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**Ouachita Baptist University**  
**Department of Nursing BSN Student Handbook**

**Fall 2020**

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## **INTRODUCTION**

Welcome to Ouachita Baptist University's (Ouachita) Nursing Program. The nursing profession is one of the most respected professions in the nation. Nursing is challenging, rewarding, and allows for multiple opportunities. The field requires knowledge of spiritual beliefs, physical, biological, behavioral, and nursing sciences. Nurses use evidence-based knowledge to make important decisions that demonstrate sound judgement when caring for patients/groups/communities.

Ouachita faculty are dedicated to assisting you to reach your goal of being a generalist nurse. We provide equal educational opportunities for all according to University guidelines.

Ouachita's academic nursing program is rigorous and will require an immense commitment on your part.

Ouachita's Nursing Program has two options to reach the goal of a Bachelor of Science in Nursing (BSN) degree. The Dual Enrolled RN to BSN Completion option (BSN-DE) is an effort between Ouachita and Baptist Health College Little Rock (BHCLR) in Little Rock, Arkansas. The Online RN to BSN (BSN-O) Completion option is a 100% online program to allow students who have completed a diploma or associate degree in nursing from an accredited program (or grandfathered by an articulation agreement), and who have an unrestricted Registered Nurse (RN) license to complete the BSN degree.

### **BSN-DE OPTION**

- The BSN-DE program consists of 58-61 general education credit hours from Ouachita, 40 nursing credit hours from BHCLR, and 30 BSN credit hours from Ouachita. Three BSN face to face classes; NURS 3003 Theories in Nursing, NURS Informatics in Healthcare, NURS 3023 Issues and Ethics in Nursing; must be taken on Ouachita campus and instructed by Ouachita nursing faculty (27% of program work is completed face to face).
- Once nine BSN credit hours and 58-61 general education credit hours are taken at Ouachita; students will apply to both the Ouachita nursing program and the BHCLR nursing program.
- If students are accepted into BHCLR program, they will transition to BHCLR in Little Rock, AR and take BHCLR courses from BHCLR faculty on the BHCLR campus to receive an Associate of Applied Sciences degree in Nursing (AAS).
- If students are accepted into the Ouachita Baptist University program, they are considered BSN-DE students and will take one online BSN course per semester while taking BHCLR courses in Little Rock.
- When students successfully complete the AAS degree at BHCLR, they can take the NCLEX-RN.
- Once students successfully pass the NCLEX-RN and hold an unencumbered license from the state in which they will perform practicum experiences, students are eligible to take the remaining 15 credit hours online (73% of program work is online) from Ouachita to receive the BSN.

Two courses in the last semester have practicum components. These nursing courses with a practicum component include a 1:1 credit hour to contact hour ratio for theory and a 1:3 credit hour to contact hour ratio for practicum. Students will complete 45 hours practicum experience over an eight (8) week period in each required course. Practicum hours that require supervision are carried out under the direction of an approved preceptor and course faculty at a facility determined by the course faculty and student.

BSN-DE students will have an assignment in the last semester to accompany faculty on a medical mission trip and write a reflective journal about the experience. This assignment may be carried out at any time after acceptance into the BSN program, but credit will be given during NURS 4023 Transcultural Nursing Course.

### **Transfer Students**

Transfer students currently enrolled in other universities at the time of application will be considered for admission into the BSN-DE nursing program option if the following documents are on file in the Office of Admissions: completed Ouachita application form; valid ACT or SAT scores (if available); completed high school transcript or GED scores; college transcripts through the previous semester; and required immunization records. Students entering this program will have official transcripts evaluated for appropriate application of prior earned credit. The student will receive individual guidance in maximizing prior credit to meet CORE and nursing program requirements for the degree. Admission to Ouachita does not mean automatic admission to the BSN program. International students must contact the International Student Services Office.

### **BSN-O OPTION**

Ouachita offers the BSN-O option to allow students who have completed a diploma or associate degree in nursing and are a licensed Registered Nurse to complete the BSN degree:

- Students entering this program will have official transcripts evaluated for appropriate application of prior earned credit. The student will receive individual guidance in maximizing prior credit to meet CORE and nursing program requirements for the degree. The BSN-O option is 100% online.
- Online courses will be offered five (5) times per year. Each online course will be conducted over a period of eight (8) weeks.
- Nursing courses include a 1:1 credit hour to contact hour ratio for theory. Nursing courses with a practicum component include a 1:1 credit hour to contact hour ratio for theory and a 1:3 credit hour to contact hour ratio for practicum.
- Two practicum courses are required in the BSN-O option. Each practicum course will have 45 contact hours to be completed within the eight (8) week period. Students will be mentored, supervised, and evaluated according to state, accrediting agencies rules, regulations in community and healthcare settings, and by faculty.

### **ACCREDITATION COMMISSION FOR EDUCATION IN NURSING**

This nursing education program is a Candidate for accreditation by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326 404-975-5000

<http://www.acenursing.us/candidates/candidacy.asp>

### **TEXAS BOARD OF HIGHER EDUCATION**

All interested parties (students, graduates, and other parties associated with the Ouachita Baptist University Nursing Program) may contact the Texas Board of Higher Education to express any statement or concern related to practicum experiences at the following:

Texas Higher Education Coordinating Board

1200 E Anderson Ln,

PO Box 12788, Austin, TX 78752

Telephone: (512) 427-6101 or FAX: (512) 427-6127

Or: The Texas Higher Education Coordinating Board's Student Complaints webpage (with forms and a description of the complaint procedure): <http://www.theccb.state.tx.us/index.cfm?>

### **BSN MISSION STATEMENT AND PHILOSOPHY**

The mission of the BSN Completion Program prepares the graduate for the role as a generalist nurse. The program is built upon the liberal arts, the philosophy of Christian ideals, nursing standards, and nursing ethics. Core values of faith, scholarship, growth, community, service and character are emphasized. Students are prepared to utilize evidenced based research findings to provide holistic care to diverse individual clients and communities locally and across the globe throughout the lifespan in structured and unstructured health care settings.

### Congruency Between Ouachita Learning Goals/Outcomes, Department of Nursing Mission, BSN EOSLOs, and AACN BSN Essentials

Ouachita Baptist University SLOs	Department of Nursing Mission	BSN EPSLOs	AACN BSN Essentials
Intellectual and applied skills that promote competency and lifelong learning, including articulate communication; critical and creative thinking; analytical and quantitative reasoning; scientific reasoning; and information literacy.	Students are prepared to utilize evidence based research findings to provide holistic care to diverse individual patients and communities locally and across the globe throughout the lifespan in structured and unstructured health care settings.	1. Integrate interprofessional and intra-professional skills to communicate effectively with healthcare professionals, individuals, families/groups to provide cost effective and quality care.	Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes: Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
Engagement with content and methods of the major domains of knowledge.	Students are prepared to utilize evidence based research findings to provide holistic care to diverse individual patients and communities locally and across the globe throughout the lifespan in structured and unstructured health care settings.	6. Apply the knowledge and skills of information management and patient care technology to deliver nursing care that addresses legal, ethical, and emerging issues.	Essential IV: Information Management and Application of Patient Care Technology: Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
Heightened awareness of personal and social responsibility, including the ability and inclination to practice civic engagement, ethical reasoning, personal integrity, stewardship, physical well-being, and spiritual growth.	Core values of faith, scholarship, growth, community, service, and character are emphasized.	4. Manage professional, cultural, spiritual, and ethical competent congruent care that reflects dignity and uniqueness to individuals, families/groups, and communities both locally and globally.	Essential VIII: Professionalism and Professional Values professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
Appreciation for cultural diversity and development of intercultural competence for constructive engagement in Both local and global contexts.	Students are prepared to utilize evidence-based research findings to provide holistic care to diverse individual patients and communities locally and across the globe throughout the lifespan in structured and unstructured health care settings.	3. Evaluate the effectiveness of competent care to individuals, families/groups, and global areas across the life span in structured and unstructured settings using critical thinking, clinical judgement, and decision making while using the nursing/research process.	Essential III: Scholarship for Evidence Based Practice: Professional nursing practice is grounded in the translation of current evidence into one's practice.

Ouachita Baptist University SLOs	Department of Nursing Mission	BSN EPSLOs	AACN BSN Essentials
<p>Depth of knowledge and skills in a chosen discipline or combination of disciplines sufficient to provide the foundation for advanced study, professional competence, and meaningful work.</p>	<p>The BSN program at Ouachita Baptist University prepares the graduate for entry into professional practice as a generalist nurse. The program is built upon the liberal arts, the philosophy of Christian ideals, nursing standards, and nursing ethics. Core values of faith, scholarship, growth, community, service, and character are emphasized. Students are prepared to utilize evidenced based research findings to provide holistic care to diverse individual patients and communities locally and across the globe throughout the lifespan in structured and unstructured health care settings.</p>	<p>5. Assess leadership and management skills and knowledge of health policy and health services guided by the Christian faith to improve interventions used to promote and maintain healthy lifestyles of individuals, families/groups, and communities across the life span.</p>	<p>Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety: Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care. Essential V: Health Care Policy, Finance, and Regulatory Environments:Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.</p>
<p>Ability to connect learning across disciplines and apply knowledge and skills to solve problems.</p>	<p>Role as a generalist nurse The program is built upon the liberal arts, the philosophy of Christian ideals, nursing standards, and nursing ethics.</p>	<p>2. Analyze appropriate concepts synthesized from the humanities, social, physical, and behavioral sciences in meeting the physiological, psychological, spiritual, and sociocultural principles to foster self-growth as well as meet the needs of the individual/group or community</p>	<p>Essential VII: Clinical Prevention and Population Health: Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of Baccalaureate generalist nursing practice.</p>



**EXAMPLE OF SUGGESTED FULL-TIME PLAN OF STUDY FOR BSN-DE STUDENT**

Academic Term	Type	Course	Course Number	Didactic	Lab	Practicum	Total Credit
1-Fall	Gen Ed	OUACHITA Connections	CORE 1002	2	0	0	2
	Gen Ed	Comp I	CORE 1043	3	0	0	3
	Gen Ed	Survey of the Bible	CORE 1113	3	0	0	3
	Pre-Req	General Psychology	PSYCH 1013	3	0	0	3
	Pre-Req	General Biology I	BIOL 1014	3	1	0	0
2-Spring	Gen Ed	Contemporary World	CORE 1023	3	0	0	3
	Gen Ed	Interpreting the Bible	CORE 1123	3	0	0	3
	Pre-Req	Fundamentals of Chemistry	CHEM 1024	3	1	0	4
	Gen Ed	World Literature	CORE 2233	3	0	0	3
	Gen Ed	College Algebra	Math 1003	3	0	0	3
3-Summer Online	Gen Ed	History of World Societies	CORE 2243	3	0	0	3
4- Fall	Pre-Req	Applied Microbiology	BIOL 2604	3	1	0	4
	Pre-Req	Human A&P I	BIOL 2014	3	1	0	4
	Gen Ed	Civic Engagement Menu	PSCI 2013, or HIST 2003, or 2013	3	0	0	3
	Gen Ed	Artistic Engagement Menu	FINA 3113, or 3123, or 3113	3	0	0	3
	NURS-OUACHITA	Theories in Nursing	NURS 3003	3	0	0	3
5- Spring	Pre-Req	Human A&P II	BIOL 2024	3	1	0	3
	Pre-Req	Tech and Prof Writing	ENGL 3013	3	0	0	3
	Gen Ed	Intercultural Communication or Foreign Language (6 cr)	MSSN 4313	3	0	0	3/6
	NURS-OUACHITA	Informatics for HealthCare	NURS 3013	3	0	0	3
	NURS-OUACHITA	Issues and Ethics	NURS 3023	3	0	0	3
6- Fall Online	NURS- OUACHITA	Evidence-Based Nursing Research	NURS 3102	2	0	0	2
7 Spring Online	NURS-OUACHITA	Seminar: Applying Evidence-Based Nursing Research	NURS 3111	1	0	0	1
8 -Fall Online	NURS-OUACHITA	Advanced Health Assessment	NURS 3203	3	0	0	
9- Spring Online	NURS-OUACHITA	Health Care Pathophysiology (First 8 weeks)	NURS 4003	3	0	0	3
	NURS-OUACHITA	Community Health Nursing (First 8 weeks)	NURS 4014	3	0	1	4
	NURS-OUACHITA	Transcultural Nursing (Second 8 weeks)	NURS 4023	3	0	0	3
	NURS-OUACHITA	Leadership and Management in BSN Practice (Second 8 weeks)	NURS 4034	3	0	1	4
	NURS-OUACHITA	Capstone (Second 8 weeks)	NURS 4601	1	0	0	1
Transitioned		BHCLR Nursing Transition Courses					40
Total Hours-128-131							

