

HENDERSON STATE UNIVERSITY

Department of Nursing

Student Handbook

Amended September, 2007

CALENDAR OF EVENTS: STUDENT GUIDE

<u>Month</u>	<u>Activities</u>
August	Welcome back to school, orientation days Welcome Back Picnic Advanced Placement RNs, LPN/LPTNs show current license
September	Nursing Student Association of Henderson State University (NSA of HSU) Meeting--Join or renew membership in National Student Nurses Assoc. (NSNA)
October	Henderson Halloween
November	Meet with advisors for pre-registration (see instructions on the Nursing Department web page prior to your appointment) Thanksgiving Holiday: Enjoy the rest!
December	Final Exam Week and Break between Fall and Spring Semesters!! Fingerprints for background check due to chair.
January	Welcome back to school, orientation days
February	Juniors: Appointment with your advisor to review your Graduation Application (see instructions on the Nursing Department web page prior to your appointment)
March	Seniors: NCLEX-RN licensure applications given to seniors and ASBON applications due to Chair. Seniors: First Exit Examination Spring Break: Get out and enjoy the earth's rebirth!
April	Meet with advisors for pre-registration for summer and/or fall semesters End of School picnic Seniors: Exit Exam, second opportunity
May	Seniors: Exit Exam, third opportunity Final Exam Week Senior Pinning Ceremony – All Nursing Students are invited to attend Commencement: Hurrah, We made it!!! Enjoy the summer holidays
July	All students submit CPR validation, TB testing confirmation, New Students: Hepatitis B confirmation.

WELCOME: NURSING STUDENTS AT HENDERSON STATE UNIVERSITY

Welcome to Henderson State University (HSU) and the Department of Nursing. You have chosen a career that benefits humanity and society, one that can be expected to offer substantive opportunities, if you are willing to meet the academic and professional challenges of professional nursing.

As faculty, we are proud to be professional nurses and are invested in your education and growth in as professional nurses. Our goal for you is that you become a competent nursing clinician dedicated to a lifetime of caring and continued learning. We will require that you evidence a sound theoretical and conceptual base in your nursing practice.

The study of nursing is a rigorous endeavor requiring expert skill in critical thinking and the mastery of a substantive body of knowledge. We hold our students to rigorous expectations, without apology, because the safety of patients is at stake. We hold for ourselves, a parallel expectation for instructional excellence and compassion. We know that when the dignity of the student is respected, the learning environment is conducive to best learning outcomes, and the student is much more likely to affirm the dignity of both patients entrusted to their care and colleagues with whom they practice.

We encourage an atmosphere of scholarship and dedication to the highest standards of science and ethics in the practice of nursing--a discipline of CARING! Study in a university involves active exchange between faculty and students--each learning from and teaching the other. This is in agreement with our basic philosophy of nursing and learning as Henderson faculty. We also believe/support the American Nurses Association (ANA) Code for Nurses. (See [Appendix A](#))

Here are a few definitions to HELP you:

NURSING MAJOR: A HSU student who has designated their major as nursing and is taking prerequisite courses prior to beginning NSG courses offered by the nursing department.

NURSING STUDENT: A HSU student who is pursuing nursing courses in sequence with a "NSG" prefix. A nursing student may also be taking co-requisite courses in departments other than nursing at HSU and/or at another accredited college or university.

All nursing students follow the rules and regulations for all students at Henderson State University, which are printed in the [HSU Catalog](#) and are found in the [HSU Student Handbook](#). Special policies and procedures, which pertain to NURSING STUDENTS, are included in this handbook.

FACT SHEET FOR ALL NURSING MAJORS

Nursing Course Fees

\$35 per semester

Exposure to risks During Nursing Clinical Course Experiences

Exposure to infectious illnesses (including the human immunodeficiency virus which causes AIDS), injuries and related accidents can occur as a part of nursing clinical practice. Students in the Henderson Nursing Program are provided with information and guidance about:

- a) Standard Precautions for protection from infectious illnesses,
- b) immunizations recommended for health care workers,
- c) testing for infectious illnesses (tuberculosis, Hepatitis B virus immune status), and
- d) protection from injuries during clinical courses.

IN COMPLIANCE WITH THE TERMS OF CONTRACTURAL AGREEMENTS WITH HEALTH CARE AGENCIES WHICH SERVE AS CLINICAL LABORATORY SITES, ALL NURSING STUDENTS WILL PRESENT EVIDENCE OF IMMUNE STATUS FOR TUBERCULOSIS (TB) VIA TB TESTING ANNUALLY AND **BEFORE ENTRY** INTO THE CLINICAL AREA. UPON ENTRY INTO THE NURSING PROGRAM ALL NURSING STUDENTS WILL PRESENT EVIDENCE OF HEPATITIS B IMMUNE STATUS VIA VACCINE RECORDS.

We **strongly recommend that** nursing students maintain adequate health care coverage and disability insurance such that they will be protected in the event of illness and/or injury associated with clinical nursing experiences.

Americans with Disabilities Act, Implications for Nursing Majors

Students with documented disabilities who are applying for admission to Henderson and to the Nursing Major will be welcomed according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students who are disabled, but who have the abilities to assume the role of the professional nurse. These abilities include, but are not limited to, verbal and written communication, critical thinking, nursing assessment of physical and psychosocial health status of clients/families, mathematical calculations for correct dosage administration to patients, and performance of nursing procedures including cardiopulmonary resuscitation (CPR at the healthcare provider level).

Standardized Testing and the RN Licensure Examination

Beginning with the Fall 1996 entering class, students in nursing courses are expected to take standardized tests selected by Faculty which verify comprehension of course content at the end of selected courses and upon completion of the BSN program as a predictor for success for Registered Nurse (RN) licensure (NCLEX): The following guidelines are expected:

1. Successful completion of the BSN Curriculum Sequence in accordance with the policies and procedures currently in place as a pre-requisite for graduation from the HSU BSN program.
2. Students will be expected to achieve a score predictive of success in content mastery and for national licensure as set by the faculty in the Department of Nursing. **Expected**

scores for success fluctuate by year based on the results of the testing data base and the National Licensure Examination. Student expectations will be announced at the beginning of each semester and given in a written form.

3. Faculty reserve the right to incorporate standardized testing as a portion of the course grade.
4. **Graduating senior students must score a predictor value sufficient for passing the national licensure to obtain the Department of Nursing Chairperson's signature on the application for licensure.** Three attempts at success are offered within the year of graduation. This policy is reviewed and given in written form at entry into the program and in the Senior Nursing year.

