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MISSION

The Practical Nursing Program at the University of Arkansas Community College at Hope is an Arkansas State Board of Nursing approved program committed to providing quality education to students entering into the profession of Practical Nursing.

GOAL

The goal of the Practical Nursing program is to provide entry-level training of knowledge, skills, and employability skills consistent with a Licensed Practical Nurse.

OBJECTIVES

1. Upon completion of this program, the student will demonstrate in the knowledge domain, the ability to comprehend, apply, and evaluate clinical information relevant to the role of a Licensed Practical Nurse.

2. Upon completion of this program, the student will demonstrate, in the psychomotor domain (skills), the ability to perform skills effectively relevant to the role of a Licensed Practical Nurse.

3. Upon completion of this program, the student will demonstrate employment skills relevant to the role of a Licensed Practical Nurse.
ADMISSION

College Admission: Students seeking admission for the first time to the University of Arkansas Community College at Hope (UACCH) should use the following procedures.

1. Complete a UACCH application for admission form.
2. Submit a transcript of high school graduation or General Education Diploma (GED) and any college work.
3. Provide proof of immunization against measles (2) and rubella (1) if enrolled as a full time student.
4. Submit ACT scores or take the COMPASS/ASSET test administered at the College prior to registering for classes.

Program Admission: The University of Arkansas Community College at Hope Practical Nursing Program is an Arkansas State Board of Nursing approved program. Students are required to be a high school graduate or have a GED. The core course work is three semesters (Summer II, Fall, and Spring).

*Specified pre-requisite course work is required prior to program admission. These requirements are:

- BIOL 2214 Human Anatomy & Physiology I or
- BIOL 1003 Essentials of Human Anatomy & Physiology I
- BIOL 2224 Human Anatomy & Physiology II or
- BIOL 1013 Essentials of Human Anatomy & Physiology II
- BIOL 2203 Nutrition
- MEDL 2103 Medical Terminology

Students whose COMPASS score is $\leq 81$ in Reading must have successful completion of ENGL 0063 prior to admission into the Practical Nursing Program. Applicants are eligible for admission after pre-requisite courses are completed with a grade of “C” or better and a fully completed “Application for Admission to Practical Nursing” form is on file. Applications are accepted from April 1 through May 14 of each year. Applicants not completing pre-requisite course work by May 15, but will complete work in Summer I prior to admission, must also submit an application by this deadline. All applicants are notified by mail if he or she gained entrance into the program. In the event the number of applicants is greater than the number of positions available, applicants are admitted according to highest prerequisite GPA. Applicants completing all pre-requisite course work by May 15 will be given initial consideration. In the event of a tie, the applicant with the higher overall GPA will be selected.

* See page six (6) for advance placement considerations
Upon confirmation of admission to the Practical Nursing Program the student will be required to complete the following forms/requirements in order to complete admission:

- Letter of Acceptance form
- Statement of Criminal Conviction form (See Arkansas Nurse Practice Act; 17-87-312, Criminal Background Checks (see [www.asbn.org](http://www.asbn.org) for disallowed crimes)
- Arkansas Health Card- TB skin test through the Health Department
- Current AHA Healthcare Provider CPR card (must not expire during program year).
- Substance Abuse Policy release form

Course Requirements:

**Summer II Semester**
NURS 1103 Nursing Concepts I 3
NURS 1001 Math for Nurses (Based on math skill exam score) 1

**Fall Semester**
NURS 1106 Nursing Concepts II 6
NURS 1002 Pharmacology I 2
NURS 1012 Gerontological Nursing 2
NURS 1022 Maternal / Infant Nursing 2
NURS 2021 Mental Health Nursing 1
NURS 1004 Clinical Practicum I 4

**Spring Semester**
NURS 2008 Nursing of Adults 8
NURS 2002 Pharmacology II 2
NURS 2012 Pediatric Nursing 2
NURS 2019 Clinical Practicum II 9

Total: 21
ADVANCED PLACEMENT

Credit may be granted for certain pre-requisite course work based on previous courses and/or work experiences. Documentation of course content, experience location(s), and final grade, if applicable, must be made available prior to application into the Practical Nursing Program. This credit will be applied ‘in lieu of’; true course credit is not given. Students seeking advanced placement must submit a request in writing. Advanced placement is evaluated on an individual basis and is the responsibility of the Program Director.

Students having completed the certified nursing assistant (CNA) program on this campus within the last 24 calendar months may be eligible to apply for Credit by Institutional Experience and Examination as outlined in the college catalog. Please see program director when applying for admission to the Practical Nursing program, for further details. This credit would apply to NURS 1103 within the PN program curriculum.

PROGRESSION

A student who receives a final grade of less than 76% in any nursing course during the program or who withdraws from a course cannot progress and will be suspended from the program. In addition, the Dosage Calculation Exam administered in NURS1002 will have a required grade of ≥ 80% after a maximum of three attempts. Failure to do so will result in termination from the program.

GRADUATION

UACCH provides to students the nursing education required by the Arkansas State Board of Nursing for Practical Nursing Licensure. To be eligible for graduation students must complete all program requirements and submit a UACCH ‘application for graduation’. Graduates will receive a Technical Certificate in Practical Nursing.

Graduating students apply to take the NCLEX-PN licensure examination approximately two weeks prior to graduation. When graduation has been secured the student will complete and submit the state licensure application. When all applications have been submitted and verified through the state board of nursing, graduates are eligible to take the licensure examination.

Information regarding application and cost will be given on the first day of school and throughout the program year. The examination and licensure cost will not be charged to the students’ college account. Students MUST make their own financial arrangements for these costs in order to write the NCLEX-PN. Graduates not residing in Arkansas must follow their state of residency’s requirements for licensure. Students residing outside of the state of Arkansas should notify the Program Director early in the program.
READMISSION AND TRANSFER

1. Students who seek readmission to the nursing program and are in "good standing" with the program may be granted acceptance into the next program if readmission is sought the following program year. Students may be granted credit for previous classes completed successfully. Students waiting more than one year to return will not be granted credit for classes taken and must compete with other students for readmission into that years program.

2. Students seeking readmission or transfer and are not in "good standing" may be readmitted only one time. These students must wait one year to reapply to the nursing program. These students will compete with other students for readmission into that years' program and will be admitted if space permits. If admitted, the student must complete all nursing course work starting at the beginning of the program.

3. Students wishing to transfer nursing credits from other institutions will be considered for transfer if:
   a. The student leaves the former institution meeting UACCH PN program criteria for "good standing".
   b. Courses to be transferred were taken less than 1 year ago from the admission date sought at UACCH.
   c. The student can produce a letter of "good standing" from the program director at the former institution.
   d. The student can complete Nursing CAP exams with results equal or greater than the national average in the areas for transfer.
   e. The point of admission into the program will be dependent upon the structure of the program from which the student is transferring.

4. All transfer students and students seeking readmission are required to take any and all theory courses that coincide with the clinical practicum they are in.

"Good standing": Good standing refers to a student who withdraws from a nursing program and:
   a. Has a "C" or greater in each nursing class
   b. Has maintained satisfactory attendance
   c. Has been without disciplinary action
   d. Is recommended by the program director as a student in "good standing". Must provide “Letter of Good Standing”
   e. Students who had previously been enrolled @ UACCH and withdraw must be passing all nursing courses at time of withdrawal to be in “good standing”
Dear Nursing Director,

______________________ is seeking transfer into the UACCH Practical Nursing Program. In order to meet transfer requirements students must leave their former institution in good standing.

Criteria for "good standing" is as follows:
   a. Has a "C" average or greater in each nursing class at time of transfer
   b. Has maintained the institutions attendance standards
   c. Has been without disciplinary action
   d. Is recommended by the faculty as a student in "good standing"

Please check one of the following:
   • The above student did leave this institution meeting UACCH's requirements for "good standing".
   • The above student did not leave this institution meeting UACCH's requirements for "good standing".

________________________________  _______________
Signature of Nursing Program Director   Date

Thank you,

Tammy Goodwin MNSc, RN
University of Arkansas Community College
Practical Nursing Director

Please return to:
University of Arkansas Community College at Hope
Attn: Tammy Goodwin
PO Box 140
Hope, AR. 71801
AUTHORIZATION TO RELEASE INFORMATION

I ________________________  (student) authorize ______________________  (director of former nursing program) to complete a letter of good standing and to release that information to the Director of the Practical Nursing Program at the University of Arkansas Community College at Hope.

____________________________   _______________
Student signature                 Date
ATTENDANCE REQUIREMENTS/POLICIES

Absenteeism is strongly discouraged in the Practical Nursing Program. The Arkansas State Board of Nursing has established minimum requirements for Practical Nursing progress. A Practical Nursing student must follow the policies below to meet the board’s requirements.

**Theory (classroom) Attendance:** is essential for academic success in the program. The student is responsible for all material covered and assignments due on the appropriate date and time. **Late work is not accepted.** The student will receive a grade of 0 on all classroom assignments and quizzes due on the day of the absence. The student is allowed only one make-up exam per subject and will be eligible for only 76% of the actual grade. The format of the exam will be at the discretion of the faculty.

