Ouachita Baptist University Department of Nursing BSN Student Handbook

Fall 2026-2027

FORWARD

This handbook is provided to the student to serve as an overall guide to the Ouachita Baptist University Department of Nursing. Information and policies contained herein are current at the time of printing; however, policies, procedures, and information contained within require continual evaluation, review, and approval. Therefore, the faculty and administration of the department reserve the right to change the policies, procedures, and general information at any time without prior notice, according to policy. Students will receive electronic notification of all new and revised policies. Additionally, changes will be made on the website version. Students are expected to remain informed by checking their university email daily and reviewing the university website (obu.edu) regularly.

Students enrolled in the Ouachita Baptist University Department of Nursing are responsible for information contained in the current Student Handbook and current Catalog. Student are expected to comply with all policies of: a) Ouachita Baptist University, b) all institutions with which the department is affiliated, and c) the department of nursing.

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INTRODUCTION

Welcome to the Ouachita Baptist University (Ouachita) Department of Nursing. We are honored that you have chosen to pursue your nursing education with us and are excited to partner with you on this transformative journey. Nursing is consistently recognized as one of the most trusted and respected professions in the nation. More importantly, it is a profession rooted in service, compassion, leadership, and a commitment to improving the lives of others.

At Ouachita, we believe nursing is both a science and a ministry. The profession requires a strong foundation in the biological, physical, behavioral, and nursing sciences, as well as an appreciation for the spiritual, emotional, cultural, and social dimensions of health and healing. Professional nurses use evidence-based knowledge, clinical judgment, critical thinking, and compassionate care to meet the needs of individuals, families, groups, and communities across diverse healthcare settings.

The Bachelor of Science in Nursing (BSN) program at Ouachita is designed to prepare graduates who are clinically competent, ethically grounded, and committed to lifelong learning and service. Through classroom instruction, simulation experiences, laboratory learning, clinical practice, and meaningful faculty mentorship, students develop the knowledge, skills, attitudes, and professional values necessary to excel in a rapidly changing healthcare environment.

The nursing faculty are dedicated to supporting your academic, professional, and personal growth. We strive to create a learning environment that reflects the Christian values of faith, integrity, respect, stewardship, excellence, and service. Faculty members are committed to helping you achieve your educational and career goals while challenging you to reach your fullest potential as a future nurse leader.

The Ouachita nursing curriculum is rigorous and demanding. Success in the program requires commitment, discipline, accountability, resilience, and effective time management. You will be challenged to think critically, communicate professionally, and demonstrate increasing levels of responsibility as you progress through the curriculum. While the journey may be difficult at times, it is also deeply rewarding and will prepare you to provide safe, compassionate, and evidence-based care for those entrusted to you.

This Student Handbook serves as a guide to the policies, procedures, expectations, and resources that support your success within the nursing program. Students are responsible for familiarizing themselves with the contents of this handbook and adhering to all departmental and university requirements.

We are delighted to welcome you to the Ouachita Nursing family. As you begin or continue your nursing education, we look forward to walking alongside you, celebrating your accomplishments, supporting you through challenges, and preparing you to answer God's call to serve others through the ministry of nursing.

Ouachita’s Nursing Program is a residential four-year program offering a Bachelor of Science in Nursing on the Ouachita campus in Arkadelphia, Arkansas.

The BSN program option consists of 65-68 credit hours of core/pre-requisite courses and 61 credit hours of BSN courses from Ouachita. Clinical experiences will be conducted in community and hospital settings throughout Central and Southern Arkansas with partnerships between the facilities and Ouachita. Ouachita nursing courses utilize a 1:1 credit hour to contact hour ratio for theory and a 1:3 credit hour to contact hour ratio for clinical. Students will have 112.5 clinical hours in Concepts in Nursing Foundations, Concepts of

Adult Nursing I, II, III; 135 clinical hours in Leadership and Management in BSN Practice; and 90 clinical hours in Concepts of Family Health and Concepts of Community Health. Ouachita nursing courses are conducted 100% face-to-face with the use of the learning management system to enhance courses.

MISSION, VALUES, AND PHILOSOPHY

The BSN program at Ouachita 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 evidence-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.

PROGRAM OUTCOMES

EPSLO #1	Integrate interprofessional and intraprofessional skills to communicate effectively with healthcare professionals, individuals, families/groups to provide cost effective and quality care.
EPSLO #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.
EPSLO #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.
EPSLO #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.
EPSLO #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.
EPSLO #6	Apply the knowledge and skills of information management and patient care technology to deliver nursing care that addresses legal, ethical, and emerging issues.

ACCREDITATION, APPROVAL, LICENSURE, AND MEMBERSHIP

The BSN program has the following accreditations/approvals:

The baccalaureate program at Ouachita Baptist University at the Ouachita Baptist University campus located in Arkadelphia, Arkansas is accredited by the: Accreditation Commission for Education in Nursing (ACEN).

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404)
975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is continuing accreditation.

