Mission Statement of the Department of 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.
DEPARTMENT OF NURSING
GRADUATE STUDENT HANDBOOK ACKNOWLEDGEMENT

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

I, _____________________________________________________________________________,
(Print your full legal name)

have read the HENDERSON STATE UNIVERSITY (HSU) DEPARTMENT OF NURSING 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 advisor or the chairperson for the nursing department.

______________________________________________________
Signature

______________________________________________________
Date ID Number

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STUDENT ACA §17-87-312 ACKNOWLEDGEMENT

I, _____________________________________________________________________________,
(Print your full legal name)

have read the ACA §17-87-312 Criminal Background Checks and specific bars to licensure by the Arkansas State Board of Nursing.

______________________________________________________
Signature

______________________________________________________
Date ID Number
HIPAA/CONFIDENTIALITY STATEMENT
Agreement to Maintain Established Guidelines on Dissemination of Patient Information

I have attended the Nursing Department Workshop 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 clinical privileges (course failure), possible dismissal from the HSU nursing program, and potential Federal criminal charges.

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

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, http://www.hsu.edu/GraduateSchool/17-19_GradCat.pdf.
FACT SHEET FOR GRADUATE NURSING STUDENTS

Graduate Nursing Course Fees

Nursing Practicum/Residency Experience Course Health and Safety
Practicum/Residency experience nursing 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/Residency experience agency requirements, students must provide evidence of the following upon admission to the program, prior to starting Practicum/Residency experience courses.

- Negative Tuberculin skin test or independent provider’s statement of the absence of Practicum/Residency experience signs and symptoms of Tuberculosis in positive reactors.
- 3-shot Hepatitis B series or acceptable titer
- Proof of Measles, mumps, and rubella immunizations
- American Heart Association CPR for Healthcare Providers
- 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

Additional documentation required include:
- Drug testing
- Criminal Background Check (see page 12)

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).

Medical Marijuana
In order to successfully complete the nursing program, students must complete clinical 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 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. In the event that 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

Please refer to HSU Graduate Catalog, http://www.hsu.edu/GraduateSchool/17-19_GradCat.pdf, 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 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://www.hsu.edu/CurrentStudents/index.html

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 see their assigned graduate nursing advisor at any point in 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/MSN. 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.
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 http://www.hsu.edu/GraduateSchool/index.html.

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

All graduate applicants must have completed an undergraduate introductory statistics course (or transferable) as a prerequisite for admission. The following courses from Henderson State University will satisfy this requirement and this list is not all inclusive:

- PSY 2143 Research Statistics.
- CRJ 3103 Statistics.
- SOC 3103 Statistics.
- STA 2323 Statistical Methods.

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, http://www.hsu.edu/GraduateSchool/17-19_GradCat.pdf. 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 come when ill, may be asked to return home.

Calculators:

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

Communicable Diseases:

1. Caring for clients with communicable diseases

Graduate Nursing Faculty believes all clients in the Practicum/Residency 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/Residency experience 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 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/Residency experience faculty as soon as possible. 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/Residency 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/Residency experience until certification is obtained. A copy of the current CPR certification card must be uploaded to a 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 clinical 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. 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 clinical sites that are available. In the event that the university is unable to secure a clinical placement a
student as a result of criminal background, the student will not be able to complete the clinical
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
Department of Nursing
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 application for matriculation into
the Henderson State University 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. Student Background Check and Drug Screen must be
completed by posted date prior to the Junior-1 Nursing Program semester.

- Students who transfer/return into the program after the Junior-1 semester must complete
  Background Check and Drug Screen through a designated company prior to beginning HSU
  nursing courses.

Matriculation and continued enrollment in the HSU Nursing Program is contingent upon a
completed Background Check and Drug Screen with results that are acceptable to the university and
to the available clinical 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. All
Background Check, Drug Screen, and Review notes will be stored in a locked, limited access file
room in the Nursing Department.

Review of Background Check and Drug Screen
Background Checks and Drug Screens will be reviewed by Department of Nursing Chair or the
Nursing Interim Administrative Coordinator. 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
Department of Nursing Chair or the Nursing Interim Administrative Coordinator may request the
provider to verify the accuracy of the information before final action is taken. If the background
check uncovers adverse information, the Department of Nursing Chair or the

Nursing Interim Administrative Coordinator 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 Department of Nursing Chair or the Nursing Interim Administrative Coordinator shall also assess the likelihood of the successful placement of the student in the available clinical sites.

1. The Nursing Chair or Interim Administrative 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 meeting with the Nursing Chair or Interim Administrative Coordinator. If requested, the Nursing Chair or Interim Administrative Coordinator 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 Nursing Chair or Interim Administrative Coordinator, including but not limited to the Dean of Ellis College and/or 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.

