

SOUTHEAST ARKANSAS COLLEGE NURSING & ALLIED HEALTH DIVISION



ASSOCIATE DEGREE NURSING IN APPLIED SCIENCE

2021-2022



The Associate Degree in Nursing Program (ADNP) at Southeast Arkansas College is accredited by the Accreditation Commission for Education in Nursing: (ACEN), 3343 Peachtree Road NE, Suite 850: Atlanta, Ga 30326

The Associate Degree nursing is Approved by the Arkansas State Board of Nursing (ASBN), 1123 S. University Ave., #800, Little Rock, AR 72204

Revised 10/2019

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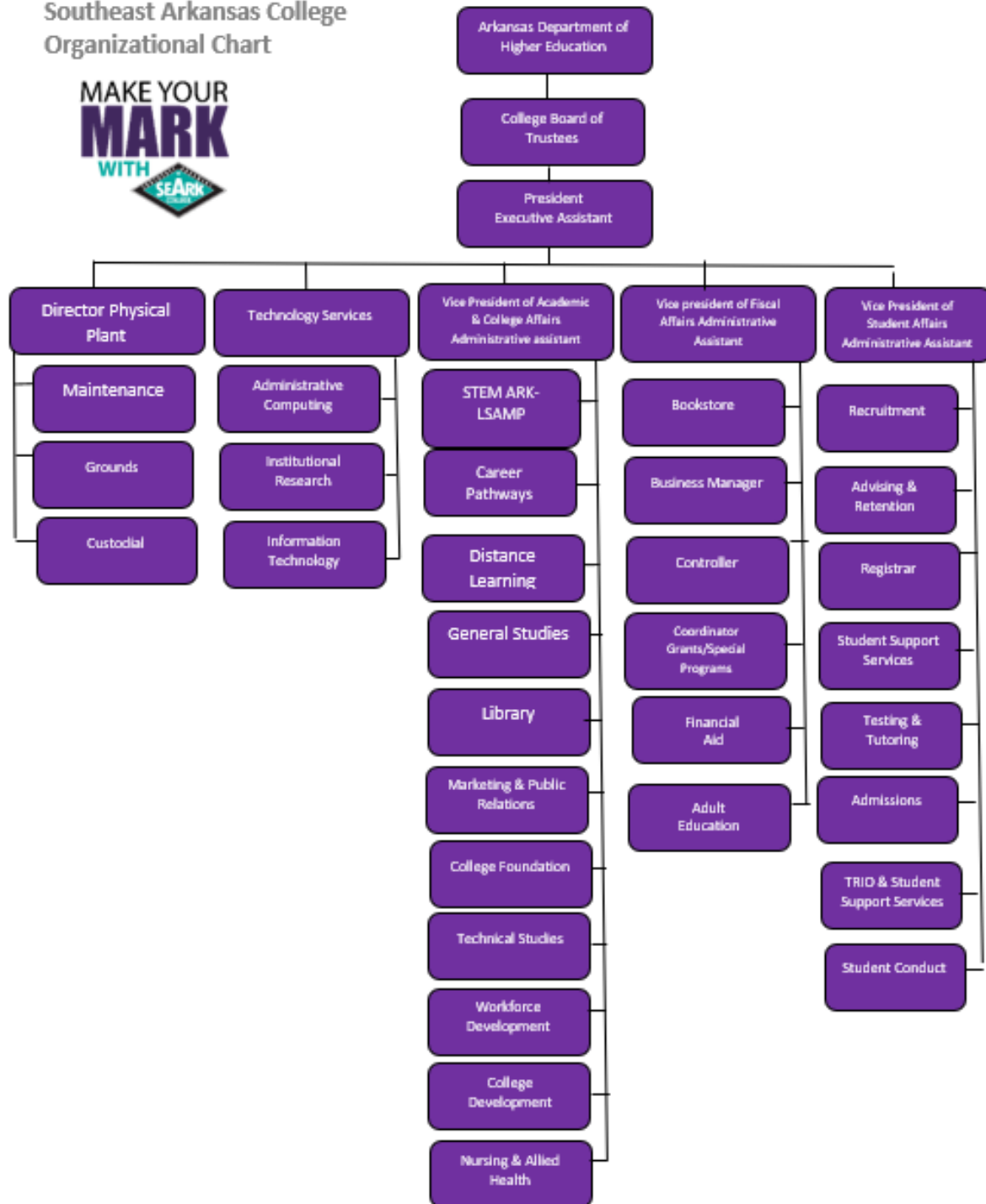
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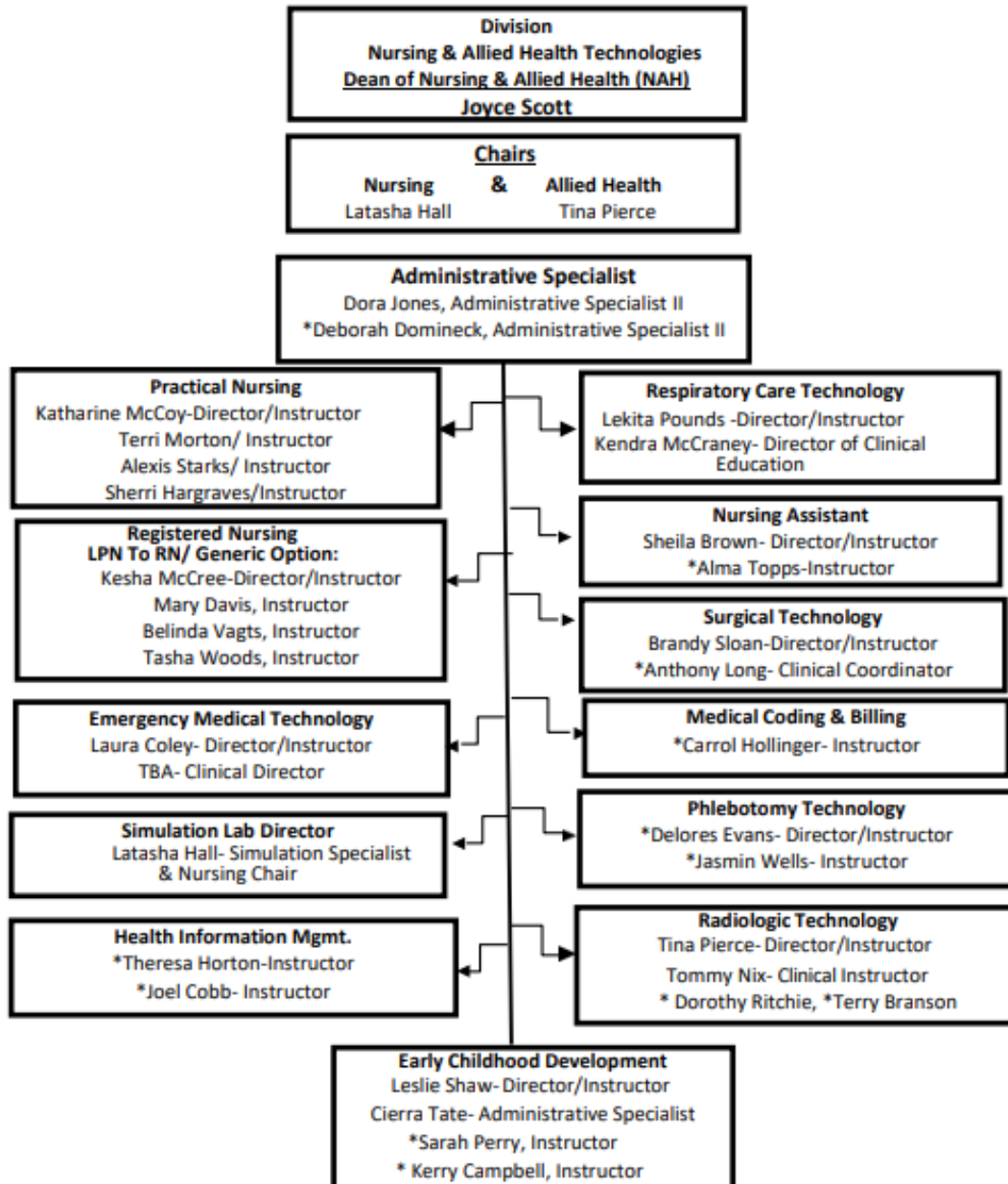
Southeast Arkansas College
Organizational Chart