Arkansas State Board of Nursing
State Approval Agency
Full Approval
1123 S University Ave #800
Little Rock, AR 72204
(501) 686-2700

Higher Learning Commission
Institutional Accreditor
Approval
230 South LaSalle Street, Suite 7-500
Chicago, IL 70604-1411
800-621-7440

GENERAL INFORMATION AND POLICIES

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

ADMISSION AND PROGRESSION CONDITIONS OF THE BSN PROGRAM

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

1. Be admitted to Ouachita.
2. Declare nursing as a major.

Transfer Student

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

1. Be admitted to Ouachita.
2. Declare nursing as a major. Nursing courses transferred must be from an accredited nursing program and approved by the Ouachita Registrar and Director of Nursing.
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 previously 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 Grant Center for International Education office.
4. Completion of Ouachita Core and nursing prerequisites are required prior to starting nursing coursework; courses may be in progress at the time of application.

To be *admitted* into the BSN program

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 program.

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), TEAS score of 63% or above, and academic history in collegiate and nursing study.
3. Students must have a grade of "C" or better in the Ouachita BSN prerequisite courses, Ouachita core courses, and courses transferred to Ouachita in which the student receives credit within the BSN degree plan.
4. Students in which English is not their primary language, 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.

   *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 J.D. Patterson School of Natural Sciences.
5. Complete and submit the BSN program option application to the Department of Nursing. Students will be notified of admission after faculty review of applications.

Progression in the program option is dependent upon:

1. Maintaining a GPA of 2.0 or greater after acceptance into the BSN nursing program in Ouachita BSN nursing courses throughout the program, and successful completion of all BSN courses in sequence.
2. Lack of success of the same BSN nursing course twice, or failure of two BSN nursing courses at any point within the curriculum prevents students from progressing in the BSN nursing program.
3. Students must earn a "C" or higher in all nursing courses to proceed throughout the program. If unsuccessful, a student is allowed to retake one BSN nursing course.

Students who do not meet progression rules will be advised to take an alternate educational pathway other than the Ouachita BSN program.

ANA CODE OF ETHICS FOR NURSES

Provision 1. Dignity and Respect - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2. Primary Commitment - A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3. Trust and Advocacy - The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4. Responsibility and Accountability for Practice - Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5. Duties to Self - The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6. Ethical Work Environments - Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7. Knowledge Development and Social Policy - Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8. Collaborative Relationships - Nurses build collaborative relationships and networks with nurses, other healthcare and nonhealthcare disciplines, and the public to achieve greater ends.

Provision 9. Commitment to Society and Social Justice - Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10. A Global Nursing Community - Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

References

American Nurses Association (2025). *Code of ethics for nurses,* American Nurses Publishing. Silver Spring, MD.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

AI Use Statement:
Use of Artificial Intelligence (AI) tools is strictly prohibited in the BSN Nursing Program unless explicitly authorized by course faculty under direct instruction. Any AI use outside of written faculty permission constitutes a violation of academic integrity.

Alignment with the OBU Honor Code:
This policy is grounded in the Ouachita Baptist University Honor Code, which calls students to integrity, honesty, and responsibility in all academic work. Nursing students are expected to demonstrate ethical behavior consistent with professional nursing standards and Christian principles.

Disciplinary Actions for AI Use Policy Violations:
1st Offense: Zero for the assignment and completion of a Notification of Unsatisfactory Clinical/Classroom Grade Form.

2nd Offense: Zero for the assignment, completion of Notification of Unsatisfactory Clinical/Classroom Grade Form, and placed on program probation
3rd Offense: Dismissal from the BSN Nursing Program and referral to the University Judicial Council

*Offenses are cumulative over the course of the nursing curriculum.

ATI STANDARDIZED ASSESSMENT POLICY/GRADING RUBRIC

Using a combination of practice and proctored assessments, ATI will be used to achieve up to 10% of the course grade, with the exception of NURS 4202 Synthesis in Nursing. Course Exam points and ATI points must average to at least 70% before other course grades can be included. The exception is in the Junior Fall semester where the total combined exam average must be at least 65%.

ATI Practice Assessments

- Students will be assigned Practice A Assessment. Students will complete templates based on the score received.

ATI RN Content Mastery Series 2023, ATI Recommended Cut Scores

Column	Below 1	1	2	3
Adult Medical Surgical	Below 60.4%	60.5% to 71.0%	71.1% to 83.6%	83.7% to 100%
Community Health	Below 59.5%	59.6% to 74.7%	74.8% to 85.2%	85.3% to 100%
Fundamentals	Below 49.8%	49.9% to 65.4%	65.5% to 79.3%	79.4% to 100%
Leadership	Below 60.2%	60.3% to 76.4%	76.5% to 87.7%	87.8% to 100%
Maternal Newborn	Below 56.0%	56.1% to 68.2%	68.3% to 81.9%	82.0% to 100%
Mental Health	Below 54.4%	54.5% to 68.4%	68.5% to 85.1%	85.2% to 100%
Pediatric Nursing	Below 50.8%	50.9% to 63.7%	63.8% to 78.3%	78.4% to 100%
Nutrition	Below 50.5%	50.6% to 66.8%	66.9% to 82.7%	82.8% to 100%
Pharmacology	Below 52.6%	52.7% to 71.0%	71.1% to 86.2%	86.3% to 100%
Column	Below 1	1	2	3