The following are suggested course sequences for the BSN-O option. The actual course sequence may look very different depending on what courses may be transferred from previous studies. Students may enter the program at five entry points during the year: Fall 1 Term, Fall 2 Term, Spring 1 Term, and Spring 2 Term, and Summer Term. Students may attend full or part-time. A maximum of 10 credit hours may be taken at one time. All courses and requirements must be completed within a three-year timeframe. **NURS 3003 must be one of the first nursing courses taken and NURS 4601 Capstone must be one of the last courses taken.**

**EXAMPLE OF SUGGESTED PLAN OF STUDY FOR BSN-O FULL-TIME STUDENT**

Academic Term	Type	Course	Course Number	Didactic	Lab	Practicum	Total Credit
Pre-Reqs	Transfer	General Psychology		3	0	0	3
	Transfer	College Algebra		3	0	0	3
	Transfer	Fundamentals of Chemistry		3	1	0	4
	Transfer	Applied Microbiology		3	1	0	4
	Transfer	Human Anatomy I		3	1	0	4
	Transfer	Human Anatomy II		3	1	0	4
	Transfer	Composition I		3	0	0	3
	Transfer	Associate Degree Nursing Credit					40
1 (Fall 1)	Gen Ed	Orientation to Online Learning	CORE 1002	1	0	0	1
	Gen Ed	Contemporary World, or History of World Societies, or American National Govt, or US History (choose 1)	CORE 1023, or 2243, PSCI 2014, or HIST 2013	3	0	0	3
	Gen Ed	Survey of the Bible	CORE 1113	3	0	0	3
	NURS	Theories in Nursing	NURS 3003	3	0	0	3
2 (Fall 2)	Gen Ed	Contemporary World, or History of World Societies, or American National Govt, or US History (choose 1)	CORE 1023, or 2243, PSCI 2014, or HIST 2013	3	0	0	3
	Gen Ed	Christian Theology	THEOL 4303	3	0	0	3
	NURS	Transcultural Nursing	NURS 4023	3	0	0	3
3 (Spring 1)	Gen Ed	World Literature, or Fine Arts: Music or Art or Theatre	FINA 3113, or 3123, or 3113, or 2233	3	0	0	3
	NURS	Informatics in HealthCare	NURS 3013	3	0	0	3
	NURS	Evidenced-Based Nursing Research	NURS 3102	2	0	0	2
4 (Spring 2)	NURS	Issues and Ethics	NURS 3023	3	0	0	3
	NURS	Seminar: Applying Evidence Based Nursing Research	NURS 3111	1	0	0	1
	NURS	Health Care Pathophysiology	NURS 4003	3	0	0	3
	Gen Ed	Tech and Prof Writing, or Comp II	ENGL 3013, CORE 2053	3	0	0	3
5 (Summer)	NURS	Community Health	NURS 4014	3	1	0	3
	NURS	Advanced Health Assessment	NURS 3203	3	0	0	3
	Gen Ed	Elective		3	0	9	3
6 (Fall 1)	Gen Ed	Intercultural Communication or Foreign Language (6	MSSN 4313	3	0	0	3/6
	NURS	Leadership and Management	NURS 4034	3	0	1	4
	NURS	Capstone	NURS 4601	1	0	0	1
				Total		Credit	Hours



**EXAMPLE OF SUGGESTED PLAN OF STUDY FOR PART-TIME BSN-O STUDENT**

Academic Term	Type	Course	Course Number	Theory	Lab	Practicum	Total Credit
Pre-Reqs	Transfer	General Psychology		3	0	0	3
	Transfer	College Algebra		3	0	0	3
	Transfer	Fundamentals of Chemistry		3	1	0	4
	Transfer	Applied Microbiology		3	1	0	4
	Transfer	Human Anatomy I		3	1	0	4
	Transfer	Human Anatomy II		3	1	0	4
	Transfer	Composition I		3	0	0	3
	Transfer	Associate Degree Nursing Credit					40
1 (Fall 1)	Gen Ed	Orientation to Online Learning	CORE 1002	1	0	0	1
	Gen Ed	Contemporary World, or History of World Societies, or American National Govt, or US History (choose 1)	CORE 1023, or 2243, PSCI 2014, or HIST 2013	3	0	0	3
2 (Fall 2)	Gen Ed	Survey of the Bible	CORE 1113	3	0	0	3
	Gen Ed	Contemporary World, or History of World Societies, or American National Govt, or US History (choose 1)	CORE 1023, or 2243, PSCI 2014, or HIST 2013	3	0	0	3
3 (Spring 1)	Gen Ed	Tech and Prof Writing, or Comp II	ENGL 3013, CORE 2053	3	0	0	3
4 (Spring 2)	Gen Ed	Christian Theology	THEOL 4303	3	0	0	3
	NURS	Theories in Nursing	NURS 3003	3	0	0	3
5 (Summer)	NURS	Advanced Health Assessment	NURS 3203	3	0	0	3
6 (Fall 1)	Gen Ed	World Literature, or Fine Arts: Music or Art or Theatre	FINA 3113, or 3123, or 3113, or CORE 2233	3	0	0	3
	NURS	Informatics in HealthCare	NURS 3013	3	0	0	3
7 (Fall 2)	NURS	Issues and Ethics	NURS 3023	3	0	0	3
	NURS	Health Care Pathophysiology	NURS 4003	3	0	0	3
8 (Spring 1)	NURS	Evidenced-Based Nursing Research	NURS 3102	2	0	0	2
	Gen Ed	Intercultural Communication or Foreign Language	MSSN 4313	3	0	0	3/6
9 (Spring 2)	NURS	Seminar: Applying Evidence Based Nursing Research	NURS 3111	1	0	0	1
	Gen Ed	Elective		3	0	9	3
10(Summer)	NURS	Community Health	NURS 4014	3	1	0	3
11 (Fa11 1)	NURS	Leadership and Management	NURS 4034	3	0	1	4
12 (Fall 2)	NURS	Transcultural Nursing	NURS 4023	3	0	0	3
	NURS	Capstone	NURS 4601	1	0	0	1
Total Hours: 120							

**Ouachita Baptist University**  
**Department of Nursing**

**Academic Policies**

The academic policies provided in the *Department of Nursing BSN Student Handbook* relate to the BSN major. Students are also responsible for being familiar with other academic policies listed in the *University Student Handbook (Tiger Handbook)*.

**A. ADMISSION POLICY FOR THE BSN-DE COMPLETION OPTION**

***Ouachita Residential Student***

**To be considered for the BSN-DE completion degree program the student must:**

1. Be admitted to Ouachita with regular admission status and maintain at least a 2.00 GPA at Ouachita.
2. Declare nursing as a major.
3. Successfully complete BSN course, NURS 3003 Theories in Nursing, offered by the Ouachita Department of Nursing, earning no less than a “C” grade in the BSN course prior to acceptance into the Ouachita nursing program. BSN courses that cannot be attained prior to admission into the Ouachita nursing program include NURS 3013 Informatics in Healthcare, and NURS 3023 Issues and Ethics, NURS 3102 Evidenced Based Nursing Research, NURS 3111 Seminar: Applying Evidence Based Research, and 3203 Advanced Health Assessment, NURS 4014 Community Health in Nursing, NURS 4023 Transcultural Nursing, NURS 4003 Health Care Pathophysiology, NURS 4034 Leadership and Management in Nursing Practice, and NURS Capstone 4601. No transferred BSN courses will be accepted from another nursing program. No one nursing course can be taken more than two times, or no more than one unsuccessful attempt at two different nursing courses in one semester can occur to continue to take BSN courses.

***Transfer Student***

**To be considered for the BSN-DE completion degree program the student must:**

1. Be admitted to Ouachita and maintain at least a 2.00 GPA at Ouachita.
2. Declare nursing as a major. No previous nursing courses will be accepted from other universities or nursing schools. **ONLY Ouachita BSN nursing courses are accepted for this BSN nursing program option.**
3. Provide the following documents to the Office of Admissions and Registrar: Valid ACT or SAT scores (if available); completed high school transcript or GED scores; college transcripts through the previous semester; and required immunization records. Students entering this program will have official transcripts evaluated for appropriate application of prior earned credit and will receive individual guidance in maximizing prior credit to meet CORE and nursing program requirements for the degree. Admission to the University does not mean automatic admission to the Department of Nursing Program. International students must contact the International Student Services Office.
4. Completion of Ouachita general education courses and Ouachita BSN nursing courses are required prior to making application to Ouachita BSN-DE program option (courses may be in progress at time of application) and BHCLR AAS program. Director of Nursing may waive requirements based on individual needs.

**B. PROGRESSION CONDITIONS OF THE BSN-DE COMPLETION OPTION**

1. Students must be an active Ouachita nursing major in good standing, or a transfer student who is admitted to Ouachita and approved by the Director of Nursing to apply to the BSN-DE program option.
2. Selection of students is based on a competitive review of the applicant’s GPA in nursing curriculum support courses (NCSCs) (see how to calculate NCSCs below), an overall Ouachita GPA of 2.5 or better at the end of the sophomore first semester, or transfer GPA of 2.5 or greater, number of courses completed at the time of application, and academic history in collegiate and nursing study.
3. Have a grade of “C” or better in Ouachita BSN nursing course and Ouachita general education courses or general education courses transferred to Ouachita. Students with D’s in these courses will not be admitted.
4. Thirteen courses are required to begin the program of study. These courses must be completed or in progress at the time of application.

CHEM 1024	Fundamentals of Chemistry
BIOL 1014	General Biology I
BIOL 2014	Human Anatomy & Physiology I
BIOL 2024	Human Anatomy & Physiology II
BIOL 2604	Applied Microbiology
ENGL 3013	Technical & Professional Writing
PSYC 1013	General Psychology
MATH 1003	College Algebra
CORE 1023	Contemporary World
CORE 1043	Composition I
NURS 3003	Theories in Nursing
NURS 3013	Informatics in Health Care
NURS 3023	Issues and Ethics

5. Have proof of Hepatitis B vaccination, TB screening, influenza immunization, and current American Heart Association BLS certification.
6. At time of application to the Ouachita nursing program, a criminal background check, driving history record, and urine drug screen must be completed. The Arkansas State Board of Nursing has two documents regarding Criminal Background Check criteria in the Nurse Practice Act; ACA §17-87-312 and Licensing Restrictions Based on Criminal Records ACA §17-3-102. These documents explain conditions when persons would not be eligible for licensure by the Arkansas State Board of Nursing. Students are encouraged to visit the Arkansas State Board of Nursing Rules and Regulations to read these documents in their entirety (<http://arsbn.publishpath.com/laws-rules>). Required screenings must be conducted by an outside background check service utilized by the nursing department that allows students to purchase their own background and urine check. Each student will be instructed regarding the specific background and urine check process. *Each individual student is responsible for screening expenses.*
7. Obtain health insurance, as students are responsible for any injury that occurs in the clinical setting.
8. Understand that travel will be required to complete clinical experiences.
9. Must score 78-80 internet Based Test (iBT), or 550 Paper Based Test (PBT) or higher on the Test of English as a Foreign Language (TOEFL) exam. The test must have been taken within the last

two (2) calendar years of admission. All transfer credit must be evaluated by International Education Evaluations, Inc (www.foreigntranscripts.com), the evaluator of choice for our institutional needs or by Educational Credential Evaluator (www.ece.org) or World Education Services (www.wes.org). Official TOEFL exam score report reflecting successful completion must be received no later than one (1) month after the application deadline date. Only TOEFL test scores received directly from International Education Evaluations, Inc. will be accepted as valid.