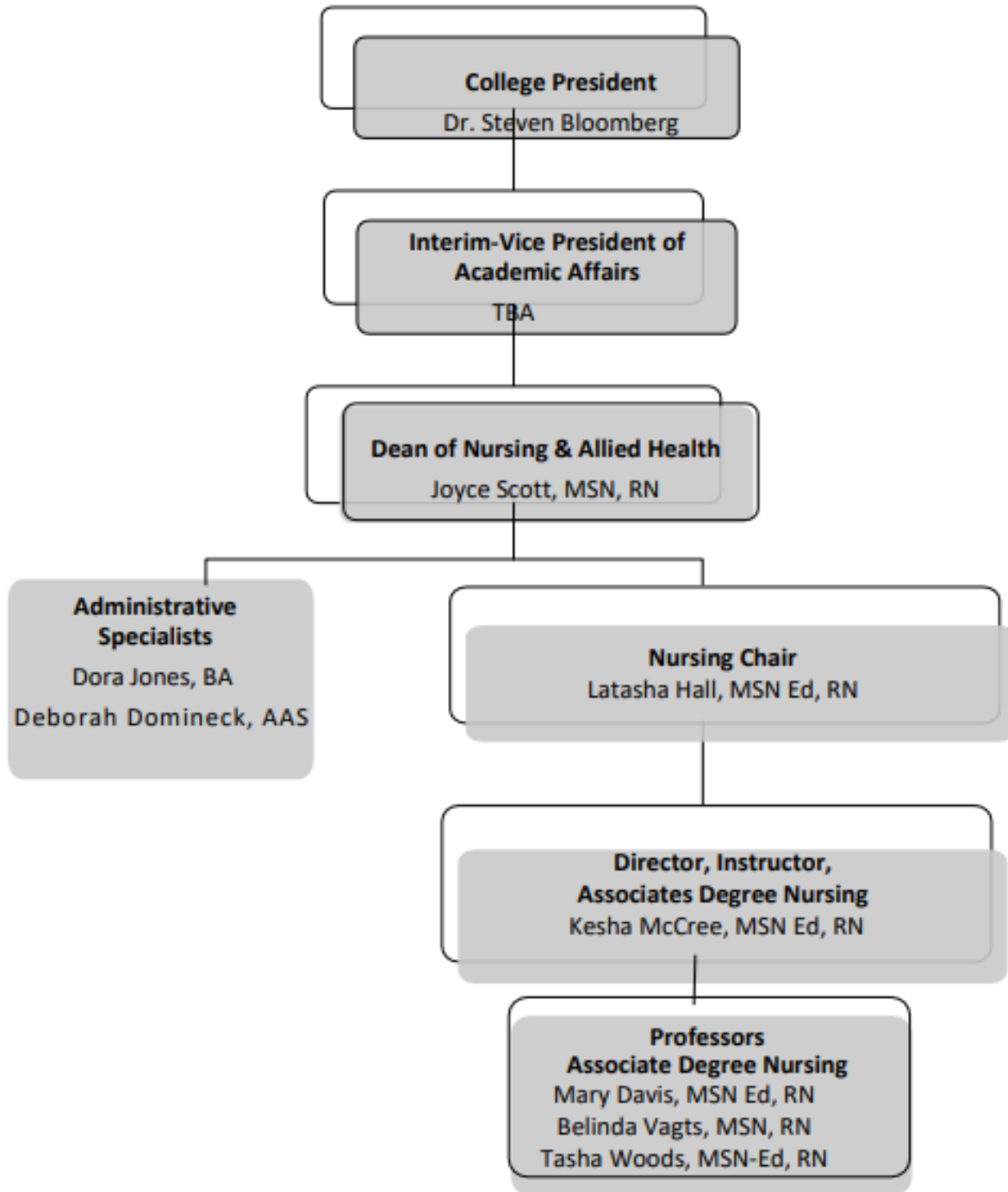
SOUTHEAST ARKANSAS COLLEGE

Division of Nursing & Allied Health Technologies Organization Chart

*Denotes - Funded Part time



**Southeast Arkansas College
Associate of Applied Science in Nursing Organizational Chart**



SOUTHEAST ARKANSAS COLLEGE

DEPARTMENT OF NURSING

Dear Nursing Students:

Welcome to Southeast Arkansas (SEARK) College's Nursing & Allied Health (NAH) Division. The faculty and I are very pleased to welcome you to SEARK's Associate of Applied Science RN Degree Program. You are entering a profession that is life-changing, exciting, rewarding, and one that will provide countless career opportunities.

The Associate of Applied Science RN Degree Program is designed to meet the learning and socialization needs of individuals who have 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 Associate of Applied Science Degree Nurse (ADN).

This program enables qualified applicants who have computer and technology experience and aspire to become Registered Nurses to do so within a minimum duplication of course content and credits. Students can 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 an Associate Degree Licensed Registered 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 Department of Nursing Handbook provides an overview of policies and procedures that govern student activities in the Associate Degree Nursing Program. It is your responsibility to read and become familiar with the policies that are described herein. In addition to policies in this Handbook, students are expected to follow the SEARK College Catalog/Student Handbook, Nursing and Allied Health Program Division Policies and clinical practicum agency policies.

We extend best wishes for your success at Southeast Arkansas College and within the profession of Nursing.



Joyce Scott, MSN, RN

Dean for Nursing & Allied Health

SOUTHEAST ARKANSAS COLLEGE NURSING HISTORY

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

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

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

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

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

In the Spring of 2015, and LPN/Paramedic to RN online program option was approved by the ASBN and ACEN. Due to the lack of qualified instructors with online teaching experience, the program is currently inactive.

ADNP PHILOSOPHY

The Associate of Applied Science Degree in Nursing (ADN) program is administered within the Division of Nursing and Allied Health (NAH). The ADN program embraces the philosophy, mission, purposes, and values that have been set forth by the College. The NAH programs are vital to providing technical career education and workforce development for the citizens of SEARK College's service area. The ADN curriculum, content and learning activities are based on the five (5) competencies delineated in *Health Professions Education* (IOM, 2010) as well as the six (6) core competencies for the Quality and Safety Education for Nurses (QSEN).