Nursing majors and applicants to the Henderson Nursing Program will be held responsible for understanding and complying with this information. If there are any questions, please contact the Department of Nursing in writing at:

Henderson State University
1100 Henderson Street
Department of Nursing
Box 7803
Arkadelphia, AR 71999-0001

The Henderson State University Bachelor of Science in Nursing (BSN) Program is accredited by the Commission on Collegiate Nursing Education (CCNE). All interested parties (students, graduates, other parties associated with the BSN Program), may contact the CCNE to express any statement or concern at the following:

CCNE, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791

HSU Nursing Curriculum Sequence (Effective Fall 2005)

All courses must be completed with a grade of "C" or better and with a GPA of 2.5
"" indicates courses needed for progression in each subsequent year of the nursing program**

<u>FALL</u>		<u>SPRING</u>	
<u>*PRE-NURSING REQUIREMENTS</u>			
*BIO 1013 Intro Biology + Lab	4	*BIO 3064 Human Anat & Physio	4
*CHM 1034/1014 Gen Chem + Lab	4	*CHM 1044 Gen Org & Bio Chem	4
*MTH 1243 College Algebra OR		*ENG 1473 Freshman English B	3
MTH 1033 Math for the Liberal Arts	3		
*ENG 1463 Freshman English A	3		
*GEN 1031 Henderson Seminar	1		

Pre-Nursing Requirements must be completed and the grades verified as a "C" or better with a cumulative GPA of 2.5 before entry into Level 1 Nursing Courses.

LEVEL - 1

*NSG 2012 Intro Prof'l Nursing	2	*NSG 2032 Found. of Prof'l Nsg	2
*NSG 2022 Nsg Health Assessment	2	*NSG 2063 Found. Lab	3
*NSG 2261 Health Assessm. Lab	1	*NSG 2111 Pharmacotherapeut. I	1
*BIO 2124/3094 Microbiology	4	*NSG 2053 Pathophysiology	3
*BIO 2144/3314 Physiology	4	*NSG 4233 Nursing Research	3

LEVEL - 2

*NSG 3073 Adult Hlth Nursing I	3	*NSG 3133 Adult Hlth Nursing II	3
*NSG 3082 Psych & Ment Hlth I	2	*NSG 3142 Psych & Ment Hlth II	2
*NSG 3093 Nsg Childb'g Family	3 **	*NSG 3161 Pharmacother. III	1
*NSG 3151 Pharmacother. II	1	*NSG 3122 Adult Clinical	2
*NSG 3272 Adult Clinical	2	*NSG 3282 Psych & MH Clinical	2
*NSG 3102 Childbearing Clinical	2		
NSG 3173 BSN Transitions (RNS)	3		

LEVEL - 3

*NSG 4183 Comm Nsg Pub Health	3	NSG 4223 Nursing Leadership	3
*NSG 4193 Child Health Nursing	3***	NSG 4241 Capstone Seminar	1
*NSG 4201 Comm Health Policy	1	NSG 4254 Leadership Cl. Lab	4
*NSG 4292 Comm Clinical Lab	2		
*NSG 4212 Child Health Cl. Lab	2		

REQUIRED NON-NURSING LIBERAL ARTS CORE COURSES

+PSY 1013 Gen Psychology	3	ART 2033 Humanities Art OR	
+PSY 2263 Developmental Psych	3	MUS 2033 Humanities Mus. OR	
SOC 1013 Intro to Sociology	3	THA 2033 Humanities Th. Arts	3
HIS 1013/1023 Western Civ to/ from 1660	3	ENG Masters/World Lit Elective	3
COM 2013 Oral Communications	3	HPR 1011 Life Fitness	1
PSC 1013 American Nat. Gov. OR		Nonwestern Culture Elective	3
HIS 2053/2063 U.S. History to/ Since 1865	3	HPR Phys. Ed. Elective	1
		PHI 2013/2083/3043/3053/3113	3
		++ENG 3313 Review Composition	3

Nursing Curriculum Committee: SPRING, 1994/1995; FALL, 2000
 Nursing Faculty approved: 4-4-94/10-20-95/3-30-01/11-3-03/2-21-05
 U.A.C. Ratified: 3-5-02/5-10-05

** Effective Fall 2006

*** Effective Fall 2007

+ Must be completed prior to Level 2

++ Can be waived depending on Rising Junior Exam scores

GENERAL POLICIES AND PROCEDURES FOR NURSING STUDENTS

Abilities and Skills for Admission to and Progression

The HSU Department of Nursing requires abilities and skills for admissions and progression in the curriculum based on those required of a practicing professional nurse.

The professional nurse must possess the knowledge and ability to effectively assess his or her patient's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through critical thinking to arrive at a definition of the patient's status of problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient's responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process (Scientific decision-making process). These skills and abilities include: observation; communication; motor ability; conceptualization; integration and quantification; and behavioral/social acceptability. Technological accommodation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must not be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. Observation: The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the fictional use of the sense of vision and tactile sensation. It is enhanced by the functional use of the sense of smell.
2. Communication: The candidate must be able to speak, to hear and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
3. Motor: Candidates should have sufficient motor functions to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples of required fine motor skills would include, but are not limited to, preparation and administration of parenteral medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skills would include, but not limited to, positioning clients in bed, assisting with ambulation, and transferring clients via wheelchair, stretcher, or bed.

4. Intellectual-Conceptual, Integrative and Quantitative Abilities These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
5. Behavioral and Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The Department of Nursing affirms that all students enrolled in the Department of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.

[Bower, D., Line, L., & Denega, D. (1988). Evaluation instruments in nursing. New York: National League for Nursing.]

Academic Integrity:

Academic integrity is expected. Academic integrity insures “the accuracy of scientific and scholarly knowledge and protect(s) intellectual property rights” (APA, 4th edition, p.292) Academic integrity requires that students and faculty approach their responsibilities with rigorous honesty.

Plagiarism is defined as adopting, appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgement, passages from the writings or works of others; presenting parts of passages of other’s writing as products of one’s own mind. Any student who plagiarizes may be subject to receiving a zero on the written work, may fail the course, and may be dismissed from the Nursing Program.