10. If the applicant's entire educational experience has been in the United States, the applicant does not have to take the TOEFL. To document this, the applicant must provide records/transcripts from the time that the applicant entered school in the seventh grade through high school and college. If the applicant cannot provide this documentation, the applicant may appeal first to the Director of Nursing, then to the Dean of JP Patterson College of Natural Sciences.
11. Complete and submit the Department of Nursing BSN-DE program option application to the student information portal. The following information will need to be attached to the application: immunization records (to include Hepatitis B and influenza immunization), proof of TB skin testing, and BLS certification.
12. Students will be notified of admission after faculty review of applications.

#### **PROGRESSION IN THE BSN-DE OPTION:**

Progression in the program is dependent upon

- Maintaining a GPA of 2.5 or greater at the end of the sophomore semester, and or
- Acceptance into to the BHCLR registered nurse program, and or
- Lack of success of the same BSN nursing course twice, or failure of two BSN nursing courses in one semester.

***Students who do not meet progression rules will be advised to take an alternate educational pathway other than the Ouachita BSN-DE program option. However, unsuccessful progression in the Ouachita BSN-DE program option does not affect BHCLR progression.***

#### **PROGRESSION IN THE BSN-DE COMPLETION PROGRAM IN YEAR 4 SEMESTER 2**

1. Must graduate from the BHCLR AAS nursing program with an overall GPA of 2.5 and a successful completion of a comprehensive NCLEX-RN review course approved by BHCLR.
2. Make application to take the NCLEX-RN examination, or successful completion of the NCLEX-RN and hold an unrestrictive RN license from the state in which the practicum will be completed. **All students must hold a RN license from the state in which the practicum will be completed before registering for the last 8 credit hours in the Ouachita BSN-DE option. Failure to obtain a RN license will place the student in an inactive status until such time the RN license is obtained and the courses are offered.**
3. Maintain a C or better in all nursing courses. Lack of success of same nursing course twice or failure of two nursing courses in one semester will be result in ***students being advised to take an alternate educational pathway other than the Ouachita BSN-DE program option.***
4. Must complete the program within 48 months of being enrolled in the Ouachita BSN nursing program or at the discretion of the Nursing Department Director or Dean of Natural Sciences.

#### **C. REQUIREMENTS FOR THE BSN-DE OPTION**

CORE 1002, 1023, 1043, 1113, 1123, 2213, 2233, MATH 1003, FINA 3113, or 3123, or 3133, PSCI 2013 or HIST 2003, or 2013, MSSN 4313, ENGL 3013, PSYC 1013, CHEM 1024, BIOL 1014, 2014, 2024, 2604, BNSG 1010, 2107, 2207, 1003, 2004, 2104, 2204, 2501, NURS 3003, 3013, 3023, 3102, 3111, 3203, 4003, 4014, 4023, 4034, 4601.

#### A. ADMISSION POLICY FOR ONLINE RN TO BSN (BSN-O) COMPLETION PROGRAM OPTION

To be considered for admission to the Online degree option the student must:

1. Apply to Ouachita Online and declare nursing as a major.
2. Submit a completed BSN-O application in the student information portal.
3. Hold a diploma or associate degree in nursing from a nationally recognized nursing accrediting organization or an Arkansas State Board of Nursing approved nursing program and hold a current unencumbered Registered Nurse (RN) license.
4. Have a cumulative GPA of 2.5. Students with D's in science core courses or in nursing courses will not be admitted.
5. Must declare all colleges and universities attended in the past and supply official transcripts from each school attended. Grades of all required college level courses for the BSN degree will be transferred and used in calculating the grade point average except those with D or F grades which cannot be repeated at Ouachita. Courses accepted in transfer must be consistent with the liberal arts character of the Ouachita curriculum.
6. Must score 78-80 internet Based Test (iBT), or 550 Paper Based Test (PBT) or higher on the Test of English as a Foreign Language (TOEFL) exam. The test must have been taken within the last two (2) calendar years of admission. All transfer credit must be evaluated by International Education Evaluations, Inc. ([www.foreigntranscripts.com](http://www.foreigntranscripts.com)), the evaluator of choice for our institutional needs, the Educational Credential Evaluator ([www.ece.org](http://www.ece.org)) or World Education Services ([www.wes.org](http://www.wes.org)). Official TOEFL exam score report reflecting successful completion must be received no later than one (1) month after the application deadline date.
7. If the applicant's entire educational experience has been in the United States, the applicant does not have to take the TOEFL. To document this, the applicant must provide records/transcripts from the time that the applicant entered school in the seventh grade through high school and college. If the applicant cannot provide this documentation, the applicant may appeal first to the Director of Nursing, then to the Dean of JP Patterson College of Natural Sciences.
8. Have proof of Hepatitis B vaccination, TB screening, and current American Heart Association BLS certification, and influenza vaccine.
9. Obtain health insurance in the event of injury as students are responsible for any injury that occurs in the clinical setting.
10. Obtain a background check and drug screen. All screenings are conducted at the expense of the individual student. The screenings listed will be conducted by an outside background check service utilized by the department of nursing that allows students to purchase their own background and urine check. Each student will be instructed via the background check service regarding the specific background and urine check process.
11. Have transportation for travel to and from clinical experiences.
12. Students must have access to a computer and the internet in order to complete this program. The hardware and software requirements are outlined at <https://obu.edu/its/students/requirements/>.

#### B. PROGRESSION CONDITIONS IN THE BSN-O COMPLETION PROGRAM OPTION

Progression throughout the BSN-O program option depends upon

- Maintaining a C or better in all nursing courses.
- Success in nursing courses. Lack of success of same nursing course twice or failure of two nursing courses in one semester will be result in ***students being advised to take an alternate educational pathway other than the Ouachita BSN-DE program option.***



- Completion the program within 3 years of being enrolled in the BSN-O program option or at the discretion of the Nursing Department Director or Dean of Natural Sciences.

### **C. REQUIREMENTS FOR THE BSN-O COMPLETION OPTION**

CORE 1001, MATH 1003, CORE 1023, 1043, 1113, 1123 or THEO 4303, CORE 2233 or FINA 3113, or 3123, or 3133, CORE 1023 or 2213, or PSCI 2013, or HIST 2013, COMM/MSSN 4313, BIOL 2013, 2024, 2604, CHEM 1024, CORE 2053 or 3013, PSYC 1013, NURS 3003, 3013, 3023, 3102, 3111, 3203, 4003, 4014, 4023, 4034, 4601, and 40 credit hours from approved State Board of Nursing AAS or diploma program.

### **READMISSION POLICY**

Students are **not automatically eligible** to repeat a nursing course the next time a course is offered. **All BSN students who need to repeat a nursing class, must adhere to the requirements listed below.**

1. Email a letter of intent to the Director of Nursing, by **November 1<sup>st</sup>** for a spring semester and **May 15<sup>th</sup>** for a fall semester for residential students, and **2 weeks prior to any term** for online classes. The email must **include the following information:**
  - a. Student Name (the one used while in the nursing program)
  - b. Ouachita Baptist University Student ID number
  - c. Current mailing address and working phone number
  - d. Resolution for the problem that previously resulted in the need to withdraw from or inability to achieve a satisfactory grade in the last nursing course or nursing curriculum support course.
2. Include in the email to the Director of Nursing updated transcript of **all** college courses.

### **CALCULATION OF NURSING CURRICULUM SUPPORT COURSE (NCSC) GPA**

A minimum 2.5 NCSC GPA is required to enter the applicant pool for the nursing program. The following guidelines are used to calculate the NCSC GPA:

1. Applicants who receive a course waiver will be noted as receiving an "A". (Example: The applicant who does not have to take Composition I due to a high ACT or SAT score will record an A for Composition I.)
2. Transfer courses that are in compliance with Ouachita Baptist University's Articulation Agreement will be calculated into the NCSC GPA. Courses not identified as transferable by the course title and Ouachita Baptist University's Articulation Agreement will not be included in the NCSC GPA.
3. No D or F grades in NCSCs are acceptable.
4. All grades in repeated courses will be used for calculation of NCSC GPA. GPA will be calculated on ALL required science courses ever taken.
5. The Department of Nursing follows Ouachita Baptist University policies regarding academic clemency.

### **ORGANIZATION OF LEARNING EXPERIENCES**

Each learning experience is designed to assist the student in meeting the defined course outcomes. Throughout the nursing education experience, you may be exposed to the following:

**Classroom Experiences:** These are large class meetings, which may include general announcements, instructor lectures, group presentations, special guest lecturers, and examinations/quizzes.

**Small group sessions:** These are small group meetings utilized for theory discussion and student participation.

**Computer testing:** These will be assigned per the class coordinator according to the class schedule. The Department of Nursing adheres to the University Policy regarding computer work and plagiarism.

**Practicum experiences:** Each practicum course is 45 hours. The practicum facilities may include hospitals, mental health centers, doctor's offices, nursing homes, county health departments, and other designated health agencies.

Students will choose community settings for Community Health practicum experiences with faculty oversight. Group work and individual assignments will be a part of the practicum experience. No faculty will be present on practicum sites during Community Health practicum experiences as all assignments utilized do not require direct patient care. The Leadership and Management in BSN Practice course requires students to choose a preceptor for the practicum. Preceptors chosen must adhere to the Arkansas State Board of Nursing rules and regulations. Faculty will supervise and evaluate students during these practicum experiences as per the Arkansas State Board of Nursing requirements (See ASBN rules: Chp 6 at <https://www.arsbn.org/Websites/arsbn/images/Rules.Chapter06-%20Effective%2012-29-18.pdf>).

Students will be informed prior to all practicum experiences of practicum expectations.

### COURSE GRADING POLICY

\*Grading is as follows:

100% - 90%	A
89% -80%	B
79% -70%	C
69% -60%	D
59% -Below	F

\*The course grade will be a composite of both components of theory and practicum and **CANNOT** be taken separately. The practicum experience is based on satisfactory or unsatisfactory performance; therefore, practicum will be a pass/fail component of the course.

All grades are final **one week** after being posted in the University posting Grade Center. After this time, no grade changes will be made unless the faculty member has incorrectly entered the grade.

A minimum grade of "C" is considered passing and is necessary in **ALL** nursing and nursing support courses to enroll in subsequent nursing courses. A "D" grade is **NOT** considered as passing in any nursing or nursing support course. If a student makes a "D" or lower in any nursing or nursing support course, the course must be repeated and passed, prior to progressing in the program. All nursing courses must be taken in sequence in the BSN-DE program, but are flexible in the BSN-O program option except for NURS 3003 Theories in Nursing which must be taken as the first course of the program and NURS 4601 Capstone which must be taken as the last course in the program.

## EXAM POLICY

1. **Exam sessions:** Unit, final, and/or exit exams may be a form of evaluation. Exams for face-to-face classes as well as online may be proctored exams. Exams may be completed by paper and pencil, or computer.
2. **Exams** consist of, but are not limited to multiple choice, select all that apply, highlight, dropdown box, etc.
3. **Make-up exams** will be given in the event of necessary absence (i.e., personal illness or death in the family) that occurs on the date of a regularly scheduled examination. The student must:
  - Notify the appropriate faculty prior to the scheduled exam, and
  - Schedule the make-up exam with the appropriate faculty within one week of the missed exam. In the event the student does not schedule or complete a make-up exam within one week's time, a zero will be assigned for that exam. The exam will be of equivalent credit to the exam missed.
4. **Exam Review:** Appointments to review an exam must be scheduled with the instructor within five working days, not including the date of the exam. For example, if the exam is taken at 9:00 AM Wednesday, the student must make their request by 5:00 PM the following Wednesday. After that week, access to the exam will not be allowed.

## QUIZ POLICY

No make-up opportunities for quizzes will be offered.