- Patient-centered care (AKA - Person, Client, Individual, Family)
- Teamwork and Collaboration
- Evidence-based Practice
- Quality Improvement
- Informatic
- Safety* ((QSEN)

MISSION STATEMENT

The Mission Statement communicates the essence of Southeast Arkansas College as the measuring stick for organizational and student success: "SEARK College will build a community of lifelong learners committed to becoming the leaders of tomorrow." We take our mission seriously – our students of today will become tomorrow's agents of change.

VISION STATEMENT

Vision entails the ability to both look and plan forward—to recognize what is now, to see what is immediately ahead, and to create what will become the future. Our vision statement is our commitment to inspiration: "Empowering students . . . changing lives.

COLLEGE VALUES

The College respects the diversity of the student body and recognizes the individual worth, dignity, and potential of each student. At SEARK College, recognition of the importance and contributions of each faculty member, staff member, and student collectively creates a positive synergistic learning environment. Faculty, staff, and students have the opportunity to enhance their potential for purposeful, gratifying, and productive lives. The College affirms the following values and beliefs in a conscious effort to guide the environment of the college for the benefit of the students, employees, and the community.

SEARK's core values guide its internal conduct, as well as its relationship with the outside world, declaring what the College holds sacred:

- Students: The reason we exist
- Safety: Providing a safe and secure learning environment
- Integrity: The standard of always doing what is right

- Authenticity: Being genuine and honest in our daily activities
- Innovation: Expanding our world and refusing to simply maintain the status quo
- Diversity: Our diversity in mind, body, and spirit is our strength
- Transparency and Communication: Our institution is transparent, and communication is recognized as a vital component of how we conduct our business

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

The faculty believes that health occurs in a broad context of life entailing the physical, psychosocial, cultural, spiritual, and sexual needs experienced by the client while in constant transition across the life span. Assessing growth and development stages will assist the nurse in planning care that is age-specific and pertinent to meeting the needs of clients across the life span. Client needs are addressed by the nurse in a hierarchical order based on Abraham Maslow's Theory. Life sustaining needs must be met before gratification of the higher psychosocial needs can be addressed. Only when basic needs are met can the client seek fulfillment of self-actualization needs.

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

High quality care is designed through and achieved by coordination and collaborating with the individual, family and the interdisciplinary team, thus ensuring engagement and shared accountability for the continuity and quality of care outcomes. The client goals for healthcare outcomes should be identified and taken into account as the nurse provides care. These goals are prioritized throughout the plan of care. Client-centered care requires respect for the client's experiences, values, and preferences which are identified through ongoing assessments by the nurse and care team in collaboration with the client and family.

The client's internal and external environments impact how they perceive and respond to changes in health. A safe environment is one with the absence of internal or external threat or danger or opportunity for error. The ADN's actions are critical in reducing errors and improving client safety. Assessing, monitoring, and providing therapeutic interventions are within the roles identified for the ADN (Provider, Manager, and Member of the profession). The incorporation

of technology, shared decision-making and communication skills to advocate for change in the client's internal environment (stress & adaptation) or the health care environment is critical to minimizing and/or alleviating physical, psychosocial, cultural, spiritual and sexual threats to health.

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

The faculty believes that practice of nursing is operationalized through application of the nursing process- a deliberate five-step method through which the ADN makes decisions and carries out therapeutic (caring) evidence-based nursing practice. The nursing process is fluid and adaptable to meet the client's individual health care needs and circumstances. Caring is at the core of the nurse-client relationship resulting in therapeutic outcomes. The ADN can assist clients through the development of skill proficiency, interpersonal relationships, and the use of communication skills. Informatics enables the ADN to communicate within the interdisciplinary team, and also manage knowledge, mitigate errors, and support decision-making. The faculty believes that competence in nursing practice is evidenced through meeting the ADN program objectives.

TEACHING and LEARNING

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

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

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

EDUCATION

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

The Associate of Applied Science Degree in Nursing (ADN) program is administered within the Division of Nursing and Allied Health (NAH). The ADN program embraces the philosophy, mission, purposes, and values that have been set forth by the College. The NAH programs are vital to providing technical career education and workforce development for the citizens of SEARK College's service area.

NURSING EDUCATION

The faculty believes that nursing education is the process whereby the learner is introduced to the responsibilities and roles of the ADN (provider of care; manager of care; and member of the profession of nursing) and standards which guides and governs the practice of nursing. We believe online technology is a viable method for educating nurses in today's society. We also believe that the educational experiences offered should build in complexity from fundamental core nursing skills and knowledge to a level of competence reflected in the end-of-program student learning outcome (EOPSLO). The fundamental knowledge level of the learner should be assessed and accommodated through a curriculum that offers upward mobility and options that meet and bridge the needs of the learner. The program curriculum uses the concepts of the client, health, environment, nursing process, caring, communications, teaching/learning, and professionalism/roles as the framework for organizing theory and practical experiences in acute and community settings. These concepts are progressively integrated across the curriculum to assist the learner in the development of a conceptual basis for professional nursing practice. These basic concepts are critical as the learner cares for clients along the health-illness continuum and provides the foundation for further exploration of higher education.

**SOUTHEAST ARKANSAS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

END-OF-PROGRAM STUDENT LEARNING OUTCOMES

GOAL: The SEARK College Associate of Applied Science Degree Nursing Program prepares graduates who will demonstrate behaviors consistent with the roles of the associate degree registered nurse in providing and managing care and serving as a member of the interdisciplinary health care team.

Upon program completion, the graduate will be able to:

1. Implement critical thinking skills and clinical judgment to provide client-centered care based on evidence-based practice in a variety of health care and community settings.
2. Utilize technologies to ensure effective communication for the management and promotion of information and delivery of quality client safety and care.
3. Provide holistic individualized care in a safe environment that recognizes diversity in a variety of setting within legal, and ethical standards to create and maintain continuous quality improvement throughout the lifespan.
4. Collaborate with client and family as well as other members of the health care team using the nursing process to promote client-centered care, foster optimal health, and improve client outcomes through the teaching and learning process.
5. Demonstrate effective leadership skills by integrating delegation and prioritization for effective client outcomes.
6. Function in the ADN role as an entry level staff to assist clients with unmet needs across the wellness-illness continuum by demonstrating knowledge, skills, attitudes, and behaviors through accountability, collaboration, advocacy, and professionalism.

ASSOCIATE DEGREE NURSING PROGRAM OUTCOMES

1. SEARK ADN students will pass the National Council Licensure Exam- Registered Nursing with a 75% or greater on the first attempt.
2. At least 50% of students entering SEARK ADN Program in a given year will graduate from the program within 150% of the normal time to complete the program.
3. Twelve months after attaining licensure, 80% of graduates will report their preparation to practice in positive terms.
4. 80% of Employers will report the nursing practice of the graduate is average or above.
5. 80% of graduates will be employed in a nursing role within twelve months of program completion.

