

HENDERSON STATE UNIVERSITY

Department of Nursing

Graduate Nursing Student Handbook

2023-2024

Henderson State 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.

Learning Community Mission Statement:

In the Health, Education, & Social Sustainability learning community, students, campus professionals, and community partners value public service, community building, and human engagement. We study and promote inclusive practices that embrace differences and enhance learning within a community of service-oriented leaders.

“Serving People Where They Are and Positively Impacting Lives”

A community that seeks to inclusively teach, guide, and heal people through relationships and specialized knowledge, educating service-oriented leaders to make a difference in peoples' lives.

Mission Statement of HSU Nursing:

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

Mission Statement of the Graduate Nursing Program:

The mission of the Henderson State University Graduate Nursing Program is to provide liberal and professional nursing education to produce expert nurses. Graduates of this program will demonstrate expertise in professional practice, healthcare leadership, and research.

CALENDAR OF EVENTS: STUDENT GUIDE (not all inclusive- subject to change)

<u>Month</u>	<u>Activities</u>
August	Welcome! Classes Begin Ensure your Castle Branch and Care Learning accounts are up to date (all students)
October	Upload proof of Influenza Immunization into Castle Branch
November	Communicate with Graduate Nursing Advisor for Spring Advising Thanksgiving Holiday: Enjoy the rest!
Late Fall	Year 1 MSN Family Nurse Practitioner Students participate in the Advanced Physical Assessment Competency Day & the Standardized Patient Exams
December	Final Exam Week and Break between Fall and Spring Semesters!
January	Welcome back!
February	Submit application for May Graduation to Graduate School Office (Year 2 Students) Nurses Day at the Capitol (Attendance is strongly encouraged for all students)
March	Communicate with Graduate Advisor for summer and fall courses (Year 1 students) Spring Break: Get out and enjoy!
May	Final Exam Week Commencement: You made it! (Year 2 Students)
June	Summer Session begins
July	Complete MSN Candidacy Applications (Year 1 Students)

WELCOME: HSU GRADUATE NURSING STUDENTS

Welcome to Henderson State University's Graduate (HSU) Nursing Program. 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 advanced practice nursing.

As graduate faculty, we are proud to be professional nurses and are invested in your education and growth in advancing your nursing career. Our goal for you is that you become a superior nursing practitioner, leader or researcher dedicated to a lifetime of caring and continued learning. We will require that you adhere to the highest standards of nursing.

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 graduate 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 and lead.

We expect an atmosphere of scholarship, civility and dedication to the highest standards of science and ethics in nursing. 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 (2015).

FNP Students: Please review The Consensus Model for APRN Regulation, Licensure, Accreditation, Certification and Education at this link <https://www.ncsbn.org/aprn-consensus.htm> for details regarding Advanced Practice Registered Nursing.

In addition to this handbook, all graduate nursing students follow the rules and regulations for all graduate students at Henderson State University, which are printed in the HSU Graduate Catalog and can be found on the website <https://hsu.edu/pages/academics/graduate-school/catalog/>.

GENERAL POLICIES AND PROCEDURES FOR NURSING STUDENTS

Abilities and Skills for Admission to Program and Progression

Please refer to HSU Graduate Catalog, <https://hsu.edu/pages/academics/graduate-school/catalog/>, for admission to program and progression.

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.

For additional information, please refer to Arkansas State Board of Nursing licensure requirements, <http://www.arsbn.org/licensing>, for abilities and skills required to maintaining licensure.

Academic Integrity

The Department of Nursing adheres to the HSU Academic Integrity Policy and Code of Conduct. 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://hsu.today/wp-content/uploads/2017/10/AcadIntegrity-1.pdf>

Henderson State University Nursing Honor Code

The Nursing profession is an honorable profession. We, the faculty and staff of the Department of Nursing 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, A., 2015).

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

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 as an option **if only** a small percent 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; this may result in failure from the program.
3. **Failing:** The instructor may assign an "F" for the course; this may result in failure from the program.

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.

Adopted with permission from University of Pine Bluff Nursing 5.16.18 and University of Arkansas Monticello Nursing 5.17.18 Amended 6.11.18

American Nurses Association (2015). *Code of ethics for nurses with interpretive statements*. Silver Spring, Maryland: American Nurses Association.

Advisement

Once a graduate nursing student has been accepted into the graduate nursing program, they will be assigned a graduate nursing advisor. The graduate nursing student is encouraged to communicate with their assigned graduate nursing advisor throughout their educational process when they have questions, problems, or concerns.

Alumni Association

The HSU Department of Nursing Alumni Association is composed of graduates of the BSN and MSN programs. 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.

Americans with Disabilities Act, Implications for Nursing Majors

Students with documented disabilities who are applying for admission to Henderson and to the Graduate Nursing Student will be welcome 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). For information on how to apply for services or accommodations, please contact the HSU Disability Resource Center. Contact information can be found on the website at <https://hsu.edu/pages/about/administration/student-affairs-and-student-success/trio-programs/disability-resource-center/>.

Standardized Testing (APEA) Policy

This policy establishes guidelines and grading criteria for the use of the Advanced Practice Education Associates (APEA) products in the MSN-Family Nurse Practitioner (FNP) track. The goal of this policy is to establish a framework for consistent usage and application of APEA products.

1. APEA Exams

APEA assessments are used as both formative and summative assessments in the MSN-FNP track. The exams are administered in the APEA online testing center. The APEA online testing center provides documentation of completed APEA exams.