Requirements	Must complete: Minimum of **4 Hours** of Focused Review Starting with lowest scoring content and moving to highest scoring content; complete **15 templates** as directed in your focused review.	Must complete: Minimum of **3 Hours** of Focused Review Starting with lowest scoring content and moving to highest scoring content; complete **12 templates** as directed in your focused review.	Must complete: Minimum of **2 Hours** of Focused Review Starting with lowest scoring content and moving to highest scoring content; complete **10 templates** as directed in your focused review.	Must complete: Minimum of **1 Hour** of Focused Review Starting with lowest scoring content and moving to highest scoring content; complete **5 templates** as directed in your focused review.

- All templates with the Individual Performance Profile showing completed Focused Review time requirements should be submitted in Canvas. All areas of templates should be completed with several examples. One word or one sentence answers will not be accepted. Students will submit completed templates to Canvas by the assigned due date.
- Templates should be handwritten legibly. Student name and due date should be written in the top right corner of each template.
- Use reliable evidence-based resources to remediate each topic (ATI eBook, course textbook, etc.). (Online sources should only end in .gov, .edu, or .org.) Cite your sources in APA 7th ed. format.
- Students will receive 2/2 points for all completed templates assigned. Failure to complete all assigned templates, or if turned in late, the student will receive 0/2.
- Students will repeat the above process for Practice B Assessment.

ATI Proctored Assessments

- Students will be assigned Proctored Assessment Attempt 1. Students will complete templates based on the score received.

Proctored: Below 1	Proctored: Level 1	Proctored: Level 2	Proctored: Level 3

Must complete: • Minimum of **4 Hours** of Focused Review • Start with lowest scoring content to highest scoring content; complete **15 templates** as directed in your focused review.	Must complete: • Minimum of **3 Hours** of Focused Review • Start with lowest scoring content to highest scoring content; complete **12 templates** as directed in your focused review.	Must complete: • Minimum of **2 Hours** of Focused Review • Start with lowest scoring content to highest scoring content; complete **10 templates** as directed in your focused review.	• No remediation is required. Two • points for remediation is given automatically.

- All templates, with the Individual Performance Profile showing completed Focused Review time requirements, should be submitted to Canvas. All areas of templates should be completed with several examples. One word or one sentence answers will not be accepted. Students will submit completed templates to Canvas by the assigned due date.
- Templates should be handwritten legibly. Student Name and Due Date should be written in the top right corner of each template.
- Use reliable evidence-based resources to remediate each topic (ATI eBook, course textbook, etc.). (Online sources should only end in .gov, .edu, or .org.) Cite your sources in APA 7th ed. format**.**
- Students who receive a **Level 3** on **ATI Proctored** Assessment 1 **will not have remediation due** and do not have to retake the exam.
- Students who receive a Below 1, Level 1, or Level 2 must complete remediation and take the ATI Proctored Assessment 2.
- No template completion is required following the Proctored Assessment 2.
- Students can earn **1 point per level of increase on** the second attempt. Highest level will stand for grading purposes.

Points Assigned after ATI Proctored First Attempt with All Remediation						
	Practice A	Practice B	Proctored Assessment 1 Level Score	Proctored Assessment 1 Remediation	Proctored Assessment 2	Total
Below 1 Column Below 1	2/2	2/2	0/4	2/2		6/10
Must take Assessment 2 Increase Level					1* for each level of increase	7+/10
Level 1 Column 1	2/2	2/2	1/4	2/2		7/10
Must take Assessment 2 Increase Level					1* for each level of increase	8+/10
Level 2 Column 2	2/2	2/2	2/4	2/2		8/10

Must take Assessment 2 Increase Level					1	9/10
Level 3 Column 3	2/2	2/2	4/4	Automatic 2/2		10/10
No Assessment 2 remediation						

- Students will receive 2/2 points for all completed templates assigned. Failure to complete all assigned templates and required focused review time as directed, or if turned in late, the student will receive 0/2.
- Points from Practice A, Practice B, Proctored Assessment 1 and Proctored Assessment 2 will be tallied and recorded in Canvas.

ATHLETICS

The Department of Nursing supports students that are involved in all Ouachita Baptist University athletic programs. While the department encourages the use of athletic talents alongside academic pursuits, the department acknowledges that there may be times when athletic participation creates academic challenges for the student in relation to attendance and academic/athletic work-life balance. In these circumstances, the nursing faculty and administration will make every effort to collaborate with the student on a plan that allows for both academic and athletic success. However, success in the nursing program is contingent upon students meeting program theory and clinical requirements and ultimately achieving all End of Program Student Learning Outcomes. It is the student's responsibility to initiate communication, if needed, between and/or related to athletics and the Department of Nursing. In the event that a student will miss a scheduled theory examination or clinical requirement, the faculty will determine when the student must make up the required experience, which may include testing prior to the original scheduled date/time. See the Examination Policy.