SOUTHEAST ARKANSAS COLLEGE STUDENT LEARNING OUTCOMES

1. ***Knowledge of human cultures and the physical and natural world:*** through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts, focused by engagement with big questions, both contemporary and enduring.
2. ***Intellectual and Practical Skills:*** including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving, practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.
3. ***Personal and Social Responsibility:*** Including civic knowledge and engagement—local and global, intercultural knowledge and competence, ethical reasoning and action, foundations and skills for lifelong learning, anchored through active involvement with diverse communities and real-world challenges.
4. ***Integrative and Applied Learning:*** including synthesis and advanced accomplishment across general and specialized studies, demonstrated through the application of knowledge, skills, and responsibilities to new setting and complex problems.

**SOUTHEAST ARKANSAS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

ORGANIZING FRAMEWORK

The organizing framework of the SEARK College AAS Degree Nursing (ADN) Program is eclectic and incorporates constructivist theory for teaching evidence-based practice. The role of the ADN marks the beginning point for developing nursing practice. Concepts are integrated that display the significance of the role of the nurse in meeting the ever-changing needs of the client and family during times of health- illness throughout the lifespan.

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

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

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

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

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

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

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

PROGRAM DEFINITIONS

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

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

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

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

Clinical Judgement is the conclusion or educated opinion at which a nurse arrives following a process of observation, reflection, and analysis of observable or available evidence or data.

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

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

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

Online Learning is the process of developing assignments to include research, clinical decision-making activities and communication of various course material content to meet learning outcomes.

Informatics is the specialty that integrates nursing science with multiple information management and analytical sciences to identify, define, manage, and communicate data, information, knowledge, and wisdom in nursing practice.

ASSOCIATE DEGREE NURSING PROGRAMS CURRICULUM

RN-Generic Option Pre-Admission Requirement				RN-Transition Option Pre-Admission Requirements			
ENGL	1313	English Composition I	3	ENGL	1313	English Composition I	3
ENGL	1323	English Composition II	3	ENGL	1323	English Composition II	3
MATH	1033	College Algebra	3	MATH	1033	College Algebra	3
*BIOL	2454	Human A & P I	4	*BIOL	2454	Human A & P I	4
*BIOL	2464	Human A & P II	4	*BIOL	2464	Human A & P II	4
*BIOL	2474	Microbiology	4	*BIOL	2474	Microbiology	4
Total			21	Total			21
Optional				Optional			
*CHEM	1434	General Chemistry	4	*CHEM	1434	General Chemistry	4
				Home	1323	Basic Nutrition	3
FALL (Program Acceptance)			4	Total			7
NURS	1704	Fundamentals of Nursing	4				
NURS	1713	Fund-Clinical Practicum	3				
HOME	1323	Basic Nutrition (Optional)	3				
COMP	1123	Intro to Computers	3				
Total			10	TECHNICAL CERTIFICATE (LPN/EMT –P) GRANTED HOURS = 10 SUMMER			
NURS	1724	Medical Surgical Nursing	4				
NURS	1733	Med Surg-Clinical Practicum	3				
PSYC	2303	General Psychology	3				
SOCI	2313	Intro to Sociology (Optional)	3				
Total			10				
SUMMER				NURS	2314	Transition to Nursing Practice	3
NURS	2514	Medical Surgical Nursing II	4	NURS	2514	Medical Surgical Nursing II	4
NURS	2502	Med Surg/Clinical Practicum	2	NURS	2502	Med Surg/Clinical Practicum	2
				PSYC	2303	General Psychology	3
				COMP	1123	Intro to Computers	3
Total			6	Total			15
FALL				FALL			
NURS	2613	Maternal-Newborn Nurs (8wks)	3	NURS	2613	Maternal-Newborn Nurs (8wks)	3
NURS	2602	Clinical Practicum (8 weeks)	2	NURS	2602	Clinical Practicum (8 weeks)	2
NURS	2713	Pediatric Nursing (8 weeks)	3	NURS	2713	Pediatric Nursing (8 weeks)	3
NURS	2702	Clinical Practicum (8 weeks)	2	NURS	2702	Clinical Practicum (8 weeks)	2
				SOCI	2313	Intro to Sociology (Optional)	(3)
Total			10				10
SPRING				SPRING			
NURS	2813	Mental Health Nurs (8 weeks)	3	NURS	2813	Mental Health Nurs (8 weeks)	3
NURS	2802	Clinical Practicum (8 weeks)	2	NURS	2802	Clinical Practicum (8 weeks)	2
NURS	2914	Complex Health Disorders (8wks)	4	NURS	2914	Complex Health Disorders (8wks)	4
NURS	2902	Clinical Practicum (8 weeks)	2	NURS	2902	Clinical Practicum (8 weeks)	2
NURS	2901	NCLEX RN Prep	1	NURS	2901	NCLEX RN Prep	1
Total			12	Total			12
Completion Award: Associate of Applied Science			69	Completion Award: Associate of Applied Science			68
*Course must be completed within the past 5 years unless the student holds a technical certificate.							

**SOUTHEAST ARKANSAS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

STUDENT POLICIES

I. ADMISSION

In addition to meeting the general admission criteria of the College, the student must possess a current unencumbered Arkansas State Board of Nursing license as a Practical Nurse (LPN) or a current unencumbered Arkansas Paramedic Certification, or Generic option students must possess an unencumbered Certified Nursing Assistant certification (CNA).

1. Completion of High School (or GED Equivalency) diploma.
2. Complete all SEARK College Admissions Requirements.
3. Graduate from a State Board approved practical nursing or Paramedic program.
4. Accuplacer reading score of >249, or completion of a course in developmental reading with a "C" or better, Accuplacer score of >249 in writing and a 255 in Math, or completion of 16 semester hours of general education applicable to the program with a GPA of 2.5 or higher.
5. Provide transcripts from all colleges and/or schools of nursing and allied health attended.
6. Place ACT or Accuplacer scores on file.
7. Transfer students must present a letter of good standing from previous NAH program director.
8. Possess a 2.5 Grade Point Average.
9. Complete the required general education courses from an accredited college or university with a grade of "C" or above. (Total quality points in the required general education courses are calculated to determine admission status.)
10. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date. Submit all required documentation to the Nursing Admission Committee by the second Friday in March for Level I, and by December 31st each year for the Level II (LPN/Paramedic/RN) program.
11. Completion of the ATI TEAS entrance exam with a score of 55 or greater. Scores must be included with the application.
12. Provide evidence of recent satisfactory work experience (LPN/Paramedic applicants).
13. Criminal Background Check.
14. 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. 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.

Admission Requirements for International Students:

1. Submit all required documentation to the Admissions Office by second Friday in March both Summer and Fall terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable \$100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.
4. Submit ACT scores.
5. Submit proof of immunization against measles and rubella.
6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.
7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
8. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

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

Selection Priorities for Program Students

A. Selection Priorities

Admission to the program is competitive, and not all qualified applicants will be accepted. Enrollment in each class is limited. Applicants must score 50 or higher on the TEAS Admission Exam. Applicants scoring less than 50 on the TEAS Admission Exam may be referred to other nursing or allied health programs. Should the number

of qualified applicants exceed the available spaces, applicants will be ranked according to the following priorities:

First Priority:

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

Second Priority:

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

Third Priority:

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

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

B. Acceptance

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

1. Current CPR Certification American Heart Association (AHA) Healthcare provider (must be valid for entire period of enrollment).
2. Functional Ability Acknowledgement Form.
3. P.P.D. Skin Test or Chest X-Ray (must be valid for entire period of enrollment)
4. MMR, TDAP, and Varicella immunizations.