1. The **APEA 3P exam** measures competency of the core criteria for advanced health assessment, advanced pathophysiology and advanced pharmacology. A minimum score of ≥ 67 (minimum score may change based on exam psychometrics) is the goal. This exam is administered in the 14th week of MSN 5137 Practicum I.
2. The Grading Rubric is presented in Table 1.1 below.

APEA 3P Exam Grading Criteria	
Score	Points/Percentage
$\geq 67\%$	See Course Syllabus
$< 67\%$	See Course Syllabus
<i>Note: Score ranges may change based on exam psychometrics.</i>	

3. The **APEA Pediatric exam** measures competency in pediatrics and is designed to measure the specific knowledge, abilities and behaviors required to care for the pediatric population within a family nurse practitioner primary care role. A minimum score of ≥ 61 (minimum score may change based on exam psychometrics) is the goal. This exam is administered in the 14th week of MSN 5117 Practicum II.
4. The Grading Rubric is presented in Table 1.2 below.

APEA Pediatric Competency Exam Grading Criteria	
Score	Points/Percentage
≥61%	See Course Syllabus
<61%	See Course Syllabus

Note: Score ranges may change based on exam psychometrics.

5. The **APEA Pre-Predictor** exam measures competency in patient management: assessment, diagnosis, planning and intervention, pharmacotherapeutics, and evaluation. The Pre-Predictor Exam identifies weaknesses or gaps in knowledge areas and testing domains for remediation in preparation for the APEA Post-Predictor exam. This exam is administered in the second week of MSN 5147 Practicum III. A minimum score of ≥70% is the goal. The Pre-Predictor exam is 5% of the MSN 5047 course grade. The Grading Rubric is presented in Table 1.2 below.
6. Table 1.3 APEA Pre-Predictor Grading Rubric

APEA Pre-Predictor Exam Grading Criteria	
Score	Points/Percentage
≥70%	See Course Syllabus
65-69%	See Course Syllabus
<65%	See Course Syllabus

Note: Score ranges may change based on exam psychometrics.

7. The **APEA Post-Predictor exam** measures competency in patient management by testing knowledge areas and testing domains that include: assessment, diagnosis, planning and intervention, pharmacotherapeutics, and evaluation. The APEA Post-Predictor exam identifies gaps in knowledge areas and testing domains for remediation in preparation for the certification exam. The APEA Post-Predictor exam considered a national standardized exam or exit exam. This exam is administered in the 14th week of MSN 5147. A minimum score of ≥70% is the goal. The Post-Predictor exam is worth 5% of the final course grade. The Grading Rubric is presented in Table 1.4 below.
8. Table 1.3 APEA Post-Predictor Grading Rubric

APEA Post-Predictor Exam Grading Criteria	
Score	Points/Percentage
≥70%	See Course Syllabus
65-69%	See Course Syllabus
<65%	See Course Syllabus

Note: Score ranges may change based on exam psychometrics.

2. Remediation

1. Individualized remediation provides an opportunity for students to review study and acquire the requisite knowledge necessary to safely practice as an FNP.

Remediation is intended to help students master important concepts that were missed when taking the assessment.

2. Remediation is required for **all** APEA assessments. Students must utilize their test results to create and complete a remediation plan. The student-developed remediation plan must be submitted to the course faculty member within 72 hours of the assessment date. Faculty will review and approve the remediation plan or send it back to the student for revision. Content areas with a score of ≤ 66 on the 3P exam and $\leq 69\%$ on the pre and post predictor exams require remediation (minimum score may change based on exam psychometrics).
3. Failure to comply with the APEA policy may result in a course failure.

Graduate Nursing Program Comprehensive APEA Resource Utilization Plan

Table 3.1 Courses with Corresponding APEA Resources

Course	APEA Resources & Strategies	
MSN 5093 Advanced Nursing Pathophysiology	APEA Resource: Begin Q Bank: Pathophysiology (3-month access)	
	APEA Resource: Clinical Guidelines Textbook	
	Students must complete 50 Pathophysiology Q Bank questions per week in tutor mode (10% of course grade).	
	In week 15, students must complete a 75-question exam mode assessment with a recommended score of $\geq 80\%$. Students may repeat the exam to achieve the recommended 80%. The higher of the two scores will determine the exam score (see table below). This exam will not exceed 5% of the course grade.	
	Assessment Performance	% of Points Possible
	$\geq 80\%$	90-100%
	75-79%	80-89%
MSN 5123 Advanced Nursing Pharmacology	APEA Resource: Begin Q Bank: Prescribing (5-month access)	
	Students must complete 50 Prescribing Q Bank questions per week in tutor mode (10% of course grade).	
	In week 15, students must complete a 75-question exam mode assessment with a recommended score of $\geq 80\%$. Students may repeat the exam to achieve the recommended 80%. The higher of the two scores will determine the exam score (see table below). This exam will not exceed 5% of the course grade.	
	Assessment Performance	% of Points Possible
	$\geq 80\%$	90-100%
	75-79%	80-89%
	70-74%	70-79%