## PRACTICUM DISMISSAL

Any student who performs in an **unsafe\*** manner may be dismissed from the practicum setting. Permanent exclusion from the practicum will result in **FAILURE** of the course, and the student **being advised to take an alternate educational pathway other than the Ouachita BSN program.**

**\*Unsafe** is defined as any measure which the student does or fails to do that may result in physical or psychological harm to the patient, the patient's family, other personnel, or to the individual student.

## CLASSROOM (FACE-TO-FACE OR ON-LINE) RESPONSIBILITIES

Students must:

1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, practicum experiences, or lectures.
3. Achieve a minimum of **70%** to maintain acceptable standing in the course.
4. Submit assignments in a timely manner. Late work may be accepted at the faculty member's discretion, but with a 5% penalty per day for 7 days; a zero (0) will be awarded after the 7th day. Discussion Boards and quizzes will not be considered for late penalties.
5. Attend local and/or regional conferences and lectures as required. When appropriate and available to enhance learning, students will be asked to attend such programs as part of the class assignment and for their professional growth. A minimal registration fee may be required at the student's expense for some of these educational opportunities.
6. Adhere to the University Covenant of Academic Honor Policy.
7. Adhere to the University Technology Policy.
8. Adhere to the classroom/practicum dress code.
9. Cell Phones are to be turned OFF or turned to vibrate during class time and are not to be accessible during class time unless an exception is made by the faculty for an in-class

activity. It is NOT appropriate behavior to answer the phone during class. Appropriate breaks are given during lecture time to return phone calls without interrupting fellow students and faculty.

10. No children are to be brought to class/practicum or left unattended while the adult is attending class or participating in practicum. ONLY THOSE WHO HAVE PAID FOR THE COURSE WILL BE ALLOWED IN THE CLASSROOM/PRACTICUM SITE.
11. Adhere to the Nursing Code of Ethics.

### **REQUIREMENTS FOR ASSIGNMENTS**

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See [www.apastyle.org](http://www.apastyle.org) for assistance.
2. Demonstrate organizational ability.
3. Express ideas with clarity. Spell correctly, punctuate properly, and write legibly and neatly.
4. Exhibit scholarship by depth and breadth of content and extent of references.
5. Show originality and creative thinking.
6. Demonstrate critical thinking, relate and correlate knowledge gained from resource materials.
7. Complete projects on schedule.

### **COVENANT OF ACADEMIC HONOR**

The faculty believe that honesty is a hallmark of professionalism, and academic dishonesty is viewed in the Department of Nursing as unprofessional conduct and will not be tolerated. The faculty follow the Covenant of Academic Honor policy. *Please review the Covenant of Academic Honor in the Tiger Handbook, page 16 for process and action* <https://obu.edu/wp-content/blogs.dir/109/files/2019/09/Tiger-Handbook-2019-2020.pdf>.

### **PLAGIARISM**

Plagiarism is the act of taking and or using the ideas, work, and/or writings of another person as one's own. Plagiarism is not acceptable for any required written work. Any student who plagiarizes maybe subject to receiving a zero on written work, may fail the course, and may be dismissed from the program. See *Covenant of Academic Honor in the Tiger Handbook, page 16 for process and action* <https://obu.edu/wp-content/blogs.dir/109/files/2019/09/Tiger-Handbook-2019-2020.pdf>.

Students should use the following guidelines when referencing material:

1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.
2. Paraphrasing is defined as a restatement of a text, passage or work, but not the use of the original writer's exact words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, and illustrations as well as written text constitutes "works of another" and must be referenced.
4. Inaccurate information on references and scientific notations, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned on grading.

## PRACTICUM RESPONSIBILITIES

The student must:

1. Maintain professional ANA Code of Ethics standards  
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.
2. Keep patient information confidential (See Department of Nursing HIPAA policy and Technology Use Policy in addition to the Ouachita Baptist University Code of Computing Practice and Use of Network policies.)
3. Perform safely in all areas of patient care. Discuss areas of uncertainty of nursing care with the faculty or preceptor PRIOR to entering the patient care area.
4. Appear in practicum area on time and follow the Uniform Regulations Policy.
5. Secure practicum assignment per course instructions, come to the practicum experience with the required written work, and be prepared to administer the anticipated nursing care.
6. Responsible for his or her own nursing care behavior. Each student is expected to be able to perform all activities taught in the nursing course.
7. Secure the consultation and/or assistance of the preceptor in the nursing care situations where you are unsure and/or inexperienced. Make a specific time arrangement with the faculty member for evaluation at mid-term, final evaluation, or anytime the student/preceptor wishes to discuss issues/problems.
8. Realize that the practicum is a **learning** experience rather than a work experience. As with any learning experience the process must occur within the learner. Students are encouraged to seek out learning opportunities in the practicum setting.
9. Demonstrate an appropriate knowledge base in implementing patient care by integrating and applying theoretical and general educational content.
10. Share learning experiences in journal reflections.
11. Evaluate own learning experiences and progress. Students are expected to take initiative in seeking learning experiences.
12. Provide care with respect for human dignity and uniqueness of the client without regard to social or economic status, personal attributes, or the nature of the health problem.
13. No misrepresentation of educational or professional status.
14. Sign name within chart as required by facility protocol. Student Brenda Trigg would sign her name as: *B. Trigg, NS*. Students will be instructed by practicum facility regarding the requirements of each practicum site to add the Ouachita Baptist University initials to the student signature. If the facility requires the school initials to be added to the student signature, the required signature would be: *B. Trigg, NS, Ouachita Baptist University*.
15. Complete a Background Check and Drug Screening through a vendor of the Department of Nursing choice.
16. Purchase and maintain personal health insurance.
17. Adhere to the Department of Nursing *Technology Policy* and The Ouachita Baptist University *Code of Computing Practice and Use of Network policies*. See <https://obu.edu/its/students/policies/computing-practices/>.

## CRIMINAL BACKGROUND CHECK AND DRUG SCREENING INFORMATION

To comply with mandates from practicum agencies utilized by the Ouachita Baptist University Department of Nursing, students enrolled in all Department of Nursing programs are required to have criminal background checks, driving history record checks, and urine drug screens in order to remain enrolled in Department of Nursing practicum courses. Failure to comply with background and drug screening mandates will result in immediate Administrative dismissal from the program. Re-entry into

the program is based upon evidence of drug counseling and/or rehabilitation, negative drug screen, and agreement to submit to drug screening at random times at the student's expense. A background check typically takes 7-14 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The required screenings listed above must be conducted by an outside background check service utilized by the Department of Nursing that allows students to purchase their own background and drug screen. Each student will be instructed regarding the specific background and drug screen process. *Each individual student is responsible for screening expenses. Students will be expected to present **proof of completion for the background check and drug screen to the practicum course coordinator for BSN-DE option and BSN-O option. Deadlines for providing proof of the background check and drug screening to the instructor will be announced by the practicum instructor (dates may vary).***

The Arkansas State Board of Nursing has updated the Criminal Background Check criteria in the Nurse Practice Act.

**Criminal background checks (17-87-312)**

- 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.

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

**(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)** 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:

- 1) The age at which the offense was committed;
  - 2) The circumstances surrounding the offense;
  - 3) The length of time since the offense was committed;
  - 4) Subsequent work history since the offense was committed;
  - 5) Employment references since the offense was committed;
  - 6) Character references since the offense was committed;
  - 7) Relevance of the offense to the occupational license; and
  - 8) 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.

### **POLICY ON INAPPROPRIATE/UNACCEPTABLE STUDENT CONDUCT**

Certain behaviors are considered inappropriate when exhibited by nursing students. This includes behaviors both in the classroom and at the practicum sites or anywhere the student is representing the Ouachita Baptist University Department of Nursing. Inappropriate student conduct which will not be tolerated by the nursing faculty includes but is not limited to: showing disrespect or contempt of patients, hospital personnel, other students, or nursing faculty; being loud, argumentative, and disrupting the classroom or practicum setting; failing to comply with the written or oral directions of the nursing faculty; inappropriate e-mails, phone calls, messages. **THE STUDENT WILL RECEIVE AN UNSATISFACTORY CLASS or PRACTICUM DAY IF THIS OCCURS.** If impairment by either alcohol or medication is suspected while at the practicum setting, the guidelines of the practicum site related to suspected alcohol and drug misuse while on site will be followed. If a student refuses to be tested, they are to be removed from the practicum area and are not allowed to return.



The first-time inappropriate conduct occurs, the faculty who is involved in the incident will confront the student and the incident will be discussed privately between the faculty member and the student. Documentation of the incident will be placed in the student's Department of Nursing file. The second time inappropriate conduct occurs, the faculty member involved, the course coordinator, and the Director of Nursing will meet with the student. Documentation of this incident will be placed in the student's Department of Nursing file. If a third incident of inappropriate conduct occurs the student will be referred to the Dean of the School of Natural Sciences and Vice President for Academic Affairs with the recommendation that he/she be dismissed from the program.

Any inappropriate conduct may result in immediate dismissal from the classroom or practicum for the day. The student who is dismissed from practicum will receive an Unsatisfactory for the practicum day. The behavioral incidences are cumulative while in the nursing program.

Some behaviors are considered totally unacceptable and may result in recommending to the Dean of the School of Natural Sciences and Vice President for Academic Affairs immediate dismissal from the nursing program. Such behaviors would include but are not limited to: plagiarism, cheating, or forgery; alteration of University records, documents, or identification; putting in jeopardy the physical safety of another person; attempting or threatening to strike, kick, or otherwise subject another person to nonconsensual physical contact; drug and alcohol abuse; making obscene or threatening remarks, gestures, or displays; threatening phone calls or e-mails, using harassing, slanderous, or libelous language to a person; engaging in a course of conduct or repeatedly committing acts that are disorderly; and violations of state and federal criminal statutes.

Should such unacceptable behavior occur the student would be given a hearing before the nursing faculty, who will review the facts. The majority of the nursing faculty will then determine whether the student will be recommended to remain in the program. Based on appropriate measures regarding the circumstances and the seriousness of the incident, the student may be recommended for dismissal, suspension, or expulsion from the University.

**List of Unacceptable and/or Inappropriate Behaviors (not a conclusive list):**

- More than one medication error in the same practicum day.
- Offensive comments to patient, patient's family, practicum site staff, Ouachita Baptist University faculty, or fellow students.
- Unwilling to perform tasks according to accepted protocol or routine.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Does not follow medication administration protocols.
- Refuses to ask for assistance when performing a task or skill unfamiliar to student.
- Irritable; unpredictable mood swings; social isolation.
- Receive complaints about performance from patients, nurses, patient's family, and/or fellow students.
- Challenges departmental policy and procedures repeatedly.
- Solicitous of patients, families, supervisors.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor patient care.
- Rudeness to patient, patient's family, practicum site staff, Ouachita Baptist University faculty, and/or fellow students.

- Questionable integrity/truth of charting/assignments.
- Does not follow appropriate guidelines for use of physical restraints, side rails, or other safety issues.
- Communicates poorly and/or ineffectively with patient, patient’s family, practicum site staff, Ouachita Baptist University faculty, and fellow students.
- Frequently not prepared for daily-expected activities.
- Refuses to admit mistakes or errors in judgment.
- Continually disappearing from assigned unit without appropriate notification to instructor/preceptor.
- Repeatedly does not bring required paperwork to practicum areas.
- Procrastination of assigned duties during the practicum day.
- Unwillingness to assist fellow students with tasks when asked.
- Inappropriate use of terms and abbreviations.
- Inappropriately dressed or not dressed according to policy established by Department of Nursing at Ouachita Baptist University.
- Refuses to adhere to practicum site policy regarding smoking.
- Sleeping during practicum or pre/post conference.
- Copying chart materials without the explicit consent of the facility and practicum preceptor.
- Violating HIPAA policies from either the University and/or practicum agency.