5. Influenza vaccination for the current year.
6. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form
7. Prior to enrollment into the ADNP, students must complete a criminal background check and drug screen with negative results.
8. *Arkansas State Police and FBI Criminal Background Checks.

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

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

III. ACADEMIC PROGRESSION

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

1. All required general education courses must be completed prior to or at the time specified in the curriculum plan, except by permission.
2. Maintain an unencumbered license/certification while in the program.
3. A cumulative grade point average of 2.5 (C) on a 4.0 scale is required for progression into each semester of study and to qualify for graduation.
4. Each nursing course must be completed with a minimum theory and practicum grade of 75% (“C”).
5. The student must have a course average of 75% (“C”) or greater to successfully complete each course.
6. A failed nursing course must be repeated the next time the course is offered, based on availability of space in the course and with permission of the nursing faculty. A nursing course may be repeated only one time. Students may not repeat more than two nursing courses. (See NAH Returning Student Policy)
7. Achievement tests are administered during the curriculum. Students must achieve the required percentile or will have to remediate in areas of deficit. Achievement exams scores may be calculated as part of the final course grade.

IV. GRADUATION

In addition to the College’s requirements for graduation, students must:

1. Complete the required 65 semester credit hours for the LPN /Paramedic and 69 for the Generic Option Program to qualify for graduation
2. Successfully complete the ADNP program exit exam.

V. CHALLENGE/TRANSFER STUDENT POLICY (ADVANCED PLACEMENT)

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

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

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

VI. 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 Nursing & Allied Health Program when the curriculum is interrupted due to a one (1) course failure or withdrawal, will remain at the discretion of the program faculty. There may be one returning student admitted for every five new admissions if space is available. Placement will be contingent upon availability of classroom and clinical space.

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

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

NURS 1704 Fundamentals of Nursing	NURS 2713 Pediatric Nursing
NURS 1713 Fundamentals Clinical	NURS 2702 Pediatric Clinical
NURS 1724 Med/Surg Nursing I	NURS 2613 Maternal/Newborn Nursing
NURS 1733 Med/Surg Clinical	NURS 2602 Maternal/Newborn Clinical
NURS 2514 Med/Surg II	NURS 2813 Mental Health Nursing
NURS 2502 Med/Surg II Clinical	NURS 2802 Mental Health Clinical
NURS 2914 Complex Health Disorders	NURS 2902 Complex Health Disorders Clinical

Reapplication Does Not Guarantee Readmission...!!!

Students who withdraw from any course must submit a written request before being allowed to re-enroll in the withdrawn class. Students will be considered on a “space available” basis. A student who fails two (2) courses in a Nursing & Allied Health program will not be considered for readmission into the program in which the two (2) failed courses occurred. However, at a future time student may re-apply and be given consideration as a new applicant. The returning student may be required to demonstrate competency in basic skills and/or theories by achieving an acceptable score through standardize testing.

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, the Division Chair and/or Program Directors 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 (and/or Director)-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/Dean (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.

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 Southeast Arkansas College Catalog and Student Handbook). The EO/AA Officer will investigate such claims and provide a written report to the President.

VII. 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 Director or Chair for NAH, then the Dean for NAH, and finally 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.

VIII. HEALTH SERVICES

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

IX. ADDRESS CHANGES

In the event of a name, address, telephone or email change, the student is responsible for notifying the SEARK College Student Services Offices of these changes.

X. TESTING POLICY

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

All course exams will be proctored. A proctored exam is one where you are observed taking the exam. Proctored exams will be taken in the computer lab (or classroom) on assigned dates as specified in the syllabi. No off-campus proctoring is being offered for the face-to-face 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 test will be administered the first week of the Spring semester to gauge student learning and comprehension. Also, a comprehensive standardized exam is administered as a requirement for program completion. If the student does not score at the acceptable percentile this may result in course failure.

The student must have a course average of 75% (“C”) or greater.

Students are responsible for payment of these exams including retakes prior to the scheduled test date. Students must make arrangements to pay all fees associated with standardized testing to the business office at least 4 weeks prior to scheduled exam dates. Receipt for payment serves as entrance to the exam.

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, and students will be required to submit a signature form verifying the student has been notified and acknowledges the policy changes. Students are recommended to keep an ongoing file/folder of student-related policies.

XII. EXIT EXAMINATION POLICY

As a course requirement for NURS 2504, Complex Disorders, students are also required to take the NURS 2501, NCLEX-RN Prep course one hour per week and pass with a 75% (“C”) or better. To take the Exit Exam, students must pass all required courses and have completed all program requirements.

XIII. COMMUNICATION

Students are required to read SEARK email/Moodle daily. The student is responsible for any email/Moodle communication sent by 4:30 pm of the day.

SEARK email/Moodle are to be used for all course related correspondence.

**SOUTHEAST ARKANSAS COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM**

UNIFORM POLICY

Uniforms:	(Female)	Two pairs of Navy-Blue scrubs with SEARK emblems and a white lab jacket with SEARK emblem. Uniform dresses should cover the knee.
	(Male)	2 pairs of Navy-Blue scrubs with SEARK emblems, white lab jacket with SEARK emblem and white socks.

All students need:

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

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

Nursing Shoes: white nursing shoes (no cloth tennis shoes with logos). White socks only.

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

Uniform Regulations:

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. Good personal hygiene is a must, and perfumes/colognes are not allowed in the clinical setting.
4. 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 and without color. No open sandal/clog type or cloth athletic shoes will be permitted. White hose, stockings or socks must be worn.
5. Hair styles for male and female students must be worn off the collar. Hair must be clean, of natural color and hue, and must be in compliance with the program's clinical affiliates. No decorative hair ornaments are allowed.
6. Beards and moustaches must be clean, short and neatly trimmed.
7. A smooth wedding ring and/or engagement ring are the only article of jewelry permitted while in clinical/lab. Wearing of rings in the operating room, nursery, labor and the

- delivery rooms is not permitted. The only earrings allowed are one pair of small plain pearl, gold, or silver studs in each ear. No necklaces or bracelets.
8. All nursing students must wear a watch with a second hand for the purpose of taking vital signs. The student will be required to comply with hospital and clinical agency policies.
 9. No other forms of visible body piercing allowed. This includes eyebrow, nose, tongue piercings, intradermal piercings, etc.
 10. All visible tattoos are to be covered while in the clinical/lab setting.
 11. Nails should be kept short and neatly trimmed, not extending over the fingertips. No nail polish, no acrylic nails/tips or false nails.
 12. Name badges/student ID badges are to be worn by all students at all times in the clinical area and classroom settings both on uniform and lab jackets. Student ID badges must always be attached using the issued badge clip and worn whether in class or clinical/lab.
 13. Students in the operating room, labor and delivery room and nursery will wear the uniform designated by the department in that facility. Students in the operating room and delivery room will wear special shoe covers in accordance with hospital policy.
 14. Students in the mental health areas will dress according to agency policy.
 15. Students in outside and/or community settings will follow the dress code of the agency/setting and will be expected to wear name badge at all times.
 16. 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.
 17. At no time will gum chewing be permitted in the clinical area.
 18. When appearing in the hospital in a student role, appropriate attire must be worn with lab coat and name pin. (No jeans, shorts, etc.).