		65-69%	60-69%	
		≤64%	<59%	
MSN 5137 Practicum I: Adult	<p>APEA Resource: APEA Guide to Coding (includes videos) (5% of course grade)</p> <p>APEA Resource: Coding Cards</p> <p>Students are required to include ICD-10, E & M and CPT codes for all diagnoses, levels of care and procedures referenced in papers, presentations and clinical documentation (comprehensive and focused SOAP notes) throughout the program.</p> <p>APEA Resource: 3P Exam administered in week 14 (10% of course grade) - within 72 hours of the exam, students will develop and submit a remediation plan based upon their exam results.</p>			
MSN 5117 Practicum II:	<p>APEA Resource: Pediatric Dosing Cards</p> <p>APEA Resource: Clinical Guidelines-Textbook</p> <p>APEA Resource: Pediatric Competency Exam</p> <p>Students are required to include ICD-10, E & M and CPT codes for all diagnoses, levels of care and procedures referenced in papers, presentations and clinical documentation (comprehensive and focused SOAP notes) throughout the program.</p> <p>APEA Resource: Pediatric competency exam will be administered in week 14 (10% of course grade) - within 72 hours of the exam, students will develop and submit a remediation plan based upon their exam results.</p>			
MSN 5147 Practicum III: Primary Care	<p>APEA Resource: Q Bank Patient Management (6-month access)</p> <p>Students must complete 75 Management Q bank questions per week in tutor mode. (10% of course grade-completion only, not grades)</p> <p>APEA Resource: Pre-Predictor Exam (5% of course grade) administered in week 2- within 72 hours of the pre-predictor exam, students will develop and submit a remediation plan based upon their pre-predictor exam results.</p> <p>In week 14, prior to taking the post-predictor exam, students will submit their completed pre-predictor remediation plan.</p> <p>APEA Resource: Post-Predictor Exam (5% of course grade) administered in week 14. If a student fails to achieve a score of >70%, within 72 hours of the post-predictor exam, students will develop and submit a remediation plan based upon their post-predictor exam results that will help them address the identified gaps in knowledge and prepare for the certification exam of their choosing (remediation plan is 5% of course grade). If a student achieves the benchmark score (≥70%) on the post-predictor exam, they will automatically receive full credit for the 5% of the course grade assigned to the post-predictor remediation plan.</p>			

Applying to the Graduate Nursing program

An undergraduate applicant must be accepted into the Henderson State University Graduate School, see the following link for details <https://hsu.edu/pages/academics/graduate-school/apply/>

Complete Work Verification Form, Appendix C, and submit with Graduate Nursing School Application, Appendix B. Have and maintain an unencumbered registered nursing license or advanced practice license within the state of residence.

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 Graduate Catalog, <https://hsu.edu/pages/academics/graduate-school/catalog/>. **Graduate 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 attend practicum when ill, may be asked to return home.

Calculators

Students may use basic calculators during exams unless otherwise noted by instructor.

Candidacy Applications

Prospective candidates for a Master's degree must meet the following requirements:

1. Admission to graduate study
2. Completed application for candidacy filed with the Dean of the Graduate School after the completion of nine (9) but not more than twelve (12) semester hours of graduate study
3. A grade point average of 3.00 (on a 4.00 scale) on all work completed.
4. Completion of all required school examinations and prerequisites.

Communicable Diseases

1. Caring for clients with communicable diseases

Graduate Nursing Faculty believes all clients in the Practicum experience 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 experience setting. The exception to this is if the **student** is immunosuppressed.

A healthcare provider'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 unsatisfactory performance of professional responsibility.

2. Student Illness

If a student has been diagnosed with an infectious disease (ex: chicken pox, measles, etc.) and has potential to infect patients, students, or others, the student is to inform Practicum experience faculty as soon as possible. The student must provide documentation “Return to Work/School” from healthcare provider to return to school/campus events including Practicum Experience Courses.

CPR (Cardiopulmonary Resuscitation) Certification

All students in Practicum experience 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 experience until certification is obtained. A copy of the current CPR certification card must be uploaded to the designated company and will be on the online database.

Criminal Background Checks

1. All students must undertake a criminal background check with a company designated by the university with results that are acceptable to the university and the possible practicum sites to complete the Nursing program admission process.

Nursing students who have had a previous criminal conviction are advised as follows:

- You may have difficulty in obtaining a license to practice nursing in the State of Arkansas per ACA §17-87-312 and 17-3-102 (**See Appendix G**). The Arkansas State Board of Nursing has no jurisdiction over a student until they become a license applicant, which happens at graduation. Because ASBN does not have jurisdiction, the Board will not respond to inquiries related to eligibility of students with a previous criminal conviction.

No faculty member or University official shall 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.

- The University may also have difficulty in securing a placement for you in the practicum sites that are available. In the event that the university is unable to secure a practicum placement for a student as a result of criminal background, the student will not be able to complete the practicum course(s) and will not be able to continue in the nursing program.
All felony arrests, charges, or convictions that are revealed during a background check for the nursing program are subject to review by the Felony Review Committee. If your background check reveals a felony arrest, charge, or conviction that has not previously been disclosed to the university, the student may be subject to penalties including suspension from the university pursuant to the university’s Felony Review Policy.

Henderson State University
Nursing

Student Background Check and Drug Screen Policy

All nursing students must consent to, submit to, and fully complete a Background Check and Drug Screen through a designated company as a condition of application for matriculation into the Henderson State University Graduate Nursing Program. Failure to do so will constitute failure to meet the matriculation requirements established by the Department of Nursing and will result in administrative withdrawal from the program. Background Check and Drug Screen deadline to be announced in the letter of acceptance.

Matriculation and continued enrollment in the HSU Graduate Nursing Program is contingent upon an annual completed Background Check and Drug Screen with results that are *acceptable* to the university and to the available practicum sites. 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.