### STUDENT PRACTICUM EVALUATION

1. The students will be evaluated on the following aspects:
  - a. Accepts responsibility as a leader. Prepares adequately prior to arriving at practicum site.
  - b. Honesty for admission of error and seeks assistance from preceptor/faculty as needed.
  - c. Continual communication between the student and preceptor/faculty as it relates to practicum situations.
  - d. Responsible for meeting specific learning focus/outcomes for the day.
  - e. Provides meaningful contributions and sharing of ideas with other health care professionals.
  - f. Demonstrates interest and inquiry related to assignment.
  - g. As a leader, ensures safe and therapeutic nursing care.
  - h. Adheres to nursing policies/implications when in a leadership role and or in a volunteer role.
  - i. Evidence of professional behavior by accountability, excellence, duty, service, honor, integrity and respect for others.
  
2. A student who is not meeting the required course outcomes will be given special assistance by the practicum faculty. *If the student does not show satisfactory progress within a period of time designated by the faculty, the student will be advised to drop the course in accordance with University policy.* Students who fail to remove a deficiency from the practicum evaluation tool for the specific course by the final evaluation will fail the course.
  
3. Practicum Dismissal: Any student who performs in an **unsafe** manner may be dismissed from the practicum setting. Permanent exclusion from the practicum will result in **FAILURE** of the course, and the student may drop in accordance with University policy. Anytime a student makes an error that could or does result in harm to the patient, the Practicum Instructor and student are required to fill out a “**Notification of Unsatisfactory Practicum/Classroom Grade**” form, which will be filed in the student’s file. This following information should be included:
  - a. Hospital name

- b. Date and time
- c. Student's name
- d. Instructor's name
- e. Patient's initials, age, and diagnosis if applicable
- f. Description of the incident
- g. Action by the instructor
- h. Action by the student
- i. Environmental factors contributing to the error
- j. Steps taken to prevent recurrence of error, if applicable
- k. Additional comments or remarks as needed
- l. Signatures of instructor and student

If a student's behavior results in an unsafe act, it is the responsibility of the student to:

- Notify the instructor, staff, and patient's health care provider of the error.
- Fill out the hospital's standard incident form.
- Fill out the "**Notification of Inappropriate or Unacceptable Student Conduct**" form.

4. After this action, the student is **dismissed from the practicum area** and must appear before the nursing faculty for a review of the situation. The faculty will then determine whether the student will be reinstated or permanently dismissed from the practicum. Permanent dismissal will require the student to be Administratively dropped from the current practicum course. Smoking is not permitted in the practicum area. All health care facilities in Arkansas are now smoke-free. Follow individual facility policy for smoking regulations. Students are not allowed to smoke at practicum or during any breaks.
5. At no time will gum chewing be permitted in the practicum area.

#### **ATTENDANCE POLICY**

Consistent promptness and attendance in class and the practicum area are required as each class lecture (face to face or on-line) and practicum experience contains valuable content that is vital and necessary to the student's success as a nurse.

A **tardy** is defined as **thirty minutes or less** of class or practicum time missed. Missing more than 30 minutes of a class or a practicum day is considered an absence. Three tardies are converted to **one absence**. If a student is not present during roll call, the student will be marked absent for the entire class or practicum time **unless** the student speaks to the instructor at the first opportunity that day. Students are requested to notify the appropriate faculty of an absence as soon as possible. If a student exceeds the attendance policy, the **student** must initiate the **appeals process prior to the next class** in order to reenter the classroom or practicum area. If the appeal is not granted, the student will be administratively dropped from the course and the Vice President for Academic Student Affairs will be notified.

A student may submit only **ONE** appeal per course. A waiver may be granted for **LEGITIMATE** circumstances with the stipulate on that the student may have **NO** further absences or tardies in the course.

Those students in the nursing program who are absent for student functions representing the *University* have an excused absence from theory *but not practicum*.

### **Theory**

The Department of Nursing has the following policy regarding absences. Absences are limited to one week's worth of absence per course (i.e. 3 clock hours in NURS 3003 Theories in Nursing or 3 clock hours in NURS 3013 Informatics in Health Care). A student who misses a week's worth of classes and is then tardy or absent on another class day has exceeded the attendance policy and must appeal.

### **Practicum**

The Department of Nursing limits an absence to one week's worth of practicum per course. (i.e. in NURS 4034 Leadership and Management in BSN Nurse Practice or NURS 4014 Community Health) A student who misses a practicum day and is then tardy to another practicum day has exceeded the attendance policy and must appeal). However, all missed practicum hours must be made up according to course requirements per the discretion of the Course Coordinator.

***FAILURE TO MEET THE ABOVE STIPULATIONS WILL RESULT IN THE STUDENTS BEING ADVISED TO TAKE AN ALTERNATE EDUCATIONAL PATHWAY OTHER THAN THE OUACHITA BSN-O PROGRAM OPTION.***

### **DRESS CODE POLICY**

1. **Uniforms:** See course syllabi for dress code for specific practicum experiences. It is expected that students dress in a professional manner. Dress attire will include a white laboratory coat with the Ouachita Baptist University Nursing patch and scrubs, or business casual dress with white laboratory coat with the Ouachita Baptist University Nursing patch. Scrub color will be Ouachita Baptist University purple. The faculty will provide you with the name and number of the color.
2. **Ouachita Baptist University Nursing Patch:** To be attached on the left arm of white laboratory coat. Available for purchase at Print Mania in Arkadelphia, Arkansas.
3. **Name Pins:** Students are responsible for ordering name pins by contacting Print Mania in Arkadelphia, AR. The name pin is to be placed on the left upper chest of the practicum coat.
4. **Stethoscope:** It is required that students purchase their own stethoscope. It should have two heads (diaphragm and bell type).
5. **Nursing Shoes:** 2<sup>nd</sup> semester senior students will wear white or black nursing shoes that cover the entire foot. The following will not be allowed: Shoes with holes, cloth tennis shoes, slides, sandal-type, Mary-Jane type, open toes/heels, or clogs due to safety and infection control purposes.
6. **Other:** Bandage scissors, watch with a second hand, a pen light, and a black pen are required for practicum experiences. Charting cannot be in colors such as purple, pink, green, etc.

### **Uniform Regulations**

1. It is expected that all clothing including shoes, shoestrings, and hose/socks will be clean and neat at the beginning of each practicum session. All parts of the uniform must be clean and pressed. As a nursing student, you are an Ambassador of the Nursing Program and the University at all times and judged not only as an individual, but also as a typical student representing the entire student body. The student uniform must be worn with dignity and pride reflecting credit on the University, the Nursing Program, and the nursing profession. The

nursing student is embarking in a profession that promotes health, therefore the student uniform must be impeccably clean at all times. Students are only allowed to wear short-sleeved t-shirts for coverage of chest hair or cleavage as long as the sleeves are not visible past the sleeves of the scrub top and that the t-shirt hem is not visible from underneath the scrub top.

2. All students must wear appropriate undergarments for professional appearance. No undergarment lines will be visible through the uniform pant.
3. Neat, careful grooming is considered to be a part of the uniform. Inappropriate and unusual methods of grooming are to be avoided. Make-up should always be kept at a minimum and be appropriate for the practicum setting. No nail polish or artificial nails (including acrylic) are permitted; nails must be kept to the tip of the finger. A daily bath and the use of an effective deodorant are necessary requirements of good grooming. Perfume or aftershave should **NOT** be worn.
4. Coordinating color socks to match shoes must be worn over the ankle. No runs or patterns in hose are acceptable.
5. Hair styles for male and female students must be worn off the collar. Hair must be clean and a natural color. No decorative hair ornaments are allowed. Long hair must be securely tied back and should not fall in the student's face.
6. A wedding ring, solid band without stones and small silver or gold colored stud earrings are the only articles of jewelry permitted while in the practicum. Wearing of rings in the operating room, nursery, and the delivery room is not permitted in some of the hospitals used for practicum experiences, and the student will be required to comply with hospital policy. No visible body tattoo or piercing is acceptable (including pierced tongues). Extensive and visible tattoos will be addressed on an individual basis and will be at the discretion of the practicum faculty or preceptor. All nursing students must wear a watch with a second hand for the purpose of taking vital signs. A medic alert bracelet or necklace may be worn while in uniform.
7. Name pins are to be worn by all students in the practicum area.
8. Students in the operating room, delivery room, and nursery will wear the uniform designated by the department in that hospital. Also, students in the operating room and delivery room will wear special conductive shoes or shoe coverings, caps and/or masks in accordance with hospital policy.
9. When appearing in the hospital or at educational conferences, in a student role, appropriate attire must be worn with laboratory coat and name pin. (No jeans, shorts, flip-flops etc.). Clothing should be free of stains, tears and wrinkles. ***Students should not wear the uniform to any healthcare facility without faculty approval.***
10. Facial Hair Guidelines: A clean, neatly trimmed mustache may be worn **IF** it does not hang over the upper lip into the mouth, extend below the corner of the lips, or can be twisted or curved at the ends toward the upper cheekbone. Male students in uniform may wear no flared sideburn, sideburns below the earlobes, or beards.
11. Laboratory Jackets: To be worn over the scrubs. May be removed if doing actual patient care.

***Any violation of the uniform regulations will result in an unsatisfactory practicum grade for the day for the first offense; thereafter, repeated offense will result in dismissal from practicum for that day.***

#### **Classroom Attire**

**Students will wear the uniform to class.** Students will be "fitted" by a uniform company and order uniforms within the first two weeks of school. The classroom is where professional behavior should begin, including types of clothing. No hats, caps, or hoodies allowed during tests.

## OTHER DEPARTMENTAL POLICIES

### INCLEMENT WEATHER

Ouachita Baptist University recognizes that transportation problems result from inclement and hazardous road conditions; however, the campus may not close. When conditions dictate, excusing late arrivals or permitting early departures may revise the normal work schedule. Decisions will be made on an individual case basis (each incident of bad weather or hazardous road conditions). Call the faculty member for your course for final instructions.

### BLS (CPR) CERTIFICATION

All nursing students are required to be certified in Basic Life Support (BLS) prior to going to the practicum facility. Students are to be re-certified every two years, as indicated on each BLS card. The BLS Certification is to be the **American Heart Association for Health Care Providers BLS course**. This is the only BLS certification that is acceptable. Students must provide proof of certification (COPY not the original) to the course faculty.

### HEPATITIS VACCINATION

All students must present evidence (**COPY**, not the original) to the Department of Nursing having begun the Hepatitis Vaccine series **before going to the practicum facility**. The only allowed vaccination exemption is documentation from a student's primary healthcare provider regarding an allergy or other medical or religious reason. Students who qualify for the allowed exemption must provide a declination form signed by the student's primary healthcare provider to the **applicable course coordinator by February 1<sup>st</sup> of the Spring semester for the BSN-DE program option and at the beginning of each term with a required practicum in the BSN-O option**. The declination form can be found in the Student Handbook appendix. Students who fail to provide documentation of vaccination or declination form by the deadline may be **Administratively dropped from practicum courses**.

### INFLUENZA (FLU) VACCINATION

All students must provide documentation (a COPY, not the original) of an annual influenza (flu) vaccination to the applicable course coordinator on the first day of class. This is in accordance with influenza vaccination policies set forth by practicum affiliates. The only allowed vaccination exemption is documentation from a student's primary healthcare provider regarding a medically verified allergy to the flu vaccine, verified history of Guillain Barre's Syndrome, or other significant adverse reaction to the flu vaccine. Students who qualify for the allowed exemption must provide a declination form signed by the student's primary healthcare provider to the **applicable course coordinator on the first day of class**. The declination form can be found in the Student Handbook appendix. Students who fail to provide documentation of vaccination or declination form by the deadline may be **Administratively dropped from practicum courses**.

### TB SKIN TEST

All students are to be tested for tuberculosis before going to the practicum facility. Proof of test results (COPY not the original) should be presented to the department before going to practicum and no later than **February 1<sup>st</sup> for the BSN-DE program option and at the beginning of each term with a required practicum in the BSN-O option**.

***The Department of Nursing will NOT be responsible for original documentation. Only COPIES are to be provided for the student's file. For BLS Certification, Hepatitis B Vaccination, TB skin test, and Flu Vaccination, the student is responsible for providing a copy of this information.***

## **HEALTH INSURANCE**

Ouachita Baptist University and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. The practicum agencies agree to provide first aid for practicum related accidents and illnesses, such as blood and body fluid exposures, to students. The charges for such medical services shall be filed to the student or their insurance carrier. The University and practicum agency assume no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by the University or practicum agency, but shall be the responsibility of the individual student regardless of whether these services are covered by the student's insurance.

