

HENDERSON STATE UNIVERSITY

Nursing Unit

**RN to BSN
Student Handbook**



June 2023

Nursing Unit Mission Statement

The Mission of the Nursing Unit at Henderson State University is to prepare baccalaureate and graduate-level nurses by providing a professional nursing education in a caring environment.

Undergraduate BSN Mission Statement

The mission of the Henderson State University Nursing Unit is to provide both a liberal and professional nursing education to produce safe, generalist nurses. Graduates of this program will demonstrate an understanding of theory as it relates to nursing practice. This program prepares professional nurses to pursue higher education.

University Mission Statement

Henderson State University is committed to helping every student be #ReddieforWhatsNext by opening the door of access and opportunity to college, mobilizing a learning community that builds seamless pathways from school to work, and preparing students to be career ready in high-demand fields that drive community and economic development.

HESS Mission Statement

The Arts & Humanities learning community works productively and collaboratively through active-learning experiences that empower creative solutioning, self-expression, and originality. By reflecting on one's own identity and engaging with the human experience through intellectual, artistic, and cultural lenses, students are equipped to make aesthetic decisions appropriate to varieties in audience, purpose, and context. Arts & Humanities Humanities students become leaders and vibrant contributors to their profession, community, and the common good.

Welcome: RN To BSN Nursing Students At Henderson State University

Welcome to Henderson State University (HSU) and the Nursing Unit. 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.

Our RN-BSN Track offers a seamless academic transition for registered nurses to earn their baccalaureate nursing degree from an accredited institution. This online Track builds on the foundation of prior liberal arts and nursing courses, as well as the knowledge and experience of the licensed registered nurse. We take your education to the next level with a focus on leadership, management, research and evidence-based health care, nursing theories, gerontology, palliative care, health assessment, and community health. Courses also emphasize health promotion, cultural diversity, and disaster management. Clinical practice experiences are incorporated throughout the curriculum. The curriculum also serves as a foundation for graduate nursing education.

Our nursing faculty are committed to learner-centered education. The RN-BSN Track curriculum is based on an adult learning theory and constructivist approach. That means discussions and assignments are designed to incorporate your own experiences in nursing into the sharing and learning of new content and ideas.

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 high expectations, without apology, because the safety of patients is at stake. Faculty hold themselves accountable for instructional excellence and compassion. We know that when the student's dignity is respected, the learning environment is conducive to the 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. Studying in a university involves an 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](#))

In addition to this handbook, all nursing students follow the rules and regulations for all students at Henderson State University, which can be found in the [HSU Catalog](#) and the [HSU Student Handbook](#).

References

American Nurses Association. (nd). Scope of practice defined, Scope of practice, <https://www.nursingworld.org/practice-policy/scope-of-practice/>

INFORMATION ABOUT THE RN-BSN TRACK

See Appendix B for more information about admission and articulation

requirements. Clinical Practice Experiences

Clinical Practicums are an integral part of your nursing education. The planned learning activities allow you to understand, perform and refine your professional competencies at the baccalaureate level. In addition, you will be able to integrate new knowledge and demonstrate the attainment of program outcomes through these clinical practice experiences.

Nurses can influence health outcomes in many ways. For example, nurses lead community action groups, advocate for and teach the public, influence public policy, implement organizational policies, work on solutions to health disparities, work with local groups to increase immunization rates, collaborate to improve maternal and infant morbidity and mortality rates, and so much more.

You will attain new skills or practice current skills at a higher level as you progress through this program. For example, you will enrich your clinical practice knowledge and skills through practice with assessments explicitly designed for persons with conditions related to aging, chronic illness, and advanced progressive illness.

Your faculty evaluates all clinical practice experiences. In addition, the faculty evaluate your work to ensure you are competent to enter nursing practice at the baccalaureate level.

Three courses in your Track are specifically designed to include clinical practice experiences. These courses are NSG 4714/4714L Community Health, NSG 4735/4735L, Palliative and Gerontological Nursing, and NSG 4334 Health Assessment. In addition, NSG 4363, your Capstone project, provides an opportunity to collaborate as you work on real-life health care improvements.

