEX-PN review course approved by the Program Director and to present evidence of attending the review (either online or in person) prior to being allowed to test again. The student will be allowed to re-take the Kaplan (or NLN) exam that was less than satisfactory in 30 days. If unsuccessful on the second attempt the student must retake the exam until the benchmark is achieved.

Students must pay all fees associated with standardized testing to the business office at least 4 weeks prior to scheduled exam dates. Receipt for payment serves as entrance to the exam. Currently, Kaplan is the provider 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.

XI. 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 electronic form. Students are recommended to keep an ongoing file/folder of student-related policies.

XII. Maintenance of Academic Records

Academic files contain all graded course materials. Faculty will maintain an academic file for each student enrolled in a nursing course. The file is housed in the appropriate faculty member's office in a locked file cabinet until the student's final grade is submitted at the end of the semester. Once the final grade is submitted, the academic file will remain in the locked file cabinet in the faculty member's office for one additional semester before being destroyed. Grades must be kept in an electronic grade book (i.e. Moodle).

XIII. Family Educational Rights and Privacy Act (FERPA)

The Nursing and Allied Health Programs adhere to SEARK College's FERPA Policy. Refer to the *SEARK College and Student Handbook* found at www.seark.edu.

XIV. Moodle Guidelines

1. Access Moodle on the SEARK homepage.
2. Log-on to Moodle as instructed in Moodle Orientation
3. Navigate through the course
4. Use email and access links within the Moodle course to communicate with the instructor and peers.

5. Verify the person selected is the correct person you intend to email before pressing the send button. Once an email is sent, the message cannot be retrieved.
6. Remember, before sending an attachment, the document must be saved in Microsoft Word format. Failure to do so will result in the assignment/document not being graded/reviewed and a zero for the assignment recorded.
7. Access the exam module within the course. Exams may be administered in Moodle. Select the quiz/exam link on the corresponding date to access the available exam. Read instructions provided before beginning the exam. A password will be provided by the instructor immediately before the exam. Enter the assigned password and begin the exam. All students must remain seated in the computer lab until all students have completed the exam.

XV. WebAdvisor

WebAdvisor provides access for students to retrieve personal information, billing and account information, transcripts, grades and retrieve/plan class schedules. If you experience difficulty logging into WebAdvisor, go to the WebAdvisor homepage and click account helpdesk.

XVI. Student Email Accounts

Student email accounts are a way of communicating with faculty, staff and peers. Students may access their email from the SEARK homepage at www.seark.edu. It is important you check your email and Moodle course at least twice a day for updates, announcements, etc. If you need assistance with your email contact the IT Helpdesk at (870) 850-4900.

XVII. Skills Competency

Refer to the course syllabus for individual skill competency.

XVIII. Exit Examination Policy

As a requirement for Practical Nursing, students are required to take the Kaplan Exit Exam on the scheduled date in a proctored setting on campus and must achieve the following scores: Foundations of Nursing 62%; Pharmacology II 58%; Adult Health 68%; Developing Family (OB/Peds) 68% and PN Readiness 68%. If the benchmark is not achieved on the first attempt the student must complete an approved NCLEX-PN course and test 30 days after the first attempt. If unsuccessful on the second attempt the student must retake the exam until the benchmark is achieved.

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

XXI. Uniform Policy/Dress Code

Uniforms:

2 SEARK College uniforms with emblems; and a lab coat with SEARK emblem. If females choose to purchase a dress, dress length should be below the knee. Two pair of wine colored scrubs (Landau) and two pair of white uniform with SEARK emblem. (2 pair of wine colored pants and two pair of wine colored tops with SEARK emblem, 2 white colored uniform tops and two pair of white uniform tops with SEARK emblem, and white socks or stockings). 1 purple polo with SEARK emblem and black

pants. Uniforms, scrubs, polo, jacket, and SEARK emblem may be purchased from Uptown Scrubs in White Hall, AR.

All students need:

Name Badges: The first name badge is provided by the school. The cost of replacement will be at the student's expense.

Clinical/lab Equipment: All nursing students must wear a watch with a second hand for the purpose of taking vital signs. Students must also have on their person bandage scissors, penlight, stethoscope, CPR shield, safety glasses, ink pen with black ink, and watch with second hand. Lab kits must be purchased at the College Bookstore. It is required that you purchase your own stethoscope. It should have dual heads (diaphragm bell type).

Nursing Shoes: White leather nursing shoes (no cloth tennis shoes or open heel shoes).

Uniform Regulations/Clinical Dress Code:

1. It is expected that all clothing including shoes, socks/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.
4. Good personal hygiene is a must. Perfumes, colognes body spray or mist or strong scented lotion are not allowed.
5. Shoes must be white leather and completely enclosed. If the shoe has strings, they must be clean. If the shoe has a logo, it must be small with minimum color such as silver/gray. No open sandal/clog type or cloth athletic shoes will be permitted. Shoes must be clean at all times. White hose or socks must be worn. No ankle socks.
6. Hair styles for male and female students must be worn off the collar with neutral colored ponytail holder or clip. Hair must be clean uniform in color and of natural hue. No decorative hair ornaments are allowed.
7. Beards and moustaches must be short, clean and neatly trimmed.
8. Only a plain wedding band is permitted, otherwise rings are not allowed in the clinical setting.
9. The only earrings allowed in the clinical setting are one pair of small plain pearl, gold, or silver studs that do not dangle. Do not wear an earring in one ear. No necklaces or bracelets.
10. No other forms of visible body piercing allowed. This includes eyebrow, nose, tongue piercings, etc.
11. The student will be required to comply with hospital and clinical agency policies.
12. All visible tattoos are to be covered while in the clinical/lab setting.
13. Nails should be kept short and neatly trimmed, not extending over the fingertips. No nail polish, no acrylic nails/tips or false nails.
14. Name badges/student ID badges are to be worn by all students at all times in the clinical area and classroom settings. Student ID must be attached using the issued badge clip and worn at all times whether in class or clinical/lab.