## **EQUIPMENT POLICY**

Pre-nursing/nursing students are not allowed to take equipment and/or audiovisual resources from the nursing classroom unless authorized by nursing faculty.

## **FOOD/SMOKING POLICY**

Only drinks with lids are allowed in the classrooms. Food may be allowed at the discretion of the instructor. There is no smoking allowed on University property. The nursing program follows University policy and state legislation regarding a smoke free environment.

## **COMPUTER LABORATORY**

The Department of Nursing adheres to the University policy regarding use of the computer laboratory located in JSC. **Food and drink are not allowed in the computer laboratory next to the equipment (computer, printer) under any circumstances by students, faculty, staff, or visitors.** Games and other software not licensed to be on the computers in the practicum are not to be downloaded. Student projects and assignments should be saved to a personal data storage resource, not the computer hard drive. Any student found in violation of computer laboratory policies will not be permitted to use the laboratory for the remainder of the semester.

## **TECHNOLOGY USE POLICY**

Overall Goal: To support the infusion of technology into the nursing curriculum which will allow enhanced evidenced-based information and data usage.

1. Students will be able to utilize handheld and computerized technology rapidly and efficiently to access course content and pertinent nursing data upon which to provide safe and appropriate classroom and practicum judgments. When in practicum sites, students will be expected to follow the stricter policy regarding technology use.
2. Technology is the use of any and all electronic devices, including but not limited to cell phones, PDAs, tape recorders, digital recorders, laptop computers, smart watches, or any other device that would maintain photographs, video recordings, or a written record of persons and/or conversations. Violation of this policy is considered a breach of confidentiality, a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and unprofessional conduct.
3. Cell phones must be kept out of the student's access during class or practicum time. An exception may occur if the instructor allows for an in-class or practicum activity. Otherwise cell phone usage will not be allowed during the classroom or practicum experience. Should the student need to be contacted by a family member for an emergency, students should provide the family with the Department of Nursing Administrative Assistant's office phone number and or phone number of the practicum site. Personal phone calls should be limited to scheduled breaks and mealtimes.

4. Laptops are allowed in the classroom only for the purpose of the current class related discussion and lecture. Students are not allowed to access email, social networking websites, or any other internet website(s)/activities not related to the current course content. Should a student be caught abusing the laptop policy, the student's laptop will be taken on the first offense by the faculty. The student will be allowed to pick up the laptop after class but will not be allowed to use the laptop for ANY classroom purposes thereafter.
5. Recording of lectures in the classroom is at the discretion of each faculty member and permission must be granted by the course faculty member prior to recording any portion of a class.
6. Students shall not remove, download, or copy confidential patient information on to their device. Only patient data that is non-identifying (e.g., age, race, height, weight) may be input into the device (i.e., for formula/drug calculations).
7. Students will not store passwords, verification codes, or electronic signature codes onto their personal device. Students will not use any device to send individually identifiable health information via email or text messaging, as electronic messages may be intercepted by others.
8. Taking of pictures or video and audio recordings in the practicum setting is absolutely forbidden as a violation of client privacy. Students are strictly prohibited from taking photos or videos of the practicum area, patients, patient records, staff, faculty, or peers.
9. Students will not use any device in the presence of patients/clients or family members. Faculty reserve the right to dismiss a student from the classroom or practicum setting if the use of electronic devices becomes disruptive and/or for any inappropriate use of such devices.
10. Students not following this policy, or the policy of the practicum site as applicable, will be subject to disciplinary action up to and/or including being dismissed from the nursing program.

#### **BODY SUBSTANCE EXPOSURE PROTOCOL**

Health care providers are at risk for body fluids that may carry blood borne pathogens. Conversely, the provider may be a host for pathogens that may be transmitted to patients and others. Pathogens at risk for transmission in health care environments include the tuberculosis bacilli; staphylococcus; hepatitis B, C, D; and the human immunodeficiency virus, as well as others. All health care agencies have specific policies and it is the student's responsibility to be informed of such policy for each practicum site you attend.

##### **Exposure Guidelines**

The Occupational Safety and Health Administration (OHSA) implemented federal legislation in 1991 to reduce risks to health care workers from blood-borne pathogen exposure. All health care facilities are required to have a policy that complies with the Department of Labor guidelines. There is a protocol for reporting any needle stick or cut that must be followed in the practicum facility. Students will be required to follow the institutional protocol. If an exposure occurs, the student will complete an Accident Form as soon as possible and submit the form to their practicum faculty. The student may choose to follow up with University Health Service or their personal health care provider if an exposure occurs.

#### **SUBSTANCE ABUSE POLICY**

The Department of Nursing of Ouachita Baptist University endorses a Drug Free School/Workplace Policy. The Department of Nursing recognizes the need to protect individual student's rights granted by state or federal law and to set professional standards leading to education and practicum success. At the same time, the individual student providing care for patients in the practicum setting must respect the patient's rights to receive care according to standards of nursing practice. In order to maintain ethical and legal standards, it is necessary to comply with the substance abuse policies as established by



the University, Department of Nursing, and individual practicum agencies. Individuals not in compliance shall be subject to sanctions, which may range from required enrollment in a drug and alcohol course to expulsion from the University. Evidence of serious offenses such as manufacture, sale, or distribution will be referred to state and/or federal enforcement authorities, in addition to dismissal from the nursing program. Students will submit to testing upon admission into the program and yearly thereafter. Students will also sign the consent for random drug screening at the beginning of the semester for BSN-DE students and the beginning of each term for the BSN-O students.

### **Confidentiality**

Ouachita Baptist University is committed to protect the individual student's privacy rights. Positive drug testing and other incidents involving drugs or alcohol will be kept confidential unless there is a statutory requirement for mandatory reporting. Confidentiality will be maintained under the supervision of the Director of Nursing. The Director of Nursing **HAS** the right to notify the student's practicum faculty, the appropriate state board of nursing, Course Coordinator, and University of the results of the drug and/or alcohol test.

### **Random Screening Procedure**

The Department of Nursing will conduct drug testing of students by random selection including up to ten students each time. Special request testing may be required as well. Certain students may have testing stipulations ordered by different jurisdictions and these students will be tested in addition to the ten random students. The testing will also be performed upon reasonable belief by faculty that a student has a substance abuse problem. The nursing faculty will provide a written document of any concerns of a student with a drug/alcohol problem. It will be the responsibility of the Director of Nursing or representative to coordinate and maintain accuracy in drug testing. The student will be notified to report for testing by written letter and verbal communication. The student will be identified by a photo ID. The preliminary urine drug test is performed at a facility chosen by the nursing department. A private laboratory provides confirmation testing on positive preliminary urine samples.

### **Penalty**

**Failure to present as instructed** to clinic for testing will be treated as a positive drug screen and will require dismissal from the nursing program. From the time of notification, the student will have **3** hours to report to the clinic for testing. If a student tests positive regardless of route of consumption without prescription documentation, he/she will be dismissed from the program. Students who have documentation for medications (including letter from prescribing health care provider stating that the functions of a nurse can still be fulfilled while taking the medicine) showing positive results during drug screening will be allowed to continue in the program, but will be subject to retesting as faculty requests. The nursing faculty may require counseling, and documentation of adhering to request will be required. The Nursing Program adheres to University policy regarding manufacture, sale, or distribution of drugs/alcohol.

**A student suspected of being under the influence of alcohol/drugs will be dismissed from the classroom/clinic and, subsequently, a hearing with a faculty quorum will be held. Another person will witness the verbal warning, and documentation will be added to the student's file. Ouachita Baptist University offers students a drug free awareness program that provides information and education about the dangers of drug abuse through ADAPT (Alcohol and Drug Abuse Prevention Team).**

### **Prescription Medication Effects**

If prescription medication impairs practicum judgement, the student will be dismissed from the practicum setting with an unsatisfactory grade for that day.

### **Behaviors Warranting Drug or Alcohol Screening Request by Faculty (not a conclusive list):**

- Deteriorating job performance.
- Decreased responsibility; withdrawal from activities.
- Dismisses details; forgetfulness in routine duties; cuts corners.
- Decline in quality and quantity of documentation.
- Ineffective use of work time.
- Irritable, unpredictable mood swings.
- Social isolation.
- Inability to get along; receive complaints about performance from patients, nurses, families and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitous of patients, families, supervisors, and practicum site staff.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor patient care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.
- Increase in pain medications administered during the student's practicum time.
- Patient's complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequent checks narcotic supply.
- Frequently asks health care providers on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during practicum rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the practicum day.
- Waits for other personnel to leave and enters narcotic area alone and unsupervised.
- "Disappears" unexpectedly or without notifying supervisor, team leader, or nursing faculty.
- Takes a break or visits the restroom immediately after visiting medication room or assessing narcotics.
- Excessive tardiness at first of shift or after breaks.
- Volunteers to give narcotics to patients not assigned to the student's care.

**BSN NURSING FEES AND EXPENSES**--See "Fees and Expenses" sheet in University Handbook/Catalog for tuition, etc. Expenses may vary with your choice of products, style, color, etc., making the following list an *estimated* cost. All prices are approximate and are not guaranteed.

Nursing Practicum Fee (each semester)	\$ 45.00
Hepatitis Immunization (available at University Health Services; 3 injections)	\$ 100.00
TB Skin Test (available at a variety of locations, required yearly)	\$ 30.00
BLS American Heart Association, Healthcare Provider Ouachita Baptist University BLS course (offered before each fall / spring semester).	\$ 20.00
Certified Background check with drug screen for practicum sites	\$115.00
Uniforms and laboratory coat	\$100.00 - \$150.00
Nursing shoes	\$ 30.00 – \$ 75.00
School Patch for Uniform	\$ 5.00
Name Pin	\$11.00
Travel to and from Practicum Sites (DEPENDANT ON GAS PRICES and DISTANCE TRAVELED)	\$200.00 Semester
Books and Electronic Resources - Prices are for students purchasing new books and differ according to nursing program and current course level.	\$2000.00-2500.00
Ouachita Baptist University Nursing Pin with or without Pin Guard (optional for final semester)	\$ Price varies
Individual graduation picture for class composite (optional – packages available vary)	\$ Price varies
Student Nurse Association	\$35.00 X2 annually

## STUDENT ACCESS TO RESOURCES

### ACADEMIC ADVISING

Academic advising occurs within the nursing department. Each student who declares nursing as a major will be assigned a nursing faculty advisor upon entering Ouachita Baptist University. Students will make appointments with their nursing faculty advisor each semester to ensure positive progress and that the student is on the correct academic pathway.

### ACADEMIC SUCCESS CENTER

The purpose of the Academic Success Center is to provide students with the resources to succeed in college by maintaining a program of support services that addresses their educational needs. The Center provides resources for students facing difficulties in the following areas: homework, classroom concepts, study skills, time management, note-taking strategies, or simply assisting in their transition from high school to college. The Center offers a variety of services such as tutoring, success courses teaching study skills, workshops, and one-on-one meetings with the Student Success Coordinator. The Academic Success Center staff is committed to helping underprepared students prepare; prepared students advance; and advanced students excel. <https://obu.edu/success/>

### CAREER SERVICE CENTER

The Career Services staff assists students in assessing personal strengths and interests, defining academic goals, and preparing for successful internship, graduate school, or employment searches. Career Services works with individuals throughout their years of study at Ouachita, from first-year students to recent graduates. Additional services include coordinating employment interviews, assisting with resumes and applications, and offering educational events designed to help individuals prepare for lives of meaningful work. Career Services is located in Cone-Bottoms Hall, Suite 125, and may be contacted at [careerservices@obu.edu](mailto:careerservices@obu.edu) or 870.245.5283. <https://obu.edu/career/>

## **LIBRARY RESOURCES**

Residential and online students will find the library open and with librarian and staff assistance Monday through Thursday from 7:45 am to 11 pm; Friday from 7:45 am to 5:00 pm; Saturday 12:00 pm to 5 pm; and Sunday 6 pm to 11 pm, except holidays. Residential and online students may also contact librarians for assistance by email, phone, or a chat/question posting line via the webpage for assistance during library hours.