Henderson State University
Department of Nursing

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 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 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.

After admission, we reserve the right to request additional Background Check and Drug Screen upon suspicion and/or cause. All Background Check, Drug Screen, 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 Department of Nursing Chair or the Administrative Coordinator. If this first review identifies adverse findings, a second review with the Dean of Ellis College and HSU Legal Counsel will be conducted. Prior to this second review:

1. The Administrative Coordinator will notify the student, in writing, of the scheduled review meeting and the student’s right to attend. This notification will contain the date, time, and location of the meeting. The letter will include a statement that the “review will be convened even in the absence of the student.”

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.

3. The student may appear in person, 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 five (5) working days.

ACA §17-87-312

§17-87-312. Criminal background checks.

(a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(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 Department 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 Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person 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:

(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) 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 controlled substance into the body of another person as prohibited in § 5-13-210;
(13) Terroristic threatening in the first degree as prohibited in § 5-13-301;
(14) Rape as prohibited in §§ 5-14-103;
(15) Sexual indecency with a child as prohibited in § 5-14-110;
(16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 – 5-14-127;
(17) Incest as prohibited in § 5-26-202;
(18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306;
(19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
(20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
(21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3);
(22) 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 - 5-27305, 5-27-402, and 5-27-403;
(23) Felony adult abuse as prohibited in § 5-28-103;
(24) Theft of property as prohibited in § 5-36-103;
(25) Theft by receiving as prohibited in § 5-36-106;
(26) Arson as prohibited in § 5-38-301;
(27) Burglary as prohibited in § 5-39-201;
(28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64-401;
(29) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
(30) Stalking as prohibited in § 5-71-229;
(31) 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;
(32) Computer child pornography as prohibited in § 5-27-603; and
(33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605.

(f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g)(1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

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

(2) Circumstances for which a waiver may be granted shall include, but not be limited to the following:

(A) The age at which the crime was committed;
(B) The circumstances surrounding the crime;
(C) The length of time since the crime;
(D) Subsequent work history;
(E) Employment references;
(F) Character references; and
(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h)(1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) affected applicant for licensure, or his 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 Department of Arkansas State Police.

(i) 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. (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification: (A) Capital murder as prohibited in § 5-10-101;
(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;
(C) Kidnapping as prohibited in § 5-11-102;
(D) Rape as prohibited in § 5-14-103;
(E) 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;
(F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;
(G) Incest as prohibited in § 5-26-202;
(H) Arson as prohibited in § 5-38-301;
(I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and
(J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

Disability Center:

The University is subject to and endorses both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Compliance Officer is the General Counsel, Room 308, Womack Hall, phone 870.230.5820. 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.

**Duplication of materials:**

Students are responsible for preparation of items for use in coursework and in other student related activities. **Students may not use the Department of Nursing copying machine (jurisdiction of the Ellis College).** When copies of documents are required (CPR cards, TB Skin test validations, HBV immunization records, current licenses to practice in Arkansas) the student is to 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 hours. Types of communication include but are not limited to inclement weather information, syllabi, content discussion and clarification, reading assignments, sample test questions, and deadline reminders. Computer services can assist students with the process of checking e-mail from home. When e-mail is distributed, the student is responsible for its contents.

**Electronic Devices:**

Cellphones will be allowed with necessary applications and mobile libraries as reference tools during practicum and residency experience. **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 in Practicum/Residency experience is required to progress into the nursing courses of the next semester, see the following link: [http://www.hsu.edu/GraduateSchool/index.html](http://www.hsu.edu/GraduateSchool/index.html). Please review the HSU Graduate Catalog – Graduate School Academic Policy for additional information at the following link: [http://www.hsu.edu/GraduateSchool/index.html](http://www.hsu.edu/GraduateSchool/index.html).

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/Residency 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.

Graduation Application:

Graduate Nursing students apply to the Department of Nursing Graduate School using the Appendix B, APPLICATION FOR ADMISSION HSU MSN PROGRAM located in the back of this handbook.

Grievances: (Academic and Professional)

Individuals initiating a grievance, academic and/or professional, (one student against another student, or by a student against faculty or staff member) should first address the issue with the specific individual. If resolution is not accomplished, then presentation should be made to course faculty, then the Graduate Nursing Programs Administrator. If the second discussion fails to resolve the issue, submit a written summary of the issue and prior attempts to resolve the issue to the Graduate Nursing Programs Administrator. The Graduate Nursing Programs Administrator will review and investigate the grievance as appropriate. If the issue still remains unresolved, the student should follow the Henderson State University grievance policy located on the Registrar’s webpage at [http://www.hsu.edu/CurrentStudents/index.html](http://www.hsu.edu/CurrentStudents/index.html)

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/Residency 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/Residency experience course and thereafter until graduation must have graduate student liability insurance coverage before entering the Practicum/Residency 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 for Graduate Student liability insurance. 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/Residency experience related to graduate nursing courses. It does not cover graduate nursing students following graduation.