Any violation of the uniform regulations will result in a warning for the first offense and thereafter will result in dismissal from clinical lab and a “zero” for that day’s assignments.

Air and Vehicle Transportation of Clients in the Clinical Setting:

Clinical affiliation agreements and liability issues strictly prohibit all nursing students from accompanying a client in a vehicle or helicopter to another clinical setting. Nursing students are prohibited from riding in an ambulance or flying with emergency flight personnel at any time during an assigned clinical rotation. Failure to follow this policy may result in dismissal from the program.

Policy and Procedure for Exposure to Bloodborne Pathogens

The policy and procedure guidelines are in compliance with the current Centers for Disease Control and Prevention (CDC) and Occupational Health and Safety Administration (OSHA) guidelines and relate to all bloodborne 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 are provided the website for information and instructions on the current CDC Universal Precautions (<https://www.cdc.gov/niosh/topics/bbp/universal.html>) for bloodborne 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 bloodborne pathogens before being assigned to any labor and/or clinical experiences. 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 bloodborne pathogens and other potentially infectious materials (OPIM) in campus lab and/or clinical settings. The use of the 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 irritants for several minutes. If exposure is known (client you are caring for), check the chart for lab data that may verify client's status (HBV, HIV etc.). Immediately contact the clinical facility's personnel responsible for providing post-exposure management. If the 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 must be notified. The CDC has recommendations based on the type of exposure and other risk factors which post-exposure management personnel, and/or your personal healthcare provider can use to determine a course of treatment if needed.

Guidance for Protection Against Bloodborne 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 bloodborne 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 viruses. Students will be taught principles of infection control and specific control and specific risk-control recommendations to reduce the risk of becoming exposed to bloodborne pathogens.

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 client contact.
2. All students/faculty are to wear gloves when handling blood or body fluids or surface with blood or body fluids may be present.
3. All students/faculty are to use a disposable surgical mask if the client has a productive cough and are to wear protective eye gear when providing suctioning.

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 or any body fluids.
5. All students/faculty are to use specially designed masks to administer CPR. It is the responsibility of the student to purchase goggles, safety glasses and CPR shields.
6. All students/faculty are to cover self-limited abrasion, lacerations or any breaks in skin with bio-occlusive dressings during clinical times.
7. All students/faculty are to wear gown or aprons during procedures that are likely to generate splashes of blood or other body fluids.

Always follow universal precautions as detailed above.

Violation of Safe Practice

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

- Unprofessional behavior in any nursing or allied health setting
- Practicing outside of scope practice or skill set
- Violation of previously learned principles
- Inappropriate dependence or independence in the clinical setting
- Failure to protect the client's microbial, chemical, physical, psychological, and/or thermal safety.

When a student demonstrates a behavior that is deemed a "Violation of Safe Practice", the student will be dismissed from the clinical setting. The student cannot return to class or clinical during the period of investigation. If it is found the student did not commit a "Violation of Safe Practice", the absences are excused but the clinical hours may have to be made up depending on program requirements. The student and faculty will meet within 2 business days of the incident to discuss and document the violation of safe practice. The incident will be presented to the NAH Program Directors or designee for review within 1 working day of the faculty/student meeting. If the "Violation of Safe Practice" is upheld by the NAH Program Directors or designees, the student will be recommended for immediate termination. 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 or allied health program at SEARK College. The student has a right to appeal the decision through the College grievance process.

If a student has been terminated from a nursing or allied health setting due to "Violation of Unsafe Practice" a Letter of Good Standing will not be issued.

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 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 learning objectives.
8. Evaluate student's clinical performance.
9. Ensure client'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. Students or faculty may request a conference; 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 learning objectives.
3. Serve as advisor and counselor as needed.

PROGRESSIVE DISCIPLINE POLICY

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

Types of Positive Progressive Discipline

- I. **Verbal counseling** – A documented discussion with the student that alerts the student that a problem exists. Documentation is entered into the student’s school file as a result of the verbal discussion.
- II. **Written correction** – Discussion with the student that the problem is continuing. Corrections are documented and entered into the student’s file with the student’s signature required 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 Vice President of Student Affairs 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 Affairs 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 Affairs 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.

When a student is disciplined for cause – the student remains on probation until completion of the program.

POSITIVE PROGRESSIVE DISCIPLINE

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

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

1. Non-compliance with dress and/or uniform policy.
2. Provoking or reacting to provocation.
3. Tardiness.
4. Disturbing others at their work.
5. Disruption or obstruction of the educational process, including disruption or obstruction of study, teaching, administration, discipline procedures, or other college activities including public functions or other authorized activities is prohibited. (This includes posting of inaccurate or erroneous information)
6. Creating or contributing to unsanitary conditions.
7. Excessive personal telephone calls or visitors during clinical.
8. Any personal telephone call or visitor while in the classroom setting or 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. Failing to have safety goggles/glasses on person in clinical areas when required.
14. Disruptive behavior (to instructors or peers), including cell phones ringing or usage in class.

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, clients, visitors, staff or fellow students.
8. Horseplay or throwing things.
9. Defacing, damaging, or destroying school or clinical facility property.
10. Being away from the assigned clinical area without specific permission.
11. No call/No show.

12. Failure to follow policies of the Agency, Allied Health Division and/or the Southeast Arkansas College (SEARK) Student Handbook.

III. Immediate Termination

1. Willful violation of ANY Medication Rotation guideline.
2. Insubordination
3. Possession of, or reporting to school or clinical area under the influence of, alcoholic or other habit-forming drugs.
4. 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 client.
11. Habitual tardiness to the clinical area.
12. Absence of the total of the defined days (hours) per individual course/clinical syllabus.
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.

NURSING & ALLIED HEALTH DIVISION GUIDELINES

I. 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*, *NAH Division Policy 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.

Students are expected to follow all policies of clinical agencies and the College as outlined in the current *SEARK College Catalog* and *NAH Division Policy Handbook*.

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

Eating and drinking is *only* allowed in the Lounge!!

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

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

II. DISTANCE LEARNING POLICY – See SEARK College Catalog/ NAH Division Policy Handbook.

A. 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 re-open assignments, quizzes or exams for students due to 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.

III.

B. SOCIAL MEDIA POLICY- At SEARK College, we strive to maintain the integrity of our program, our program information and the private information of the clients we provide care for. While social networking sites such as Twitter, Facebook, Instagram, Snap Chat, 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, clients 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. Students must be aware of and follow HIPAA guidelines and privacy rules at all times. Violation of any of these policies can lead to criminal/civil action as well as immediate dismissal from the program.

IV. 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, clinical or personal setting may result in dismissal from the program according to Progressive Discipline policies of the division.

V. STUDENT ORIENTATION TO CLINICAL

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

VI. DRESS CODE

Students are expected to wear proper attire for all classrooms, laboratory and clinical experiences. TUBE TOPS, TANK TOPS, HALTER TOPS, and MINISKIRTS are **NOT** permissible (male or female) except during physical examinations, lab experiences or by faculty requests. Students must refrain from wearing any clothing, which may be offensive to others. NAH faculty reserves the right to dismiss a student from class and/or clinical who is “improperly dressed.”