**Clinical Attendance:** Absences, tardies, or early departures from the clinical portion of the program are strongly discouraged. A zero will be given for the daily evaluation tool, since the student is not present to gain experience or be evaluated.

**ABSENCE PROGRESSIVE DISCIPLINARY ACTIONS (Applies to Theory and Clinical):**
(0) absence in one semester is considered *above standard.*
(1) absence in one semester is considered *standard.*
(2) absences in one semester is considered *below standard* and verbal counseling with documentation being placed in the student's file at that time.
(3) absences in one semester will result in the student being placed on *attendance probation.* A written counseling session with the program director is required before the student may continue in clinical area, and student will receive a letter of probation.
(4) absences in one semester is *grounds for termination* from the program.

Two (2) tardies equal one absence/ two (2) early departures equal one absence or any combination of the 2.
Tardy is defined as arriving late but before 1000. Any arrival after 1000 is considered one (1) absence.
Early departure is defined as leaving early but after 1230. Any departure before 1230 is considered one (1) absence.
Attendance status may be considered by scholarship grantors in making recipient decisions.

Each student may be allowed to take one emergency leave while enrolled in the program (1 per school year). The request for leave of absence will be submitted by the student in writing to the Program Director.

Leave may be requested for: **serious illness** of self or **immediate family** (parents, spouse, siblings or children), **death** of an immediate family member, child birth, and **certain** court dates dealing with self or immediate family. This leave is not issued for routine illnesses or students about to exceed allotted absence per semester. **Proper**
documentation must be presented to the Program Director. The Director reserves the right to verify documentation. The Program Director will grant or deny Leave requests after consultation with other faculty and careful consideration of circumstances and the length of time the student will be absent.

Students who maintain above standard attendance per semester will receive a free lunch coupon to student commons.

Clinical GROUP who maintains above standard attendance per semester will receive a pizza party provided by faculty.

Inclement Weather Policy:
Students will be allowed an arrival delay (leaving residence by 0800) in the event of winter/severe weather advisories. This delay is for the purpose of time allowance for UACCH administration to give official declaration of campus closure. This time will not be counted against the student’s attendance; if the campus is open, then the student will be expected to proceed to class/clinical.

Individual discretion should be used for personal safety, since the campus service area is large and all road conditions cannot be predicted.
CONDUCT AND BEHAVIOR POLICY

A student enrolled in the Practical Nursing Program will be entering into a profession with a stated code of ethics and rules of conduct. Students will be subject to disciplinary actions for violations listed in, but **not limited to**, this Policy. The following rules apply to both clinical and classroom behavior unless specifically stated.

1. Sleeping, lying, loud talking and obscene language will not be tolerated.
2. Cell phones and beepers are turned off or placed on silent unless special permission is granted by the instructor (emergencies only). Cell phones are not allowed on the students desktop. First offense = verbal warning, second offense = letter of probation, third offense = may result in dismissal from program.
3. Eating or drinking at undesignated times during clinical assignments is prohibited. Students are allowed to bring drinks with secure lids to the classroom setting.
4. Smoking is allowed on specified breaks. Students in the clinical setting should be free of smoke odors. Students should take steps (at home) to prevent smoke odors from embedding in their clinical attire.
5. Classroom attire should be appropriate to the learning environment and reflect that of a professional.
6. Instructors and hospital personnel are to be addressed with proper titles. (Mr., Ms, Mrs., or Dr.)
7. Students are required to follow Campus and Affiliating Agency’s policies.
8. Students must adhere to the Practical Nursing Drug Abuse Policy.

The following violations apply in the clinical setting:

1. Failure to stay in assigned areas (must have nursing supervisor’s permission to leave)
2. Performing procedures not within the student’s scope of practice.
3. Abuse of equipment. Students will be held liable.
4. Gong on ambulance runs or transfers
5. Failure to follow clinical attire and dress code.
6. Acting as a witness when documents are signed.
7. Failure to notify clinical site in advance of absence.
8. Other conduct considered inappropriate.
9. **Having** and/or using cell phone while in clinical setting will result in; First offense = poor scores on daily evaluation, second offense = sent home with absence and letter of probation given, third offense = may result in dismissal from program.
10. An instructor or preceptor may remove a student from the clinical setting for unsatisfactory conduct pending consultation w/faculty and administration.

The following actions may result in student DISMISSAL from the program:

1. Failure to meet attendance requirements
2. Breach of confidentiality (patient or institution)
3. Positive drug screens for illegal or unprescribed controlled substances.
4. Willful neglect in the care of patients.
5. Persistent judgmental errors in performing patient care, such as failure to progress in clinical skill ability, documentation, medication administration, etc.
6. Performing procedures not within the scope of practice for a student practical nurse.
7. Falsifying documents (i.e. clinical evaluations, patient charts, attendance documentation)
8. Failure to provide potential positive background check information in writing to program director prior to notification by positive results.
9. Cheating (this includes copying someone else’s homework); both parties if consensual.
10. Failure to notify program director of former employment with any potential clinical facility that was left in poor standing.
11. Failure to follow protocol.
12. Repeated “conduct” violations

PROBATION may be recommended for violations of conduct or violations of College policy. Students will be counseled and a written notice of probation will be given stating reasons for the probation.

DISMISSAL/GRIEVANCE may be recommended for repeated probation occurrences or violations listed under “dismissal” violations. If a student desires an appeal the College maintains a Student Appeals Committee appointed by the Chancellor. This committee exists to review and make recommendations regarding matters of student grievances and appeals. Other concerns referred to this committee may relate to student dismissals, student rights, and student activities. This committee will meet as needed.

INCIDENT REPORT FORM:
In order for you to become safe and prudent nurses; the error remediation policy was implemented. This policy is made available to all clinical facilities and/or preceptors. It consists of two forms; the first is to be filled out by those involved in the situation immediately, the second is completed after visit between student and program director. A specific activity for the student will be mutually agreed upon at that time. This is not meant for punishment, but to bring about learning from the situation.

CLINICAL COMPETENCIES:
According to objective two of our program goals, we predict “…the student will demonstrate, in the psychomotor domain (skills), the ability to perform skills effectively…” As a measurement tool, we are implementing a clinical competency assessment that will determine the students’ ability to provide safe and prudent care. This assessment will be implemented toward the end of your clinical II schedule, so advance preparation will be possible.

This competency should not be taken lightly, a pass/fail will be determined; with a maximum of three attempts (the second two will be on your own time).
SOCIAL NETWORKING POLICY

The purpose of this policy is to ensure the preservation of UACCH Practical Nursing program identity, integrity and overall reputation while minimizing risks from online communication and collaboration. It is also intended to protect student, faculty, and staff privacy while following agency guidelines.

1. This policy applies to UACCH Practical Nursing program for any written electronic communication published online regarding UACCH Practical Nursing program-related matters and information, public or private.

2. Confidentiality of students, faculty, staff, and clinical patients is to be maintained at all times. Patient information or clinical situations should never be discussed on social networking sites.

3. The use/posting of unauthorized (where written permission has not been obtained from involved parties) pictures, logos, videos or UACCH Practical Nursing program materials is strictly prohibited.

4. Social networking, texting, e-mail, and other electronic devices will not be allowed during class or clinical times.

5. Students who use online social networking and identify him/herself as associated with UACCH Practical Nursing program must clearly and explicitly note any views or opinions made are explicitly his/her own and not that of UACCH Practical Nursing program.

6. On campus computing resources and network capacity may not be used for illegal purposes.
   Examples of illegal purposes include:
   a. Intentional harassment of other users
   b. Intentional destruction of or damage to equipment, software, or data belonging to UACCH Practical Nursing program
   c. Intentional disruption or unauthorized monitoring of electronic communications
   d. Unauthorized copying of copyrighted material.

7. Violation of any online social network policy will result in disciplinary action which may result in dismissal from the program**.

** By signing the acknowledgment of the policies contained herein, I agree to follow these guidelines and understand the consequences of variances.
International Student Admissions Policy
(Retrieved from page 40 of the UACCH College Catalog)

International students may not officially register for classes until all admissions requirements have been fulfilled. International students must meet the following requirements in addition to the other admissions requirements before an I-20 may be issued.

1. Submit an Application for Admission to the Registrar’s Office at least 90 days prior to the start of the semester for which acceptance is requested and have a completed file no later than 30 days prior to the start of the semester.
2. Submit an official, original copy of the high school transcript with an official English translation. Original copies of other academic records, such as college transcripts, must be provided with English translations. Proof of two immunizations against measles and one immunization against rubella, with English translations, is required if born after January 1, 1957. Any foreign born student must also provide the results of a Tuberculosis Screening. This screening must be done in the United States or Canada within the six months prior to enrollment.
3. Complete I 901 Form - $100.
4. All international students should be proficient in the English language prior to enrollment. Students who have taken the Test of English as a Foreign Language (TOEFL) should submit official documentation of their scores. Those with TOEFL scores of 500 or better will be accepted unconditionally (a score of 197 or better on the computer-based TOEFL). A TOEFL score of 425-499 will enable a student to enroll on academic probation for one semester. Arrangements to take the TOEFL test may be made in writing to: TOEFL Program Director, CN 6151, Princeton, NJ 08541-6151, U.S.A.
5. Provide a statement verifying sufficient financial support. The cost of attending UACCH (tuition, fees, books, supplies, room and board, transportation, personal and miscellaneous expenses) is approximately $9,000 U.S. dollars per academic year.
6. An international applicant must purchase health insurance, and present evidence of this, before he or she is eligible to enroll. Such proof must be presented each semester. Health-care in the U.S. is costly, and the College cannot assume financial responsibility for its students.
7. It is the responsibility of the international student to become familiar with the regulations of the Immigration and Naturalization Service and to assume responsibility for complying with these regulations.
8. UACCH does not provide:
   a. Student housing (dormitories are not available)
   b. Transportation to and from the College
   c. Health insurance or medical/dental care

Note: The University of Arkansas Community College at Hope reserves the right to impose a quota by country on the admission of international students. The College also reserves the right to impose additional admissions requirements which are in the best interest of the College without prior notice to prospective international students.
UACCH
Health Professions Division
Confidentiality Statement

As a Practical Nursing student, you may learn of certain financial, proprietary, privileged or confidential information while performing duties at the area hospitals, clinics, schools, day cares, and nursing homes. This information in any form is the property of that institution. This information includes but is not limited to information related to the patient, family, institution, or employees.

You are obligated to follow the Health Insurance Portability and Accountability Act (HIPAA). The initial focus of HIPAA is to establish standards for documenting and transmitting health records in order to assure privacy and security of this data. You will be educated regarding HIPAA regulations in regards to patient privacy and data security. You may further be required to attend mandatory in-services at area clinical facilities.

As a condition of your enrollment as a Health Professions student at the University of Arkansas Community College at Hope, you promise that:

1. You will use confidential information only as needed to perform your legitimate duties as a student receiving information from the health care facility. This means, among other things, that:
   a. You will only access confidential information for which you have a need to know; and
   b. You will not in any way divulge copy, release, sell, loan, review, alter or destroy any confidential information.
   c. You will not misuse confidential information or carelessly care for confidential information.
2. You will safeguard and will not disclose any authorization you have that allows you to access confidential information.
3. You must have the permission of the patient to observe in his or her care if you are not responsible for the patient’s care.
4. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information to your supervisor.
5. You understand that your obligations under this Agreement will continue after graduation or if terminated from the program.
6. You will be responsible for your misuse or wrongful disclosure of confidential information. You understand that your failure to comply with this Agreement may result in dismissal from the program and other legal liability.

_____________________________________________________________
Student Signature                                                                Date

_______________________________________________________________
Instructor Signature                                                             Date
As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

1. All patient information (real or fictional) is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of OTC policy. Do not discuss information to your classmates who are not involved in your simulation lab exercise.

2. This information is privileged and confidential regardless of format: electronic, written, overheard or observed.

3. The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner.

4. In certain scenarios a student will be assigned as the team leader and should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students. Any student caught humiliating another student will be written up for unprofessional conduct and/or any other related unprofessional conduct that may apply. Accumulating 3 (three) write ups regardless of the write up while in the nursing program (LPN or RN) can lead to dismissal from the program.

5. Video/audio recording and still images may be utilized for UACCH publications, learning tool for future classes, and an assessment tool utilized at the end of a scenario (debriefing).

Signature: ________________________________________________________

Printed Name:  ____________________________________________________

Date:  ___________________________________________________________

Instructor: _______________________________________________________
UNIVERSITY OF ARKANSAS COMMUNITY COLLEGE AT HOPE

WAVIER FOR HEPATITIS B VACCINE

Check the appropriate area

☐ By checking this box and signing below I decline to take the Hepatitis B vaccine and release the instructors, UACCH, and all clinical sites of any legal liability. By signing I verify an understanding of the risk of exposure to the various blood and secretion borne diseases.

☐ I have received the initial injection of hepatitis vaccine and will complete the series of injections. I will accept responsibilities of completing the series of hepatitis B vaccine injections.

☐ I have completed the series of Hepatitis B vaccine and have attached my proof.

Student Signature: ______________________________ Date_______________

Printed Name: ______________________________________________
ARKANSAS LICENSED PRACTICAL NURSES' ASSOCIATION
MEMBERSHIP OBLIGATION

It is a recognized fact that nurses like all other human beings are insufficient within themselves to meet their own personal needs, and that nurses like all human beings have SPIRITUAL NEEDS. These needs are not forced upon them from without but they spring from their very being. All nurses need friends and a legitimate pursuit of personal achievement, which demand personal relationships. Thus the human need for one another plunges deep roots into human nature—with the result that for their most ample development—NURSES MUST COOPERATE AND HELP ONE ANOTHER.

In presenting yourself as a candidate for membership in the Arkansas Licensed Practical Nurses’ Association, you have indicated a desire to affiliate with this association, which was specifically designed for the betterment of licensed practical nurses and practical nursing. The objectives of this association are very high. They are worthy of your best efforts and your most loyal devotion. The ideals are set forth in the constitution and By-Laws, and they include such qualities as - - INTEGRITY, HONESTY, KNOWLEDGE, AND GOOD CHARACTER. In accepting you as a member, this association is expressing confidence in your sincerity, believing you to be worthy and well qualified. To be so recognized and accepted in a personal honor to you, but please remember that - - WITH HONOR GOES RESPONSIBILITY. As a member of this association it shall be your responsibility to comply with the rules and regulations of this association - - all of which tend toward advancing standards, cultivating knowledge and maintaining honor and good character among practical nurses, and improving patient care.

At this time you are called upon to pledge your sacred word of honor that you will conform to the requirements of the association to the best of your ability and that you will endeavor to advance the principles to which this association adheres. If you are willing to assume this responsibility - - your answer is “I DO”. Do you further promise to cooperate with the officers and members of this association to the best of your ability and uphold its constitution and by-laws? If so, your answer is “I DO”. In so doing you will find the Arkansas Licensed Practical Nurses’ Association a fruitful channel for inspiration and personal growth and development.

Now, as a member of this association, you are granted the honor and privilege of taking the “Florence Nightingale Pledge”. Please repeat after me:

THE FLORENCE NIGHTINGALE PLEDGE

“I solemnly pledge myself before God - - and, in the presence of this assembly to pass my life in purity - - and to practice my profession faithfully. I will abstain from what is - - deleterious and mischievous and will not take - - or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my profession. With loyalty will I endeavor - - to aid the physician in his work and devote myself to the welfare of those committed to my care.”
ARKANSAS LICENSED PRACTICAL NURSES’ ASSOCIATION

CODE OF ETHICS

1. The prime responsibility of the licensed practical nurse is to conserve life, alleviate suffering and promote health.

2. The licensed practical nurse is legally and morally bound to render adequate nursing service to the patient and to observe rules of decorum in personal behavior and professional conduct.

3. The licensed practical nurse respects authority and profits by constructive criticism.

4. The licensed practical nurse recognizes the practitioner as the authority for all care and treatment for the patient and is accorded polite deference and professional esteem.

5. The licensed practical nurse is aware of the statutes, which affect the practice and medicine and nursing and those, which govern the health and welfare of the public.

6. The licensed practical nurse accepts compensation as prescribed by the contract and does not accept gratuities or participate in unethical or illegal practices.

7. The Licensed practical nurse holds in confidence all personal information entrusted to them and all family matters coming to their attention in the practice of their vocation.

8. The Licensed practical nurse does not converse with the patients about their own personal experiences, personal problems and personal ailments.

9. The Golden Rule in relationship guides licensed practical nurses with patients and nursing associates and respect their religious convictions.

10. The Licensed practical nurses should expose dishonesty and unethical conduct of associates to the proper authorities.

11. The licensed practical nurse regards practical nursing as an art to be cultivated and a vocation to be respected.

12. The licensed practical nurse knows that a unified vocation demands respect and withstands opposition, and therefore Licensed Practical Nurses will seek membership in the professional organization of their vocation – The Arkansas Licensed Practical Nurses’ Association.
ARKANSAS LICENSED PRACTICAL NURSES' ASSOCIATION

APPLICATION FOR MEMBERSHIP

AR LICENSE # _______  DATE: ____________  PHONE # _________________

NAME:
_____________________________________________________________________

LAST     FIRST     MIDDLE
ADDRESS:
PRESENT:
_________________________________________________________________

STREET  CITY    ST ZIP CODE

PERMANENT:
_________________________________________________________________

STREET  CITY   ST ZIP CODE

PLACE OF EMPLOYMENT:

YEARS
EMPLOYMENT:

NAME OF DIVISION:

DIVISION DUES: _______  DIVISION TREASURER: _______________________

STATE DUES……..$25.00
NATIONAL DUES….$50.00
STUDENT FEE…… $10.00

PLEASE SEND DUES TO:
Ms. Lorraine Robb
306 Maple
Little Rock AR 72205
Phone: (501) 663-3507

PLEASE JOIN AND SUPPORT YOUR PROFESSIONAL ORGANIZATION
Substance Abuse Policy

Introduction

The Practical Nursing Program recognizes its responsibility to provide a healthy environment in which students may learn and prepare themselves to become members of the nursing profession. The Practical Nursing Program is committed to protecting the safety, health and welfare of its faculty, staff, students and people who come into contact with its faculty, staff and students during scheduled learning experiences. The Practical Nursing Program 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 non-prescription and prescription drugs.

Any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m.

Furthermore, any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a Practical Nursing faculty member.

The intent of the Substance Abuse Policy is not just to identify those students chemically impaired, but also attempts to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Licensed Practical Nurse. Emphasis is on deterrence, education and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy (See Appendix A).
Testing Procedures

When the Testing May Occur – The Practical Nursing Department requires the student to submit to drug testing under any or all of the following circumstances:

- Scheduled testing at unannounced designated times throughout the program
- Random testing as required by the clinical agencies or the Practical Nursing Department
- For cause (See Appendix B)

Cost – The approximate cost of each drug screen is $35. The student will be required to pay for the drug screen in advance. This check or money order will be required by the last day of Summer II classes.

Testing Method – The UACCH Practical Nursing Department will utilize an approved testing agency at an unannounced time early in the program. An immediate result urinalysis will be administered. The testing agency will perform APPROPRIATELY observed collections to verify validity of specimen. Please see Program Director right away for any concerns related to screening.

Substances – Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, fourth edition, (DSM-IV). Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opiates, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The Practical Nursing Department shall have the authority to change the panel of testing without notice to include other illegal substances as suggested by local and/or national reports or circumstances.

Positive Results – Test results will be shared with each student, by testing agency representative with PN faculty present. If any are positive, student will be counseled by PN faculty related to substance in question and impact on enrollment status. Illegal substances will result in immediate program dismissal. If the student chooses to dispute positive results of immediate result screening, then the student will be referred to Medical Park Hospital for follow-up testing at student expense. Consequences of this testing will depend on results revealed.

Confidentiality

All testing information, interviews, reports, statements and test results specifically related to the individual are confidential. The approved testing agency will work in cooperation with the Program Director and is held to the same standard of confidentiality. Records will be maintained in a safe, locked cabinet and/or password protected electronic database. The Practical Nursing Department may be required by the Arkansas State Board of Nursing to include information regarding the student’s substance abuse history. This information, in writing, may be shared before the student would be permitted to take the NCLEX examination for licensure.
Treatment, Referral and Reaplication

The outcome of a positive drug screen may include any of the following: probation or immediate dismissal from the program. The Faculty will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation from a reliable source (See Appendix C).

A student 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 similar treatment program from a legitimate substance abuse counselor weekly for a 12 month period of time. Evidence of participation must be sent to the school of nursing. 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 of the chairperson of each group attended.
- Demonstrate at least 1(one) year of abstinence immediately prior to re-application. This will be a random screening schedule with approved agency.
- Demonstrate letters of reference from all employers within the last 1(one) year(s).
- Once readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with the policy of the institution and the clinical agency where assigned client care. The student will pay for testing.
- Once readmitted, the student must abstain at all times from the use of controlled or abuse potential substances, including alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. Student shall inform all licensed practitioners who authorize prescription of controlled or abuse potential substances of student’s dependency on controlled or abuse potential substances, and 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 Division Chair of designee within ten (10) days of the date of the prescription. (adapted from the ASBN Suspension Motion, 0500).

If a student is re-admitted to the nursing program, and if a positive test for substance abuse is found, the student will be dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.
I, _________________________________ (printed name) have read the Substance Abuse Policy of the Practical Nursing Program of the University Community College at Hope, and agree as a student in the nursing program to comply with all aspects of the policy as written, including urine, blood or breathalyzer testing.

I agree that a certified drug testing facility is authorized by me to provide the results of this test(s) to the University of Community College at Hope Practical Nursing Program. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to (1) compliance of the college with federal and state law and (2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I also 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-acceptance as outlined.

Student signature: _______________________________

Program Director signature: _______________________________

Date: ________________
APPENDIX B
TESTING FOR CAUSE

Any nursing student, who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The nursing faculty member decision to drug test will be drawn from those 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 or manifestations 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 nursing program performance.
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional.
- conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction.

Testing will be conducted using the following policy/procedure:

1. The faculty member will have another faculty member or clinical facility staff to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical agency policies, when indicated. If necessary, the student will be escorted by PN faculty to an approved facility for testing.
4. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
5. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (which ever comes first).
6. If any one laboratory test is positive for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the decision may be any one of the following: warning, a learning agreement for behavioral change, referral for medical evaluation, or immediate suspension from the program (any positive result for illegal substance(s)) will result in automatic dismissal from program).
7. Confidentiality will be maintained.
APPENDIX C
REFFERAL SITES

Southwest Arkansas Counseling & Mental Health Center Inc
300 East 20th
Hope, AR
870-777-9051
Steve Campbell-Director

River Ridge Treatment Center
7000 North State Line
Texarkana, AR 71854
870-774-1315
Tim Hickerson-Director
BACKGROUND CHECKS

Any student convicted of a misdemeanor or felony, had a licensure/certification disciplined, currently engaged in drug-related behavior, or in the last two years been the subject of a chemical or alcohol dependency program, should contact the Program Director in writing immediately. The presence of any one of these may require the student to have a hearing by the Arkansas State Board of Nursing after graduation in order to be permitted to take the NCLEX examination for licensing. All graduates will have criminal background checks (state and federal) performed during the fall and spring semester prior to the licensure exam.

GRADES

In order to graduate students are required to achieve a scholastic average of 76% (“C”) or above in EACH course. Failure to achieve a 76% in a course will result in the student’s dismissal from the program. The following letter grade assignments apply to every Practical Nursing course:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>91-100%</td>
<td>A</td>
</tr>
<tr>
<td>81-90%</td>
<td>B</td>
</tr>
<tr>
<td>76-81%</td>
<td>C</td>
</tr>
<tr>
<td>70-75%</td>
<td>D</td>
</tr>
<tr>
<td>Below 70%</td>
<td>F</td>
</tr>
</tbody>
</table>

“A” “Excellent”

“B” “Average”

“C” “Below Average Passing”

“D” “Below Average Failing” Dismissal

“F” “Failing” Dismissal

Grades are rounded to the nearest whole number. Specific grading procedures and weights are applied to each course. Specific grading procedures are listed in the course syllabi.

HOLIDAYS

The Practical Nursing Department may not recognize all holidays marked on the College calendar. Students will be made aware by weekly schedules indicating variations from campus observances, etc.

INSTRUCTOR OFFICES

Nursing offices are the instructors work areas. Each instructor has posted office hours. Please try to limit student visits to these hours. Offices are also for counseling; do not interrupt conversations in progress. Do not use the office without permission. Telephones are available in the student union for student use. A copy machine is available in the library. Students are charged for each copy.
INSURANCE / LIABILITY

All students entering into the clinical portion of the program will have student malpractice/liability insurance coverage. The insurance coverage is handled as a blanket policy and will be charged to each student account. Students are strongly encouraged to have individual health insurance while in the PN program.

NURSING CLUB / MEMBERSHIP

Students are encouraged to be active in nursing organizations. The Practical Nursing Program participates in the Arkansas Licensed Practical Nursing Association (ALPNA). While members, students may travel to participate in scheduled events.

PINNING

Graduating students are encouraged to purchase the UACCH PN pin and participate in the Pinning Ceremony. The Pinning Ceremony takes place just prior to graduation.

REFUND POLICY

Any student withdrawing from the Practical Nursing Program or course work shall be entitled to a refund under the guidelines stated in the UACCH College Catalog.

STANDARDIZED TESTS / ATI TESTING

The Practical Nursing Program uses a series of practice and proctored assessments written by Assessment Technologies Institute (ATI). These computerized exams help the students and faculty determine knowledge gained or needed remediation in certain subject areas. Each student’s account will be charged for this process. The cost is approximately $103.00 per semester per student. Exit assessments provided by ATI will determine student readiness to write the NCLEX-PN. The PN faculty reserves the right to require remediation based on results falling below expected parameters.
UACCH
Practical Nursing
Policy and Procedure Form

I, ________________________, have been given a copy of the UACCH catalog and the UACCH Practical Nursing Policy and Procedure Manual. The Policy and Procedure Manual has been reviewed in class by the nursing faculty and I have had opportunity to ask any questions and received satisfactory answers. As a student in the Practical Nursing Program, I understand that I am required to follow the policies and procedures of the program as outlined in this manual.

__________________________   ____________________________
Student Signature / Date           Instructor / Date