ATTENDANCE POLICY

In an effort to ensure promptness and attendance in the classroom and clinical/simulation areas, the following attendance policy will be adhered to by all Ouachita nursing students.

a. A tardy is defined as ten (10) minutes after the official start of class or clinical/simulation, as noted on the nursing education center smartboard ("ClearTouch") or the instructor's cell phone. For example, if a class or clinical/simulation begins at 0800, and the student arrives at 0810, the student will be considered tardy.
b. Three tardies will be converted into one absence.
c. If a student misses more than fifteen (15) minutes or clinical, the student may be required to complete makeup assignments and/or time as instructed by faculty.
d. Students are required to notify the appropriate faculty of an absence as soon as possible by e-mail or text.
e. Nursing students who are absent for student functions representing the University will receive an excused absence only from the theory portion of a course. There will be no excused absence from the clinical/simulation experience unless prior permission is obtained by the student from the course coordinator and the Director of Nursing.
f. All students are required to obtain a mandated number of clinical hours each semester regardless of individual circumstances.

Theory

The Department of Nursing has the following policy regarding absences:

- In adherence to the Ouachita Baptist University attendance policy, students are expected to attend all classes in which they are enrolled.
- The Course Coordinator will ensure that students maintain the appropriate academic standing, absences will be counted as follows:
    - 2 absences: Verbal Warning
    - 3 absences: Written warning and OBU campus alert initiated
    - 4 absences: Guidance advising will be implemented.
    - Students are responsible for obtaining any missed material.

Clinical

All students are required to obtain a mandated number of clinical hours each semester regardless of individual circumstances. Students who miss clinical hours must meet with the course faculty to appeal for alternative clinical days, if available, to meet the course requirement. Students must pass clinical as well as the theory course to progress forward. Students are required to complete all course clinical hours as identified within the course syllabus. Failure to complete all course clinical hours will result in an unsatisfactory grade and failure to progress in the course.

AWARDS

BACHELOR OF SCIENCE NURSE 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 clinical 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

ADDITIONAL AWARDS TO BSN STUDENTS

Awarded annually by nursing faculty to Junior or Senior nursing students, three awards as follows:

- *Academic Excellence Award* – Student with 4.0 GPA
- *Florence Nightingale's Spirit of Human Kindness Award* – Student who demonstrates compassion and care and exhibits the characteristics of a nurse
- *Most Likely to Exceed* – Student who exhibits characteristics that will achieve leadership skills and meet the needs of society.

BLS (CPR) CERTIFICATION

All nursing students are required to be certified in Basic Life Support (BLS) prior to the start of nursing course clinicals. 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 nursing administrative assistant. Certification must be maintained throughout the entire semester.

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 clients 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, and others. All health care agencies have specific policies, and it is the student's responsibility to be informed of such a policy for each clinical site you attend.

Exposure Guidelines:

The Occupational Safety and Health Administration (OSHA) 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, laceration, or other injury that must be followed in the clinical facility. Students will be required to follow the institutional protocol. If exposure occurs, the student will complete an Accident Form as soon as possible and submit the form to their clinical faculty. The student may choose to follow up with University Health Service or their personal health care provider if exposure occurs.

CALCULATION OF NURSING CURRICULUM SUPPORT COURSE (NCSC) GPA

A minimum of 2.5 NCSC GPA is required for admission to 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 follow 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. A minimum grade of C must be obtained in each NCSC prior to admission to the nursing program.
4. All grades in applicable repeated courses will be used for calculation of NCSC GPA. GPA will be calculated on ALL NCSC required science courses.

CLASSROOM RESPONSIBILITIES

Students must:

1. Participate in discussion; ask questions when unsure about major concepts.
2. Request clarification of any information presented in reading materials, clinical experiences, or lectures.
3. Submit assignments in a timely manner. Late work may be accepted at the faculty member's discretion, but with a 5% penalty per calendar day for 7 days; a zero (0) will be awarded after the 7th calendar day. Discussion Boards and quizzes will not be considered for late penalties.
4. 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 professional growth. A minimal registration fee may be required at the student's expense for some educational opportunities.
5. Adhere to the University Covenant of Academic Honor Policy.
6. Adhere to the University Technology Policy.

7. Adhere to the classroom/clinical dress code.
8. Cell phones in the classroom during lecture/learning activities are at the discretion of the teaching faculty. If allowed, 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 utilize cell phones, for any reason, during class time outside of specific instruction by the professor. Appropriate breaks are given during lecture time to return phone calls/texts without interrupting fellow students and faculty.
9. No children are to be brought to class/clinical or left unattended while the adult is attending class or participating in clinical.
10. Adhere to the Nursing Code of Ethics.

CLINICAL DISMISSAL

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

***Unsafe** is defined as any action which the student does or fails to do that may result in physical or psychological harm to the client, other personnel, or to the individual student.