After admission, we reserve the right to request additional Background Check and Drug Screen upon suspicion and/or cause. All Background Checks, Drug Screens, and Review notes will be stored in a locked, limited access file room in the Nursing Department and submitted upon request by all clinical affiliations.

Review of Background Check and Drug Screen

Background Checks and Drug Screens will be reviewed by the Chief Academic Nursing Officer or the Program Director. In instances where the student disputes the accuracy of the information provided by the background check provider or the results of the drug test the Chief Academic Nursing Officer may request the provider to verify the accuracy of the information before final action is taken. If the background check uncovers adverse information, the Chief Academic Nursing Officer or the Program Director shall review the background report and/or drug testing results and may consult with, as appropriate, the general counsel and the chief of the Henderson State University Police Department in order to assess the student's suitability for admission into the program. The Chief Academic Nursing Officer or the Program Director shall also assess the likelihood of the successful placement of the student in the available practicum sites.

1. The Chief Academic Nursing Officer or the Program Director 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 meeting with the Chief Academic Nursing Officer or the Program Director. If requested, the Chief Academic Nursing Officer or the Program Director will notify the student of the scheduled review meeting. This notification will contain the date, time, and location of the meeting.

2. 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 Chief Academic Nursing Officer or the Program Director, including but not limited to the Director of the Health, Education, Social Sustainability (HESS) Learning Community, and/or the general counsel.
3. 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.

Cumulative Program Critical Behavior Standards & Policy

As members of the nursing profession, nurses are held accountable to the standards set forth by our professional organizations. The following professional behaviors have been identified by the HSU Nursing Faculty as critical to the role of master's prepared nurse. Failure to meet these expectations will result in failure and dismissal from the program. If a student's behavior or actions violates one or more of the critical behaviors, a nursing faculty member will notify the student in writing of the violation and a plan of correction will be formulated by the student with input from the faculty (see Action Plan form). If the student fails to modify the behavior in the specified amount of time, the student has then violated the program's critical behavior policy. The faculty will notify the student in writing (see the Critical Behavior form). Since program critical behaviors are cumulative, if a student violates the same critical behavior for a second time at any point throughout the program that will warrant a failure and dismissal from the program.

INCIDENTS OF GROSS NEGLIGENCE, ILLEGAL ACTIVITIES, OR UNETHICAL BEHAVIORS MAY WARRANT IMMEDIATE FAILURE AND DISMISSAL FROM THE PROGRAM.

HSU MSN Program Critical Behavior Standards

1. Demonstrate caring behaviors with all members of the health care team, patients, families, faculty, and peers in all practicum and academic settings.
2. Assume accountability for your actions with all members of the health care team, patients, families, faculty, and peers in all practicum and academic settings.
3. Communicate effectively and professionally with all members of the health care team, patients, families, faculty, and peers in all practicum and academic settings.
4. Demonstrate competence and ethical behavior with all members of the health care team, patients, families, faculty, and peers in all practicum and academic settings.

5. Use critical thinking and rationale problem-solving skills when managing and delegating the care of patients.
6. Modify behavior based upon constructive feedback from faculty and/or preceptor.
7. Follow all HSU Graduate Nursing Program policies (example-Castle Branch compliance).
8. Follow practicum agency policies.

Repercussions of Violating the Standards

1st violation of a standard- Written Warning- Action Plan

An Action Plan is a written warning or early alert regarding behaviors that violate the program's Cumulative Critical Behavior Policy. An Action Plan allows faculty to bring a behavior to a student's attention and gives the student the opportunity to develop a plan of correction to address the behavior. These Action Plans are cumulative throughout the program and failure to modify behavior will result in a Critical Behavior Violation.

2nd violation of the same standard- Critical Behavior Violation

A student may not have more than one Critical Behavior violation for any of the behavioral standards set forth below.

3rd violation of the same standard- 2nd Critical Behavior Violation- Failure and Dismissal from the Program

Designated Lines of Authority

Students are required to follow the designated lines of authority when dealing with concerns, problems, or conflicts associated with their nursing education.

The designated lines of authority for nursing students are:

1. Faculty member directly involved
3. Program Director
4. Chief Academic Nursing Officer
5. Dean of the HSU Graduate School

Disability Resource Center

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

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

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).** 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 send to the designated company to be added to an online database. 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 which is the official mode of communication between students and faculty and the student is responsible to check email at least once on each day. Students will need to respond to Faculty and Staff within 24 business hours. Types of communication include but are not limited to inclement weather information, syllabi, content discussion and clarification, assignments, sample test questions, and deadline reminders. IT can assist students with the process of checking e-mail from home. When e-mail is distributed, the student is responsible for its contents.

Electronic Devices

Cellphones will be allowed with necessary applications and mobile libraries as reference tools during practicum experiences. **HIPAA POLICY AND ANA CODE OF ETHICS APPLIES**

Grading of Nursing Courses

According to the HSU Graduate Catalog, “a student may not continue in a program with more than two (2) grades of a ‘C’ on his or her transcript; nor may a student continue in the program with a ‘D’ or ‘F’”. A passing grade in Practicum experience is required to progress into the nursing courses of the next semester. Please review the HSU Graduate Catalog – Graduate School Academic Policy for additional information at the following link: <https://hsu.edu/pages/academics/graduate-school/catalog/>.

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 = 59 and below. A satisfactory/unsatisfactory is received as a Practicum experience grade.

Grade reports, Official

University policy posts each student’s mid-term and final grade report. The policies of the university are followed in the Department of Nursing with regard to reporting and posting of grades in each nursing course.