Visible tattoos and body piercing are not acceptable, including multiple earrings and/or ear posts and tongue piercing. Any attire that is offensive or of questionable nature will be handled on an individual basis at the discretion of the faculty** If in doubt – do not wear it!!!

The clinical dress code. The dress code for clinical is always professional (without exception). Uniforms are to be worn at all times unless specified in individual course handouts. Uniforms are to be well fitting, clean, and pressed. White leather shoes are to be clean at all times. During rotations when the dress is “professional street” clothes with a lab coat, denim jeans and tee shirt fabrics are not permitted. Lab coats should be worn with professional street clothes at all times when in clinical unless otherwise specified by the faculty.

VII. 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 are available for student use. A schedule is posted inside 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 Syllabi and Handbooks.

Online Videos may be accessed through Moodle, CoursePoint, and YouTube. The Library has additional AV resources. Photocopying may be done in the Library for a small fee. Students can purchase pre-loaded cards to cover the cost of copying. These cards can be reloaded as needed. Further information is available in the SEARK College Student Handbook.

VIII. MESSAGES

Instructors 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).

IX. PARKING

Parking regulations are listed in the NAH Division Policy Handbook.

X. 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. **Students** are expected to carry personal **health and accident insurance while a student at SEARK.**

For on-campus accidents see the SEARK College Student Handbook.

Student, Faculty or Staff Incident Policy

Faculty, staff or students involved in *incidents in the lab, classroom or clinical* setting (including errors, safety hazards, injuries and sentinel events) must complete a SEARK Nursing and Allied Health Incident Form. Faculty, staff or students involved in incidents related to *client care or treatment*, even if there is no adverse client outcome (this includes errors, safety hazards, injuries or sentinel events) must complete a SEARK Allied Health 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 rotation, the incident report procedure for the clinical facility will be

followed. The Program Director 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 completed and submitted to the Program Director as soon as possible. It is the Program Director's responsibility to contact the Dean of NAH.

A copy of the SEARK NAH Incident Form will be placed in the student's permanent file located in the NAH Department and a copy forwarded to the Vice President of Student Affairs. Students, faculty, and staff should be aware immediate drug screening may be required.

XI. FACULTY ADVISORS

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

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

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

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

XII. ATTENDANCE

See Individual Course Syllabus for Attendance Policy. 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. Both theory and clinical hours are included.

During the semester in which 8-week and 16-week classes are taught, Student who miss 2 or more days of clinical and/or 2 or more days of theory will be placed on probation. **Only one clinical day can be made up.** Exceptions to be made for the current pandemic will be noted. Please note, a clinical day for both options (Level I Generic or Level II LPN/Paramedic to RN Transition) is 10 hours.

The manner of make-up will be governed by the missed experience. If it is not possible to make up missed clinical time, an unsatisfactory grade may be assigned. Any exceptions to the above will be handled on an individual basis at the discretion of the faculty.

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

XIII. GRADES

NAH programs use a grading scale that differs from the college's grading system. The student must pass the course and have a course average of 75% ("C") or greater.

The following scale is in effect for NAH programs:

90 - 100	A
80 - 89	B
*75 - 79	C
74 - 60	D
59 & below	F

Evaluation:

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

FUNCTIONAL ABILITIES REQUIREMENTS

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

Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The Nursing & Allied Health division has adopted basic

standards as requirements for all Nursing & Allied Health students. Included in the functional ability categories are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents- “Functional Ability Requirements for Nursing and Allied Health Students” and “Common Activities Required of Nursing and Allied Health Professionals” Functional Abilities.

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

DISABILITY STATEMENT:

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

STUDENT WORK POLICY:

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

HIPAA STATEMENT

Students enrolled in Nursing and Allied Health programs at Southeast Arkansas College while in the clinical setting will be privy to a client’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 client’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.

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

Prior to enrollment in the RN Program and annually, students must complete a criminal background check, which includes Social Security, and National Sex Offenders check and drug screen through Verified Credentials. If a student has positive results, on Verified Credentials criminal background check or drug screen, 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 RN Program and will be required to withdraw from the respective allied health program and the student will not be eligible for readmission to the RN 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.

SUBSTANCE ABUSE POLICY

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 (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 & NAH Division Policy Handbook. As a condition of enrollment, each

student will sign a Substance Abuse Policy Release Form agreeing to adhere to this Substance Abuse Policy.

TESTING PROCEDURES

When the Testing May Occur:

Southeast Arkansas College may require students to submit to drug testing under any or all the following circumstances:

1. Pre-admission testing
2. Scheduled testing at unannounced designated times throughout the program
3. Random testing as required by clinical agencies or the NAH Division
4. For cause, or after any incident or unusual event
5. As part of a substance abuse recovery program

Cost: The approximate cost of each drug screen will be disseminated to students at the beginning of the program, or yearly. 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 (2019), substance-related disorders are grouped into ten classes including: alcohol, amphetamines or similarly stimulants, cannabis, caffeine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting aryl cyclohexylamines 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 Substance Abuse and Mental Health Services Administration (SAMHSA) approved lab for additional testing at the student's expense.

CONFIDENTIALITY

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential to the extent allowed by law, and except for disclosure required by the Arkansas State Board of Nursing or appropriate criminal authorities. Drug test results will be received from the lab by the SEARK College NAH 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.

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 SAMHSA approved lab. In the event the student refuses to re-test, this action will result in immediate dismissal from the program. 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 Programs and the College Catalog.

The Dean of NAH shall refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source.

A student who has received treatment will not be denied learning opportunities based on a history of substance abuse. The re-application process for a student who has previously tested positive for substance abuse will include:

- Demonstrated attendance at AA, NA, or a treatment program of choice of an approved substance abuse counselor. Evidence of participation must be sent to the NAH Division. Acceptable evidence shall consist of a written record of at least the date of each meeting, the name of each group attended, purpose of the meeting, and the signature or signed initials of the chairperson of each group attended.
- Demonstrated abstinence immediately prior to application. This will be evident through successive negative drug screens.
- Letters of reference from all employers within the last six (6) months.
- Signing an agreement to participate in monitoring by random drug screens consistent with policy of the SEARK College and the NAH Division. The student will pay for testing.

Once readmitted, the student must abstain 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.

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.

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 suspension or dismissal from the program. Confidentiality will be maintained to the extent allowed by law, recognizing that test results may be disclosed upon request to the Arkansas State Board of Nursing or appropriate criminal authorities.

SOUTHEAST ARKANSAS COLLEGE, NURSING ALLIED HEALTH 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 of 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.

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 & 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.