Use the following general guidelines when referencing material:

1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.
2. Paraphrasing is defined as restatement of a text, passage or work, i.e., not the use of the original writer’s exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations, as well as written text, constitute “works of another” and must be footnoted.

4. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading.

Cheating: Academic integrity in testing requires that the student work completely unassisted. Either consultation with others or reliance on supplemental materials violates the expectation that work be unassisted.

Any student who compromises their academic integrity risks the full sanctions of the judicial process articulated in the Henderson State University Student Guide (2001-2002).

Accreditation:

The Henderson State University Bachelor of Science in Nursing (BSN) Program is accredited by the Commission on Collegiate Nursing Education (CCNE). Persons interested in expressing comments and/or concerns about the HSU BSN Program may contact the responsible accrediting agency at the following (all communications must be in writing and signed by the author):

CCNE
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Tel: (202) 887-6791

Advancement: (Progression through Nursing Courses)

All nursing students must maintain a cumulative grade point average (GPA) of 2.5 or better and complete all required non nursing and nursing courses with at least a "C" grade in each course to progress through the Nursing Curriculum Sequence.

Applying to the Nursing program (See Appendix B for Admission Policy)

Students must apply for admission to the HSU nursing program. A new class begins each fall. Applications for the fall class are available during the preceding November, and must be returned to the Department of Nursing by February 15th. Applications may be obtained from the Nursing Department and is located on the HSU Nursing web page. Students may apply to the Nursing sequence before they have finished all of the required prerequisite courses, but they must be able to complete these requirements prior to the start of the fall semester.

Students must be accepted to the University before they will be considered for acceptance into the Nursing sequence. Transfer students and former HSU students should apply to HSU during the fall semester prior to the fall semester in which they plan to begin the nursing courses.

The application to the Department of Nursing requires that transcripts be attached to the application. You may attach an "unofficial" transcript to the Department of Nursing application, but the application to the University requires an Official Transcript. Unofficial or Student copies of transcripts must have the name of the college clearly identified, that is,

not handwritten by the student, but printed as a part of the unofficial transcript. Students' copies printed without the college name will not be accepted with the application to the Nursing program.

Admission to the upper division is always contingent upon successful completion of all remaining prerequisite courses.

There are more students applying each year to the upper division than there are spaces available. It is important that students interested in the nursing program meet prerequisite requirements, but is also important to maintain good grades. Students who wish to have an individual discussion about their own situation should schedule an appointment with the Department of Nursing Chair to review their situation.

Advisement:

Advisement is a responsibility and opportunity for all nursing department faculty. Advisors seek to help the student make informed educational decisions for best student outcomes. The student is encouraged to see the advisor at any point in their educational process when the student has questions, problems, or concerns. The faculty all post office hours and the student will be seen by appointment. **Students are expected to see their advisor at least twice a year for course selection and registration.**

All nursing majors should contact their Department of Nursing advisor to arrange an appointment for advisement in the pre-registration period for each semester of study. Prior to the scheduled appointment, the student must read the Instructions for Pre-registration available on the nursing web page. The student must pay all fees or make appropriate arrangements with the business office by the date announced or the schedule they reserve in pre-registration will be dropped from the computer and they must then participate in regular registration.

Students who do not see their advisor for pre-registration or who do not pay their fees by the university announced date, will be assisted on regular registration dates on a first come-first served basis. Students who opt to forgo the pre-registration opportunity and register during regular registration risk delay in their educational program, because sections may be already filled and there may be no openings in required courses.

All students need to be aware of the fact that their individualized plan of study--Plan of Study or Record of Course Work form is in their student file in the Department. The Plan of Study is based on continuous progression through the nursing program. If students have difficulty meeting nursing course requirements or requirements of non-nursing courses, they are at risk for not being able to progress through the program as planned with their advisor. All students should retain a personal copy of the Plan of Study or Record of Course Work form.

Students who do not progress through the nursing curriculum sequence as articulated and are "out of sequence" may not be able to return with the same plan of study. University requirements and department requirements are subject to change. This may result in additional course work requirements for BSN degree completion. It is incumbent on the

individual student to keep up with degree requirements if absence from the university extends beyond this period.

List of suggested elective courses:

University departments, other than nursing, offer electives that can be very beneficial for nursing students. Students who need additional semester hours or who seek to more fully prepare themselves for nursing may want to consider any of the following electives:

HPR 2783	Personal Safety and First Aid
SOC 3033	Marriage and the Family
SOC 4843	Social Gerontology
SOC 4183	Death and Dying
FCS 2013	Nutrition
BIO 3054	Genetics
PHY 2034	Physics
COM 3413	Female/Male Communication
CSC 2003	Introduction to Computers
PSY 3043	Cross Cultural Psychology*
PSY 3233	Critical and Analytical Thinking
PSY 3303	Motivation
PHI 3032	Religions of the World*

Any foreign language course

*Courses marked above will also meet the nonwestern cultures course requirement in the Liberal Arts Core.

Alumni Association

The HSU Department of Nursing alumni association is composed of graduates of the BSN program. Graduating students are encouraged to join and remain members of the Alumni Association throughout their professional careers.

Graduates should also remember to keep both the Department of Nursing and the University Alumni Office informed of changes in name, address, and telephone number.

Application for Registered Nursing (RN) licensure: Arkansas State Board of Nursing (ASBN):

Recommendations for application for RN licensure will be given to only those students eligible as determined by Department of Nursing guidelines and as graduating seniors. The Chairperson and/or Faculty of the Department of Nursing will give the pre-licensure student assistance for licensure application. Students requesting endorsement to write the National Council Licensure Exam (NCLEX) must take the following steps:

1. File NCLEX forms according to directions.
2. Complete front page of ASBN application form.
3. Have the form notarized and notary seal affixed.

4. Include any pictures requested. Sign the pictures as directed on the back and affix them as directed to the ASBON form. Attach a check as directed.
5. Complete the educational record form on upper backside of the ASBON form so that the Department Chair can sign the form.
6. Complete the forms required for the criminal background check and return them as directed.
Attach the required check as directed prior to mailing.