Graduate Competencies/Student Learning Outcomes

MSN Program Learning Outcomes

1. Lead change to improve quality outcomes.
2. Advance a culture of excellence within nursing and health care systems.
3. Build and lead collaborative interprofessional care teams.
4. Design innovative nursing practices.
5. Translate evidence into practice.

Graduate Nursing Course Fees

Please refer to HSU Graduate Catalog, <https://hsu.edu/pages/academics/graduate-school/catalog/>

Graduation Application

Application for graduation must be completed by the published deadline during the spring semester the student anticipates graduating in. See the HSU Graduate Catalog for more information on graduation requirement. [Catalog | Henderson State University \(hsu.edu\)](http://hsu.edu)

Grievances

(Academic and Professional)

The student should follow the Henderson State University Academic Integrity/Grievance policy located on the Office of Academic Affairs webpage at <http://hsu.today/wp-content/uploads/2017/10/AcadIntegrity-1.pdf>

HIPAA Guidelines

As mandated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, all nursing students must complete the HIPAA training documentation on security of healthcare information and agree to the established safeguards for written, oral, and electronic dissemination of patient information before entry into the Practicum experience area. Signatures of agreement are kept on file in the Department of Nursing and available to all business associates upon request.

Insurance, Health

Graduate 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 graduate nursing students entering into the first Practicum experience course and thereafter until graduation must have graduate student liability insurance coverage before entering the Practicum experience area for their first experience of the semester. The insurance coverage is handled on a blanket basis (group policy) through the Department of Nursing. Payment is

provided for Graduate Student liability insurance by the Department of Nursing. A copy of the coverage is available for review in the Department of Nursing.

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

Medical Marijuana

In order to successfully complete the nursing program, students must complete practicum courses which are undertaken at cooperating health care facilities. The university has been advised by our cooperating health care facilities that they will not accept students who use marijuana for any purpose, and they will dismiss students who are placed at a practicum 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 practicum placements for you. In the event that the university cannot secure a practicum placement for you, or you are dismissed from a practicum placement for marijuana use, you will not be able to successfully complete the practicum 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.

Practicum Policies

Conducts oneself in an ethical and professional manner and maintains compliance within scope of practice and professional guidelines. See the practicum guidelines document for further information.

Preceptor and Graduate Nursing Faculty Evaluations

Practicum Evaluation of Students are graded on pass/fail. Graduate nursing students must pass practicum to progress..

MSN students have an online Preceptor Evaluation of Student Form, which is required at mid-term and at the end of the semester in Typhon. MSN students initiate Preceptor Evaluation of Student Form in Typhon at mid-term and finals. The faculty will evaluate the completion of the Preceptor Evaluation of Students Form for each student at mid-term and finals during the semester. The graduate nursing faculty will be responsible for completing the student mid-term and final practicum course evaluation of the student.

Practicum Attendance

MSN students are required to attend all practicum experiences. Students are to be prompt, prepared, and appropriately attired. An MSN student who is unable to attend practicum experience must contact the preceptor and practicum faculty personally **PRIOR** to the beginning of the practicum experience. ***Leaving a message or email for the preceptor or the faculty is not acceptable.*** The MSN student will notify the facility and preceptor that she/he is

unable to attend. Professional role behavior is expected. Be mindful of each practicum site's standard operating hours and contact the office during appropriate times of the day respecting preceptor's work and personal time.

Practicum Course Policies and Procedures

Policy: MSN students are encouraged to have a variety of practicum experiences that will encompass all aspects of their advanced practice role and expose them to different practice settings.

FNP students may not have a practicum preceptorship with a provider from whom they receive care.

Conflict of Interest: MSN students may not have practice experiences at a practice setting where he/she is to include their direct unit/department/office assignment where they may be called to provide coverage support or times of low staffing (unless approved by the faculty). MSN students cannot be paid for practicum as part of their working hours. MSN students may have to practice preceptorships at their employed hospital/facility.

Dress Code: Appropriate professional attire (no denim or scrubs) for all agency encounters is mandatory and includes: business casual attire, HSU ID Badge, closed toe shoes, stethoscope (applicable). Practicum sites may determine further dress code requirements at their discretion.

Students in non-compliance with the dress code policy will be asked to leave the practicum site.

Evaluations: MSN students must receive "Passing" on all practicum evaluations from faculty during practicum site visits. Standardized patient experiences may serve as a practicum experience.

The preceptorship component must be successfully completed in order to pass the course. The preceptorship component consists of:

- Mid-semester MSN student evaluation by preceptor and course faculty.
- End of Semester MSN student evaluation by preceptor and course faculty.
- MSN student must work with their primary preceptor to complete total number of required practicum courses.
- Additional practicum evaluations by each preceptor may be completed, with each documenting on the appropriate practicum evaluation form and practicum hours documentation of student's experience.

An MSN student who demonstrates unsafe behavior (directly endangering the physiological and/or psychosocial well-being of a client) in a Graduate Nursing Practicum experience 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 Graduate Nursing curriculum sequence.

Practicum Experience Requirements

Practicum experience courses can result in exposure to infectious illnesses, injuries, or related accidents. Because of this, students are strongly urged to maintain adequate health care coverage and disability insurance. Additionally, in order to meet Practicum experience agency requirements, students must provide evidence of the following upon admission to the program, prior to starting Practicum experience courses.