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#

LEVEL II: LPN-PARAMEDIC-RN OPTION EXPENSES

EXPENSE	SUMMER 6 CR HRS	FALL 10 CR HRS	SPRING 12 CR HRS
TUITION - \$96 PER CREDIT HOUR	\$576.00	\$960.00	\$1152.00
TECHNOLOGY FEE - \$10 PER CREDIT HOUR	\$60.00	\$100.00	\$120.00
COLLEGE SERVICES FEE - \$8 PER CREDIT HOUR	\$48.00	\$80.00	\$96.00
STUDENT ACTIVITY FEE - \$4 PER CREDIT HOUR	\$24.00	\$40.00	\$48.00
PROFESSIONAL FEE - \$20 PER CREDIT HOUR	\$120.00	\$200.00	\$240.00
LAB FEE - \$30 PER COURSE	\$30.00	\$30.00	\$30.00
INTERNET FEE - \$30 PER COURSE	-	-	-
AR ASSESSMENT FEE - \$5 PER SEMESTER	\$5.00	\$5.00	\$5.00
INFRASTRUCTURE FEE - \$6 PER CREDIT HOUR	\$36.00	\$60.00	\$72.00
SECURITY FEE - \$4 PER CREDIT HOUR	\$24.00	\$40.00	\$48.00
MALPRACTICE INSURANCE \$13.50/YEAR	\$13.50	-	-
UNIFORM, SHOES, SOCKS	\$200.00		
COURSEPOINT, BOOKS, SUPPLIES	\$225.00	\$405.00	\$380.00
VERIFIED CREDENTIALS SCREENING	\$125.00	-	-
STUDENT ORGANIZATION DUES	-	\$30.00	-
ASBN BACKGROUND CHECK	-	-	\$35.00
NCLEX-PN LICENSURE EXAM	-	-	\$200.00
NURSING ENTRANCE EXAM FEE	\$70.00	-	-
STATE LICENSURE APPLICATION	-	-	\$100.00
TOTAL	\$1556.50	\$1950.00	\$2526.00

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

LEVEL I: GENERIC RN EXPENSES

EXPENSE	FALL I 10 CR HRS	SPRING I 10 CR HRS	SUMMER 6 CR HRS	FALL II 10 CR HRS	SPRING II 12 CR HRS
TUITION - \$96 PER CREDIT HOUR	\$960.00	\$960.00	\$576.00	\$960.00	\$1152.00
TECHNOLOGY FEE - \$10 PER CREDIT HOUR	\$100.00	\$100.00	\$60.00	\$100.00	\$120.00
COLLEGE SERVICES FEE - \$8 PER CREDIT HOUR	\$80.00	\$80.00	\$48.00	\$80.00	\$96.00
STUDENT ACTIVITY FEE - \$4 PER CREDIT HOUR	\$40.00	\$40.00	\$24.00	\$40.00	\$48.00
PROFESSIONAL FEE -\$20 PER CREDIT HOUR	\$200.00	\$200.00	\$120.00	\$200.00	\$240.00
LAB FEE - \$30 PER COURSE	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
INTERNET FEE - \$30 PER COURSE	-	-	-	-	-
AR ASSESSMENT FEE - \$5 PER SEMESTER	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
INFRASTRUCTURE FEE - \$6 PER CREDIT HOUR	\$60.00	\$60.00	\$36.00	\$60.00	\$72.00
SECURITY FEE - \$4 PER CREDIT HOUR	\$40.00	\$40.00	\$24.00	\$40.00	\$48.00
MALPRACTICE INSURANCE \$13.50/YEAR	\$13.50	-	-	\$13.50	-
UNIFORM, SHOES, SOCKS	\$200.00	-	-	\$200.00	-
COURSEPOINT, BOOKS, SUPPLIES	\$405.00	\$225.00	\$225.00	\$405.00	\$380.00
VERIFIED CREDENTIALS SCREENING	\$125.00		\$125.00	-	-
STUDENT ORGANIZATION DUES	\$30.00	-	-	\$30.00	-
ASBN BACKGROUND CHECK	-	-	-	-	\$35.00
NCLEX-PN LICENSURE EXAM	-	-	-	-	\$200.00
NURSING ENTRANCE EXAM FEE	\$70.00			-	-
STATE LICENSURE APPLICATION	-		-	-	\$100.00
TOTAL	\$2358.50	\$1740.00	\$1273.00	\$2163.50	\$2526.00

The Arkansas State Board of Nursing (ASBN) Nurse Practice Act lists several offenses for which an individual can hold no licensure or be eligible to apply for licensure. The ASBN in no way determines students' eligibility for nursing program acceptance. Applicants of nursing programs and current students of nursing programs must understand that completing or graduating from a nursing program does not grant automatic eligibility to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

NURSE PRACTICE ACT

17-87-312. Criminal background checks.

- (a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
- (e) Except as provided in subdivision (1)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:
- (1) Capital murder as prohibited in § 5-10-101;
 - (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Manslaughter as prohibited in § 5-10-104;
 - (4) Negligent homicide as prohibited in § 5-10-105;
 - (5) Kidnapping as prohibited in § 5-11-102;
 - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
 - (7) Permanent detention or restraint as prohibited in § 5-11-106;
 - (8) Robbery as prohibited in § 5-12-102;
 - (9) Aggravated robbery as prohibited in § 5-12-103;
 - (10) Battery in the first degree as prohibited in § 5-13-201;
 - (11) Aggravated assault as prohibited in § 5-13-204;
 - (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
 - (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;
 - (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
 - (15) Rape as prohibited in § 5-14-103; NURSE PRACTICE ACT
 - (16) Sexual indecency with a child as prohibited in § 5-14-110;
 - (17) Sexual extortion, § 5-14-113;
 - (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;
 - (19) Incest as prohibited in § 5-26-202;

- (20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
- (23) Permitting abuse of a minor as prohibited in § 5-27-221(a);
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Felony theft of property as prohibited in § 5-36-103;
- (29) Felony theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;
- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229; and
- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.
- (f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (B) The permit shall be valid for no more than six (6) months.
- (2) Except as provided in subdivision (1)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.
- NURSE PRACTICE ACT**
- (g) (1) The provisions of subsection (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:
- (A) An affected applicant for licensure; or
- (B) The person holding a license subject to revocation.
- (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
- (A) The age at which the crime was committed;
- (B) The circumstances surrounding the crime;
- (C) The length of time since the crime;
- (D) Subsequent work history;
- (E) Employment references;
- (F) Character references; and
- (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.
- (h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:
- (A) The affected applicant for licensure or his or her authorized representative; or
- (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Department of Arkansas State

Police.

- (i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.
- (l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.
- (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:
 - (A) Capital murder as prohibited in § 5-10-101;
 - (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (C) Kidnapping as prohibited in § 5-11-102;
 - (D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony; NURSE PRACTICE ACT
 - (E) Rape as prohibited in § 5-14-103;
 - (F) Sexual extortion, § 5-14-113;
 - (G) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (H) Incest as prohibited in § 5-26-202;
 - (I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (L) Arson as prohibited in § 5-38-301.

History

Acts 1999, No. 1208 §4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, 1; 2003, No 1449, § 1; 2005, No. 1923, §2; 2011, No. 570, §121; 2013, No. 302, 1; 2015, No. 1047, §1; 2017, No 367, §§17, 18; 2017, No.492, § 1; 2017, No.664, §§11,12.

AUTHORIZATION TO PERFORM CRIMINAL BACKGROUND CHECKS

Criminal Background Checks:

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

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

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

Student Signature

Date

Print Full Name: _____

Student ID

Date of Birth

I have been given a copy of the 2021-2022 Associate of Applied Science Degree 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

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 ADN Program at Southeast Arkansas College we strive to maintain the integrity of our program, our program information, and the private information of the clients 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, clients, 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 _____