### **11. Riley-Hickingbotham Library**

All students enrolled at Ouachita Baptist University have access to the Ouachita Baptist University library. <https://obu.edu/library/>

### **12. Henderson State University**

All Ouachita Baptist University students have access to the Henderson State University (HSU) library. Students may go to the library and access multiple resources. <https://www.hsu.edu/pages/academics/huie-library/>

### **13. Baptist Health College Little Rock**

All Ouachita Baptist University nursing students may access the BHCLR and Baptist Health Library.

## **SCHOLARSHIPS AND FINANCIAL AID TO STUDENTS**

Recognizing that many students need help in meeting their post-secondary expenses, the University makes every effort to encourage and assist students by providing scholarships, grants, loans, and employment to those who meet established criteria. Contact the Student Financial Services: <https://www.obu.edu/finaid/>

## **STUDENT EMPLOYMENT PROGRAM**

Student Employment Program assists currently enrolled students in finding on-campus employment. Students may review descriptions of current job openings submitted by faculty and staff. Students register with the office by completing an application form. <https://www.obu.edu/finaid/student-employment-opportunities/>

## **STUDENT HOUSING**

Ouachita Baptist University operates four women's residence halls on campus and five men residence halls on campus. <https://www.obu.edu/reslife/> for more information.

## **UNIVERSITY HEALTH SERVICES**

Located Health Services, 410 Ouachita Street, Ouachita Baptist University Box 3687, Arkadelphia, AR 71998, Phone: 870-245-5244, the University Health Services Office is open MWF: 8:30-1:00, M&W 1:00-2:00 (allergy shots only), T&TH: 8:30-3:00. Some of the services provided include emergency and first aid treatment, blood pressure checks, allergy injections, TB testing, Hepatitis immunization injections, general health evaluations, and assisting in scheduling doctor's appointments. Most of the services are free to all students. <https://www.obu.edu/studentdevelopment/health-services/>

## **BACHELOR'S SCIENCE NURSE EXCELLENCE AWARD**

Awarded annually by nursing faculty to a graduating BSN degree student who has demonstrated scholastic and leadership ability and exemplifies an enthusiastic commitment to professional nursing. This student consistently:

- Demonstrates outstanding class and practicum preparation
- Commits to the ideals of the nursing profession
- Demonstrates competence in nursing situations

- Participates in extracurricular activities that promote nursing
- Communicates professionally with other students and faculty
- Supports classmates as a role model with positive attitude
- Portrays compassion and empathy

## **SOCIAL MEDIA POLICY**

**Introduction:** The faculty and staff of the Ouachita Baptist University Department of Nursing recognize two guiding principles: 1) Nurses have an ethical and legal obligation to maintain patient privacy and confidentiality at all times and 2) there is no such thing as privacy in social media. While most social media policies only apply to nursing programs and practicum settings, this document strives to offer guidelines for assisting students to use social media responsibly, acknowledging that inappropriate use may result in personal and professional consequences punishable by law and the inability to attain or maintain licensure.

The faculty and staff of the Ouachita Baptist University Department of Nursing also recognize the benefits of social media for nursing students in a rural setting. It allows student nurses to interact with friends and other student nurses separated by geography or other factors. It is an excellent tool for exchanging knowledge among peers and classmates. It builds relationships, develops a professional presence online, and promotes timely communication. It can bring healthcare issues to individuals not familiar with current nursing and healthcare trends and is a wonderful platform for sharing research and best practices.

Social networking offers the potential for both positive and negative consequences. Nursing students should consider a number of principles when functioning within the virtual world of social media in order to maintain their own reputation, the reputation of Ouachita Baptist University's Nursing programs and the parent institution, and, ultimately, the image of the nursing profession.

**Purpose:** The purpose of this policy is to define social media (SM), describe the acceptable use of SM within the Ouachita Baptist University Nursing program, offer guidelines for appropriate SM behaviors and consequences for violations of this policy.

### **Definitions:**

- **Social media:** Media designed to be disseminated through social interaction, created using highly accessible and easily manipulated publishing techniques. Examples include but are not limited to LinkedIn, Twitter, FaceBook, YouTube, and MySpace.
- **Social Media Content:** Including but not limited to: text, files, profiles, concepts, opinions, images, photos, videos, sounds or other materials that are transmitted, communicated, share, submitted, displayed, published, broadcast or posted.

### **Types of Social Media:**

Social medial platforms may include but are not limited to the following:

- blogging – blogger, LiveJournal, Xanga Microblogging –
- Dailybooth, Foursquare, Googlebuzz, Posterious, Tumblr, Twitter Podcasting
- Social Networking
- Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut
- Social News sharing – Digg, Reddit
- Social Bookmarking/social tagging: Delicious, Diigo, Google Reader, StumbleUpon,

- InstagramVideo hosting – Vimeo, YouTube, SnapChat

### **Rules for Non-Acceptable Use of Social Media within Ouachita Baptist University Nursing Programs**

Student Nurses will not:

- Take photos or videos of patients on personal devices, including cell phones and will follow practicum facility policies at all times.
- Share, post or otherwise disseminate any information that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy settings of social media platforms is not sufficient to ensure privacy of self or patients.
- Refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
- Make threatening, harassing, sexually explicitly, or derogatory statements regarding any person's race ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
- Make disparaging remarks about any college, university, school of nursing, or practicum site, including the students, faculty members and staff.
- Post content or otherwise speak on behalf of any college, university, school of nursing, or practicum site unless authorized to do so.
- Video lectures may not be recorded without a prior written agreement signed by the presenter. The agreement must include a copyright statement for audio/visual materials and presentations to reflect the video lecture is the property of Ouachita Baptist University/Department of Nursing. The video lecture will not be made viral without permission.

***Violations: Violations of this policy can result in disciplinary action, up to and including dismissal from the nursing program.***

### **Guidelines for Appropriate Social Media Use by Nursing Students:**

The nursing student must be aware that academic, professional, and personal social media sites are not independent of each other. What is posted on one is easily transferrable to another creating a potential for irreparable damage to all. While nursing students may think their personal lives are their own and bear no reflection on their competence in nursing school and patient care rendered in the practicum facilities, they must recognize that social media sites are public forums. Those who use these forums privately for personal purposes may not realize the degree to which their activities are visited by the general public; it is advisable to refrain from making any statement on social media sites that you would not be comfortable saying aloud in public. Employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. Therefore, it is best to observe the following rules.

- **Think twice before posting.** Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you are unsure, don't post it.
- **Strive for accuracy.** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors as this may negatively affect your professional image. Remember that potential employers review social media sites before hiring prospective candidates.
- **Be respectful.** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person, profession and academic institution of affiliation.

- **Remember your audience:** As well as being respectful, be aware that anything posted can be available to the public at large. This includes prospective nursing students, current students, current employers, colleagues, and peers. Consider this BEFORE publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites,** identify your views as your own and make it clear that the views expressed are not necessarily those of the nursing program or student group with which you are affiliated.
- **Photographs:** Photos posted on social media sites can be easily appropriated by visitors and passed along. Adhere to the guidelines above before posting any images that may be harmful or damaging to anyone and the institutions they are affiliated with. Remember that HIPAA not only applies to the written word but also images.

### References

Ball State University Marketing and Communications (2009). Ball State University Social Media Policy <https://Cms.Bsu.Edu//Media/WWW/Departmentalcontent/UMC/Pdfs/obu.allstatesocialmediapolicy.Pdf>.

National Council of State Boards of Nursing (NCSBN) (2011). White paper: A nurse's guide to the use of social media. [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf).

National Student Nurses' Association, Inc. (2012). Recommendations for: Social media usage and maintaining privacy, confidentiality and professionalism. [https://www.ncsbn.org/NSNA\\_Social\\_Media\\_Recommendations.pdf](https://www.ncsbn.org/NSNA_Social_Media_Recommendations.pdf).

## HIPAA

### What does the HIPAA Privacy Rule do?

HIPAA provides national standards to protect individuals' medical records and other personal health information.

- HIPAA gives patients more control over their health information.
- HIPAA establishes appropriate safeguards.
- HIPAA holds violators accountable with civil and criminal penalties that can be imposed if they violate patients' privacy rights.

### Privacy regulations were written to protect every patient's health information in any form:

- Written
- Oral
- Electronic

### Security regulations were written to ensure integrity and protect health information from:

- Alteration
- Destruction
- Loss
- Disclosure to unauthorized persons

## HIPAA Terms

**Protected Health Information (PHI)** applies to individually identifiable health information transmitted or maintained that relates to: past, present, or future health conditions health care provided payment for health care. **PHI** is any health information by which an individual patient could be identified. There are currently 18 elements of PHI.

Names	Account Numbers
All Geographics	Certificate/License Numbers
All Dates	Vehicle IDs and Serial Numbers
Telephone Numbers	Device Identifiers
Fax Numbers	URLs
E-mail Addresses	Internet Protocol Address Numbers
Social Security Numbers	Biometric Identifiers
Medical Record Numbers	Photographic Images
Health Plan Numbers	Any other unique numbers or code

- USE is sharing of PHI *within* the hospital.
- DISCLOSURE is the release of PHI *outside* the hospital.
- AUTHORIZATION is required for the use and disclosure of health information for reasons other than treatment, payment, and health care operations, or when required by law.

## Notice of Privacy Practices (NPP)

- The hospital must provide patients with a notice that describes privacy practices and includes:
- How they use and disclose PHI
- Patients' rights
- Their responsibilities under HIPAA



### **Minimum Necessary**

- HIPAA requires hospitals to use or disclose the least amount of information necessary to accomplish their job functions.
- Hospitals may designate job classifications for electronic patient folder access.

### **“Need-to-Know” Rule**

- Before looking at a patient’s PHI, ask yourself this question, “Do I need to know this to do my job?”
- Even doctors and nurses do not have the right to look at every patient’s medical record.
- If you need to see patient information to perform your job, you are allowed to do so.

### **Business Associates**

- Business Associates (BA) are companies or individuals that provide services to hospitals or who perform, or assist with, a function of the hospital. Nursing schools qualify as “Business Associates” under HIPAA regulations.
- The hospital may disclose PHI to BA without patient authorization if satisfactory assurances are obtained through written contract that the BA will appropriately safeguard the information, referred to as a Business Associate Agreement.

**The focus for nursing programs is security and privacy of patient information.**

### **Enforcement**

- Patients cannot sue for violations.
- Civil Money Penalties - \$100 per violation with a \$25,000 annual cap on violations of any one single requirement. This is enforced by the Office of Civil Rights.
- Criminal Penalties - \$50,000 to \$25,000 in fines and up to 10 years in prison enforced by the Department of Justice.

### **HIPAA Resources and Web Sites**

- DHHS Administrative Simplification <http://aspe.hhs.gov/admsimp>
- Office of Civil Rights Privacy (OCR) <http://www.hhs.gov/ocr/hipaa>
- Workgroup for Electronic Data Interchange (WEDI) <http://www.wedi.org>
- Arkansas State Board of Nursing [www.arsn.org](http://www.arsn.org)
- American Association of Colleges of Nursing [www.aacn.nche.edu](http://www.aacn.nche.edu)

**“Confidentiality is everyone’s job, not everyone’s business.”**

**Source: HIPAA-The Health Insurance Portability & Accountability Act of 1996**

By Pat E. Thompson, EdD, RN, FAAN, University of Arkansas for Medical Sciences 2003.