15. Students in the operating room and nursery will wear the uniform designated by the department in that facility. Also, students in the operating room will wear special conductive shoes or shoe coverings in accordance with hospital policy.
16. Students in the psych area will dress according to clinical agency policy.
17. 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.
18. During rotations when the dress is “professional street” clothes unless otherwise specified a lab coat/jacket with name badge & SEARK emblem must be worn. Jeans of any kind or color and t-shirt fabrics are not permitted.
19. Smoking is not permitted in the clinical area. Students and/or faculty must be free of the smell of smoke in accordance with the policy and procedures of clinical affiliates.
20. At no time will gum chewing be permitted in the clinical area. If you experience halitosis or have odorous breath, please keep breath mints or breath strips on your person.
21. No eating or drinking at the nurses’ station in the clinical setting. Breaks must be taken in designated areas.

The dress code for clinical is always professional (without exception). Uniforms are to be worn at all times unless specified by the instructor. Uniforms are to be well fitting, clean and pressed.

Students are expected to dress appropriately and safe for the classroom and clinical setting. Personal appearance must be clean and neat at all times. Attire for conventions, conferences, tours are to be appropriate and businesslike. No shorts, skorts, jeans (distressed, ripped), tight fitting or low cut clothing are to be worn by male or female students on these occasions.

XXII. Wearing Uniforms Outside of Assigned Clinical Rotations

Students must wear specified SEARK uniform attire during assigned clinical rotations. Students are strictly prohibited from wearing a SEARK nursing student uniform and/or name badge to work in a clinical setting at any time including before, or after an assigned clinical rotation. Faculty are the only ones that can authorize any variance from this policy. Any student that fails to adhere to this policy will be dismissed from the program.

Any violation of the Uniform Policy/Dress Code will result in being sent home with disciplinary action, an absence recorded and placed on probation for the remainder of the semester. Clinical hours missed must be made up by the week preceding final exams or it will result in course failure.

XXIII. Air and Vehicle Transportation of Patients in the Clinical Setting

Clinical affiliation agreements and liability issues strictly prohibit all nursing students from accompanying a patient in a vehicle or helicopter to another clinical setting. Furthermore, nursing students are prohibited from riding in an ambulance or flying with emergency flight personnel at any time during an assigned clinical rotation. Students who fail to adhere to this policy will be dismissed from the program.

XXIV. Physical Health and Individual Responsibility

A student with an acute illness that can be transmitted to other individuals in the healthcare setting will not be permitted to participate in class or clinical. Examples of an acute illness

include but are not limited to: increased temperature, influenza, stomach virus (or a virus of any kind), open wounds, draining wounds, chicken pox, and shingles. The attendance policy in the *Handbook* will apply.

If a student has an injury, illness or surgical procedure during the time of enrollment the student must provide a medical release from the healthcare provider prior to returning to class or clinical. Students must be able to complete clinical/class requirements in order to successfully complete the course. Failure to adhere to this policy will result in the students' inability to return to class or clinical, absences being recorded, and possible withdrawal from the course in which the student is enrolled.

XXV. Incidents

Faculty, staff or students involved in incidents in the lab, classroom or clinical setting (this includes errors, safety hazards, injuries and sentinel events) must complete a SEARK NAH incident Form. Faculty, staff, or students involved in incidents related to patient care or treatment, even if there is no adverse patient outcome (this includes errors, safety hazards, injuries and sentinel vents) must complete a SEARK NAH Incident Form.

If an unexpected incident(s) occur(s) in the lab, clinical or classroom setting which result in personal injury, injury to another person, or damage to property the faculty or staff involved should report the incident to their immediate supervisor. In the event a student is involved, in the incident, the student will report immediately to the clinical faculty/instructor. When incidents occur while on clinical rotations, the incident report procedure for the clinical facility will be followed. The Program Director/Coordinator should be notified as soon as possible. As soon as any danger has passed, the student must complete a SEARK NAH Incident Form outlining the events immediately preceding, during and any action taken following the incident. This Form must be complete and submitted to the Program Director as soon as possible. It is the Program Director/Coordinator's responsibility to contact the Dean of NAH as soon as possible. A copy of the SEARK NAH Incident Form will be placed in the student's permanent file housed in the NAH department. A copy of the SEARK NAH Incident Form will be placed in the faculty/staff permanent file in the office of the Dean if NAH and will also be forwarded to Human Resource Department.

Students, faculty and staff should be aware immediate drug screening may be required.

XXVI. Policy and Procedure for Exposure to Bloodborne Pathogen(s)

The policy and procedure guidelines are in compliance with current Center for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidelines and relate to all blood borne pathogens. Policy and procedure guidelines apply to all students and faculty in the SEARK Division of Nursing and Allied Health. Policy and procedure guidelines will be reviewed annually and modified as necessary based on current CDC and OSHA guidelines.

All nursing and allied health students will receive written and verbal information and instructions on the current CDC Universal Precautions <http://wonder.cdc.gov/wonder/prevguid/p0000255/p0000255.asp> for blood borne pathogens before being assigned to any lab and/or clinical experiences. All nursing and allied health

students will receive information regarding personal health habits, risk behaviors and prevention of infections caused by blood borne pathogens before being assigned to any lab and/or clinical experience. All nursing and allied health students and faculty will implement CDC Universal Precautions including handwashing and the use of personal protective equipment (PPE) to prevent exposure or contact with blood borne pathogens and other potentially infectious materials (OPIM) in campus lab and/or clinical settings. The use of CDC Universal Precautions will be reinforced continually, and students will be supervised to monitor compliance during all learning experiences in campus lab and/or clinical settings.

Following exposure to blood or body fluids, wash needlesticks and cuts with soap and water, and notify your instructor. Flush splashes to the nose, mouth and skin with water. Irrigate eyes with clean water, saline or sterile irrigants for several minutes. If exposure is known (patient you are caring for), check the chart for lab data that may verify course's status (HBV and/or HIV positive or HBV and/or HIV negative). Immediately contact the clinical facility's personnel responsible for providing post-exposure management. If exposure occurs in a lab/classroom setting, after post-exposure care, the individual exposed is encouraged to follow up with their primary care provider for a medical evaluation (at their own expense). This is very important since care for HIV exposure should be started within hours of exposure. As soon as possible, the individual exposed must complete a SEARK Incident Form and the Infection Control Officer of the clinical institution. The CDC has recommendations based on the type of exposure and other risk factors which the post exposure management personnel and/or your personal healthcare provider can use to determine a course of treatment, if needed.

Guidance for Protection Against Blood Borne Diseases

Students entering nursing and certain Allied Health programs must be aware that they are entering a profession that increases their risk to exposure for blood-borne diseases such as HBV, Hepatitis C and HIV. Hepatitis B and HIV can be transmitted through needle sticks, contact of mucous membranes or non-intact skin (i.e. chapped, abraded, weeping or dermatitis) to blood, blood-contaminated body fluids or concentrated virus. Students will be taught principles of infection control and specific control and specific risk-control recommendations to reduce the risk of becoming exposed to blood-borne diseases.

SEARK College advocates the following guidelines for student/faculty protection against infectious agents:

1. All students/faculty are to wash their hands before and after patient contact.
2. All students/faculty are to wear gloves when handling blood or body fluids or surfaces with blood or body fluids on them.
3. All students/faculty are to use a disposable/surgical mask if the patient has a productive cough. All students/faculty are to wear a mask and protective eye gear when suctioning a patient.
4. All students/faculty are to wear goggles, safety glasses and/or side shields (for those who wear glasses) when there is a potential for splatter of blood, body secretions or body fluids. It is the responsibility of the student/faculty to purchase goggles, safety glasses, and/or shields.
5. All students/faculty are to use specially designed masks to administer CPR. It is the responsibility of the student/faculty to purchase these masks for CPR.

6. All students/faculty are to cover self-limited abrasions and/or lacerations with bio-occlusive dressings.
7. All students/faculty are to wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.

Always follow Universal Precautions as detailed by the faculty. Reference www.cdc.gov.

XXVII. VIOLATION OF SAFE PRACTICE

Violation of safe, evidence-based, patient centered, nursing practice is an act of omission or commission that could result in injury, death, prolonged hospitalization, or delayed recovery of the patient/client. This includes but is not limited to:

- Unprofessional behavior in any Nursing and Allied Health setting
- Inadequate use of the nursing process
- Practicing outside of scope of practice/Skill set
- Violation of previously learned principles
- Inappropriate dependence or independence in the clinical setting
- Failure to protect the patient's microbial, chemical, physical, psychological, and/or thermal safety.

When a student demonstrated a behavior that is deemed a "Violation of Safe Practice", the student will be dismissed from the clinical setting. The student and faculty will meet within 2 working days of the incident to discuss and document the violation of safe practice. The incident will be presented to the NAH Program Coordinators or designee for review within 1 working day of the faculty/student meeting. The student cannot return to clinical or class during the period of investigation. If it is found the student did not commit a "Violation of Safe Practice" the absences are excused, and the student will have an opportunity to make up missed work. Clinical may have to be made up depending on program requirements. If the "Violation of Safe Practice" is upheld by the NAH Program Coordinators/designee, the student will be recommended for immediate termination. If a student has been terminated for Violation of Safe Practice they will be ineligible for re-admission to the NAH program from which they were terminated, and a Letter of Good Standing will not be issued. If the student is eligible for readmission, an application may be submitted. Deliberate malfeasance or failure to practice veracity will result in immediate dismissal from the nursing course. The student will receive a course grade of "F" and **WILL NOT** be eligible for readmission to the program from which they were dismissed or another nursing program at SEARK College. The student has a right to appeal the decision through the College grievance process.

XXVIII. 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), Dean of 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 themselves, their classmates, faculty/staff, and/or 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 Dean of 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 SEARK College Catalog for Procedural Due Process of Disciplinary Action (www.seark.edu).

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.

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

- 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.
10. Neglect of duty.
11. Smoking, except in designated areas and/or designated time.
12. Unauthorized absence or tardiness.
13. Failure to appropriately wear personal protective equipment (PPE) in clinical, skills lab, and classroom setting, and anytime while on campus.
14. Disruptive behavior.

II. Suspension, up to and including termination:

1. Disclosing 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 *SEARK College Catalog/Student Handbook*, or *PN 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. Terroristic threatening.
5. Refusal to submit to a random drug screen.
6. Possession of weapons on school or clinical facility property.
7. Theft
8. Falsification of information, records, or documents (including presenting work of another as being yours).
9. Fighting
10. Physical or verbal abuse of a patient.

11. Habitual tardiness to the clinical area.
12. Absence of a total of four (4) days from clinical rotation during the course of the program.
13. Willful execution of procedures you have not been taught or given permission to do.
14. Unsafe performance of psychomotor skills.
15. Engaging in verbal, physical, or published acts of lewdness and incivility via social media.

XXIX. INSTRUCTOR RESPONSIBILITIES

Online/Face to Face Classroom

1. Provide access and direction for online and face to face 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 or on faculty offices.
5. Provide activities to promote engagement and socialization in online and face to face 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 and face to face associate degree nursing 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 and/or face to face 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.

XXIX. NURSING & ALLIED HEALTH DIVISION GUIDELINES

A. Classroom Guidelines

Refer to Attendance Policy.

Students are expected to follow all policies of clinical agencies and the College as outlined in the current *SEARK College Catalog*, *PN Student Handbook* and Clinical Affiliation Agreements. Failure to do so will result in disciplinary action.

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 classroom/lab session. Students are expected to clean, straighten, and replace any equipment or utensils at the end of each classroom/lab session.

Eating and drinking is only allowed in the Student 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.

B. Distance Learning Policy – See *SEARK College Catalog/ Student Handbook* at www.seark.edu.

C. Technology Requirements – Face to Face/Online students must have access to a computer and reliable internet service capability. The Program will not accept responsibility nor reopen assignments, quizzes or exams for students due their own internet connectivity issues. The College Library and Distance Learning Center has available computers for student usage during open hours. Technical support is available 24 hours a day through IT/IS and Moodle Rooms.

D. Social Media Policy- In the PN Program at SEARK College, we strive to maintain the integrity of our program, our program information and the private information of the

patients we provide care for. While social networking sites such as Twitter, Facebook, Instagram, SnapChat, YouTube, etc., are enjoyable ways to stay in contact with the outside world, as a student in this program you must not disclose any personal or private information regarding this program or its affiliates. Any dialogue, personal names, photographs, or videos of any employees, patients and fellow students in this program are prohibited from social networking sites. If a student violates this policy for Social networking, immediate disciplinary action will be taken, including but not limited to program dismissal.

E. 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 will result in disciplinary action up to and including dismissal from the program according to Progressive Discipline policies of the division. See Positive Progressive Discipline Policy.

F. Student Orientation to clinical

As required by the Arkansas State Board of Nursing (Chapter 6, Nurse Practice Act of the State of Arkansas), prior to attending clinical all students will be provided and must attend an orientation for each clinical agency. The specific guidelines for each agency will be provided.

G. Dress Code (See Uniform Regulations for Clinical Dress Code)

NAH students are being educated as professionals. It is therefore expected that students will dress appropriately for on campus as well as off campus classes and activities. Students must refrain from wearing any clothing that may be offensive to others and 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). Students may wear tank tops in simulation rooms during physical examination checkoff. NAH faculty reserves the right to dismiss a student from class and/or clinical who is inappropriately dressed.

- Wear ID badge at all times both for class and clinical.
- Be neat and clean (uniform and personal hygiene).
- Clothes must be neat and clean. No pajamas or pajama pants. If leggings are worn, top must be loose and at least to mid-thigh covering the entire buttocks.
- Wear clean, neat shoes.
- 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!!!
- Beards must be short and neatly trimmed.
- Exemplify professional behaviors and attitudes inside and outside the classroom and clinical areas.
- Do not wear strong perfume, cologne, body spray or mist, or lotion.
- Makeup must be conservative, not excessive.

- Chewing gum is not permitted in the class or clinical setting. If you experience halitosis or have odorous breath, please keep breath mints or breath strips on your person.

Any infraction of the above dress code or rules may result in being sent home with disciplinary action, an absence recorded and placed on probation for the remainder of the semester. Clinical hours missed must be made up or it will result in course failure.

H. Computer/Audio Visual Usage

Students enrolled in the Face to Face/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, Surg Tech program, and EMT Paramedic review. A schedule is posted outside the computer lab for student and faculty information. Students must sign in/out of the computer lab and follow the Technology policy as stated in the *PN and College Handbooks*.

Online Videos may be accessed through Moodle or YouTube.

The Library has additional AV resources. Photocopying may be done in the Library for a small fee. Further information is available in the SEARK College Student Handbook.

I. 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).

J. Parking

Parking regulations are listed under “Parking Permit” in the *College Student Handbook* at www.seark.edu.

K. 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 Dean of Nursing and Allied Health Technologies. **Students** are expected to carry personal **health and accident insurance while a student at SEARK.**

For on-campus accidents and suspicious activity please refer to “Accidents” and “Security” in the *College Catalog and Student Handbook* found at www.seark.edu .

L. Faculty Advisers

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.

M. Attendance

Because NAH programs are approved by regulating agencies, and for financial aid 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. In addition, a student will be placed on **ATTENDANCE PROBATION** upon missing 20 hours in a semester, regardless of progress. Both theory and clinical hours are included. Upon missing 30 hours, the student may be **TERMINATED** from the program. Makeup of clinical time is limited to 2 days (15 hours) per semester during Spring/Fall semester or 2 days (18 hours) during Summer semester. Clinical hours must be made up. Extenuating circumstances will be reviewed at the faculty’s discretion.

NO CALL NO SHOW will result in disciplinary actions up to and including suspension from the program.

N. 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
74.4 and below	failing. See above explanation

Evaluation:

In addition to theory grades, students are evaluated in clinical basis. The tool used for clinical evaluation is included with the respective clinical course syllabi. Students are evaluated on a weekly basis. In order to progress the student must have an overall course average of 75% or Greater.

O. 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 <http://www.ncsbn.org>. The Nursing and Allied Health division has adopted these basic standards as requirements for all NAH 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.

P. 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.

Q. 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.

R. HIPPA 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.

S. Division of Allied Health Criminal Background Checks and Substance Abuse Policy

Criminal Background Check

Prior to enrollment in the PN Program and annually, students must complete a criminal background check, which includes Social Security, and National Sex Offenders check through Verified Credentials. If a student has positive results on Verified Credentials criminal background check, the respective program coordinator will send the student's positive results to designated individual(s) at the clinical agency. Representatives from the clinical agency will determine if the student is eligible to access the facility and participate in clinical. It is the student's sole responsibility to provide the designated clinical agency representative(s) with any documentation required to determine eligibility for clinical.

If representative(s) from the clinical agency deny the student the ability to participate in clinical, the student will not be able to enroll in the PN Program and will be required to withdraw from the respective allied health program and the student will not be eligible for readmission to the PN program or admission to any other SEARK Allied Health Program. If representatives from the student's clinical agency allow a student with a positive criminal background check to participate in clinical in that agency, this does not provide a future guarantee that the student will be allowed to participate in clinical in another agency or that the student will be allowed to take the respective licensure/certification exam.

Students who are dismissed from an allied health program for an unacceptable criminal background check or positive drug screen will not be eligible for tuition or fee refunds or refunds for other expenses incurred for allied health courses.

T. SEARK Allied Health Drug Screen

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 Drug Free Campus Policy of Southeast Arkansas College (SEARK) is found in the *SEARK College Catalog Online & Student Handbook* and Substance Abuse Policy in the 2020-2021 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 will require students to submit to drug testing through Verified Credentials under any or all the following circumstances:

- Pre-admission testing
- Annually in January or August as directed by the respective director/coordinator
- 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

Failure to comply with the scheduled drug testing may result in immediate dismissal from the program.

Cost: The approximate cost of each drug screen is approximately \$36. 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, DSM-V, (2013), substance-related disorders are grouped into ten classes including: alcohol, amphetamines or similarly stimulants, cannabis, caffeine, hallucinogens, inhalants, nicotine, opioids, phencylidine (PCP) or similarly acting arylcycohexylamines and sedatives, hypnotics or anxiolytics. Under new criteria, caffeine cannot be diagnosed as a substance use disorder. However, caffeine may be included in the College Assay panel. 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 immunoassay 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.

U. 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, Dean 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.

V. TREATMENT, REFERRAL & REAPPLICATION

In the event of an initial positive drug screen, immediately upon disclosure of that result, the student has the option to re-test once at their expense from a SAMSHA approved lab. In the event the student refuses to re-test, this action will result in immediate dismissal from all Allied Health Programs. The student cannot attend clinical/lab or class until negative results are received from the lab by the SEARK College NAH Dean or designee. The attendance policy will be followed during this time. See Attendance Policy in Nursing and Allied Health Technology Programs and the *College Catalog*.

The respective program director/coordinator will refer the individual failing the drug test 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. Applicant must also provide verifiable completion certificate.
- Demonstrated at least 6 months of substance abuse abstinence immediately prior to application to the same allied health program or admission to another allied health

program. This will be evident through successive negative drug screens. Annual and random testing will be required at the individual's expense.

- 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.

If 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.

If a student is re-admitted to any NAH program, and the individual fails a drug test, the student will be dismissed from the respective program and will not be eligible for readmission to or provide a reference for any allied health program.

Returning Student policies apply.

Students who are dismissed from any and all SEARK allied health programs for failing a drug test will not be eligible for tuition or fee refunds for allied health courses with NURS, PNUR, EMER, RADI, ALLI, SURG, RESP, or HEAL 1216 (Phlebotomy) prefix.

W. 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 confirm 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-V), 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-V), the result will be immediate 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.

X. Southeast Arkansas College, Nursing Allied Health Skills Lab Guidelines

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-West and FH-East are monitored.

The skills lab coordinator is responsible for assisting students with skills, locating equipment, repairing equipment, obtaining equipment, and other duties as assigned. Office hours are located on office door Founders Hall East 442.

Dress While Practicing and Checking Off Skills

1. When using the lab for practice or check off students must adhere to the following dress code:
2. Student ID must be worn in upper left corner with ID facing outward.
3. Student ID must be attached with approved badge clip.
4. Dress in assigned clean pressed scrubs, uniform, or lab coats.
5. Shoes must be white leather and enclosed. If shoe has strings, the strings must be clean. If shoe has a logo it must be small and without color.
6. Hair must be of natural hue, secured and up off collar. Hair ornamentation must be minimal and the color or hair, uniform, or neutral.
7. Beards and mustaches must be short and neatly trimmed.
8. Nails short (should not extend over fingertips). No nail polish, no acrylic nails, no false nails.
9. Jewelry must be limited to plain band rings.
10. Only one small stud type earring allowed in each ear.
11. No other forms of visible body piercing allowed. This includes no eyebrow piercing, no tongue rings, no nose rings, etc.

12. No bracelets or necklaces.
13. No hats or caps.
14. No excessive make up. No perfume. No body odor.

Behavior

1. Behavior must be professional.
2. No excessive or loud noise or disruptive behavior.
3. Cell phones and pagers are not to be used in the classroom or clinical setting.

Manikin and Simulator Usage

1. Students are not allowed to use the simulators (SimMan, SimBaby, SimMom, SimChild) or any of the components without the permission and /or supervision of an instructor or skills lab coordinator.
2. Treat the manikins as if they were human beings.
3. When using lab provide privacy, drape appropriately, and handle equipment with care.
4. Wash hands before providing care to manikins.
5. When moving a manikin or simulator from the bed, place it in a geri chair or wheelchair and cover lap with a sheet. Return to bed afterward.
6. Do not place manikins on desks, bedside tables, or on the floor.
7. Wear clear vinyl gloves when handling the simulators. Oils from human skin cause staining.
8. Do not use blue or colored gloves when caring for simulators.
9. Do not use betadine or iodine on manikins. It will stain them permanently.
10. Do not place ink pens, newsprint, and papers with copy ink near the manikins.
11. 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!
12. Simulators must be cleaned with alcohol.
13. Remove tape from manikins and equipment after use. Clean any tape residue.
14. Remove any residue from lubricants after use.
15. Do not place any items on top of the manikins.
16. Do not use colored gloves, linens, or colored clothing that could stain Simulators and manikins.
17. 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.
18. Some parts of manikins are sensitive, containing computer chips and should not be dropped or banged around or allowed to become wet.
19. Notify skills lab coordinator if a manikin or any equipment, or linens need repair. A note on office door will be fine. (Room E 442)

Lab Usage and Care

1. No food or drink or tobacco usage while in the lab.
2. Personal safety devices (goggles, gloves) must be used with practice and demonstration of skills if needed.
3. Sign practice in and out log located on nurses' desk.

4. Return all supplies to their proper storage place after use.
5. Beds must be re-made after practice or check offs. Bed making guidelines will be made available upon request. Toe pleats are required.
6. Do not sit on beds unless it is for practice or check offs.
7. Do not sit on tables, bedside tables, or desks. Chairs are available in labs.
8. Put away all supplies in the proper place after practice or check offs.
9. Never place anything against the hanging privacy curtains, including chairs, bed side tables, geriatric chairs, etc.
10. 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.
11. Supplies are not to be placed on the floor of closets for storage.
12. Sharps must be disposed of properly in the red sharps containers. If a container is $\frac{3}{4}$ full notify skills lab coordinator for disposal.
13. If trash cans become full the instructor is responsible for asking housekeeping to empty them or designating of someone to dispose of the waste.
14. 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.
15. Students are not to enter the office of instructors (FH East 422 and 421) unless the instructors are present.
16. Students are not to enter FH East 440B. This room is off limits to student access. This door should always remain locked.

**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.

STUDENT PRINTED NAME

STUDENT SIGNATURE

DATE

STUDENT ID#

Student's Fact Form
(Retain for your information)

The Division of Nursing & Allied Health at SEARK strongly urge each student accepted into any of the NAH programs to obtain the Hepatitis B vaccine series. The following states why College officials feel each student involved in patient care should receive the vaccine.

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver and often leading to more serious conditions including cirrhosis and liver cancer. Different viruses cause Hepatitis but produce similar symptoms. The Hepatitis B virus (HBV) causes Hepatitis. HBV results in liver damage that can range from mild or severe to fatal. Six to ten percent of the infected individuals will become carriers of HBV and are infectious to others. According to the Center for Disease Control (CDC), in 2014 an estimated 38,000 people in the United States were newly infected with HBV.

Healthcare workers, including students are 20 times more likely to contract HBV than the normal population. According to the CDC, the number of Hepatitis B infections in healthcare workers has sharply decreased since the Hepatitis B vaccine became available in 1982. Healthcare workers can become infected with HBV following occupational exposure. While there is no cure for Hepatitis B, a vaccine does exist that can prevent infection.

The symptoms of HBV infection as very much like a mild "flu". Initially, there is a sense of fatigue, possible stomach pain, loss of appetite and even nausea. As the disease continues to develop, jaundice and darkened urine will often occur. However, people who are infected with HBV will often show no symptoms for some time.

After exposure, it can take 2-6 months for Hepatitis B to develop. This is an extremely important, since vaccinations begun immediately after exposure to the virus can often prevent infection.

How Widespread is Hepatitis B?

In 2014, the CDC estimated that 800,000-1.4 million people in the US have chronic HBV infection. An estimated 786,000 people worldwide die from HBV liver-related disease each year.

How Can You Contract Hepatitis B?

In healthcare settings, HBV is most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needle sticks, human bites, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions. Blood is the single most important source of HBV.

How Can You Protect Yourself?

Once all pre-hospital care providers run the risk of exposure to a patient's blood, all pre-hospital and hospital care providers are at risk to contract Hepatitis B. Some activities where exposure can occur include bleeding control, childbirth, blood drawing and intravenous cannula placement. The best preventive method is use of universal precautions. Treat every patient as if they could be a carrier for HBV or any other blood-borne disease. Use gloves to avoid

contracting blood or blood contaminated body fluids. Another preventative action is to receive a Hepatitis B vaccination.

About the Vaccine

The cost of vaccination will vary depending upon the source. It is administered in three doses by intramuscular injection. You should also be aware that vaccination is not guaranteed to prevent you from contracting Hepatitis B. However, the vaccine does afford a high degree of protection (90-95%) in healthy people against Hepatitis B. You should be tested 1-2 months after the vaccine series to determine if the vaccination has provided immunity to HBV infection. The vaccination does not offer protection against other types of Hepatitis.

According to the U.S. Department of Health, there have been a few adverse reactions reported including soreness, swelling, warmth at injection site, chills, fever, fatigue, nausea, vomiting, abdominal pain/cramping, diarrhea, adenitis, myalgia, headache, dizziness and rash. As with any medicine, there is the possibility of a rare adverse reaction that has not been observed in clinical trials.

Hepatitis vaccine is not recommended for pregnant females, breast-feeding mothers, people with a fever or active infection, and for people allergic to Thimerosal or yeast.

Human Immunodeficiency Virus (HIV) is the cause of Acquired Immunodeficiency Syndrome (AIDS). This results in the breakdown of immune system, so the body does not have the ability to fight off other diseases. According to the CDC in 2014, at the end of 2009, an estimated 1,148,200 people aged 13 and older were living with HIV infection in the U.S. including 207,600 (18.1%) people whose infections had not been diagnosed. The CDC also estimated that approximately 50,000 people in the U.S. are newly infected with HIV each year.

Symptoms of HIV can vary, but often include: weakness, headaches, fever, diarrhea, sore throat, nausea and other “flu-like” symptoms. However, many people with HIV can show no apparent symptoms for years after their infection. Currently no vaccination exists to prevent infection of HIV and there is no known cure.

**Southeast Arkansas College
Nursing and Allied Health Program
Acknowledgement of Receipt of HBV and HIV Sheet**

I, _____, a student at Southeast Arkansas College Nursing and Allied Health program, have received the HBV/HIV fact sheet. I have read and understand its application to my training.

Student Name (Print)

Signature

Date

If a student refuses to obtain the Hepatitis B vaccination, he/she will have to sign a Waiver Claim Form, which releases SEARK College from all responsibility associated with requirements related to any and all NAH programs.

PRACTICAL NURSING PROGRAM EXPENSES

EXPENSE	LEVEL I 16 CR HRS	LEVEL II 12 CR HRS	LEVEL III 7 CR HRS
TUITION - \$96 PER CREDIT HOUR	\$1536.00	\$1152.00	\$672.00
TECHNOLOGY FEE - \$10 PER CREDIT HOUR	\$160.00	\$120.00	\$70.00
COLLEGE SERVICES FEE - \$6 PER CREDIT HOUR	\$96.00	\$72.00	\$42.00
STUDENT ACTIVITY FEE - \$3 PER CREDIT HOUR	\$48.00	\$36.00	\$21.00
PROFESSIONAL FEE -\$20 PER CREDIT HOUR	\$320.00	\$240.00	\$140.00
LAB FEE - \$30 PER COURSE	\$30.00	\$30.00	\$30.00
INTERNET FEE - \$30 PER COURSE	\$30.00		
ARKANSAS ASSESSMENT FEE	\$5.00	\$5.00	\$5.00
MALPRACTICE INSURANCE	\$13.50		
UNIFORM, SHOES, SOCKS	\$318.00		
BOOKS, SUPPLIES	\$750.00	\$500.00	
VERIFIED CREDENTIALS SCREENING	\$125.00		
STUDENT ORGANIZATION DUES		\$10.00	
ASBN BACKGROUND CHECK			\$38.50
NCLEX-PN LICENSURE EXAM			\$200.00
KAPLAN FEES	\$60.00	\$60.00	\$60.00
STATE LICENSURE APPLICATION			\$75.00
TOTAL	\$3491.50	\$2225.00	\$1353.50

EXPENSES ARE ONLY ESTIMATES AND SUBJECT TO CHANGE AT ANY TIME.



**SOUTHEAST ARKANSAS COLLEGE
NURSING & ALLIED HEALTH
1900 HAZEL ST., PINE BLUFF, AR 71603**

Student, Faculty or Staff Incident Form

Use this form to report any unexpected incidents related to patient care or treatment, even if there is no adverse patient outcome (this includes, errors, safety hazards, injuries and sentinel events). Use this form if any unexpected incidents occur in the lab, clinical, or classroom setting. This form is to be completed by SEARK faculty/staff in addition to any reporting requirements of the facility/clinical agency. After completion, please return to the Dean of Nursing and Allied Health (NAH). A copy of the Incident Form will be placed in the student's permanent file housed in the NAH Department and a copy sent to the Vice President of Student Services. A copy of the Incident Form will be placed in the faculty/staff permanent file in the office of the Dean of NAH and will also be forwarded to the Human Resource Department.

Details of where the incident occurred

Identification of person affected by the incident:		Location:	
Name:		Clinical or Lab Facility/Classroom (include building and address)	
Date of Birth:		Department/Unit:	
Date & Time of Incident:			

Onsite Staff Involved

Name:	Title:

Nature of Incident [check appropriate box(es)]

Malfunction of Equipment/ Monitors	<input type="checkbox"/>	Poor patient Preparation	<input type="checkbox"/>	Failure to Interpret Results	<input type="checkbox"/>
Lack of Equipment/ Monitors	<input type="checkbox"/>	Inappropriate Request	<input type="checkbox"/>	Failure to Obtain Pertinent Patient Information	<input type="checkbox"/>
Use Error of Equipment/ Monitors	<input type="checkbox"/>	Inappropriate/ No Escort	<input type="checkbox"/>	Wrong Dose Radiation	<input type="checkbox"/>
Medication Administration Error	<input type="checkbox"/>	Breach of Confidentiality	<input type="checkbox"/>	Wrong Site	<input type="checkbox"/>
Extravasation	<input type="checkbox"/>	Patient Documentation Issue Patient Positioning	<input type="checkbox"/>	Wrong Patient	<input type="checkbox"/>
Infection Control Issue	<input type="checkbox"/>	Consent	<input type="checkbox"/>	Repeated dose unnecessarily	<input type="checkbox"/>
Injury to Patient/Student/Faculty or Staff	<input type="checkbox"/>	Failure to Perform Investigation	<input type="checkbox"/>	Pregnancy Not Considered in Radiation Exposure	<input type="checkbox"/>
Breach of Policies/Protocol &/or Agency Policy/Procedure	<input type="checkbox"/>	Delay in Urgent Investigation	<input type="checkbox"/>	Other (Describe):	<input type="checkbox"/>

Patient Outcome [check appropriate box(es)]

Death		Pain/Prolonged Pain		Radiation over-exposure	
Critical Condition		Patient Distress		Disruption to Services	
Injury		Delay in Treatment		Unable to Assess Outcome	
Ill Health		Change in Treatment		Near Miss by Chance	
Temporary Deterioration of Condition		Change to Treatment		Near Miss by Intervention	
Transfer to a Higher level of Care		Prolonged Stay in Hospital/Clinical Facility		No Adverse Effect	

Contributory Factors [check appropriate box(es)]

Knowledge & Training		Poor Communication		Poor Documentation	
Staffing Issues		Distraction		Poor Handwriting	
Lack of Appropriate Equipment		Labeling		Use of abbreviations/Shorthand	
Breach of Policy/Procedure		Supplies		Storage	
Other (Describe):					

Summary of What Happened (Please state facts only and not opinion- Attach separate sheet if necessary):

Action Taken as a Result of Incident (Please give brief details- Attach separate sheet if necessary):

Faculty/Student/Staff Acknowledgement

Faculty/Student/Staff Name:	Title/Position:
Acknowledgment- I acknowledge that the facts & circumstances reported above are true & accurate to the best of my knowledge.	
_____	_____
Faculty/Staff/Student Signature	Date

Internal Use Only- Completed by Dean of Nursing & Allied Health

Action Taken as a Result of Incident (Please give brief details- attach separate sheet if necessary).	
Dean of NAH Name & Credentials	
Dean of NAH Signature:	Date:

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. 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, criminal background check and drug screen to approval/accrediting agencies and clinical affiliates, as required.

Student Signature

Date

Print Full Name: _____

Student ID

Date of Birth

AUTHORIZATIION 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

SOCIAL NETWORKING POLICY

In the PN Program at Southeast Arkansas College we strive to maintain the integrity of our program, our program information, and the private information of the patients we provide care for. While social networking sites, such as Twitter, My Space, Facebook, YouTube, etc., are enjoyable ways to stay in contact with the outside world, as a student in this program, you must not disclose any personal or private information regarding this program or its affiliates. Any dialogue, personal names, photographs, or videos of any employees, patients, and fellow students in this program are prohibited from social networking sites. **If a student undermines this policy for social networking, immediate disciplinary action will be taken, not limiting program dismissal.**

By signing below, I indicate that I have read and understand the above policy and will abide by it to the best of my ability.

Student Name (Print) _____

Student Signature _____

Date _____

SOUTHEAST ARKANSAS COLLEGE
Practical Nursing Student Handbook
ACKNOWLEDGEMENT

I HAVE BEEN GIVEN A COPY OF THE **2020-2021 PRACTICAL NURSING STUDENT HANDBOOK**. MY SIGNATURE BELOW SIGNIFIES THAT I HAVE READ AND UNDERSTAND THE POLICIES AND/OR RULES INCLUDED AND AGREE TO ABIDE BY THEM.

Print Name

Student Signature

Date