- Negative Tuberculin skin test or independent provider's statement of the absence of signs and symptoms of Tuberculosis in positive reactors.
- 3-shot Hepatitis B series or acceptable titer
- Proof of Measles, mumps, and rubella immunizations
- Varicella immunizations (2 doses) or positive titer
- Proof of Tetanus (Td/Tdap) within past 10 years
- Influenza immunization at beginning of flu season (date to be determined)
- Physical Examination signed by Healthcare Provider
- American Heart Association CPR for Healthcare Providers
- Valid, unencumbered, current license to practice nursing in Arkansas or student's Resident State of licensure (for RNs and APRNs)

Additional documentation required include:

- Drug testing with designated testing company with results that are acceptable to the university and the possible practicum sites
- Criminal Background Check with results that are acceptable to the university and the possible practicum sites

RN AND APRN GRADUATE STUDENTS MUST MAINTAIN THEIR LICENSES IN GOOD STANDING WITH THE STATE OF THEIR RESIDENCE 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.

Practicum Experience Denial

Denial of practicum experience:

Any student who is denied practicum experience by any facility for reasonable cause may be required to withdraw from the Graduate Nursing Program. Any student denied practicum access for a justifiable cause by the practicum facility will not be eligible for re-admission into the Graduate Nursing Program. If denial of practicum experiences is related to substance abuse issues, the substance abuse policy will apply.

Due to the fact that practicum slots to meet educational objectives are limited, and;

Due to the fact that the Henderson State University Department of Nursing enters into yearly contractual agreements with each practicum facility, and;

Due to the fact that enrollment for each nursing class is predicated on the faculty/student ratio, and;

Due to the fact that practicum experiences are required to best meet the educational needs of the individual student, and;

Due to the fact that individual student preferences do not take precedence over educational objectives,

The nursing faculty resolve that if any student is denied practicum experience by any practicum facility, the student may be required to withdraw from the Graduate Nursing Program, and;

Be it further resolved that the student denied practicum access may not be eligible for re-admission into the Graduate Nursing Program.

Program Termination Guidelines

A student who demonstrates **unsafe behavior** (directly endangering the physiological and/or psychosocial well-being of a client or others) in a graduate nursing Practicum experience 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 Graduate Nursing curriculum sequence.

Progression

Graduate Nursing Students who do not progress through the MSN 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 course work requirements for MSN degree completion.

Repetition of Graduate Nursing Courses:

A student may only repeat one graduate nursing course ONCE. No more than two "C"s may be earned in graduate nursing coursework. Students may not progress with "D"s or "F"s. See graduate school policy at <https://hsu.edu/pages/academics/graduate-school/catalog/>.

Signature in Practicum Experience Agencies:

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

Student Name (First and last names)

Henderson State University Family Nurse Practitioner Nursing Student (HSUFNPNS)
Henderson State University Nurse Executive Leadership & Administration Nursing Student (HSUNELANS)

It is the responsibility of the Preceptor in the Practicum experience area to determine whether a counter signature is required by the facility.

Social Media

HSU Graduate 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* [Social Media Guidelines for Nurses | NCSBN](#) and the American Nurses Association's Principles for Social Networking [Principles for Social Networking and the Nurse | ANA \(nursingworld.org\)](#).

In addition, graduate nursing students must recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, they can avoid inadvertently disclosing confidential, private, or any information about patients.

Graduate Nursing Students are expected to comply with the following principles:

1. Do not transmit or place online any individually or community 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 contact 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.

Tips to Avoid Problems:

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 experience sites, even if they are not identified.

5. Do not take photos or videos of patients on personal devices, including cell phones (even with patient permission).
6. Promptly report a breach of confidentiality or privacy.

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.

Substance Abuse Policy

1. All students must undergo a drug chemical screening prior to final program admission and annually thereafter. Students who do not complete submission of their sample for testing by the published deadline on their Admission Letter, will be deemed non-compliant and program offer will be withdrawn. This will result in student dismissal from the program.
2. Students may not present to Practicum experience under the influence of drugs or alcohol.
 - A. Students suspected of drug/chemical use in Practicum experience will be subject to:
 - (1) The Practicum experience Agency's "For Cause" policy and testing
 - (2) Students must pay full cost of any testing required by the Practicum experience Agency's Policy.
 - B. When a faculty member has cause to suspect a student in the Practicum experience setting is chemically impaired, the faculty member has the obligation to request that drug screen studies be conducted at the student's expense, at a location to be determined by faculty. It must be an official chain of custody drug screen and done at the time of suspicion. 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 Practicum experience activity until the professional review committee clears them for reentry to Practicum experience practice.
3. Students who test positive for drugs/chemicals may not continue in practicum. Course grade will be determined by student's ability to achieve course objectives.
4. Certain Practicum experience 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.

Transfer

Applicants should refer to HSU Graduate Catalog for transfer credit information, see <https://hsu.edu/pages/academics/graduate-school/catalog/>. Candidates wishing to transfer to the HSU MSN program from another CCNE accredited MSN Program may submit their application as outlined above. Transfer credit will be considered on an individual basis. Six hours maximum may be transferred toward an MSN degree.

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. Format, spelling and grammar are evaluated per rubrics for scholarly papers.