The cost of RN licensure, including application and examination fees, is the responsibility of the applicant. **The Nursing Department sends the ASBON forms and final transcripts directly to ASBON. The student as directed mails criminal background checks and NCLEX forms. The student is urged to send the criminal background check and NCLEX forms registered mail, return receipt requested.**

Association of Nursing Students (ANS)

The Association of Nursing Students is the only professional organization of nursing students in the United States. The purpose is to aid in the preparation of nursing students for the assumption of professional responsibilities by:

- Providing opportunities for exchange of ideas in an effort to promote high education standards.
- Encouraging participation in organizational activities and meetings to unify nursing students on this campus;
- Encouraging broader involvement in current issues concerning nursing at state and national levels; and
- Providing projects and programs to increase the students' awareness of the importance of their participation in the health care system.

Meetings, open to all interested students, are held once a month in the Department of Nursing (usually Foster 304 on the 2nd Wednesday at 12 noon). The faculty advisor for ANS is Dr. Barbara Landrum.

Attendance:

Attendance is one of the most significant correlates of performance. Students who are absent frequently risk their academic success. HSU attendance policy is found in the HSU Catalogue. **Nursing faculty may announce course specific attendance policy, related to their courses, in their syllabi OR in writing as a syllabi addendum.**

When ill, students are expected to place a first priority on their health and are asked to attend only when there is no increased risk of disease transmission to others. Students who come when ill, may be asked to return home.

Clinical Attendance:

Due to the limited amount of clinical time available to students, and in order to insure the development of competent nursing skills, the following guidelines apply to students (unless

otherwise specified in clinical course syllabi or syllabi addendum):

1. Faculty will announce in writing their policy about notification required when the student is absent. Students are obligated to meet act congruent with the policy announced by the faculty member supervising clinical.
2. Missing clinical days may result in a lowered clinical grade or withdrawal from the course because fewer opportunities may exist to meet clinical objectives.
3. **Requirements for missed clinical days:**

Due to contract requirements for clinical space and limited faculty time, **make up time for clinical is not available**. The student must meet with the Clinical Instructor to discuss attainment of objectives and/or an alternative assignment. Failure to make arrangements, which are mutually satisfactory to faculty and student, will result in failure of the course.

Calculators:

Use of personal calculators and other hand held devices is not allowed during examinations or at other testing times designated by the instructors. For testing purposes, as deemed necessary by the instructor, a basic simple calculator will be provided by the Department of Nursing.

Cell Phones/Beepers:

Students may carry cell phones and beepers. Beepers are to be kept in the "vibrate" position only during course sessions so as not to disturb other students, faculty, and/or staff. Cell phones are to be kept in the OFF position only during course sessions so as not to disturb other students, faculty, and/or staff.

Clinical Grading:

Faculty provides guidelines for assignment of grades in clinical nursing courses. These involve the use of a clinical evaluation form, evaluation of written assignments, and proceedings of one-on-one and group conferences. An evaluation of performance may occur on a daily basis or other such as weekly, depending on the type of clinical experiences, student performance, and faculty discretion. Expectations of student performance in clinical labs include:

- 1) being prepared for clinical assignments
- 2) seeking appropriate guidance in the performance of clinical assignments
- 3) using universal precautions
- 4) following policy concerning medication administration
- 5) implementing skills and knowledge learned in previous Nursing and Liberal Arts courses
- 6) acknowledging, identifying, and reporting student errors or changes in client condition or needs
- 7) professional and personal honesty

- 8) notifying faculty for an absence or need to be late to an assigned clinical due to illness or for any other reason. Faculty will announce in writing their policy about notification and students are obligated to act congruent with the policy announced by the faculty member supervising clinical

Clinical Laboratory Agency Requirements

Students in clinical laboratory courses must provide evidence of the following to comply with the requirements of health care agencies that have contracts with the HSU Department of Nursing:

1. Valid, current certification for Health Care Provider level CPR through the American Heart Association
2. Evidence of tuberculosis (TB) testing within the previous 12 months (and treatment, if indicated)
3. Effective with the class of 2004, evidence of hepatitis B virus (HBV) immunization or immune status as verified by titer.
4. Valid, current license to practice nursing in Arkansas (for RNs and LPN/LPTNs only) **RN AND LPN/LPTN STUDENTS MUST MAINTAIN THEIR LICENSES IN GOOD STANDING WITH THE ARKANSAS STATE BOARD OF NURSING TO CONTINUE IN NURSING COURSES IN THE DEPARTMENT OF NURSING AT HENDERSON STATE UNIVERSITY.** Should the Board of Nursing discipline the licensed nurse, the student's opportunity to continue in the HSU Department of Nursing may be withdrawn. A hearing will be afforded the licensed student who is disciplined by the Board. The faculty will recommend to the chair appropriate action given the specific issues and recommendations of the Board

Communicable Diseases: (Caring for clients with communicable diseases)

In accordance with the philosophy of the Department of Nursing and the ANA Code of Ethics, the Faculty believes all clients in the clinical area deserve quality nursing care without regard to age, sex, race, socio-economic status, sexual orientation, immigration status, or disease state. Students will be expected to provide care to any client assigned to their care in the clinical setting.

The exception to this is if the student is immunosuppressed him/herself.

A doctor's excuse/statement must be provided for proof of illness or compromised immunological status, according to established course policy. Any refusal to deliver care based on the age, sex, race, sexual orientation, immigration status, or disease state of the client will be deemed unsatisfactory performance of professional responsibility.

References:

American Nurses' Association. (2001). Code for nurses with interpretive statements. Kansas City, MO: Author.

Department of Nursing Faculty. (1999). National League for Nursing self-study. Arkadelphia, AR: Author.

Henderson State University. (2001). Henderson State University student guide. Arkadelphia, AR: Author.

National League for Nursing. (1988). AIDS guidelines for schools of nursing. New York, NY: Author.

CPR (Cardiopulmonary Resuscitation) Certification

All students in clinical course must have current CPR certification. The certification must be at the **Health Care Provider** level. This is the responsibility of the student. Students without current certification will be removed from clinical until certification is obtained. A copy of the current CPR certification card should be turned in to the Department of Nursing secretary by July 30th prior to entering the nursing program and again in the summer prior to senior year.

Criminal Conviction

Nursing students who have had a previous criminal conviction need to know that they may have difficulty in obtaining a license to practice nursing in the State of Arkansas. The Arkansas State Board of Nursing has no jurisdiction over a student until they become a license applicant, which cannot occur prior to graduation. Because it does not have jurisdiction, the Board will not respond to inquiries related to eligibility of students with a previous criminal conviction so any student who progresses in the nursing program with a history of conviction does so at their own risk knowing that the Board may or may not allow them to write the NCLEX and become licensed. No faculty member or University official can make assurances to the student on behalf of the Board of Nursing, so any student pursuing a nursing education with a previous conviction does so at their own risk and acknowledges that they know in advance that the potential exists for them to be denied opportunity for licensure even after successfully completing the nursing program and graduating from HSU with a BSN.

Disability Center:

The University is subject to and endorses both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Compliance Officer is the General Counsel, Room 308, Womack Hall, phone 870.230.5089. If you have need for support because of a disability, contact the Disabilities Resource Center, 112 Foster Hall, 870.230.5475. Early contact with the center will provide a smoother transition in obtaining services.

Duplication of materials:

Students are responsible for preparation of items for use in coursework and in other student-related activities. **Students may not use the Department of Nursing copying machine (jurisdiction of the Ellis College)**. When copies of documents are required (CPR cards, TB skin test validations, HBV immunization records, current licenses to practice in Arkansas) the student is to make a copy to turn in and bring both the copy and the original to the

nursing department secretary. The secretary will compare the copy and the original and return the original to the student. Copy machines for student use on campus are available in Huie Library and Garrison Center.

E-mail:

Each student has an official HSU individual e-mail address. E-mail will be sent to that address. The student is responsible for forwarding the HSU address to the preferred e-mail address. **E-mail is the official mode of communication between students and faculty and the student is responsible to check email at least once on each day.** Types of communication include but are not limited to inclement weather information, syllabi, content discussion and clarification, reading assignments, sample test questions, and deadline reminders.

Computer services can assist students with the process of checking e-mail from home. When e-mail is distributed, the student is responsible for its contents.

Emergency Contact in Clinical Courses:

Faculty and students will have an "emergency contact" plan set up through which emergency messages can travel from faculty to students and from students to faculty before, during, and after a clinical experience day. The clinical faculty supervising the clinical group will develop a written plan for such emergencies and a copy will be on file in the Nursing Department office.

For each clinical lab, the faculty member responsible for the students will develop an emergency call plan, taking into consideration the following:

1. The faculty must know where the student is at all times during the clinical experience.
2. The faculty must know how and where the student could be reached at any time during the clinical experience.
3. An updated phone number (home and emergency) is kept in the Department of Nursing. **It is the student's responsibility to notify the Secretary if the number changes.**
4. Each faculty member will have an up-to-date list of emergency and contact phone numbers of all students in the clinical course.
5. Students and Faculty should include in their plan some indication that, if the student is more than one half hour late and has not phoned, the emergency numbers will be used.

Grading of Nursing Courses:

Because of the integrated theory and practice in the skills, clinical, and theory courses in each semester in nursing, students must earn a "C" or better in all nursing courses and a "pass" in clinical to progress into the nursing courses of the next semester.

Satisfactory repetition of nursing courses in which a "D" or lesser grade or "fail" was earned is required for progression in the nursing sequence. Because practice is evidence based and

predicated on theoretical competence, **the student who completes a clinical laboratory with a passing grade and fails the associated classroom based course will repeat both class and clinical to insure that practice remains proficient.**

The student is urged to schedule a conference with the course faculty whenever the student's progress is compromised, or content mastery is marginal, in nursing coursework.

The following course grading scale will be followed: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 60 and below. A pass/fail is received as a clinical grade.

Grade reports, Official:

University policy provides that each student shall receive an official grade report at mid-term and a final grade report at the end of the semester. The policies of the university are followed in the Department of Nursing with regard to report of final grades and posting of grades in each nursing course.

Graduate Pin and Pinning Ceremony:

1. Students graduating in May or December of a given school year are invited to participate in the Annual Spring Pinning Ceremony.
2. Nursing Pins may be worn after the Annual Pinning Ceremony and/or upon the completion of BSN degree requirements.
3. Replacing lost pins can be handled through the distributor (Gordon Hale, in Arkadelphia). The graduate must present proof of having received the BSN from Henderson for a replacement pin.

Graduation Application:

Nursing students must meet HSU requirements for graduation as stated in the HSU Catalog for the year of their entry into the Nursing Program. The procedure for nursing students is available on the web.

Grievances: (Academic and Professional)

All academic and/or professional grievances initiated by one student against another student, or by a student against faculty or staff member will first be addressed within the Department of Nursing. If the second discussion fails to resolve the issue, either party may submit a written summary of the issue and prior attempts to resolve the issue to the Nursing Department Chair. The Nursing Department Chair will review and investigate the grievance as appropriate. If the issue still remains unresolved, the student should follow the Henderson State University grievance policy.

Selected Exerts are cited below from the HSU Student Handbook:

Article I Section 24. Grievance Procedure

Students who have grievances or who wish to appeal a university decision that is

not covered by an established procedure should contact the Vice President for Student Services, 102c Womack Hall, extension 5081.

Effective problem solving begins with face-to-face discussion of the issue, whether the issue of concern is between student and student or student and faculty.

- If initial discussion does not resolve the problem, students are encouraged to conduct a second discussion with a neutral party to listen and clarify issues.
- If the second discussion fails to resolve the issue, either party may submit a written summary of the issue and prior attempts to resolve the issue to the Nursing Department Chair.
- The Nursing Department Chair will review and investigate the grievance as appropriate.

Article IV Section 13. Code of Conduct

Due Process

The University guarantees the right of a fair and impartial hearing to any student charged with a violation of the Code of Conduct. No student shall be subjected arbitrarily to any disciplinary action for any offense without being given a fair hearing. Students will be given written notice of the charges against them prior to a hearing, adequate time to prepare a defense, and the opportunity to present evidence and witnesses on their own behalf. The only exception to this practice may occur in the case of an Interim Suspension (see the appropriate section of the Code). Any student being charged with a violation has the rights delineated under Judicial Process.

Judicial Process

Overall disciplinary authority is vested in the Vice President for Student Services. The Director of Judicial Affairs has been designated by the Vice President to administer the Code of Conduct. The Director functions as the campus Judicial Officer and has overall responsibility for the judicial process. This process includes the University Judicial System and the Residence Hall Judicial System. A student charged by the University with violating the Code of Conduct must schedule a hearing with the Director of Judicial Affairs by the date specified in their letter of charges. A student charged with a violation specific to the residence hall must schedule a hearing with the Residence Life Judicial Officer. A student has options in scheduling hearings:

1. The student may admit to the alleged violation and request that the Director of Judicial Affairs/Residence Life Judicial Officer assign an appropriate disciplinary sanction.
2. The student may deny the alleged violation. In this instance, the student may choose to have the case heard by the Director of Judicial Affairs/Residence Life Judicial Officer or the University Judicial Committee/Residence Life Judicial Council. A finding of responsibility by the hearing body will be forwarded to

the Judicial Officer for sanctioning..