### **ANA CODE OF ETHICS FOR NURSES**

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

#### **References**

American Nurses Association, (2015). *Code of ethics for nurses with interpretive statements*,  
American Nurses Publishing. Silver Spring, MD.  
*Adapted from Southern Arkansas University 2017*

**RELEASE OF INFORMATION FORM**

I authorize the release of documentation of a current TB skin test (or chest x-ray), Hepatitis vaccination, Influenza vaccination, BLS (CPR) certification, drug screening, criminal background screening, and driving history screening to the practicum facility being used for my practicum rotation.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**STATEMENT OF UNDERSTANDING REGARDING NEED TO UTILIZE MOODLE AS A LEARNING TOOL**

I understand that it is my responsibility to check the Ouachita Baptist University Moodle Learning Management System for class announcements, course materials, class information, assignments, due dates, e-mail, lecture notes, grades, and other classroom information, as instructed by the faculty. I understand that it is also my responsibility to check Moodle e-mail for information that may only pertain to me.

I also understand that should I fail to retrieve needed classroom information from Moodle that could hinder my receiving a passing grade, the faculty is not responsible. This form applies to all courses I am enrolled while in the nursing program at Ouachita Baptist University.

---

SIGNATURE

---

DATE

## STUDENT CONFIDENTIALITY AGREEMENT

**General Confidentiality Agreement**– I, the undersigned, reviewed and understand the following statements:

- All patient and student information are considered confidential and should not be used for purposes other than its' intended use.
- I have an ethical and legal obligations to protect confidential information used or obtained in the course of delivering healthcare or performing other duties and understand that all policies on confidentiality apply equally to data stored both in the computer and on paper records.
- Authorization to disclose information is made only by the Director of Nursing and only on a need-to-know basis as part of healthcare delivery, education, or research.
- Media contacts concerning any patient, student, or research project must be referred to the instructor.
- The Ouachita Baptist University faculty are responsible for communicating Ouachita Baptist University's confidentiality policy to their students.
- Unauthorized use of, or access to, confidential information may result in discipline up to and including dismissal from the academic program. Violation of confidentiality may also create civil and criminal liability.

**Computer Access Confidentiality Agreement-Persons with Computer Access**- I, the undersigned, acknowledge that in the course of my study at Ouachita Baptist University or during practicum, I will be privileged to information confidential to Ouachita Baptist University or to an individual patient. I acknowledge receipt of my sign-on code to the facility and understand the following:

- I will be responsible for any use or misuse of my network or application system sign-on code(s).
- I will not attempt to access information on the Ouachita Baptist University or practicum facility's network except to meet learning needs to my job/position.
- I, the undersigned, further understand and agree that the consequences of a violation of the above statements may result in disciplinary action up to and including termination, dismissal from an academic program, loss of privileges, or termination of the relationship.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Print Name: \_\_\_\_\_

First Name

Middle Initial

Last Name

**THIS AGREEMENT IS TO BE SIGNED AT THE BEGINNING OF THE SEMESTER AND TURNED IN TO THE ADMINISTRATIVE ASSISTANT.**

**DRUG/ALCOHOL TESTING CONSENT FORM**

The Ouachita Baptist University Department of Nursing is hereby granted permission to test for drugs/alcohol during my enrollment in the nursing program at Ouachita Baptist University. I agree to cooperate by providing a specimen for testing and I understand that should the test prove positive. I would be subject to dismissal from the nursing program. **Failure to submit to testing will result in dismissal from the nursing program.**

**Please print:**

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Address \_\_\_\_\_

Student ID Number \_\_\_\_\_

I hereby declare that I have read the Drug/Alcohol Testing Consent Statement above and fully understand the policy of the Ouachita Baptist University Department of Nursing in regard to substance abuse and testing.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**ACKNOWLEDGEMENT OF RECEIVED CRIMINAL BACKGROUND CHECK & LICENSING RESTRICTIONS  
INFORMATION**

I have received, acknowledged, and understand this information on Criminal Background Checks and Licensing Restrictions Based on Criminal Records.

---

SIGNATURE

---

DATE

## MENTAL AND PHYSICAL ABILITIES STATEMENT

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 level of competence required for safe professional practice. The student must have the mental and physical abilities necessary to perform at each level within the nursing curriculum. Certain technical abilities and expectations are expected of all students admitted to the nursing program. In the event a student is unable to fulfill these technical standards, the student will not be allowed to continue in the nursing program.

The student must:

1. Be able to work in a standing position and walk frequently in campus/practicum setting.
2. Have physical abilities sufficient for movement from room to room and in small spaces.
3. Be able to lift and transfer clients up to six inches or more from a stooped position, then push/pull weight up to three feet (e.g., bed to stretcher; wheelchair). Be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
4. Have gross and fine motor abilities sufficient for providing safe, effective nursing care.
5. Be able to apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
6. Have auditory ability sufficient for monitoring and assessing health needs; respond and react immediately to auditory instruction, request, and or monitor equipment; perform auditory auscultation without auditory impediment.
7. Perform up to twelve hours in a practicum setting.
8. Have visual ability sufficient for observation and assessment necessary in nursing care. Perform close and distance visual activities involving objects, people, and paperwork, as well as discriminate depth and color perception.
9. Have tactile ability sufficient for physical assessment; discriminate Between sharp/dull and hot/cold.
10. Perform mathematical calculations for medication administration and Be able to reason, analyze, and synthesize information.
11. Have interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds; and communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
12. Have critical thinking ability sufficient for practicum judgment; make quick decisions under stressful situations; and respond and act immediately to emergency situations.

My signature below reflects my understanding of the required performance of these mental and physical expectations during the nursing program.

---

SIGNATURE

---

DATE



## HEALTH INSURANCE POLICY

Ouachita Baptist University and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. Practicum agencies agree to provide first aid for practicum related accidents and illnesses, such as blood and body fluid exposures, to students. The charges for any medical services shall be billed to the student or their insurance carrier. The University and practicum agency assume no responsibility, financial or otherwise, beyond the initial first aid provided immediately after the injury, and any services or other liability shall not be borne by the University or practicum agency, but shall be the responsibility of the individual student regardless of whether these services are covered by the student's insurance.

**Please print:**

Name \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

I hereby declare that I have read the Department of Nursing personal health insurance statement and fully understand the policy of the Ouachita Baptist University Department of Nursing in regard to health care insurance.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**HEPATITIS B VACCINE DECLINATION FORM**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

I, \_\_\_\_\_, understand that due to my potential exposure, to blood and/or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection during activities related to my enrollment in nursing courses. However, with this knowledge, I decline the Hepatitis B vaccination series at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I also understand that by refusing this vaccine I may be denied access to a practicum site.

I agree to provide proof of vaccination to my practicum course coordinator if I decide at a later date to receive the Hepatitis B vaccine series through my selected primary care provider. I understand that it is my responsibility to provide proof of starting the vaccination series to the appropriate course coordinator.

If I fail to provide proof of documentation **or** the completed Declination Form by the announced course deadline, I understand that I will be administratively dropped from my practicum nursing courses.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SEMESTER AND YEAR:

**INFLUENZA (FLU) VACCINE DECLINATION FORM**

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

All nursing students are required to receive the flu vaccine. If you decline the vaccine, you must provide proof of a medically verified allergy to the flu vaccine, verified history of Guillain Barre Syndrome, or other significant adverse reaction to the flu vaccine. Students who qualify for the allowed exemption must provide a declination form signed by the student’s primary healthcare provider to the **applicable course coordinator by February 1<sup>st</sup> of each Spring semester for the BSN-DE option and by the first week of the term in which practicums are performed for the BSN-O option.** Request for declination of the vaccine will be considered by nursing program administration and/or the medical facility administration where the student assigned practicum experience is scheduled.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Reason for declination (may attach documentation)

\_\_\_\_\_  
Primary Health Care Provider Name (printed)

\_\_\_\_\_  
Primary Health Care Provider Signature

**UPDATE OF HEALTH STATUS**

This is to certify that I, \_\_\_\_\_, a nursing student at Ouachita Baptist University, have recently had a change in my health status or medication since completing my original health condition form.

I have been informed by my health care provider of the risks that may be involved to me under my new treatment/medication, and hereby release the faculty of the Department of Nursing and the University from any ill effects, which may result from performing the required functions in order to meet the outcomes of the course.

I understand that the faculty may require me to show documented evidence of my new prescriptions and that I may be required to submit a letter from my health care provider stating that I am physically able to participate in my practicum assignment and am able to perform while under the influence of my new medication.

New physical conditions, limitations and/or disorders including medications currently prescribed and in use (list medications below):

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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**STUDENT ACCIDENT FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_

Date of Occurrence \_\_\_\_\_ Time \_\_\_\_\_

Place of Occurrence \_\_\_\_\_

Type of Accident \_\_\_\_\_

Specific Activity Engaged In \_\_\_\_\_

Summary of Accident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses: (Name, Address, Phone Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health Care Provider: (Name, Address, Phone Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTIFICATION OF UNSATISFACTORY PRACTICUM/CLASSROOM GRADE**

Instructions: This report is to be completed by the instructor when a student is given a grade of unsatisfactory practicum or classroom performance. A copy of this report is to be included in the student's file. An example of unsatisfactory classroom performance includes, but is not limited to sleeping in classroom, failure to complete assignments on time, etc. An example of unsatisfactory practicum performance includes but is not limited to medication errors, lack of preparedness for practicum experience, dress code violations, etc.

**A STUDENT WHO ACCUMULATES A TOTAL OF THREE UNSATISFACTORY PRACTICUM/ CLASSROOM PERFORMANCE GRADES WHILE IN THE NURSING PROGRAM WILL APPEAR BEFORE FACULTY AND MAY BE DISMISSED FROM THE PROGRAM.**

**NOTIFICATION OF UNSATISFACTORY PRACTICUM/CLASSROOM GRADE**

<b>Student's Name</b>	
<b>Instructor's Name</b>	
<b>Date</b>	
<b>Description of Incident</b>	
<b>Action by Instructor</b>	
<b>Action by Student</b>	
<b>Remarks</b>	

Student \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Instructor \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTIFICATION OF INAPPROPRIATE OR UNACCEPTABLE STUDENT CONDUCT**

<b>Student's Name</b>	
<b>Date of Incident</b>	
<b>Location of Incident</b>	
<b>Time of Incident</b>	
<b>Circle:</b>	Inappropriate Conduct                      Unacceptable Conduct
<b>Objective Details of Incident</b>	
<b>Witnesses of the incident</b>	
<b>Circumstances surrounding the incident</b>	
<b>Behavior exhibited by the student</b>	
<b>Response of instructor; actions taken</b>	
<b>Interpretation of the Incident</b>	
<b>Student Comments</b>	
<b>Instructor Comments</b>	

**Significance of the Incident to the Student**

\_\_\_\_\_ I am aware of the Department of Nursing’s policy regarding inappropriate and unacceptable conduct as stated in the Nursing Student Handbook.

\_\_\_\_\_ I understand the serious nature of this incident and that I am in jeopardy of being dismissed from the Nursing Program and the University.

Student \_\_\_\_\_  
Signature \_\_\_\_\_  
Date

Instructor \_\_\_\_\_  
Signature \_\_\_\_\_  
Date

Director of Nursing \_\_\_\_\_  
Signature \_\_\_\_\_  
Date

## SUMMARY

This nursing student handbook is inclusive of all the policies that govern the nursing curriculum.

Items/Issues not covered in the handbook will be addressed by faculty. Students will be notified as soon as the items/issues occur. Students will be notified in writing either in LMS or email of any changes or revisions to the student handbook or course policy as they occur. Course policies are addressed in each course and located in the nursing syllabus. Students are held accountable to current policies. It is the student's responsibility to be knowledgeable and abide by each of the policies. Students are encouraged to contribute helpful and positive suggestions to improve the student handbook.

Any variation from the policies in this handbook will be in writing and signed by faculty making the agreement, the course coordinator and Director of Nursing.

Student Handbook Validation Form:

This is to certify that I, \_\_\_\_\_, a nursing student at Ouachita Baptist University have received the *Department of Nursing BSN Student Handbook*. My signature indicates receipt of this book and the responsibility for reading all policies enclosed. This form must be completed and turned in to the Administrative Assistant within two (2) weeks from the FIRST DAY OF CLASS. I understand that if changes regarding the student handbook occur during my course of study, I will be notified and will be expected to abide by the changes as they apply.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE