

**Southeast Arkansas College**  
Nursing and Allied Health Technology Division



**NURSING & ALLIED HEALTH TECHNOLOGY  
PROGRAMS**

**Division Policies**  
2022-2023

Revised: 09/2022

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## 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

## SOUTHEAST ARKANSAS COLLEGE STUDENT LEARNING OUTCOMES

- ***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.
- ***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.

- ***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.
- ***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.

## **NURSING AND ALLIED HEALTH DIVISION POLICIES**

In addition to knowing and abiding by all policies contained in this document, students are expected to follow all the policies of Southeast Arkansas College as outlined in the SEARK College Catalog and Student Handbook, and of individual clinical agencies.

## **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.

## **ADDRESS CHANGES**

In the event of a name, address, or telephone change, the student is responsible for notifying NAH department and the SEARK COLLEGE STUDENT SERVICES OFFICES of these changes.

## **STUDENT CONDUCT**

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

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

## **ATTENDANCE**

See the current SEARK College Catalog for Attendance Policy. Because regulating agencies approve NAH programs, strict attendance policies must be adhered to.

Policies regarding attendance are addressed in individual syllabi. In addition, a student will be placed on ATTENDANCE PROBATION upon missing 20 hours in a semester, regardless of progress. Both theory and clinical hours are included. Upon missing 30 hours, the student may be TERMINATED from the program. Makeup of clinical time is limited to 16 hours or 2 days per semester. Students who miss more than 16 hours or 2 days in a semester may be dismissed for excessive absence. Extenuating circumstances will be reviewed at the faculty's discretion.

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

**program.**

Please be advised that many healthcare facilities utilized for student clinical experiences require students to have mandatory background checks conducted and certain convictions may result in the student not being able to attend clinical at specific agencies. Background information is confidential and may need to be shared with clinical agencies. Admission to any Nursing and Allied Health Program gives consent to provide background information to clinical agencies. If a clinical site refuses placement of a student, the clinical rotation objectives may not be met, and the student may not be able to progress in the program.

## **CLASSROOM GUIDELINES**

Southeast Arkansas College (SEARK) is a smoke-free, tobacco-free workplace. **NO SMOKING or use of tobacco (including smokeless) is allowed on any part of the SEARK College campus.** Students are not allowed to smoke outside any building on the campus nor are students allowed to smoke in his or her vehicle on the college campus.

Each student is responsible for keeping his or her areas clean. Students are expected to clean and replace any equipment or utensils at the end of each class.

NO FOOD DRINKS or GUM will be allowed in the classroom or laboratories at any time.

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

No cell phones are allowed in class. Students are not to enter the classroom talking on cell phones or with earpieces in the ear.

## **BREAKS**

**ALL** eating and drinking must take place in the break room. Students are expected to clean up their respective areas after use.

## **DRESS CODE**

NAH students are being educated as professionals. It is therefore expected that students will dress appropriately for on-campus as well as off-campus classes/clinical. **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 either in class, clinical or while practicing in the skills lab. Multiple earrings and/or multiple ear posts, tongue piercings, nose piercing or piercings on the eyebrows (or other intradermal piercings) are not allowed in class, clinical, or while in skills lab practicing. Beards and moustaches must be short and neatly trimmed.

## **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.

### **AMERICANS WITH DISABILITIES ACT**

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.

### **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.

### **MAINTENANCE OF ACADEMIC RECORDS**

Academic files contain all graded course materials. Faculty will maintain an academic file for each student enrolled in a nursing course. The file is housed in the appropriate faculty member’s office in a locked file cabinet until the student’s final grade is submitted at the end of the semester. Once the final grade is submitted, the academic file will remain in the locked file cabinet in the faculty member’s office for one additional semester before being destroyed. Grades may be kept in a grade book filled out in ink or kept in an electronic gradebook. All gradebooks will be kept on file in the office of the Dean of Nursing and Allied Health for at least 5 years.

## **FERPA**

The Nursing and Allied Health Programs adhere to SEARK College's FERPA Policy. Refer to the *SEARK College and Student Handbook* found at [www.seark.edu](http://www.seark.edu).

## **STUDENT ACCIDENTS**

In the event of a vehicle accident while engaged in clinical practice, the student must follow the procedure of the agency where the accident occurred. The accident should immediately be reported to the Clinical instructor who will report to the Dean of Nursing & Allied Health Technologies. **Students** are expected to carry their own **health and accident insurance**.

For on-campus accidents see SEARK College Catalog and Student Handbook, "Accidents".

## **WEARING UNIFORMS OUTSIDE OF ASSIGNED CLINICAL ROTATIONS**

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

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

## **AIR AND VEHICLE TRANSPORTATION OF PATIENTS 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. Furthermore, nursing students are prohibited from riding in an ambulance or flying with emergency flight personnel at any time during an assigned clinical rotation. Students who fail to adhere to this policy will be dismissed from the program.

## **PHYSICAL HEALTH AND INDIVIDUAL RESPONSIBILITY**

A student with an acute illness that can be transmitted to other individuals in the healthcare setting will not be permitted to participate in class or clinical. Examples of an acute illness include but are not limited to: increased temperature, influenza, stomach virus (or a virus of any kind), open wounds, draining wounds, chicken pox, and shingles. The attendance policy in the *Handbook* will apply.

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



## **INCIDENTS**

Faculty, staff or students involved in incidents in the lab, classroom or clinical setting (this includes errors, safety hazards, injuries and sentinel events) must complete a SEARK NAH incident Form. Faculty, staff, or students involved in incidents related to patient care or treatment, even if there is no adverse patient outcome (this includes errors, safety hazards, injuries and sentinel vents) must complete a SEARK NAH Incident Form. If an unexpected incident(s) occurs in the lab, clinical or classroom setting which result in personal injury, injury to another person, or damage to property the faculty or staff involved should report the incident to their immediate supervisor. In the event a student is involved, in the incident, the student will report immediately to the clinical faculty/instructor. When incidents occur while on clinical rotations, the incident report procedure for the clinical facility will be followed. The Program Director should be notified as soon as possible. As soon as any danger has passed, the student must complete a SEARK NAH Incident Form outlining the events immediately preceding, during and any action taken following the incident. This Form must be complete and submitted to the Program Director as soon as possible. It is the Program Director's responsibility to contact the Dean of NAH as soon as possible.

A copy of the SEARK NAH Incident Form will be placed in the student's permanent file housed in the NAH department. A copy of the SEARK NAH Incident Form will be placed in the faculty/staff permanent file in the office of the Dean of NAH and will also be forwarded to Human Resource Department. Students, faculty and staff should be aware immediate drug screening may be required.

## **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.

## **STUDENT FORUMS**

Student Forums will be scheduled twice a semester to provide student with an opportunity to participate in program governance. Procedure for conducting student forums is as follows:

1. The Forum will be conducted by the Dean of Nursing and Allied Health
2. Bringing student concerns to a scheduled forum:
  - Proper chain of command must be followed before bringing complaints or concerns to a scheduled forum for discussion.
  - The student must contact the Dean of NAH at least 3 working days before the scheduled forum to place items on the agenda for discussion.
  - The item of business must be added to the agenda before it may be addressed. Any items not on the agenda will not be discussed during the student forum.
  - Concerns of complaints that require action before the next scheduled forum may be presented to the faculty during scheduled faculty meetings.
  - Student will follow the same protocol described above for placing concerns or complaints on the faculty committee agenda.
3. Students will not attend closed sessions that involve confidential information concerning the department of other students.

## **POLICY AND PROCEDURE FOR EXPOSURE TO BLOODBORNE PATHOGEN(S)**

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

All nursing and allied health students will receive written and verbal information and instructions on the current CDC Universal Precautions <http://wonder.cdc.gov/wonder/prevguid/p0000255/p0000255.asp> for blood borne pathogens before being assigned to any lab and/or clinical experiences. All nursing and allied health students will receive information regarding personal health habits, risk behaviors and prevention of infections caused by blood borne pathogens before being assigned to any lab and/or clinical experience. All nursing and allied health students and faculty will implement CDC Universal Precautions including handwashing and the use of personal protective equipment (PPE) to prevent exposure or contact with blood borne pathogens and other potentially infectious materials (OPIM) in campus lab and/or clinical settings. The use of CDC Universal Precautions will be reinforced continually, and students will be supervised to monitor compliance during all learning experiences in campus lab and/or clinical settings.

### **Exposure to Pathogen or Blood Borne Disease**

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

### **Guidance for Protection Against Blood Borne Diseases**

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

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

1. All students/faculty are to wash their hands before and after patient contact.
2. All students/faculty are to wear gloves when handling blood or body fluids or surfaces with blood or body fluids on them.
3. All students/faculty are to use a disposable/surgical mask if the patient has a productive cough. All students/faculty are to wear a mask and protective eye gear when suctioning a patient.
4. All students/faculty are to wear goggles, safety glasses and/or side shields (for those who wear glasses) when there is a potential for splatter of blood, body secretions or body fluids. It is the responsibility of the student/faculty to purchase goggles, safety glasses, and/or shields.
5. All students/faculty are to use specially designed masks to administer CPR. It is the responsibility of the student/faculty to purchase these masks for CPR.
6. All students/faculty are to cover self-limited abrasions and/or lacerations with bio-occlusive dressings.
7. All students/faculty are to wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.

**Always follow Universal Precautions as detailed by the faculty. Reference [www.cdc.gov](http://www.cdc.gov).**

### **COMPUTER/AUDIO/VISUAL USAGE**

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

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

Founders Hall, the student must sign the computer log sheet.

Videotapes may be checked out for viewing in Nursing and Allied Health Department. Videos **MAY NOT** be removed from the division. Faculty and secretary will be available for assistance. The library is located at the front of the campus and is available for student use.

## **NURSING & ALLIED HEALTH STUDENT WORK POLICY**

All NAH student activity associated with the curriculum, especially while completing clinical rotations, will be educational in nature. Students will not receive any monetary compensation during educational experiences, nor will students be substituted for hired staff personnel within the clinical facility.

This policy is mutually agreed upon between SEARK College and the Clinical Affiliates in the Cooperative Agreement of Clinical Affiliation.

## **MESSAGES**

Messages and other communications to individual students will be deposited in instructor mailboxes. You may check with your instructor at break time if you are expecting a message or if an emergency occurs.

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 543-5900. The NAH Department Number is 543-5917, 1-888-SEARK-TC (Toll-Free).

## **PARKING**

Parking regulations are listed in the Southeast Arkansas College Catalog and Student Handbook.

## **FACULTY ADVISORS**

Each student will be 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 the 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 will 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 members who made the assignment.

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

## **GRADES**

See College Catalog for the college grading scale. NAH programs use a grading scale that differs from college's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

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

\*Less than a "C" constitutes failure in all NAH Courses.

**Evaluation:** In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi. Students are evaluated during the semester, at mid-term and at the end of the semester. In order to pass a course, the clinical evaluation must be satisfactory, terminally. Students taking a clinical course for audit must also perform satisfactorily in clinical. Unsatisfactory clinical performance during an audited course may result in non-progression.

## **ACADEMIC APPEALS (Grade Petitioning)**

A student who believes an error has been made in the assignment of a grade must contact the instructor and if necessary, the Division Dean and/or 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.

## **ACADEMIC DISHONESTY POLICY**

Students who engage in behaviors that may be interpreted as cheating will be dismissed from the program according to Nursing & Allied Health Division Policies and the current SEARK College catalog.

## **WITHDRAWAL FROM CLASSES**

NAH students must abide by College Policies when withdrawing from class(es). See the current SEARK College Catalog "Withdrawal Process" for college withdrawal policy. In addition, NAH faculty will review the performance of all students who withdraw from an NAH course after midterm for "academic reasons" (grade of less than 75%). Course withdrawal at this point will be viewed as a course failure at the time of consideration for progression and/or readmission. See Returning Student Policy for course failure.

## **ACADEMIC PROGRESSION**

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

All required general education courses must be completed prior to or at the time specified in the curriculum plan, except by permission.

A cumulative grade point average of 2.0 (“C”) on a 4.0 scale is required for progression into each semester of successive course of study and to qualify for graduation.

Each course in the program curriculum must be completed with a minimum theory and clinical grade of “C” as established in course syllabi.

Continue to meet functional ability requirements of the profession.

In order for a student to transfer into another NAH Program, the student must meet all applicable progression and acceptance requirements.

### **TESTING POLICY**

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

All students enrolled in Nursing Allied Health Programs are required to take standardized achievement exams (NLN, HESI, ESRI, CST, Kaplan, etc...) and to score within acceptable ranges. Standardized achievement exam scores may be calculated for final course grades (See individual course syllabi). If the student does not score at the expected level, course failure may result. Students who successfully pass a course and do not score within the acceptable range may be required to retake the exam until a satisfactory score is achieved. Students are responsible for payment of these exams including retakes.

### **GRADUATION**

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

1. Complete the required course credit hours in the respective curriculum.
2. Attend the graduation exercise, unless absent by permission.
3. Specific course requirements and policies are included in the individual syllabi.

### **STUDENT TRANSFER POLICY (ADVANCED PLACEMENT)**

Southeast Arkansas College’s Nursing and Allied Health faculty recognize that all Nursing and Allied Health programs share a common core of knowledge. The faculty believes that the public and the nursing and allied health 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 school or college of nursing or who desire to transfer into a SEARK College NAH Program:

1. The student must meet all application and admission requirements of SEARK College and the Nursing or Allied Health program.
2. The student must provide transcripts of grades received at the other program/school of nursing or Allied Health.
3. The student must provide a letter of good standing from the program director of the school from which they intend to transfer.

4. Each student transcript will be evaluated individually.
5. Students may be allowed to challenge courses in the respective program, depending upon areas validated by successful grades on the transcript.
6. The student may be required to demonstrate proficiency in basic skill areas. Skill areas required will be determined by individual programs.
7. Must have valid American Heart Association-Health Care Provider.
8. A separate fee will be assessed for each course challenged, theory and practicum.
9. All credits granted by challenge are held in escrow pending completion of residency.
10. A minimum of one semester (15 hours) is required to be eligible for graduation from SEARK.

### **RETURNING STUDENT POLICY**

A returning student is one who withdrew or failed at any point in the curriculum.

The decision of placement for a student requesting to return to the Allied Health Program when the curriculum is interrupted due to a one (1) course failure or withdrawal from 1 or more courses, will remain at the discretion of the program faculty. Placement will be contingent on the availability of clinical and/or classroom space.

If a student fails and/or is allowed to return to or take a theory course that has a concurrent clinical or course component, the student must retake the failed course for credit and must audit the concurrent clinical/laboratory course even if a passing grade has been received in the clinical course.

Students who are “required” to audit a course will be responsible for meeting all course requirements for the audited courses. Unsatisfactory performance in an audited course will be reflected in the concurrent course grade and may result in non-progression. Students may be required to audit courses at faculty discretion.

Following the failure of one (1) course or withdrawal from 1 or more courses, 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 by the appropriate deadline date to the Allied Health Department. 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.

### **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 in the program in which the two (2) failed courses occurred. A student who fails two courses at any

time while in the program will be required to begin the program as a new student. The student will be required to submit the following:

1. Students must at the time of re-application have a minimum cumulative GPA of 2.5.
2. Students must identify and document deficiencies which contributed to the course failure(s) and documented a plan to remedy those deficiencies. This plan must be submitted to the Program Coordinator/Dean NAH.
3. Schedule and meet with the Program Coordinator or Dean of NAH.

The decision for re-admission will be made during the meeting with the Program Coordinator or Dean for Nursing and Allied Health. The cost of tuition and fees for re-admission into a program is the responsibility of the student, regardless of previous class completions.

## **PROGRESSIVE DISCIPLINE POLICY**

### **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 with probation - Discussion with the student that the problem is continuing. Required corrections are documented and entered into the student's file with the student's signature being a requirement at this time. When the student is placed on probation, the probationary period is continued for the duration of the time the student is enrolled in the program.
- III. Suspension - A meeting with the student, instructor(s), and Division Dean will be held to review the problem(s). Suspension from a class or clinical may be implemented. Clinical instructors may suspend a student from clinical when it is determined that the student's behavior jeopardizes the safety and welfare of clients. The student may be terminated from the program depending on the seriousness of the problem(s). Written documentation requiring the signatures of student and staff will be entered into the student file.
- IV. Termination - The Vice President for Student Services is the only person who can terminate a student from a program. When the behavior of the student warrants such severe action and following a recommendation from the program faculty the Dean may make a recommendation to the Vice President for Student Services that the student be terminated from the program.

Whether a student is eligible for readmission to a program after termination will be determined at the time of termination decision. When a student is disciplined for cause— the student remains on probation until completion of the program.

## **STUDENT/FACULTY DISPUTES**

If the student has a grievance concerning an instructor or a method of instruction, he/she is encouraged first to contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Program Coordinator or Division Dean, then the Vice President for Academic Affairs. The decision



of the Vice President for Academic Affairs is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer in writing, of 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.

### **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 & Registrar. The decision of the Vice President for Student Affairs & Registrar is final. The Vice President for Student Affairs & Registrar will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in the Southeast Arkansas College Catalog and Student Handbook). The EO/AA Officer will investigate such claims and provide a written report to the President.

### **POSITIVE PROGRESSIVE DISCIPLINE**

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

Specific topics to be addressed may include--but are not limited to--the following:

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

1. Non-compliance with the dress and/or uniforms policy.
2. Provoking or reacting to provocation.
3. Tardiness
4. Disturbing others at their work. Disruptive behavior
5. Creating or contributing to unsanitary conditions.
6. Excessive personal telephone calls or visitors during class time.
7. Any personal telephone call or visitor while in the clinical area.
8. Loitering or loafing during the clinical assignment.
9. Neglect of duty.
10. Smoking, except in designated areas and/or designated time.
11. Unauthorized absence or tardiness.
12. Failing to have safety goggles/glasses on the person in clinical areas when required.

II. Suspension, up to and including termination for students:

1. Disclosing confidential information and/or violation of HIPAA.
2. Jeopardizing the safety and welfare of a client.
3. Having 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. Using abusive or obscene language in regard to, or in the presence of, patients, visitors, staff or fellow students.
7. Horse playing or throwing things.
8. Defacing, damage to, or destruction of school or clinical facility property.
9. Being away from their assigned clinical area without specific permission.
10. Who are No call/No show
11. Failure to follow policies of the Agency, NAH Department and/or the Southeast Arkansas (SEARK) College Catalog and Student Handbook.
12. Engaging in and/ or supporting unprofessional conduct.

### III. Immediate Termination:

1. Willfully violate of ANY Medication Rotation guideline.
2. Insubordinate.
3. Possession of, or report to school or clinical area under the influence of, alcohol or other habit-forming drugs.
4. Refuse to submit to a random drug screen.
5. Possession of weapons on school or clinical facility property.
6. Theft
7. Falsification of information records, or documents (including presenting work of another as being your own).
8. Fighting
9. Physical or verbal abuse of a patient.
10. Habitual tardiness to the clinical area.
11. Absences in excess of two (2) days during a clinical rotation per semester.
12. Willful execution of procedures you have not been taught or given permission to do.
13. Unsafe performance of psychomotor skills.
14. Engaging in verbal, physical, or published acts of lewdness and incivility via social media.
15. Any violation of HIPAA per NAH departmental policies and the clinical affiliates.
16. Terroristic Threatening

### Drug Testing

**The student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of NAH and Technical Studies Programs to require drug-testing for admission to the program and conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences (EMT)/Paramedic, Practical Nursing, Generic Registered Nursing, and License Practical Nursing/Paramedic Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiology Technology. All applicants to these programs 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. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.**

Nursing and Allied Health Programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the programs at the student(s)' expense.

## **DRUG TESTING AND 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.

## **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.

**The Drug Free Campus Policy of Southeast Arkansas College (SEARK) is found in the SEARK College Catalog & Student Handbook.**

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

**According to the Arkansas Medical Marijuana Amendment of 2016:**

(25)(A) “Safety sensitive position” means any position involving a safety sensitive function pursuant to federal regulations governing drug and alcohol testing adopted by the United States Department of Transportation or any other rules, guidelines, or regulations adopted by any other federal or state agency.

(B) “Safety sensitive position” also means any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety, including without limitation a position:

(i) That requires any of the following activities:

(a) Carrying a firearm;

(b) Performing life-threatening procedures;

(c) Working with confidential information or documents pertaining to criminal investigations; or

(d) Working with hazardous or flammable material, controlled substances, food, or medicine;

(ii) In which a lapse of attention could result in injury, illness, or death, including without limitation a position that includes the operating, repairing, maintaining, or monitoring of heavy equipment, machinery, aircraft, motorized watercraft, or motor vehicles as part of the job duties; and

(26)(A) “Under the influence” means symptoms of the current use of marijuana that may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.

(B) “Under the influence” includes without limitation:

- (i) Symptoms of the applicant’s or employee’s speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, or other irrational or unusual behavior that are inconsistent with the usual conduct of the applicant or employee;
- (ii) Negligence or carelessness in operating equipment, machinery, or production or manufacturing processes;
- (iii) Disregard for safety;
- (iv) Involvement in an accident that results in:
  - A. Damage to equipment, machinery, or property;
  - B. Disruption of a production or manufacturing process; or
  - C. An injury; or
- (v) Other symptoms causing a reasonable suspicion that the current use of marijuana may negatively impact the performance of the job duties or tasks or constitute a threat to health or safety.

Nursing students are deemed to be in safety sensitive positions, and therefore cannot test positive for marijuana. If the nursing student does test positive, they are subject to dismissal from the nursing program because they have violated UACCB’s policy on safety sensitive positions. Arkansas does not differentiate whether a nurse consumed medical marijuana while not working as a nurse (i.e. on vacation, between positions, move from a non-safety sensitive position to a declared safety sensitive position).

Adapted from: Trentham, M. A. (2019). Natural products - are they safe for my license? *ASBN Update*, 23(2), 21-23. Retrieved from <http://arsbn.publishpath.com/Default.aspx?shortcut=asbn-update1>

**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 the designated drug testing facility harmless from and against any and all claims; causes of action, demands, liabilities or judgments arising out of any claim related to compliance and confidentiality of the test results.

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

\_\_\_\_\_  
Student Printed Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID#



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 East and West are monitored.

Welcome to Southeast Arkansas College Nursing Allied Health Skills Lab. I hope that your time spent in the lab will be pleasant and productive. It is here that you will begin practicing and perfecting the skills that you will use as a health care professional. I encourage you to practice skills diligently. The skill must be mastered to a level so that on the check off day you can perform without prompting or corrections from the observer. Also keep in mind that after check off day, the next time the skill is performed it will be performed on an actual client.

I want you to feel comfortable and welcome while in the skills lab. My job as the skills lab coordinator is to assist you in mastering skills. Please let me know how I can help you in this endeavor. Stephanie Guy, RN, BSN

#### Dress while practicing and checking off skills

When using the lab for practice or check off students must adhere to the following dress code:

- Student ID must be worn in upper left corner with ID facing outward.
- Student ID can only be attached with the issued badge clip only.
- Dress in clean pressed scrubs, uniform, or lab coats. Your coordinator will let you know which you are to wear.
- Shoes must be leather and enclosed. If the shoe has strings, the strings must be clean. If the shoe has a logo it must be small and without color. Your coordinator will let you know what color shoes to wear.
- Hair secured and up off the collar. Hair ornamentation must be minimal and the color of hair, uniform, or neutral.
- Beards and mustaches must be short and neatly trimmed.
- Nails short (should not extend over student's fingertips). No nail polish, no acrylic nails or false nails.
- Jewelry must be limited to plain band rings.
- Only one small stud type earring allowed in each ear.
- No other forms of visible body piercing allowed. This includes no eyebrow piercing, no tongue rings, no nose rings, etc.
- No bracelets or necklaces.
- No hats or caps.
- No excessive makeup. No perfume. No body odor.

#### Behavior

- Behavior must be professional.
- No excessive or loud noise or disruptive behavior.

- Cell phones and pagers should be placed on silence or vibrate.

### Manikin Usage

- Students are not allowed to use SimMan or SimBaby or any of the components of SimMan or SimBaby without the permission and /or supervision of instructor or skills lab coordinator. This equipment is costly. Damage will occur if the equipment is allowed to become wet, if the equipment is dropped, tampered with, or used incorrectly.
- Treat the manikins kindly. Treat them as if they were human beings at all times. Provide privacy, drape appropriately, and handle with care. The manikins are your very first clients.
- Wash hands before providing care to manikins (remember treat as an actual client)
- If a manikin must be removed from the bed, place in a Geri chair or wheelchair. Cover lap with a sheet. Return to bed when use is finished. Do not place manikins on desks or bedside table. Treat the manikins as if they were an actual client. Remember, provide privacy, pull curtains, and drape appropriately.
- Wear clear vinyl gloves when handling SimMan, SimBaby, ALS man, ALS baby, and Annie manikins. If in doubt ask the instructor or lab coordinator.
- Do not use betadine or iodine on manikins. It will stain them permanently.
- Keep ink pens, newsprint, and papers with copy ink away from manikins. These will also stain manikin permanently.
- Manikins must be cleaned after every use. Clean with Clorox wipes (do not use bleach) or mild soap and water. Rule: If the cleaner comes in a can do not use!
- After usage, remove the tape from manikins and equipment. Clean any tape residue.
- After usage remove any residue from lubricants.
- Do not place any items on top of the manikins.
- Do not use colored gloves, linens, or colored clothing that could stain manikin.
- Use only water-based products with a manikin. Crayola finger paints diluted with water will make simulated blood or urine. This product is in the lab – contact coordinator for assistance.
- Some parts of manikins are sensitive, containing computer chips and should not be dropped or banged around or allowed to become wet.
- Food and drink should not come in contact with manikins. No food or drink in skills lab.
- Notify skills lab coordinator if a manikin or any equipment is in need of first aid or repair. A note on office door will be fine.

### Lab Usage and Care

- Personal safety devices (goggles, gloves) must be used with practice and demonstration of skills if needed.
- No food or drink in the lab.
- Return all supplies to their proper storage place after use.
- Beds must be re-made after practice or check-offs. Bed making guidelines will be made available upon request. Toe pleats are required.
- Do not sit on beds unless it is for practice or check-offs.

- Do not sit on tables, bedside tables, or desks. Chairs are available in 420 and 423.
- Put away all supplies in the proper place after practice or check-offs.
- Never place anything against the hanging privacy curtains, including chairs, bedside tables, Geriatric chairs, etc.
- Soiled linens must be placed in the hamper. If a class requires the use of more than one washer load of linens, then the class is responsible for washing the linens, folding them, and returning them to their appropriate place.
- Supplies are not to be placed on the floor of closets for storage.
- If supplies cannot be located or are in need of repair (including linens) notify skills lab coordinator. Give damaged linens to lab coordinator.
- Students are not to enter FH 420F or 423 D unless an instructor is present.
- Students are not to enter FH 420E (skills lab coordinator office) unless the coordinator is present. Faculty are welcome to use phone and desk if not in use, but please relock doors after use and do not leave unlocked and unattended.
- 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.
- If trash cans are filled to capacity the instructor is responsible for asking housekeeping to empty them or designating of someone to dispose of the waste.
- Always leave the lab in a manner that projects the image of a professional health care setting. It must always be left ready for another class to begin.

#### Supplies

- Return all supplies to their proper storage place.
- Do not assume that supplies on the shelf are for all to use. They are on the shelf because an instructor requested them for use in an upcoming class. If in doubt ask the skills lab coordinator. Rule: If you did not order them, they are not yours.
- If supplies cannot be found, contact skill lab coordinator. (IV supplies, syringes, normal saline, and accu checks are locked up. They must remain locked since these supplies will be used for check offs. Therefore, we must assure that these items have not been tampered with! The skills lab coordinator can provide you with a copy of this key. It is up to the instructor that unlocks this cabinet to monitor it so that tampering does not take place and that supplies are returned properly and that is locked after use.)

## **STUDENT'S FACT FORM**

(Retain for Your Information)

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

**HEPATITIS** – Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently 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 B. HBV results in liver damage that can range from mild or severe or fatal. During 2020, 44 states reported 2,157 acute hepatitis B cases. Corresponding to an estimated 14, 000 infections and 39 states reported a total of 11,365 newly identified chronic hepatitis B cases.

Healthcare workers, including students are 20 times more likely to contract Hepatitis B virus than the normal population. According to the Center for Disease Control (CDC), the number of Hepatitis B infections in health care workers has sharply decreased since the Hepatitis B vaccine became available in 1982. Health care 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 are 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 (a distinct yellowing of the skin) 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 extremely important, since vaccinations begun immediately after exposure to the virus can often prevent infection.

### **HOW WIDESPREAD IS HEPATITIS B?**

According to the CDC (2022), between 880,000 and 1.89 million people in the US are living with HBV infection. In 2018, a total of 3,322 cases of acute hepatitis B were reported to CDC, for an overall incidence of 1.0 cases per 100, 000population. After adjusting for under ascertainment and under reporting, an estimated 21,600 acute hepatitis B cases occurred in 2018.

### **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?**

Since all pre-hospital and 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 Hepatitis B or any other blood-borne disease. Use gloves to avoid contracting blood or blood-contaminated body fluids. Another preventive action is to receive a Hepatitis B vaccination.

### **ABOUT THE VACCINE**

The cost of the 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 persons against Hepatitis B virus. You should be tested 1-2 months after the vaccine series to determine if the vaccination has provided immunity to HBV infection. The vaccine does not offer protection against other types of Hepatitis.

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 vaccine, 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, persons with a fever or active infection, and for persons allergic to Thimerosal or yeast.

**HUMAN IMMUNODEFICIENCY VIRUS** 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 (2022), at the end of 2019, the most recent year for which this information is available, an estimated 1,189,700 people aged 13 and older were living with HIV infection in the U.S. including 158,500 (13%) of people whose infection had not been diagnosed. Of those people about 87% knew they had HIV. 30,635 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.

### **IF EXPOSURE TO A BLOOD BORNE DISEASE OCCURS**

1. Immediately following an exposure to blood (or body fluids):

Wash needlesticks and cuts with soap and water. Flush splashes to the nose, mouth, or skin with water.

Irrigate eyes with clean water, saline, or sterile irrigants.

2. If source of exposure is known (i.e. client you are caring for), check the chart for lab data that may verify source’s status (HBV and/or HIV positive or HBV and/or HIV negative).

3. Immediately contact the clinical facilities’ person responsible for providing post exposure management. This is very important since care for HIV exposure should be started within hours (not days) of exposure.

4. File an incident report with the Department of Nursing at Southeast Arkansas College and the Infection Control Office of the clinical institution.

5. The Center for Disease Control has recommendations based on the type of exposure and other risk factors which the post exposure management personnel and/or your personal physician can use to determine a course of treatment, if needed.

#### GUIDANCE FOR PROTECTION AGAINST BLOOD BORNE DISEASES

Students entering nursing school or certain Allied Health Programs must be aware that they are entering a profession that increases their risk to exposure for blood-borne diseases such as Hepatitis B virus, Hepatitis C virus, and Human Immunodeficiency Virus (HIV).

Hepatitis B and HIV can be transmitted through needle sticks, contact of mucous membranes or nonintact skin (i.e. chapped, abraded, weeping, or dermatitis) to blood, blood-contaminated body fluids, or concentrated virus.

Students will be taught principles of infection control and specific risk-control recommendations to reduce the risk of becoming exposed to blood-borne diseases.

SOUTHEAST ARKANSAS 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 body fluids (blood, body secretions, etc.), or surfaces soiled with blood or body fluids.
3. All students/faculty are to use a **disposable/surgical mask** when the client has a productive cough, or when suctioning the intubated client.
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, bloody secretions or body fluids. It is the responsibility of the students/faculty to purchase goggles, safety glasses, and/or side shields.
5. All students/faculty are to use specially designed **masks to administer CPR**.
6. It is the responsibility of the students/faculty to purchase these masks for CPR.
7. All students/faculty are to cover all self-limited abrasions and/or lacerations with bio-occlusive dressings.
8. All students/faculty should wear **gowns or aprons** during procedures that are likely to generate splashes of blood or other body fluids.

#### ALWAYS FOLLOW UNIVERSAL PRECAUTIONS AS DETAILED BY THE FACULTY

Reference: [www.cdc.gov](http://www.cdc.gov)

**Southeast Arkansas College**

**Acknowledgement of Receipt of HBV and HIV Fact Sheet**

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

\_\_\_\_\_

\_\_\_\_\_

Student Name (Print)

Signature

Date

If a student refuses to obtain the Hepatitis B vaccination, he/she will have to sign a Waiver Claim Form, which releases SOUTHEAST ARKANSAS COLLEGE from all responsibility associated with requirements related to any and all Nursing & Allied Health programs.

Southeast Arkansas College hepatitis B Vaccination Waiver Claim Form

I, the undersigned Nursing & Allied Health student at Southeast Arkansas College, having been identified to be at risk for Hepatitis B and with the understanding that most health care facilities require all employees at high risk to be immunized with Hepatitis B vaccine, hereby declare that the Hepatitis B vaccine shall not be administered to me and further waive any and all claims for damages or injuries against Southeast Arkansas College that may result to me from my failure to accept this immunization with the Hepatitis B vaccine.

I, the undersigned, declare that this instrument has been completely read and is fully understood by me to be a waiver of any possible claim against Southeast Arkansas College. I assume responsibility for any injuries or damages that may result to me related to my failure to be immunized with the Hepatitis B vaccine.

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

\_\_\_\_\_  
Student Printed Name

STATE OF ARKANSAS     )  
  ) SS  
COUNTY OF JEFFERSON )

Subscribed and sworn to before me, a Notary Public, within and for the County and State aforesaid, on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**AFFIX**

NOTARY SEAL  
**HERE**

\_\_\_\_\_  
**NOTARY PUBLIC**

Signature

My Commission Expires: \_\_\_\_\_



### Authorization to Release Information

I, \_\_\_\_\_, authorize Southeast Arkansas College (SEARK) 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. This authorization includes but is not limited to the release of my transcript, criminal background checks, drug screening, and immunizations.

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Date

Southeast Arkansas College  
Nursing and Allied Health Division  
Permission for Recording

As part of teaching/learning experiences at SEARK College, we will record/photograph learning activities throughout the program. Some photographs/recordings may be used for advertisement and/or educational purposes related to SEARK College.

By signing this form, I give consent to be photographed/recorded and give permission to release as stated above.

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Student Signature

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Date

Southeast Arkansas College  
Nursing and Allied Health Division  
Social Media Policy

Social Networking Policy

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

By signing below, I indicate that I have read and understand the above policy and agree to abide by it.

**Student Name (Print)** \_\_\_\_\_

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

**Date** \_\_\_\_\_

Southeast Arkansas College  
Nursing and Allied Health Division  
Technology/ Cell phone Policies

Definition of Electronic Devices includes but are not limited to: Personal Digital Assistants (PDA); Cell phones; Smartphone; Handheld Computers; laptop Computers; cameras; video and voice recorders.

Classroom Use

- Nursing/medical resources on any electronics device may be used in class.
- Devices must be either off or on silent mode in all classrooms **at all times**.
- Electronic communication including social media, live chat, and or texting **is not permitted** during the class session.
- Devices may only be used in the classroom if the instructor who is teaching the class gives permission. PLEASE REFER TO INDIVIDUAL COURSE SYLLABI.
- **No** devices are allowed during exams.
- Students **may not** be able to see /hear/feel these devices during exams.
- Calculations used for testing are to be simple with no capacity for storage **NO** cell phones with calculations may be used during testing.

Clinical Use

- Use of electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws.
- All students are fully responsible for following all regulations of the HIPAA guidelines.  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>
- If there are any questions/concerns about whether or not certain data can be shared, stored or transmitted students agree to refrain until clarified by nursing faculty.

In clinical, students will follow these guidelines:

1. The device **will be in airplane mode** at all times ( Lunch, breaks, per/post conference, etc.) while being used in the clinical agency. This will prevent incoming text and phone calls.
2. NO personal health identifiers (PHI) will be stored on the student's device.
3. Students will use a password to protect access to information on their device.
4. Infection control precautions must be maintained when using any electronic device in patient care areas. See handheld device hygiene in the student handbook.
5. Personal pagers are not allowed in any clinical setting at any time.
6. Devices may only be used at the clinical site if clinical instructors give permission. PLEASE REFER TO INDIVIDUAL COURSE SYLLABI.

## CRIMINAL BACKGROUND CHECK

Clinical agencies may require criminal background checks prior to allowing students to engage in clinical experiences. Persons who have been convicted of certain crimes may not be allowed to participate in clinical or to sit for state/national licensure/certification examinations. All fees associated with background checks are at the student's expense. Criminal background information may be shared with clinical agencies and/or national licensing agencies.

The ASBN requires that all applicants for licensure submit to Arkansas State Police and FBI criminal background check prior to graduation. All students accepted into any nursing program will be required to have these backgrounds checks and will pay all associated fees.

No person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or no contend ere to, or been found guilty of, any of the following offenses by any 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:

Southeast Arkansas College  
Nursing and Allied Health  
Criminal Background Check Acknowledgement Form

I have read Arkansas State Board of Nursing (ASBN) Criminal Background Check criteria's and the list of criminal offenses. I fully understand that being accepted into a nursing program at SEARK College and graduating from the nursing program **does not** assure ASBN's approval to take the licensure examination.

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Student Printed Name

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Student Signature

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Date



**SOUTHEAST ARKANSAS COLLEGE**  
**NURSING & ALLIED HEALTH**  
 1900 Hazel St., Pine Bluff, AR 71603

**Student, Faculty or Staff Incident Form**

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

Details of where the incident occurred

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

Onsite Staff Involved

Name:	Title:

Nature of Incident [check appropriate box(es)]

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

Patient Outcome [check appropriate box(es)]

Death	<input type="checkbox"/>	Pain/Prolonged Pain	<input type="checkbox"/>	Radiation over-exposure	<input type="checkbox"/>
Critical Condition	<input type="checkbox"/>	Patient Distress	<input type="checkbox"/>	Disruption to Services	<input type="checkbox"/>
Injury	<input type="checkbox"/>	Delay in Treatment	<input type="checkbox"/>	Unable to Assess Outcome	<input type="checkbox"/>
Ill Health	<input type="checkbox"/>	Change in Treatment	<input type="checkbox"/>	Near Miss by Chance	<input type="checkbox"/>
Temporary Deterioration of Condition	<input type="checkbox"/>	Change to Treatment	<input type="checkbox"/>	Near Miss by Intervention	<input type="checkbox"/>

Transfer to a Higher level of Care		Prolonged Stay in Hospital/Clinical Facility		No Adverse Effect	
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Contributory Factors [check appropriate box(es)]

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

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

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

Faculty/Student/Staff Acknowledgement

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

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

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

**Southeast Arkansas College  
Nursing and Allied Health  
HIPPA Acknowledgement Form**

All students are fully responsible for following all regulations of the HIPAA guidelines.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>. By signing below, I indicate that I have read and understand the HIPPA guidelines and will abide by them.

Program of study: \_\_\_\_\_

Student (Print): \_\_\_\_\_

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

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



## Background Checks

Many healthcare facilities utilized for student clinical experiences require completion of a mandatory background check. Therefore, all students entering Allied Health programs will be required to have a completed background check before attending clinical. Background information is confidential and may need to be shared with clinical agencies. Admission to the program gives consent to provide background information to clinical agencies as required.

## Applicant Management System

All Nursing and Allied Health Students are required to provide data and/or submit to all health and safety requirements in compliance with the clinical affiliation agreements of the College. All students will be required to have a drug screen and criminal background check. Students will be required to set up an online account with Verified Credentials for the purpose of background check screening, drug testing, and for LPN/Paramedic to RN Transition Students, licensure verification. The fee is approximately \$125 (See individual Program Handbook or Course Syllabi for specific cost). These costs will be in addition to other college tuition and fees. Full instructions for setting up the account will be given during the first week of class. A list of the health and safety requirements with timeframes are included in the acceptance packet.

Program of study: \_\_\_\_\_

Student (Print): \_\_\_\_\_

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

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

## 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.

By signing below, I indicate that I have read and understand the above policy and will abide by it.

Student Name (Print) \_\_\_\_\_

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

Date \_\_\_\_\_

## Functional Abilities Requirements for Nursing & Allied Health Students

Functional abilities are those physical and mental activities and attributes needed by a nurses and other allied health practitioners 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. Students are required to be able to perform standard functions, activities and/or tasks with or without reasonable accommodations as required. **In order to be considered for an accommodation, the student must declare with the Student Affairs Office that they have a disability and provide the required medical documentation.**

- If a student has concerns about meeting the functional abilities as described he/she must contact the Program Coordinator.
- The student must then ask for an accommodation if it is believed to be necessary, by contacting the Student Services Office at (870)850-2183. The student must provide professional documentation that validates the lack of functional abilities and their concomitant medical/physiological/psychological causes. Furthermore, the student must provide sufficient documentation to assist College personnel in understanding the full impact of the lack of functional abilities in terms of time, severity, and dynamics. The Student must request the Vice President for Student Services and the Counselor to verify the existence of the disability and the need for accommodations.
- Information from the Student Affairs Office will be provided to the Program Coordinator concerning the specific accommodations. It is the responsibility of the student and the Program Coordinator to agree on reasonable accommodations. The final determination of the accommodation and its delivery will be the responsibility of the Nursing & Allied Health Division.
- Students can appeal a decision made regarding reasonable accommodations pursuant to College's *Non-Academic Appeals Procedure*.

## STUDENT RESPONSIBILITIES

- Review the Functional Abilities requirements for Nursing and Allied Health.
- Request an accommodation, if needed.
- Meet with the counselor in Student Affairs.
- Manage the accommodation(s) according to policy.
- Maintain ongoing communication with the Nursing and Allied Health Division & Vice President for Student Affairs about the effectiveness of the accommodations that are being provided.
- Inform the Vice President for Student Affairs about any barriers encountered in the Nursing & Allied Health Division or at clinical sites.

## Nursing & Allied Health Division Responsibilities

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**Printed Student Name**

Please review all skills below and circle any skill(s) that you are unable to perform:

Gross Motor Skills		Emotional Stability	
<ul style="list-style-type: none"> <li>• Move within confined spaces – e.g. around patient bed</li> <li>• Provide standing support to patient</li> <li>• Manipulate equipment above shoulders – e.g. IV's</li> <li>• Reach below waist – e.g. plug-in</li> <li>• Assist transfer of patient – e.g. bed to chair, bed to bed</li> <li>• Reach across patient bed</li> </ul>		<ul style="list-style-type: none"> <li>• Differentiate and establish personal and therapeutic boundaries – e.g. Confidentiality/privacy</li> <li>• Provide client with appropriate psycho social support</li> <li>• Deal with unexpected situations</li> <li>• Maintain attention on task</li> <li>• Perform multiple responsibilities concurrently</li> <li>• Handle strong emotions – e.g. grief, anger</li> <li>• Do work in a changing stressful environment</li> </ul>	
Fine Motor Skills		Arithmetic Competence	
<ul style="list-style-type: none"> <li>• Pick up objects – e.g. Syringe</li> <li>• Grasp small objects – e.g. Pills</li> <li>• Write</li> <li>• Use a computer</li> <li>• Pinch/pick or otherwise work with fingers – e.g. Syringe, gloving, small equipment</li> <li>• Turn knobs with hands on door or equipment</li> <li>• Squeeze – e.g. Eye dropper, IV tubing</li> <li>• Put on caps, gown, gloves, mask</li> <li>• Apply pressure – e.g. To a wound</li> </ul>		<ul style="list-style-type: none"> <li>• Read and understand columns of writing – flow charts</li> <li>• Read digital displays</li> <li>• Read graphic printouts – e.g. vital signs, numbers, EKG strips, fetal monitor strip</li> <li>• Convert numbers to/from metric</li> <li>• Tell time</li> <li>• Measure time – e.g. duration</li> <li>• Count rates – e.g. pulse</li> <li>• Use measuring tools – e.g. thermometer</li> <li>• Read Measurement marks – e.g. scales</li> <li>• Add, subtract, multiply, divide</li> <li>• Compute fractions (medication dosages)</li> <li>• Use a calculator</li> <li>• Write numbers in records</li> </ul>	
Physical Endurance		Reading	
<ul style="list-style-type: none"> <li>• Sustain repetitive movements – e.g. CPR, ambu bagging</li> <li>• Work entire shift</li> <li>• Stand continuously for 6-8 hours</li> </ul>		<ul style="list-style-type: none"> <li>• Read and understand written documents</li> <li>• Use anatomical design/diagrams correctly</li> </ul>	
Physical Strength		Analytical Thinking	
<ul style="list-style-type: none"> <li>• Push and pull 25 pounds – e.g. Position clients, CPR, apply pressure to wound</li> <li>• Support 25 pounds of weight – e.g. Ambulate client</li> <li>• Lift 25 pounds – e.g. transfer client</li> <li>• Move light object up to 10 pounds</li> <li>• Move heavy objects weighing from 10 to 45 pounds</li> <li>• Defend self against combative client</li> <li>• Carry equipment/supplies</li> <li>• Use upper body strength CPR, restrain a client</li> <li>• Squeeze – e.g. fire extinguisher</li> </ul>		<ul style="list-style-type: none"> <li>• Gather data</li> <li>• Transfer knowledge from one situation to another</li> <li>• Assess and respond to change in patient's condition</li> <li>• Integrate information</li> <li>• Evaluate outcomes – e.g. effectiveness of care</li> <li>• Problem Solve</li> <li>• Prioritize care</li> <li>• Use long term memory</li> <li>• Use short term memory</li> <li>• Organize tasks to completion</li> </ul>	
Mobility		Critical Thinking Skills	
<ul style="list-style-type: none"> <li>• Rotate body to attend to patient and equipment simultaneously</li> <li>• Move quickly to respond to emergencies/patient needs</li> <li>• Transfer patient – e.g. Chair to commode, clinical sites such as hospital or clients homes</li> </ul>		<ul style="list-style-type: none"> <li>• Identify cause-effect relationships</li> <li>• Plan activities for others</li> <li>• Synthesize knowledge and skills</li> <li>• Complete tasks in a timely manner</li> </ul>	
Tactile		Interpersonal Skills	
<ul style="list-style-type: none"> <li>• Feel vibrations – e.g. pulses, nerve responses, tremor</li> <li>• Detect temperature of room, skin, presence of moisture</li> <li>• Feel difference in surface characteristics – e.g. skin texture</li> <li>• Feel difference in sizes, shapes – e.g. palpate vein, perform assessment</li> </ul>		<ul style="list-style-type: none"> <li>• Manage conflict between persons</li> <li>• Respect differences in clients/families/co-worker</li> <li>• Establish maintain rapport with clients/families/co-worker</li> </ul>	

Please review all skills below and circle any skill(s) that you are unable to perform:

Visual		Communication Skills	
<ul style="list-style-type: none"> <li>• See objects up to 20 inches away</li> <li>• See objects up to 20 feet away</li> <li>• See object more than 20 feet away</li> </ul>		<ul style="list-style-type: none"> <li>• Communicate information –e.g. teach client, family, or groups</li> <li>• Explain procedures</li> <li>• Give oral and written reports</li> </ul>	

<ul style="list-style-type: none"> <li>• Use depth perception – e.g. injections, assess height or depth of wound</li> <li>• Use peripheral vision</li> <li>• Distinguish color – e.g. patient secretions, jaundice, and color coded records</li> <li>• Distinguish color intensity – e.g. blue complexion, redness of blood</li> <li>• Respond to alarms</li> </ul>	<ul style="list-style-type: none"> <li>• Interact with others – e.g. effective group participation</li> <li>• Use the telephone – e.g. call for emergency, follow up/pre-op call</li> <li>• Advocate for client (rural)</li> <li>• Direct activities of others</li> <li>• Convey information orally and in writing – e.g. charting, reports, papers</li> <li>• Use computer</li> </ul>
<b>Hearing</b>	<b>Smell</b>
<ul style="list-style-type: none"> <li>• Hear normal speaking level sounds – e.g. to communicate with client</li> <li>• Hear faint voices – e.g. elderly, oxygen deprived</li> <li>• Hear faint body sounds – e.g. blood pressure, heart and lung sounds</li> <li>• Hear in situations not able to see lips (when using masks)</li> <li>• Respond to alarms (high/low frequency)</li> </ul>	<ul style="list-style-type: none"> <li>• Detect odors from environment and client</li> <li>• Detect smoke</li> <li>• Detect gases or noxious smells</li> </ul>

Notes to Student and Instructor:

- Review the Functional Abilities requirements for Nursing & Allied Health Professionals with the student when it is requested.
- If no accommodation is requested, the Nursing & Allied Health Division does not have any responsibility to take the possible disability into account when assessing the student's ability to perform.
- Consult with the student regarding the student's functional limitation(s) and the accommodation(s) needed.
- Make final determination on how an applicant's functional abilities deficits affect nursing and allied health practice and the accommodations needed to allow the student to perform essential nursing and allied health functions.
- Functional Ability/Required Functional Activities

Do you have anything that could affect could affect your physical or cognitive abilities? \_\_\_\_ No \_\_\_\_ Yes

If yes, please explain: \_\_\_\_\_

I have read and understand the documents: Nursing and Allied Health Functional Ability Policy and Required Functional Activities, found on the Nursing and Allied Health page of the SEARK website.

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

\_\_\_\_\_  
**Date**

I have been given a copy of the 2022-2023 NAH Department Policies, \*Current SEARK College Catalog, and Student Handbook. My signature below signifies that I have read and understand the following policies, procedures, and/or rules and those states in the NAH Divisional Policies, SEARK College Catalog, and program specific Student Handbook and agree to abide by them.

Changes  
Address Changes  
Student Conduct/Dress Code/Attendance  
Classroom Guidelines/Breaks  
HIPPA Guidelines  
Student Accidents  
Computer/Audio Visual Usage  
Messages  
Parking  
Advisors  
Grades  
Academic Dishonesty  
Graduation  
Withdrawal Policy  
Drug Testing  
Violation of Safe Practice  
Exposure to Blood Borne Pathogens

Permission to Record  
Social Media  
Technology/Cell phone  
Verified Credentials  
Hep B fact sheet and waiver form  
Criminal Background Check  
NAH Skills Lab Guidelines  
Positive Progressive Discipline  
Disability Statement  
Non-academic Appeals  
Student/Faculty Disputes  
Academic Appeals  
Academic Progression  
Testing Policy  
Returning Student Policy/Student Transfer Policy  
Incident  
Student Forums

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Student Name (Print)

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Student Signature

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Date

\*A current copy of the SEARK College Catalog and Student Handbook is available in electronic form at [www.seark.edu](http://www.seark.edu).