Procedural Guidelines

A student charged under the Code of Conduct is entitled to the following rights:

1. To receive written notification of the specific charges.
2. To have a hearing before the appropriate person or body.
3. To be given adequate time in which to answer or prepare a defense.
4. To be accompanied at the hearing by a person of their choice other than an attorney. Legal counsel may be present at hearings ONLY if the student is also facing criminal or civil charges. The person accompanying the student, including the legal counsel, may not address the hearing body, question witnesses, or participate in any way other than to support/ advise the student charged.
5. To remain silent during the hearing.
6. To examine all evidence, hear all testimony, and to ask questions of the witnesses present at the hearing.
7. To present evidence and witnesses in one's own behalf.
8. To have a copy of the minutes of formal hearings provided at the student's expense.
9. To receive a timely decision by the hearing body and appropriate sanctions imposed by the same.
10. To receive an explanation of the appeal process.

Appeal Process

Appeals must be filed, in writing, to the appropriate office within two working days upon receipt of the sanction/disposition of the case. An appeal of a disciplinary decision must be based upon one of the following:

- a) Inappropriate sanction; i.e., extremely punitive, not consistent with precedent;
- b) Finding of guilt was not supported by substantial evidence;
- c) Failure to follow due process or any other part of the University judicial process or rules;
- d) Presence of significant new evidence which could affect the disposition of the case.

The Director of Judicial Affairs will hear appeals from the Residence Life Judicial Officer (designee appointed by Vice President for Student Services) and the Residence Life Judicial Council.

All other appeals will be heard by the Vice President for Student Services.

HIPAA Guidelines:

As mandated by the Health Insurance Portability and Accountability Act of 1996, all nursing students must attend the annual Departmental workshop on security of healthcare information and agree to the established safeguards for written, oral, and electronic dissemination of patient information before entry into the clinical area. Attendance rosters and signatures of agreement are kept on file in the Department of Nursing and available to all business associates upon request.

Infection Control: Standard Precautions

Because of the pressing issue to avoid infection as the result of contact from an unknown infected individual, all students should implement the following precautions in the clinical laboratory.

Body substance isolation was developed by US Center for Disease Control (CDC) to provide health care personnel with protection from unrecognized infection during all client or equipment contacts. This technique has become known as "Standard Precautions" by the CDC, which provides recommendations for protection of the health care provider. **The following basic guidelines are for all clients, regardless of diagnosis:**

1. Wear nonsterile or sterile disposable gloves for any contact with blood, body secretions (cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, and vaginal secretions); nonintact client skin or mucous membranes; and when handling blood or body fluids that contain visible blood. Universal precautions also apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus.

The situations that necessitate the use of gloves include:

- 1.1 When the health care provider has scratches, cuts, or breaks in the skin.
- 1.2 When performing finger or heel sticks.
- 1.3 When potential situation exists for the spilling of blood or venipuncture.
- 1.4 When the care provider is being trained or has limited experience.

No differences exist in the effectiveness of intact latex or vinyl gloves. Gloves must be changed between clients.

2. Wash hands prior to client contact and immediately before and after gloves are used. Always wash hands immediately and thoroughly following contamination with blood or body fluids. Approved gel products may be used, but hands must be washed after heavily soiled procedures or after using gel products exclusively for several (@10) consecutive times.
3. Wear gowns or plastic aprons when performing procedures where splashing of body fluids on clothing is anticipated. Change protective wear between clients.
4. Wear masks, goggles, or face shields to protect the mucous membranes of the mouth, nose, and eyes during procedures when airborne droplets of blood or body fluids are likely to be produced.
5. Dispose of needles and sharps in rigid, puncture-proof containers. Never recap, bend, or break needles by hand. Place containers as close to the areas of use as practically possible.
6. Use resuscitation bags, mouthpieces, and other ventilation devices available to minimize mouth-to-mouth procedures.
7. Refrain from direct client contact or handling equipment contaminated with blood or body fluids, if the health care worker has open wounds or weeping lesions.

Insurance, Health:

Nursing students are vigorously encouraged to maintain health insurance to cover their health care and illness related costs. Coverage at the student's expense is available through the Office of Health Services on the ground level of the Mooney Building. Students who want to take advantage of that coverage can apply through that office.

Insurance, Liability:

All students entering into the first clinical nursing course and thereafter until graduation must have student liability insurance coverage before entering the clinical area for their first experience of the semester. The insurance coverage is handled on a blanket basis (group policy) through the Department of Nursing and the Business office. Payment for student liability insurance is made via nursing course fees assessed by the HSU Business Office. A copy of the coverage is available for review in the Department of Nursing.

NOTE: The group policy does not cover students for part-time work or work during vacations since it applies only while in clinical experiences related to nursing courses. It does not cover students following graduation.

Minor for Nursing Majors:

The Bachelor of Science degree in Nursing (BSN) requires the major to be in nursing.

- The Department does not offer a minor in nursing.
- The program does not require that students elect a minor.
- Students who wish to earn an additional degree or minor in another discipline must meet the additional requirements for those goals as designated in the HSU Catalog.

Recommendations for Employment in Clinical Practice

Often, faculty members are asked to make recommendations for students who wish to work and earn extra income. Usually, this is a matter of writing a letter or filling out a form from the employing agency and poses no problem for faculty. Students who seek employment and who give a faculty name as a reference should check with the faculty person in advance to insure the faculty member's willingness and availability to provide a positive reference.

Repetition of Nursing Courses:

A student may repeat a nursing course ONCE for a satisfactory final grade ("C" or better).

A maximum of two different nursing courses may be repeated due to an unsatisfactory grade ("D" or less). Students who are unable to meet this expectation may not continue in the Nursing Curriculum sequence without readmission. Readmission to nursing courses in the Bachelor of Science in Nursing Program will be considered on a case-by-case basis and is not guaranteed for students whose academic deficiencies exceed six semester hours. (See Appendix C for Re-admission policy/procedure.)

A student who demonstrates unsafe behavior (directly endangering the physiological and/or psychosocial well-being of a client) in a nursing clinical course, and on the basis of this receives an unsatisfactory final grade (less than a "C" grade) will not be permitted to repeat that course or continue in the Nursing Curriculum Sequence.

Signature in Clinical Laboratory Agencies:

When a facility requires that a student signature appear on the client's medical record, it should be entered:

Student Name (First and last names)

Henderson State University Nursing Student (HSUNS)

It is the responsibility of the HSU instructor in the clinical area to determine whether a countersignature is required by the facility.

Student Records Access:

Students have the right to review or obtain a copy of their records. Initial review should occur with a nursing faculty member.

Standardized Tests

1. University policy requires that students arrange to take the Arkansas Assessment of General Education test (AAGE) as a pre-requisite for graduation. Students with previous Degrees and/or RN licensure may not be required to take the AAGE exam, BUT MUST RECEIVE A RELEASE FROM THIS REQUIREMENT FROM THE HENDERSON STATE UNIVERSITY REGISTRAR.
2. Nursing students will take standardized nursing content assessment examinations at periodic intervals. Nursing students are responsible for payment of the examination fees (assessed through the HSU Business Office via nursing course fees).
3. **GRADUATION EXIT Examination:** Students are expected to score the **recommended performance score** on the Standardized Exit Examination. As the standardized Exit Examination highly predicts students' likelihood of success on the NCLEX RN Examination, students are encouraged to diligently prepare for the Exit Exam.

Students not achieving the designated score on the exam will have two (2) more opportunities to take the test and reach a passing score before graduation. Students who fail to score the recommended performance score by the third exam must counsel with the Nursing Department Chair on a plan of remediation and study.

4. Cost of testing:

- A. Fees for Testing (@ \$ 20 Med/Surg.; \$ 36 Exit Exam) are collected via the Business Office.
- B. Students who do not present a receipt for the test at the Testing Center will not be

allowed to test.

Substance Abuse Policy:

Research supports that health care providers and nurses in particular are at increased risk for substance abuse. Substance abuse is a chronic long term disease for which no cure is possible; but, recovery and sobriety are possible with appropriate individual initiative and significant external support. Students who have substance abuse histories are strongly encouraged to make best use of community resources like Alcoholics Anonymous or Narcotics Anonymous and are alerted that the application for licensure will include questions about both history of substance abuse and actions taken to sustain sobriety.

The following provisions constitute the Department of Nursing policy related to substance abuse.

1. When a faculty member has cause to suspect a student in the clinical setting is chemically impaired, the faculty member has the obligation to request that drug screen studies be conducted at the student's expense, in the clinical setting where the student is reporting for clinical practice lab. Students who refuse drug screening will need to meet a professional standards review committee on campus within 3 working days of the incident and may not participate in any clinical activity until the professional review committee clears them for reentry to clinical practice.
2. Certain clinical agencies require drug testing of students. Such tests are made at the agency's expense. Failure of students to pass the drug test or refusal to submit to the test may limit the student's ability to meet course expectation.

Travel in School Vehicles:

It is the policy of the University to provide, when possible, transportation for students on special University-related field trips or University-sponsored activities for which the student participation is required or requested. It is, however, the general policy of the University not to provide transportation for nursing students to the clinical laboratories. The University does not have sufficient resources and vehicles to provide transportation to regular field placement and laboratory learning sites associated with courses.

Uniforms, Clinical:

Student attire in on-campus nursing classes will be in keeping with the general University policy. Uniforms are required for attendance in the clinical laboratory areas.

Student attire in off-campus nursing clinical laboratory courses will be in keeping with the nursing student dress code developed as a joint effort of student representatives from each class and the Department of Nursing Faculty Committee. Students ARE NOT PERMITTED TO WEAR THE STUDENT UNIFORM IN CLINICAL AREAS WHILE NOT ACTING IN THE CAPACITY OF A NURSING STUDENT IN A HENDERSON NURSING CLINICAL COURSE. Nursing students will follow these guidelines:

1. Uniform is to be laundered following each wearing and should be neat, and free of wrinkles, tears, and spots.
2. Shoes and shoelaces are to be kept clean, polished, and in good repair. **No open-toe or open back shoes.**
3. Hose or socks are to be washed daily and are to be free of holes/runs.
4. Hair is to be clean at all times and worn neatly so no hair should dangle into the client's area. If it is necessary to wear pins and combs to hold hair in place, they must be inconspicuous. No extreme hairstyles or ornaments (e., large bows, ribbons, barrettes, etc). are permitted.
5. The only jewelry, which may be worn with the uniform, is: watch, plain wedding band, small stud earrings. Professional Nursing Student Association pins may be worn. No other piercings will be allowed.
6. Nails should be short enough that they cannot be seen from the insides of the hand. They should be groomed with no nail polish. **No acrylic nails or polish.**
7. Name badges are to be worn with the uniform, on the left side of the chest. If lab coats or uniform jackets are worn, the name tag should appear on this coat.
8. Uniform will only be worn in the clinical area. **It is not appropriate to wear the uniform on campus or in the community. If the student wears the uniform to locations other than clinical prior to the lab, then the patient is exposed to all pathogens the student was exposed to in the pre-lab wearing of the uniform. If the student leaves the lab and goes to other locations en route home, the public is exposed to all pathogens the student was exposed to in clinical lab.**
9. Sweaters should NOT be worn in the clinical areas. If needed, for comfort, a plain white synthetic lab coat or a uniform jacket may be worn.
10. A watch with second hand, a stethoscope, and a pair of bandage scissors should be included with uniforms in clinical areas. Hemostats are recommended but not required.
11. Gum chewing is not permitted.

The student uniform for both males AND females students, effective for incoming students consists of:

1. Uniform: Oxford shirt top white, pants in burgundy/wine (no berry). Pictures are available in Ms. Trigg's office if needed.
2. Uniform Brand: Optional. HSU does not endorse one specific company. Students are free to order/purchase from any company who makes the comparable uniform chosen.

3. Uniform Logo: Monogram on all shirts and lab jackets, "HSU Nursing Student."
 - a. Thread has been picked out at Print Mania and Eddie Clarks in Arkadelphia. You may have lettering put on at other locations. The thread is a burgundy/wine color (No berry color please).
 - b. Lettering should be placed on the right front as follows: (Capital letters are 1 inch, non-capitalized letters are ½ inch.)

HSU
Nursing Student

NO LONG SLEEVED TEE SHIRTS. NO DESIGNS (cartoons, etc) on TEE SHIRTS.

1. Lab Coat: White with long sleeves approximately knee length (if you have purchased a white lab coat that has a mid way length between hip and knee already..it is okay to use it). White jacket or white long laboratory coat (midway between hip and knee). NO hip length lab coats permitted. Logo on coat should be the same as the shirt top.
2. Shoes: MUST BE ALL WHITE LEATHER. No open toes or open backs.
Socks: White hose/socks - Calf length socks (No Sport Socks)
3. Maternity uniforms will be modifications of the student uniform.
4. For females with religious objection to the wearing of trousers and short sleeves, burgundy colored skirt, length to be at least to the knees, may be worn in lieu of trousers. This skirt will be of the same material as the regular scrub attire. A white uniform jacket with long sleeves may be worn over the top to provide a sleeve.

Uniform Modification for Special Clinical Area Experiences

Under some circumstances there may be a modification for the wearing of the uniform in special clinical areas where the Faculty of the Department of Nursing and/or staff of the clinical facility have indicated such modification. Some clinical laboratory sites, such as the Arkansas State Department of Health, have requested that students wear appropriate street attire with a clinical lab coat and name pin. At the discretion of the clinical faculty, such modifications will be made.

Use of Laboratory Gowns:

Students may check out a gown from the Department of Nursing to be used for laboratory practice during the semester. At the end of the semester, the gown is to be returned freshly laundered from a commercial cleaner before the grade assignment is made for the semester. If the gown is not returned, the student will pay the cost of replacement.

Writing Style for Papers in Nursing Courses:

Unless otherwise directed, all papers submitted in nursing courses will be congruent with the 5th edition, APA Publication Manual (2001). Papers submitted that are not congruent

may be returned for correction prior to evaluation. Prior to submitting the paper, students are advised to use the Checklist for Manuscript Submission found on pages 379-383 to review their own papers. Prior to submitting a paper, the student is obligated to run a computer based spell checking program and grammar checking program and make the indicated corrections. The Writing Lab on the first floor of McBrien Hall is an especially valuable service to students who need assistance with papers. The student who uses the writing lab is much more likely to earn full credit for the content of the paper, since numerous errors can be identified with the writing lab consultant and corrected prior to submission. A paper with numerous technical writing errors calls into question the credibility of the content. Careful papers suggest that the author has appropriated the time necessary to say well what they want to say. While style never substitutes for substance, it can significantly detract from effectiveness. Writing across the curriculum is encouraged at HSU. Writing in nursing is an expected competence of the professional nurse.

ADDITIONAL INFORMATION:

National Student Nurses' Association - refer to Imprint Magazine found in the Huie Library.

National League for Nursing
61 Broadway
New York, NY 10006
Tel: (212) 363-5555

Bureau of Health Professions
Health Resources and Services Administration
Rockville, MD. 20857

American Association of Colleges of Nursing
One Dupont Circle, NW
Suite 530
Washington, DC 20036
Phone: (202) 463-6930

Arkansas for Nursing
P.O. Box 250610
Little Rock, AR 72225

www.discovernursing.com

Appendix A

AMERICAN NURSES ASSOCIATION CODE FOR NURSES

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by association and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, 2001

<http://www.nursingworld.org/ethics/encode.htm>

Appendix B

GUIDELINES AND APPLICATION FOR ADMISSION

1. Apply and gain admission to Henderson State University.
2. Declare as a Nursing major to the University through the Registrar's Office.
3. Set up a Plan of Study (Record of Coursework form) with Nursing Advisor.
4. Complete all pre-requisite courses with a grade of "C" or better and a minimum GPA of 2.5.
5. Submit this form with a current transcript and a printout of courses currently enrolled in by **February 15th** for priority acceptance consideration. Late decision makers will be considered. Preference for admission to BSN Nursing program courses will be given to those who are Henderson Students with higher cumulative GPA's who complete pre-requisite courses on the first attempt.
6. Students must submit a transcript indicating successful completion of any remaining courses as soon as they are completed.
7. Admission decisions will be sent to qualified applicants within thirty (30) Business days of the application deadline.
8. Student acceptance of admission, via registered mail, must be received within **TEN** Business days, including a non-refundable \$35.00 deposit via **MONEY ORDER OR CASHIER'S CHECK**.
9. **By July 15**, students must give the Nursing Secretary, via registered mail, a **copy** (we must keep the copy) of or evidence of:
 - A. A full course of Hepatitis B vaccine, or evidence that the student is in progress and on schedule for becoming fully immunized.
 - B. A negative TB skin test or a primary care provider's statement of a positive skin test and follow-up appropriate to the student's health status/lack of clinical symptoms.
 - C. CPR (American Heart Association) at the Basic Life Support Level for Health Care Providers. **The TB data and CPR may not expire during the school year (August to May).**
10. Students failing to complete the admission process by the end of the business day on July 15 will be withdrawn from the Nursing program and an alternate will be admitted in your place.

Arkansas law requires applicants for Registered Nurse licensure to submit to criminal background checks. If an applicant has pleaded guilty or nolo contendere to any offense listed in ACA § 17-87-312, he/she is not eligible for Arkansas licensure. (ACA § 17-87-312 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances).

I, _____ (YOUR NAME PRINTED OR TYPED), request admission into the Henderson State University Nursing Program. I understand that completion of all pre-requisite courses and GPA of 2.5 or better is required for admission to nursing courses.

Signature of Student	Social Security Number	Date
Home Address		City/State/Zip Code
Telephone	Preferred e-mail address	
Intended term of entry into Nursing		

Return completed form, transcript and printout of current classes to:

**Chairperson, Department of Nursing
ATTN: Application for Admission
Henderson State University
1100 Henderson Street, Box 7803
Arkadelphia, AR 71999-0001**

Appendix C

Readmission

Any student whose enrollment in the Nursing program has been interrupted for one semester or more, may seek readmission following the steps below:

1. Seek readmission into Henderson State University (if applicable).
2. Complete Readmission application to the HSU Department of Nursing during the semester prior to the semester of intended re-entry. Students are limited to one petition for readmission.
3. If the student's enrollment was interrupted to attend another college, the University's transfer student admission policies also apply for readmission.