**Practicum Policies**

Conducts oneself in an ethical and professional manner and maintains compliance within scope of practice and professional guidelines.

**Preceptor and Graduate Nursing Faculty Evaluations**

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

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. A 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 with whom they are a patient of that provider.

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.
- End of Semester MSN student evaluation by preceptor.
- At least one Student Evaluation Form completed by graduate nursing faculty during the semester, preferably by mid-term.
- 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.

A MSN student who demonstrates unsafe behavior (directly endangering the physiological and/or psychosocial well-being of a client) in a Graduate Nursing Practicum/Residency 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/Residency Experience Agency Requirements

Students in Practicum/Residency Experience courses must provide evidence of the following to comply with the requirements of health care agencies that have contracts with the HSU Department of Nursing:

1. Valid, current certification for Health Care Provider level CPR through the American Heart Association
2. Evidence of Tuberculosis (TB) testing within the previous 12 months (and treatment, if indicated)
3. 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 Tetanus (Td/Tdap) within past 10 years.
7. Influenza Immunizations at beginning of flu season (date to be determined).
8. Physical Examination signed by Healthcare Provider.
9. Valid, unencumbered, current license to practice nursing in Arkansas or student’s Resident State of licensure (for RNs and APRNs)

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.

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 repeat one graduate nursing course ONCE for a satisfactory final grade ("C" or better) as long as no more than one “C” has already been attained in graduate courses.
A student who demonstrates **unsafe behavior** (directly endangering the physiological and/or psychosocial well-being of a client) in a graduate nursing Practicum/Residency 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.

**Signature in Practicum/Residency 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 Administration Nursing Student (HSUNANS)

It is the responsibility of the Preceptor in the Practicum/Residency 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* ([https://www.ncsbn.org/NCSBN_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)) and the American Nurses Association’s Principles for Social Networking (*Using Social Media* at [www.NursingWorld.org](http://www.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/Residency 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. 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 be present to Practicum/Residency experience under the influence of drugs or alcohol.
   A. Students suspected of drug/chemical use in Practicum/Residency experience will be subject to:
      (1) The Practicum/Residency experience Agency’s “For Cause” policy and testing
      (2) Students must pay full cost of any testing required by the Practicum/Residency experience Agency’s Policy.

   B. When a faculty member has cause to suspect a student in the Practicum/Residency 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/Residency experience activity until the professional review committee clears them for reentry to Practicum/Residency experience practice.

3. Students who test positive for drugs/chemicals may not continue in clinical. Course grade will be determined by student’s ability to achieve course objectives.

4. Certain Practicum/Residency 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 http://www.hsu.edu/GraduateSchool/17-19_GradCat.pdf. 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
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
Phone: (202) 463-6930

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

American Nurses Association, Code of Ethics
Appendix B

APPLICATION FOR ADMISSION
HSU MSN PROGRAM

Student Name (type or print)    Social Security Number    Date

Home address    City/State/Zip Code

Telephone    Preferred e-mail address

Intended term of entry into Nursing Program

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 Graduate Students

1. Apply and gain admission to Henderson State University Graduate School (must be done prior to applying to graduate nursing program) – includes transfer students. Provide official transcripts from ALL colleges attended to HSU Graduate School.

2. Schedule phone meeting with Graduate Nursing Student Advisor to set up a Degree Plan of Study. Submit unofficial transcripts from ALL colleges attended.

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 form with transcripts from ALL previously attended colleges, a printout of courses currently enrolled in, Social Security Card and the Admission Criteria Letter by **deadline to be announced** for priority acceptance consideration for the Fall Semester. Late decision makers may/may not be considered.

6. Admission decisions will be sent to qualified applicants within thirty (30) Business days of the application deadline.

**DIRECTIONS - MSN FAMILY NURSE PRACTITIONER ONLY:**

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

**Return completed form, ALL transcripts, admission criteria letter, printout of current classes and Social Security Card to:**

Graduate Nursing Programs Administrator, Department of Nursing
ATTN: Application for Admission
Henderson State University
1100 Henderson Street, Box 7803
Arkadelphia, AR 71999-0001 **www.hsu.edu/nursing**

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

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

_________________   ________       ______________________    _________
Graduate Nursing Faculty Signature     Date        Student Signature       Date
Appendix C

Henderson State University Graduate Nursing Program Application Work Verification
(To be completed by Human Resources Department)

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<tr>
<th>Student (Employee) Name</th>
<th>Social Security Number</th>
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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 E

**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 (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. (See Readmission Policy on Registrar’s webpage).
Appendix F

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 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 Graduate School MSN program.