References

AACN. (2012). Expectations for practice experiences in the RN to baccalaureate curriculum (White paper). Retrieved from <https://www.aacnursing.org/Portals/42/News/White-Papers/RN-BSN-Expectations-White-Paper.pdf>

AACN. (2016). Clinical practice experiences FAQs. Retrieved from <https://www.aacnursing.org/CCNE-Accreditation/Resources/FAQs/Clinical-Practice>

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 welcome according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. In addition, reasonable accommodations will be made for students who are disabled but who have the ability 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).

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 Nursing Unit in writing at:

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

The Henderson State University Online RN to BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE). All interested parties (students, graduates, and 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

Medical Marijuana

To successfully complete the nursing program, students must complete clinical courses which are undertaken at cooperating healthcare facilities. The University has been advised by our cooperating healthcare facilities that they will not accept students who use marijuana for any purpose, and they will dismiss students who are placed at a clinical site for marijuana use, even if the marijuana use is lawful under "medical marijuana" laws. The University advises students who use marijuana pursuant to the medical marijuana law that the University may not be able to secure clinical placements for you. If the University cannot secure a clinical placement for you or you are dismissed from a clinical placement for marijuana use, you will not be able to successfully complete the clinical courses and you will be dismissed from the nursing program. Students who are dismissed from the nursing program for drug use, including medical marijuana, may not be readmitted to the nursing program.

GENERAL POLICIES AND PROCEDURES FOR NURSING STUDENTS

Abilities and Skills for Admission to Program and Progression

The HSU Nursing Unit 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 the patient's 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 that care.

A candidate for professional nursing must have the abilities and skills necessary to use 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, hear, and 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, display flexibility, and learn to function in the face of uncertainties inherent in the practicum problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The Nursing Unit affirms that all students enrolled in the nursing program must possess the 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.

Academic Integrity:

Henderson State University Nursing Honor Code

The Nursing profession is an honorable profession. We, the faculty and staff of the Nursing Unit take your professional development throughout this program very seriously. This document is provided to allow mutual understanding of our expectations of you, the nursing student, throughout your course of study with us.

The following agreement summarizes the basic integrity expected of a nursing student and, ultimately, a nurse.

An honorable person does not lie, cheat, steal, or display inappropriate verbal or nonverbal behaviors toward self or others. An honorable person does not tolerate such conduct by others. Ethical integrities include trustworthiness, and anything less is not tolerated by the profession or school (American Nurses Association, 2015).

According to the ANA Code of Ethics, the nurse/nursing student will be accountable for nursing practice measured with high ethical standards regarding how one should act according to national, state, and institutional standards (American Nurses Association, 2015).

I understand and agree that my placement in the Nursing Program is a privilege, not a right that is conditional upon my being an honorable person. Sanctions may be imposed for academic dishonesty/integrity from the course level, through the program/major level, up to the university level. Any direct violation of the Honor Code will result in any or all of the following sanctions from the Henderson State University Academic Integrity Policy:

1. Resubmission of work: The instructor may require that the work in question be redone to meet appropriate academic standards or may require that a new project/exam be submitted. At the instructor's discretion, she or he may specify additional requirements for the work being resubmitted. The instructor does not have to offer this sanction. The nursing faculty may/may not consider this an option if only a small percentage of plagiarism has occurred (depending on the severity).

2. Grade reduction: The instructor may lower a student's grade or assign "F" for the work in question; even if this fails a student out of the nursing program all the way up until graduation or beyond.

3. Failing: The instructor may assign a "F" for the course; even if this fails a student out of the nursing program all the way up until graduation or beyond.

Forgery:

The misrepresentation of an individual's signature/writing by a different individual.