ADDITIONAL INFORMATION

American Nurses Association
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-3492
Phone: 1-800-284-2378
customerservice@ana.org

American Association of Nurse Practitioners
National Administrative Office
PO Box 12846
Austin, TX 78711
Phone: (512) 442-4262
Fax: (512) 442-6469
admin@aanp.org

National League for Nursing
The Watergate
2600 Virginia Avenue, NW
Eighth Floor
Washington, DC 20037
Tel: (800) 669-1656
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
Phone: (202) 463-6930

Arkansas for Nursing
P.O. Box 250610
Little Rock, AR 72225
<http://www.arkansas4nursing.org>
www.discovernursing.com

American Nurses Credentialing Center
8515 Georgia Ave, Suite 400
Silver Spring, MD 20910-3492
<https://www.nursingworld.org/ancc/>

Appendix A

AMERICAN NURSES ASSOCIATION

Code of Ethics for Nurses

American Nurses Association, Code of Ethics
[The Code of Ethics for Nurses | ANA \(nursingworld.org\)](https://www.nursingworld.org/ethics)

Appendix B
APPLICATION FOR ADMISSION
HSU MSN PROGRAM

Track Option being applied for:

Nurse Administrator Nurse Administrator with Nursing Education Certificate
 Family Nurse Practitioner Family Nurse Practitioner with Nursing Education Certificate
 Nursing Education Certificate Only

HSU's graduate nursing program strives to provide an individualized, engaging educational experience for every student. To ensure this, seat availability is limited. All admissions are contingent upon seat availability in the track that is being applied for. If applications outnumber available seats, applicants will be ranked by GPA. Priority will be given to students who have completed all prerequisites prior to the application deadlines and meet **all** admission requirements. However, we also encourage students to apply if they expect to have completed the prerequisites by the beginning of the fall semester they are applying for. Acceptance is contingent upon completion of all admission requirements once accepted (Castle Branch, criminal background checks, etc.) and the successful completion of all prerequisites.

			Student
Name (type or print)	Social Security Number	Date	
	City/State/Zip Code		
	Preferred e-mail address		

Is English your first language? Yes No

What language was spoken in your childhood home? _____
 If English is **not** your first language, you **must** submit official Test of English as a Foreign Language (TOEFL) scores of at least 61 Internet-based. The Henderson State University code number is 6272. A score of 5 on International English Language Testing System (IELTS) is also acceptable. Scores **must** be attached to this application.

Directions – All Applicants

1. Apply to and gain admission to Henderson State University Graduate School (must be done **prior** to applying to graduate nursing program) – this includes transfer students. Provide **official** transcripts from ALL colleges attended to HSU Graduate School.
<https://hsu.edu/pages/academics/graduate-school/apply/>

2. Submit **unofficial** transcripts from **ALL** colleges attended. They may be submitted as a hard copy or emailed to graduatenuersingprograms@hsu.edu
3. Write (type) an Admission Criteria Letter (**no more than one page**) addressing the three criteria:
 - Why are you choosing this particular program of study?
 - What is your understanding of the role of a graduate of this program of study?
 - What are your plans upon completion of the graduate degree?
4. **Submit Copy of current RN and/or APRN license in Good Standing.**

RN License Number: _____

5. Submit this application with transcripts from ALL previously attended colleges, a printout of courses currently enrolled in (if applicable), and the Admission Criteria Letter by **February 1st** for early admission consideration for the Fall Semester or by **May 15th** for general admission consideration.

DIRECTIONS - MSN FAMILY NURSE PRACTITIONER TRACK ONLY:

Work Verification form must be completed and submitted demonstrating 2000 hours worked as RN prior to admission into HSU Graduate School MSN Family Nurse Practitioner track.

I, _____(STUDENT SIGNATURE), request admission into the Henderson State University Nursing Program. I verify that all the above information is true.

Student Signature

Date

Return completed form, ALL transcripts, admission criteria letter, printout of current classes (if applicable), and work verification form (FNP track only) to:

**Graduate Nursing Programs Administrator
Department of Nursing
ATTN: Application for Admission
Henderson State University
1100 Henderson Street, Box 7811
Arkadelphia, AR 71999-0001**

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 & 17-3-102, he/she is not eligible for Arkansas licensure, even if a student graduates from nursing school. (ACA §17-87-312 & 17-3-102 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances).

Henderson State University Graduate Nursing Program Application Work Verification

(To be completed by Human Resources Department)

Student (Employee) Name (type or print)

Social Security Number

Date

Home address

City/State/Zip Code

Telephone

Preferred e-mail address

Intended term of entry into Graduate Nursing Program

**This section to be completed by your employment Human Resources
Department:**

Total number of hours worked as RN: _____

Printed Name of HR Representative

Signature of HR Representative

Date

Appendix D

Readmission

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

1. Seek readmission into Henderson State University Graduate School (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.

**APPLICATION FOR READMISSION
HSU MSN PROGRAM**

Student Name (type or print)

Social Security Number

Date

Home address

City/State/Zip Code

Telephone

Preferred e-mail address

Track of Re-entry into Nursing Program: _____

Intended term of Re-entry into Nursing Program: _____

Semester of Program Re-entry (first, third, final, etc): _____

1. If necessary, reapply and gain admission to Henderson State University Graduate School (must be done prior to applying to graduate nursing program) – includes transfer students.
2. Write (type) a Readmission Request Letter (**no more than one page**) addressing the following two criteria:
 - Why you want to return to the program?
 - What is your plan to be successful?
3. **Submit Copy of current RN and/or APRN license in Good Standing.**

RN License Number: _____

4. If you have completed course work at another institution since your prior admission, submit official transcripts from the institution.

I, _____ (STUDENT SIGNATURE), request readmission into the Henderson State University Graduate Nursing Program. I verify that all the above information is true.

Student Signature

Date

Return completed form and readmission request letter to:

**Graduate Nursing Programs Administrator
Department of Nursing
ATTN: Application for Readmission
Henderson State University
1100 Henderson Street, Box 7811
Arkadelphia, AR 71999-0001
graduatenursingprograms@hsu.edu**

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 & 17-3-102, he/she is not eligible for Arkansas licensure, even if a student graduates from nursing school. (ACA §17-87-312 & 17-3-102 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances).

Appendix E

Henderson State University
Department of Nursing

Selective Admission Policy and Procedures

Policy

The Graduate Nursing Faculty will serve as a Committee-of-the-Whole for this process and the Chair of the Graduate Nursing Academic Standards/Admissions Committee will preside over the process.

Graduate Student selection is based on multiple factors including (but not limited to):

- Admission into Henderson State University Graduate School.
- Experience with at least 2000 hours worked as RN prior to admission into HSU MSN FNP program.

Appendix F

ARKANSAS STATE BOARD OF NURSING LICENSING INFORMATION

More information can be found on the ASBN website: <https://www.arsbn.org/adv-practice>

17-87-312. Criminal background checks.

- (a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
- (2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
- (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
- (c) The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.
- (d) Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.
- (e) For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.
- (f) (1) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.
- (2) The permit shall be valid for no more than six (6) months.
- (g) (1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:
- (A) The affected applicant for licensure or his or her authorized representative; or
- (B) The person whose license is subject to revocation or his or her authorized representative.
- (2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.
- (h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.
- (i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.
- (j) The board shall adopt the necessary rules to fully implement the provisions of this section.
- (k) (1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.
- (2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.
- (3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

17-3-102. Licensing restrictions based on criminal records.

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10- 103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5- 11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11- 106;
- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103; (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to

use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;

(25) Computer child pornography as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605; (27)

Felony adult abuse as prohibited in § 5-28-103;

(28) Theft of property as prohibited in § 5-36-103;

(29) Theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(34) Stalking as prohibited in § 5-71-229;

(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and

(36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection

(a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

(B) The individual holding a license subject to revocation.

(2) A basis upon which a waiver may be granted includes without limitation:

(A) The age at which the offense was committed;

(B) The circumstances surrounding the offense;

(C) The length of time since the offense was committed;

(D) Subsequent work history since the offense was committed;

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

(G) Relevance of the offense to the occupational license; and

(H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

(A) Was not convicted for committing a violent or sexual offense; and

(B) Has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

(1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or

(2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:

(1) Capital murder as prohibited in § 5-10-101;

- (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
 - (3) Kidnapping as prohibited in § 5-11-102;
 - (4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
 - (5) Rape as prohibited in § 5-14-103;
 - (6) Sexual extortion as prohibited in § 5-14-113;
 - (7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;
 - (8) Incest as prohibited in § 5-26-202;
 - (9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
 - (10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
 - (11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and
 - (12) Arson as prohibited in § 5-38-301.
- (f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.
- (g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

Appendix G

Henderson State University
 Department of Nursing
 Acknowledgement Forms- Signature Required

GRADUATE NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT

THIS FORM MUST BE COMPLETED AND UPLOADED TO CASTLE BRANCH. IT WILL BECOME PART OF THE STUDENT'S FILE IN THE DEPARTMENT OF NURSING'S ONLINE DATABASE.

I, _____, have read the HENDERSON STATE
 (Print your full legal name)

UNIVERSITY (HSU) GRADUATE NURSING STUDENT HANDBOOK. I know a copy of this handbook with the most recent updates is available on the HSU Nursing Department web page. I will comply with guidelines in the handbook, while I am an HSU Graduate Nursing Student. If I have questions about guidelines in the Graduate Nursing Student Handbook, I can have any questions answered by my Nursing Advisor or the Graduate Nursing Program Director.

 Signature

 Date

 ID Number

STUDENT ACA §17-87-312 & 17-3-102 ACKNOWLEDGEMENT

Completion of the Master of Science in Nursing- Family Nurse Practitioner (MSN-FNP) Program does not guarantee a graduate licensure by their state's licensing body; the state board to which the license application is made determines this. On the State Board of Nursing Application, applicant is asked if they have been convicted of a misdemeanor or felony. Application process for licensure includes a Federal and State background check, and the Arkansas State Board of Nursing has sole authority to deny, suspend, revoke or limit license to practice nursing for certain offenses. Licensing restrictions based on criminal records and Criminal background checks [AR 17-87-312 & 17-3-102.].

I understand that completion/graduation from a nursing program does not assure that the Arkansas State Board of Nursing (or the state board of applicant's residence) will grant licensure.

I, _____, have read the ACA §17-87-312 & 17-3-102
(Print your full legal name)

Criminal Background Checks and Licensing Restrictions Based on Criminal Records by the Arkansas State Board of Nursing.

Signature

Date

HIPAA/CONFIDENTIALITY STATEMENT
Agreement to Maintain Established Guidelines on Dissemination
of Patient Information

I have viewed the Nursing Department module on the Health Insurance Portability and Accountability Act of 1996. I understand the information and have had my questions answered to my satisfaction in language I can understand. By my signature below I indicate that I will abide by HIPAA regulations to maintain patient confidentiality in any form: written, oral, electronic or photographs. I further understand that my failure to do so can result in the loss of my practicum privileges (course failure), possible dismissal from the HSU nursing program, and potential Federal criminal charges.

Signature

Date