Any student who compromises their academic integrity risks the full sanctions of the judicial process articulated in the Henderson State University Code of Student Rights, Responsibilities and Conduct Student Guide http://www.hsu.edu/StudentGuide/CodeConduct/2015_CoConduct.pdf

Sanctions that may be imposed at the university level include the following:

1. Suspension from the University: The offending student may be administratively withdrawn by the University. The student is suspended for a length of time determined by the University, depending upon the specific circumstances of the academic dishonesty.

2. Expulsion from the University: Expulsion is the most severe sanction for academic dishonesty and may be imposed by the University for Extreme or multiple acts of academic dishonesty. Once expelled, the student is not eligible for readmission to the University.

Both the instructor and the University may impose combinations of sanctions. Withdrawal from a course does not exempt a student from sanctions for academic dishonesty imposed at any level.

Accreditation:

The baccalaureate degree program in nursing, including its RN to BSN Track, at Henderson State University, is accredited by the Commission on Collegiate Nursing Education (<http://www.cneaccreditation.org>).

Advancement: (Progression through Nursing Courses)

All nursing students must maintain a cumulative grade point average (GPA) of 2.0 or better and complete all required nursing courses with at least a "C" grade in each course to progress through the Nursing Curriculum Sequence. Students who fail a course may or may not be able to proceed through a sequence, depending on pre-requisite status for the next courses or course availability.

Applying to the RN to BSN Nursing program

(See [Appendix B](#) for Guidelines & Application for Admission)

Registered Nurses with unencumbered licenses, GPAs of 2.0, and who graduated from a nursing program licensed by the State of Arkansas or an out-of-state nursing program that was accredited are eligible to apply.

Should the Board of Nursing discipline the licensed nurse, the student's opportunity to continue in the HSU Nursing may be withdrawn. Students are compelled to report any disciplinary action to the Program Coordinator/Chief Academic Officer.

Students must be accepted to the University before consideration for acceptance into the RN to BSN Program. Admissions require official transcripts from all other attended universities to be sent directly to the HSU Admission's Office. (Unofficial transcripts are for advising only)

Application information is located on the HSU RN to BSN Nursing Webpage at <https://www.hsu.edu/pages/academics/learning-communities/health-education-and-social-sustainability/nursing/rn-to-bsn-online/application-information/>

All liberal arts core/general education courses must be completed prior to enrollment into nursing courses. Exceptions may be made only at the discretion of the Nursing Leadership.

Advisement:

Each RN to BSN student is assigned an advisor. Advisors seek to help students make informed educational decisions for the best student outcomes. The student is encouraged to see the advisor at any point in their educational process when they have questions, problems, or concerns.

Students who do not progress through the nursing curriculum sequence as articulated and are "out of sequence" may or may not be able to return with the same plan of study. Students are strongly encouraged to talk with their advisor before dropping or changing their Program status. University requirements and department requirements are subject to change. Changing your plan of study may result in additional coursework requirements for BSN degree completion.

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. HSUNursing Alumni has a Facebook Page.

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

Attendance

Attendance is one of the most significant correlates of performance. Students who are frequently absent or do not participate in timely discussions and assignments risk their academic success. HSU attendance policy is found in the HSU Catalog. Nursing faculty may announce course-specific attendance policy related to their courses in their syllabi OR in writing as a syllabi addendum.

Clinical Practice Experiences:

RN students must maintain their licenses in good standing with the Arkansas State Board of Nursing to continue in nursing courses in the nursing unit at Henderson State University.

Students must participate in all Clinical Practicum Experiences, for example, Simulation, Virtual Simulation, Community Projects, Interdisciplinary Team Meetings, etc., to demonstrate competency and mastery of the student learning outcomes. Clinical Experiences are graded as Complete or Non-Complete. A Non-Complete grade is considered a failing grade, and the student will not pass the course.

Students in practicum laboratory courses (NSG 4735L Palliative Gerontology and NSG 4714L Community Based Nursing) 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. Evidence of Hepatitis B virus (HBV) immunization or immune status as verified by titer.
4. Proof of Measles, Mumps, and Rubella Immunizations.
5. Varicella Immunizations (2 doses) or positive titer.
6. Proof of Tdap within past 10 years.
7. Influenza Immunizations at beginning of flu season (date to be determined).
8. Criminal Background Check (annually)
9. Drug Screening (annually)
10. Physical Examination signed by Healthcare Provider (annually)
11. Valid, current unencumbered RN license
12. COVID-19, as required by the clinical site
13. Certificate of completion of Child Maltreatment Training <https://ar.mandatedreporter.org>

Student Status

Students must not represent themselves as operating in their official capacity as a nurse during participation in Clinical Practicum Experiences. During the Clinical Practicum Experiences, you are in a student capacity and should introduce and conduct yourself as a Henderson State University RN to BSN student.

Communicable Diseases:

1. Caring for clients with communicable diseases

Nursing Faculty believes all clients in the practicum 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 practicum 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. Any refusal to deliver care based on the age, sex, race, sexual orientation, immigration status, or disease state of the client will be deemed an unsatisfactory performance of professional responsibility.

2. Student Illness

If a student has been diagnosed with an infectious disease (ex: chickenpox, measles, etc.) and has the potential to infect patients, students, or others, the student is to inform the course faculty as soon as possible.

CPR (Cardiopulmonary Resuscitation) Certification

All students in practicum courses must have current CPR certification. The certification must be American Heart Association at the Basic Life Support level for **Health Care Providers**. This is the responsibility of the student. Students without current certification will be removed from practicum until certification is obtained. A copy of the current CPR certification card must be turned in to the Department of Nursing secretary by posted date prior to entering the nursing program.

Criminal Background Checks

To complete the Nursing program admission process, all students must evidence a "clear" criminal background check and drug screen annually.

Convictions or Licensure restrictions or revocation should be reported immediately to the Program Coordinator and Chief Academic Nursing Officer.

Henderson State University
Nursing Unit
Student Background Check and Drug Screen Policy

All incoming nursing students must consent to, submit to, and fully complete a Background Check and Drug Screen through a designated company as a condition of matriculation into the Henderson State University Nursing Program. Failure to do so will constitute failure to meet the matriculation requirements established by the Nursing Unit and will result in administrative withdrawal from the program. Student Background Checks and Drug Screen must be completed by posted date before the semester begins.

Matriculation and continued enrollment in the HSU Nursing Program is contingent upon a completed Background Check and Drug Screen with *acceptable* results. Failure to consent to a Background Check; refusal to provide necessary information to conduct the Background Check; falsifying information; failure to provide any additional information wherein an investigation is warranted; and failure to comply with the investigatory procedures when a cause for further action is warranted will result in disciplinary action up to, and including, administrative withdrawal or dismissal from the program. All Background Check, Drug Screen, and Review Notes are stored within the designated online management service (Castlebranch).

Review of Background Check and Drug Screen

The Program Coordinator or a Nursing Representative will review Background Checks and Drug Screens. If a student disputes the accuracy of the information provided by the background check provider or the results of the drug test, the Program Coordinator or Nursing Representative may request the provider to verify the accuracy of the information before final action is taken. If the background check uncovers adverse information, the Program Coordinator or Representative shall review the background report and/or drug testing results and, in collaboration with the Chief Academic Nursing Officer, may consult with the general counsel and the chief of the Henderson State University Police Department to assess the student's suitability for admission into the program.

The Program Coordinator will notify the student, in writing, of the adverse results and will inform the student of their opportunity to submit any information they wish to be considered within five (5) working days. The student may request an in-person or Zoom meeting with Program Coordinator or Chief Academic Officer. If requested, Program Coordinator will notify the student of the scheduled review meeting. This notification will contain the date, time, and location of the meeting.

1. If the student attends the meeting, she/he may have one (1) person present, who may be an attorney, to advise her/him. This person may not speak on behalf of the student, question the review committee, or otherwise actively participate in the review. Other university officials may be present in addition to the Nursing Representative and/or general counsel.
2. The student may make an oral statement and answer questions from the review committee members. Upon completion of the review meeting, the student may submit additional information or clarification, in writing, within three (3) working days.

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. Early contact with the center will provide a smoother transition in obtaining services.

<https://www.hsu.edu/pages/about/administration/student-affairs-and-student-success/trio-programs/disability-resource-center/>

Email:

Each student has an official HSU individual email address. All emails will be sent to that address. The student is responsible for forwarding the HSU address to the preferred email address.

Email is the official mode of communication between students and faculty, and the student must check email at least once daily. Computer services can assist students with the process of checking email from home. When email is distributed, the student is responsible for its contents.

Types of communication include but are not limited to inclement weather information, syllabi, content discussion and clarification, reading assignments, career opportunities, graduation information, and deadline reminders.

Emergency Contact for Clinical Practicum Experiences:

Students will keep an updated phone number so that the faculty member can contact students in the event of a change in a clinical practicum experience. Students will also have an "emergency contact" number on file with HSU.

Grading of Nursing Courses:

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

The student must 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 satisfactory/unsatisfactory is received as a practicum grade.

Grade Reports, Official:

University policy posts each student's final grade report at the end of the semester. The policies of the University are followed in the Nursing Unit.

Graduate Competencies/BSN Program Learning Outcomes

Student Learning Outcomes

1. Demonstrate responsibility and accountability in the role of the professional nurse.
2. Use clinical reasoning to make decisions regarding nursing care.
3. Manage resources necessary to promote and maintain conditions for optimum health.
4. Apply findings from nursing and healthcare research when planning nursing and health care.
5. Select concepts of professional nursing necessary for effective and efficient client care delivery.

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 requirement,
3. Replacing lost pins can be handled through the distributor.
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 Registrar's webpage.

<https://www.hsu.edu/pages/academics/registrar/commencement/graduation-application-process/>

Students are responsible for initiating the graduation application as described by the Graduation Application Process.

Grievances: (Academic and Professional)

Individuals initiating a grievance, academic and/or professional (one student against another student, or by a student against a faculty or staff member), should first address the issue with the specific individual. If a resolution is not accomplished, then a presentation should be made to the course faculty. If the issue is not resolved, then the complaint progresses to the Program Coordinator. If the discussion with the Program Coordinator fails to resolve the issue, submit a written summary of the issue and prior attempts to resolve the issue to the Chief Academic Officer. The Chief Academic Officer will review and investigate the grievance as appropriate. If the issue still remains unresolved, the student should follow the Henderson State University complaint resolution/ grievance policy located at

<https://www.hsu.edu/pages/about/administration/student-affairs-and-student-success/core-values-of-student-conduct/>

HIPAA Guidelines:

As mandated by the Health Insurance Portability and Accountability Act of 1996, all nursing students must have training on the security of healthcare information and agree to the established safeguards for written, oral, and electronic dissemination of patient information before entry into the practicum area.

HIPAA Training is available in the Canvas BSN Module Zero Course. Submit a copy of the HIPAA Electronic Signature Sheet to your Castlebranch account.

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 practicum nursing course and thereafter until graduation must have student liability insurance coverage before entering the practicum 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. 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 practicum 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.

Progression

Students who do not progress through the nursing curriculum sequence as articulated and are "out of sequence" may or 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 coursework requirements for BSN degree completion.

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) or withdrawal. Students who are unable to meet this expectation may not continue in the Nursing curriculum sequence. Re-admission to nursing courses in the Online RN to BSN Track will be considered case-by-case and is not guaranteed.

A student who demonstrates unsafe behavior (directly endangering the physiological and/or psychosocial well-being of a client) during a clinical practice experience and, because 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.

Signatures during clinical practice experiences:

Clinical practice assignments generally do not require student signatures on patient care records. If an agency requires a student signature, please use the following format:

Student Name (First and last names)
Henderson State University Nursing Student (HSUNS)

Social Media

HSU Nursing students are expected to comply with the National Council of State Boards of Nursing guidelines found in *The Nurse's Guide to the Use of Social Media* <https://www.ncsbn.org/347.htm> and the American Nurses Association's Principles for Social Networking (*Using Social Media* at www.NursingWorld.org).

Nursing Students are expected to comply with the following principles:

1. Do not transmit or place online any individually identifiable patient information.
2. Observe ethically prescribed professional patient—nurse boundaries.
3. Understand that patients, colleagues, institutions, and employers may view any social media postings.
4. Take advantage of privacy settings and seek to separate personal and professional information online. Use caution when having online social contact with patients or former patients. Online communication with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
5. Bring any content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Participate in developing institutional policies governing online conduct.

Professional Expectations:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post any information or photos gained through the nurse-patient relationship (even with patient permission).
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, faculty, staff, fellow students, employers, co-workers, or practicum sites, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Student Nurses Association

The Henderson State University Student Nursing Association (SNA) is the Henderson professional organization of nursing students. 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
- 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.

Those post-licensure students interested in joining the Student Nursing Association can find information at <https://www.nsna.org/>

Student Records Access:

Students have the right to review or obtain a copy of their records. Students must notify the faculty of the request.

Substance Abuse Policy:

1. All students must undergo a drug chemical screening prior to final program admission. Students who do not complete the submission of their sample for testing by the published deadline on their Admission Letter will be deemed non-compliant, and the program offer will be withdrawn. This will result in student dismissal from the program.
2. Students may not be present at clinical under the influence of drugs or alcohol.
 - A. Students suspected of drug/chemical use in clinical will be subject to:
 - B. The Clinical Agency's "For Cause" policy and testing
 - (1) Students must pay the full cost of any testing required by the Clinical Agency's Policy.
 - (2) When a faculty member has cause to suspect a student in the clinical setting is chemically impaired, the faculty member has an obligation to request that drug screen studies be conducted at the student's expense at a location to be determined by faculty.
 - (3) It must be an official chain of custody drug screen and done at the time of suspicion.
3. Students who refuse drug screening will need to meet with a professional standards review committee on campus within three (3) working days of the incident and may not participate in any clinical activity until the professional review committee clears them for re-entry to clinical practice. The nursing department will cover the expense if the results are negative.
4. Students who test positive for drugs/chemicals may not continue in clinical. Course grades will be determined by the student's ability to achieve course objectives.
5. Certain clinical agencies require drug testing of students. Such tests may be at the student'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 expectations.

Uniforms/Clinical Practice Experience Attire

Students are to dress appropriately and professionally for clinical practice experiences. Depending on the setting, a business casual or a lab coat is worn. Lab coats should be clean and free of wrinkles, tears, and spots. The HSU student ID badge is to be worn for clinical practicum experiences.

Writing Style for Papers in Nursing Courses:

Unless otherwise directed, all papers submitted in nursing courses will be congruent with the most recent edition, American Psychological Association (APA) Publication Manual. Style, format, spelling, and grammar constitute a portion of the grade for formal, scholarly written assignments.

The HSU Writing Center offers one-on-one tutoring and workshops on various writing and

documentation styles. Visit their homepage at <https://www.hsu.edu/pages/academics/ellis-college-of-arts-and-sciences/english-foreign-languages-and-philosophy/writing-center/> for more information.

The HSU Library has online databases and writing tutorials available. Accurate and understandable writing is an expected competence of the professional nurse.

ADDITIONAL INFORMATION

National Student Nurses' Association
45 Main Street, Suite 606
Brooklyn, NY 11201
Tel: 718-210-0705
Fax: 718-797-1186
<http://www.nсна.org>

National League for Nursing
The Watergate
2600 Virginia Avenue, NW
Eighth Floor
Washington, DC 20037
Tel: (800) 669-1656
<http://www.nln.org>

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

American Association of Colleges of Nursing
655 K Street NW, Suite 750
Washington, DC 20001
Tel: (202) 887-6791

Arkansas for Nursing
P.O. Box 250610
Little Rock, AR 72225
<http://www.arkansasnursing.com>

www.discovernursing.com

Appendix A

AMERICAN NURSES ASSOCIATION CODE FOR NURSES

American Nurses Association, Code of Ethics

<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

Appendix B
Henderson State University Department of Nursing
RN to BSN Arkansas Admission Process and Articulation Guidelines

RN students applying to the HSU Online Bachelor Science in Nursing Completion Track must:

Requirements

- A. Hold a current, unencumbered Registered Nurse License
- B. GPA of 2.0 or above
- C. Have graduated from an associate degree or diploma program that was NLNAC or ACEN accredited OR Arkansas State Board Approved at the time of graduation
- D. Have completed non-nursing courses as listed on degree plan (exceptions at the discretion of Track Director)

How to Apply

- A. Apply to Henderson State University.
- B. Submit unofficial transcripts to RNtoBSN@hsu.edu only if you want your transcript pre-reviewed. All official transcripts are processed through the Admissions office.

What to Know

- A. Admission is conditional pending results of background check and drug screen.
- B. Once you are conditionally accepted, you will complete and pass the CastleBranch Certified Background Check, Drug Screen, and Compliance Tracker to be fully accepted into the Nursing Program.
- C. Go to <https://mycb.castlebranch.com>, and in the upper right-hand corner, enter the Package Code HP13: Background Check-Drug Test.
- D. The Department of Nursing has partnered with CastleBranch Compliance Tracker to provide you with a secure account to manage your time-sensitive school and clinical requirements (for example: TB skin test, Hepatitis B series, CPR certification, etc.)
- E. Applicants must submit ALL Castlebranch requirements by the required due date.

Program of Study Information

- Students accepted to the Online RN to BSN Program:
 - A. Will be awarded up to 41 nursing credit hours for prior nursing courses
 - B. Must have previously completed 46 hours of pre-requisite/general education credit hours per Henderson State degree plan
 - C. Will complete 33 hours of nursing core courses as indicated on the Plan of Study
 - D. Must complete a minimum of 120 credit hours for graduation.
 - E. Graduated from an associate degree or diploma program that was NLNAC or ACEN, CCNE accredited, or, Arkansas State Board Approved at the time of graduation.

Articulating RN student credits and required courses, Students:

- A. Must meet HSU liberal arts core requirements by either transferring/completing courses or by meeting Arkansas Associate of Arts or Associate of Science degree requirements (as noted in AR Code).
- B. Must complete all required non-nursing courses before admission. (Exceptions may be possible with the approval of (Nursing Coordinator.) *See Appendix C, Articulation Agreement*

- C. Must complete the nursing core courses as indicated on the degree plan *See Appendix D, DegreePlan*
- D. Must complete the last 33 credit hours at HSU
- E. Must demonstrate a minimum of 120 credit hours for graduation

**GUIDELINES AND APPLICATION FOR RE-ADMISSION
HSU ONLINE RN TO BSN PROGRAM**

Track Withdrawals, Re-entries, and Re-admissions

Sometimes personal circumstances result in a student withdrawing from the degree plan track. Additionally, some courses must be completed before others (Healthcare Research before Capstone). Therefore, withdrawing from the Track may result in a significant delay to your graduation date.

If you are considering withdrawing, please contact your faculty advisor right away so we can help you with your degree plans and scheduling.

Students who wish to return to Henderson after either withdrawal/failure of continuous enrollment must reapply for admission. See the HSU website for further information:

<https://www.hsu.edu/pages/academics/registrar/undergraduate-academic-catalog/2020-2021-catalog/>

Students are limited to one petition for re-admission. Re-admission may be limited by space availability.

Upon any re-entry or re-admission, all clinical practice Health and Safety requirements must be met and up to date in the student's online data management account (Castlebranch). Note: If re-admission (one year or more out of Track), full admission requirements must be met, including a background check and drug screening, and physical examination signed by the healthcare provider.