CLINICAL EXPECTATIONS OF STUDENT

1. The student will be expected to demonstrate the following:
    a. Accepts responsibility as a leader. Prepares adequately prior to arriving at the clinical site.
    b. Honesty for admission of error and seek assistance from preceptor/faculty as needed.
    c. Continual communication between the student and preceptor/faculty as it relates to clinical situations.
    d. Responsible for meeting specific learning focus/outcomes for the day.
    e. Provides meaningful contributions and sharing ideas with other health care professionals.
    f. Demonstrates interest and inquiry related to assignments.
    g. Takes initiative to provide a safe and therapeutic nursing case within the scope of practice of a student nurse.
    h. Adheres to nursing policies and implications
    i. Evidence of professional behavior through accountability, excellence, duty, service, honor, integrity, and respect for others.
    j. Submit clinical paperwork on time as assigned by clinical/course faculty. Late submissions of clinical paperwork will not be accepted, and the student will be required to make up the corresponding clinical hours.

2. A student not meeting the required course outcomes will be given special assistance by the clinical 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/withdraw the course in accordance with university policy*. Students who fail to correct an identified deficiency from the clinical evaluation tool for the specific course by the final evaluation will fail the course.

3. Clinical Dismissal: Any student who performs in an **unsafe** manner may be dismissed from the clinical setting. Permanent exclusion from the clinical will result in **FAILURE** of the course, and the student may drop in accordance with university policy. Anytime a student makes an error/near miss

that could or does result in harm to the client, the Clinical Instructor and student are required to fill out a "**Notification of Unsatisfactory Clinical/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. Client'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 incident/near-miss
j. Steps taken to prevent recurrence of incident, 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 client's health care provider of the error.
- Assist the faculty in completion of the hospital's standard incident form.
- Assist the faculty in completion of the "**Notification of Unsatisfactory Clinical/Classroom Grade**" form.

4. After this action, the student is **dismissed from the clinical 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 clinical. Permanent dismissal will require the student to be *administratively withdrawn/dropped* from the current clinical course.

CLINICAL RESPONSIBILITIES

The student must:

1. Maintain professional ANA Code of Ethics standards https://www.nursingworld.org/practicehttps://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/policy/nursing-excellence/ethics/code-of-ethics-for-nurses/
2. Keep client 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 client care. Discuss areas of uncertainty of nursing care with the faculty or preceptor PRIOR to entering the client area.
4. Appear in the clinical area on time and follow the uniform requirements.
5. Secure clinical assignment per course instructions, come to the clinical 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 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 clinical is a **learning** experience rather than work experience. As with any learning experience, the process must occur within the learner. Students are encouraged to seek out learning opportunities in the clinical setting.
9. Demonstrate an appropriate knowledge base in implementing client 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 to 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 Amy Morris would sign her name as: *A. Morris, NS.* Students will be instructed by clinical facility regarding the requirements of each clinical 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 *A. Morris, NS, Ouachita Baptist University.*
15. Complete a Background Check and Drug Screening through a vendor of the Department of Nursing's choice.
16. Adhere to the Department of Nursing Technology Policy and The Ouachita Baptist University *Code of Computing Practice and Use of Network* policies. See Tiger-https://obu.edu/_resources/docs/Tiger-Handbook-2026-2027.pdfHandbook-2026-2027.pdf

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 clinical 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.

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,*** Tiger- https://obu.edu/_resources/docs/Tiger-Handbook-2026-2027.pdf Handbook-2026-2027.pdf

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING INFORMATION

To comply with mandates from clinical agencies utilized by the Ouachita Baptist University Department of Nursing, students enrolled in the Department of Nursing BSN program are required to have criminal background checks, child maltreatment checks, and urine drug screens to remain enrolled in Department of Nursing clinical 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.*

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.

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

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

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

(2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10103;

(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 § 513210;

(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, if the offense is a felony;

(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 § 527201;

(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 media 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) Possession or use of child sexual abuse material 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 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

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

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

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

(36) All other crimes referenced in this title. (b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

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

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

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

(B) The circumstances surrounding the offense;

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

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

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

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

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

(3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:

(A) Completed the waiver requirements of this section at his or her initial licensure;

(B) Been licensed in this state before the enactment of subsection (a) of this section; or

(C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019. (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 phrases "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 disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:

(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 § 527201;

(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;

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

(13) 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 media 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.

(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 disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:

(1) An individual who holds a valid license on July 24, 2019;

(2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or

(3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an occupational license and would have been qualified to hold an occupational license on or before July 24, 2019.

(h) This section does not apply to licensure or certification:

(1) Of professions not governed by this title;

(2) Of polygraph examiners and voice stress analysis examiners under § 17-39-101 et seq.; (3)

Of private investigators and private security agencies under the Private Security Agency, Private Investigator, and School Security Licensing and Credentialing Act, § 1740-101 et seq.;

(4) Of body artists under § 17-26-601 et seq. who hold a valid license on or before July 1, 2024;
or

(5) Of cosmetologists licensed under Title 17, Chapter 26, Subchapter 3.

DOSAGE CALCULATION EXAMINATION POLICY:

Dosage calculations are essential to the profession of nursing, where medication administration is required. Students enrolled in the following courses at Ouachita Baptist University must demonstrate their knowledge of mathematics, conversion factors, and dosage calculations by successfully completing a *Dosage Calculation Examination* prior to being allowed to administer medications in clinicals for the following courses:

NURS 3006 Concepts in Nursing Foundations
NURS 3105 Community Health Nursing
NURS 3106 Concepts in Adult Nursing I
NURS 4005 Concepts in Family Health
NURS 4006 Concepts in Adult Nursing II
NURS 4206 Concepts in Adult Nursing III

1. Each Dosage Calculation Examination will consist of 20 items. Students will have **one hour** to complete the exam. Grades will be posted to the Learning Management System (LMS) but are **not** calculated into the overall course grade. Simple function calculators and blank paper **will be provided** during the Dosage Calculation Examination.
2. Students are allowed to complete three (3) attempts at the Dosage Calculation Examination in each course to complete the exam successfully. "Successful" completion is defined as the following: students in the first, second, and third semester of the nursing program must score a 90% or higher; students in the fourth (final) semester must score a 100% on the Dosage Calculation Examination.
3. If a student is unsuccessful on their first attempt, the student should review the Dosage Calculation Examination with the course instructor(s) and seek and complete remediation resources independently.

4. If a student is unsuccessful on their second attempt, the student should again review the Dosage Calculation Examination with the course instructor(s) and complete assigned remediation. Remediation requirements following attempt 2 will include independent review of instructor provided resources (examples include ATI resources, videos, websites, etc.) and completion of practice problems as assigned by the instructor. This remediation must be submitted to the assigned faculty prior to the final attempt.

5. Failure to successfully pass the Dosage Calculation Examination within three (3) attempts will result in required intensive remediation with faculty, as assigned. At the end of the remediation, the student will be required to demonstrate competency. If the student fails to either a) complete remediation as assigned and/or b) demonstrate final competency, the student will receive a grade of Unsatisfactory on the Clinical Evaluation Tool (CET) for that course, preventing the student from progressing in the course, and resulting in course failure. Students may remain enrolled in the other courses within the semester.

6. Students are required to wait 72 hours between attempts, at minimum, and are allowed up to 5 business days maximum between attempts. All students must complete all three attempts and remediation, if needed, by the end of week 3 of the current semester. Should a student be assigned to clinical prior to successful completion of the Dosage Calculation Examination, the student must refrain from administering medications while in the clinical setting until such time as they are successful or have completed the required final intensive remediation and competency validation.

DRESS CODE POLICY

1. **Uniforms:** See course syllabi for dress code for specific clinical 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, embroidered emblem and scrubs, or business casual dress with white laboratory coat with the Ouachita Baptist University Nursing patch and embroidered emblem. The scrub color will be black.

2. **Ouachita Baptist University Nursing Patch and Embroidered emblem:** The patch should be attached on the left arm of white laboratory coat and the emblem on the right front. The Department of Nursing will coordinate the placement of these with Print Mania in Arkadelphia, AR and students will pay all corresponding charges to the Department of Nursing Administrative Assistant.

3. **Badges** will be ordered by Junior level students during the Junior orientation. Badges will be placed on the upper left chest of the clinical coat.

4. **Stethoscope:** Students must purchase their own stethoscope. It should have two heads (diaphragm and bell type).

5. **Nursing Shoes**: Students will wear white or black nursing shoes that cover the entire foot. The following will not be allowed: Shoes with holes, slides, sandal-type, or open toes/heels 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 clinical 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 clinical session. All parts of the uniform must be clean and pressed. As a nursing student, you are always an ambassador of the Nursing Program and the University and judged not only as an individual, but also as a 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 always be clean. Students may wear a short-sleeved shirt for coverage of chest hair or cleavage if the sleeves are not visible past the sleeves of the scrub top and the shirt hem is not visible from underneath the scrub top. Students may opt to wear a long-sleeved shirt for additional coverage if the sleeves are not past the wrist and the shirt hem is not visible from underneath the scrub top. All undershirts should be solid black, white, or gray.

2. All students must wear appropriate undergarments for professional appearance. No undergarment lines should be visible through the uniform.

3. Neat, careful grooming is 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 clinical 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 for good grooming. Perfume or aftershave should **NOT** be worn.

4. Hair styles for male and female students must be worn off the collar. Hair must be clean and natural colors. No decorative hair ornaments are allowed. Long hair must be securely tied back and should not fall on the student's face.

5. 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 clinical setting. Wearing rings in the operating room, nursery, and the delivery room is not permitted in some of the hospitals used for clinical experiences, and the student will be required to comply with hospital policy. No visible body piercing is acceptable (including pierced tongues). A clear piercing retainer may be worn while in the clinical setting. Visible tattoos will be addressed on an individual basis and in accordance with the clinical facility policy. All nursing students must wear a watch with a second hand for the purpose of taking vital signs. A medical alert bracelet or necklace may be worn while in uniform.

6. Name tags are to be worn by all students in the clinical area.

7. 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 shoe coverings, caps, and/or masks in accordance with hospital policy.

8. When appearing in the hospital or at educational conferences, in a student role, business casual attire must be worn with laboratory coat and name tag (no jeans, shorts, flip-flops etc.). Clothing should be free of stains, tears, and wrinkles. Outside of assigned clinical experiences, s***tudents should not wear the uniform to any healthcare facility without faculty approval***.

9. Facial Hair Guidelines: Mustaches and beards, when worn, should be neatly trimmed and maintained within a professional appearance. Long beards and nontraditional or excessively long sideburns are not permitted while in uniform.

10. Laboratory Jackets: To be worn over the scrubs. May be removed if doing actual client care.

Any unresolved violation of the uniform expectations will result in an unsatisfactory clinical grade for the day of the first offense; thereafter, repeated offenses will result in dismissal from clinical for the day.

Classroom Attire:

Students will wear appropriate clothes in the classroom to support student learning. Classroom attire should include full coverage of cleavage, midriff, and buttocks. Head coverings, hoods, or anything

that covers the ears may not be worn at any time, with the exception of religious head coverings. Violations may include dismissal from class.

EQUIPMENT POLICY

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

EXAM POLICY

1. **Exam sessions:** Unit, final, and/or exit exams are a form of evaluation. All examinations will be proctored. Exams may be completed by paper and pencil, or by computer.
2. **Exams** consist of, but are not limited to multiple choice, select all that apply, hot spot, enhanced hot spot, ordered response, graphics, cloze, extended drag and drop, matrix, etc.
3. **Exam Review:** Appointments to review an exam must be scheduled with the instructor who covered the exam content within five working days, 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 Tuesday. After that week, access to the exam will not be allowed.
4. **Calculation of Examination Grades and Final Grade**: Junior students in their first semester must earn at least a 65% and all other students must earn at least a 70% overall examination average before other evaluation methods completed in the course are added to calculate the final grade. **The calculation of all examination grades will not be rounded. For example. 69.5% will NOT round to 70%.** If a student does not successfully earn 70% (65% for first semester juniors) or greater on the overall examination average, the student will not progress in the course and will be required to retake the course, if eligible. If the student achieves the required examination average, the other assignments will be included to determine the student's final grade. The final course grade will be rounded to the nearest tenth.

EXAMINATION MAKE-UP PROCEDURES

Purpose

The Department of Nursing is committed to maintaining fairness, consistency, and examination integrity while providing reasonable accommodations for students with approved excused absences. To ensure equitable testing conditions and protect examination security, all make-up examinations will be administered in accordance with this policy.

Eligibility

This policy applies only to students with an approved excused absence as defined in the Department of Nursing Attendance Policy. Students with an unexcused absence are not eligible to complete a make-up examination.

Student Responsibilities

Students with a known conflict resulting in an approved excused absence (e.g., university-sponsored travel, military obligations, or other approved activities) must notify the course faculty member within 24 hours of becoming aware of the conflict.

Students experiencing an unexpected excused absence (e.g., illness or family emergency) must notify the course faculty member as soon as reasonably possible and provide any required documentation in accordance with the Department of Nursing Attendance Policy.

Failure to provide timely notification or required documentation may result in the absence being considered unexcused in accordance with Department of Nursing policy.

Departmental Make-up Examination Sessions
The Department of Nursing will designate two departmental make-up examination sessions each semester: one prior to the midterm grading period and one prior to final examinations.
Students experiencing an unexpected excused absence (e.g., illness or family emergency) must notify the course faculty member as soon as reasonably possible and provide any required documentation. For absences due to illness or injury, documentation from an appropriate healthcare provider must substantiate that the student's condition warranted absence from academic activities on the date of the missed examination. Documentation confirming only that the student was evaluated or received healthcare services does not, by itself, establish an excused absence.

Students who fail to attend their assigned departmental make-up examination session without prior approval will receive a grade of zero (0) for the missed examination.
Early administration of an examination is not routine and will be considered only when requested in advance and approved in writing by both the course faculty member and the Director of Nursing.

Examination Security
To preserve examination integrity, make-up examinations may differ from the originally scheduled examination while assessing the same course learning outcomes.
Students completing examinations outside the regularly scheduled class examination period will not participate in post-examination review or receive examination review materials until all students have completed the examination.

Exceptions
Exceptions to this policy are expected to be rare and will be considered only under extraordinary circumstances. Exceptions require approval by a majority vote of the full-time Department of Nursing faculty. The Director of Nursing will render the final decision if consensus cannot be reached.

Late Arrival to Examinations
Students are expected to arrive on time for all scheduled examinations. A student who arrives more than 10 minutes after the scheduled start time or after another student has completed and exited the examination, whichever occurs first, will not be permitted to enter the examination.
The missed examination will be addressed in accordance with the Department of Nursing Examination Make-Up Policy.

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.

ATI Comprehensive Solution Products (each semester)	$1050.00
Miscellaneous Fees	$200.00
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).	$10.00
Certified Background check with drug screen and child maltreatment check for clinical sites	$125.00
Uniforms and laboratory coat Nursing shoes School Patch for Uniform Name Badge	$150.00 -$200.00 $ 30.00 – $ 75.00 $5.00 $11.00
Travel to and from Clinical Sites (DEPENDENT 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 for pinning ceremony	$60-$100
Individual graduation picture for class composite (optional – packages available vary)	Price varies
Student Nurse Association (optional)	$40.00 X2 annually
Additional Licensure Fees to be anticipated following graduation	- Pearson NCLEX-RN Examination Fee - $200 - Licensure application fee (varies by state ~ $100 - Criminal Background Check Fee for licensure - ~ $50 - Fingerprinting for licensure - ~ $50

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 food or drink allowed in the classroom during examinations. There is no smoking allowed on university property. The nursing program follows University policy and state legislation regarding a smoke-free environment.

GRIEVANCE

During the semester, if a student has an informal concern about a course, the student should follow the steps listed below:

1. Contact the course instructor and/or course lead (if the course has multiple faculty) to request a meeting. The meeting should be in person.
2. If the issue is not resolved to the satisfaction of the student, then the student has the option to contact the Director of Nursing and request a meeting. The meeting should be in person.
3. If the issue remains unresolved, after meeting with the Director of Nursing, then the student may request to meet with the Dean of the J.D. Patterson School of Natural Sciences. The meeting should be in person.
4. If a student's concerns remain unresolved, following meetings with the Director of Nursing and the Dean of the J.D. Patterson School of Natural Sciences, respectively, and the concerns are related to student academic appeal procedures, the students will follow the Ouachita Baptist University Complaint Policy which can be found at: https://obu.edu/about/complaintpolicy.php

HEALTH INSURANCE

Ouachita Baptist University and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. The clinical agencies agree to provide first aid for clinical related accidents and illnesses, such as blood and body fluid exposures, to students. The charges for such medical services shall be filed with the student or their insurance carrier. The University and clinical 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 clinical agency but shall be the responsibility of the individual student regardless of whether these services are covered by the student's insurance.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

What does the HIPAA Privacy Rule do?

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

- HIPAA gives clients 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 clients' privacy rights.

Privacy regulations were written to protect every client'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 client 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 clients with a notice that describes privacy practices and includes:
  - How they use and disclose PHI
  - Clients' 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 client folder access.

"Need-to-Know" Rule

- Before looking at a client'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 client's medical record.
- If you need to see client 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 client 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 client information.

Enforcement

- Clients 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/admnsimp
- 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
- American Association of Colleges of Nursing 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.

Other Reference:

Gajwani, A., Shah, A., Patil, R., Gucer, D., & Osier, N. (2023). Training undergraduate students in HIPAA compliance. *Accountability in research*, *30*(7), 530–541. https://doi.org/10.1080/08989621.2022.2037428

INCIDENT/ERROR/NEAR-MISS POLICY

Student learning within the clinical/simulation areas includes experiences that may lead to an unintentional incident, error, or near-miss. This policy includes the steps to identify the error, investigate the error, and provide further learning opportunities for the student(s) to prevent this incident/error/near miss again.

Faculty educate students to be safe practitioners. If an incident/error/near-miss occurs where the safety of clients, students, or faculty are involved, the faculty member will determine if the student behavior warrants an unsatisfactory clinical/simulation grade. If the behavior is deemed unsatisfactory, the faculty will follow/complete the *NOTIFICATION OF UNSATISFACTORY CLINICAL/CLASSROOM GRADE* procedure/form policy.

If faculty deem the incident/error/near miss does not reach the level of unsatisfactory, the *CLINICAL COACHING/MENTORING PROCESS/FORM* will be initiated. This process will identify potential student deficiencies in meeting student clinical learning outcomes (see CET), build a developmental plan for the student, provide resources for students to achieve clinical learning outcomes, and prevent further incidents/errors/near-misses.

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). Please monitor your devices for direct instructions from faculty and/or the Director.

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 by the class coordinator according to the class schedule. The Department of Nursing adheres to the University Policy regarding computer work and plagiarism.

Clinical experiences: Each clinical course has designated clinical contact hours (these vary depending on the clinical course). The clinical facilities may include hospitals, doctor's offices, nursing homes, county health departments, and other designated health agencies.

Simulation experiences: Each clinical experience may also include simulation learning experiences. See the Whisenhunt Nursing Education Center (WNEC) Simulation Clinical Learning Center (SCLC) Policy and Procedure Manual for further information.

PLAGIARISM

Plagiarism is the act of taking or using another person's ideas, work, and/or writings as one's own, including content generated by artificial intelligence. Plagiarism also includes self-plagiarism, which is submitting the same or substantially similar work previously submitted in another course. The only exception is the reuse, revision, or expansion of a student's own drug class templates across Pharmacology I–IV. Academic duplicity includes providing work for another student to copy, copying another student's work, or allowing another student to submit one's work as their own. Plagiarism and academic duplicity are not acceptable for any required work. Violations may result in a zero on the assignment, failure of the course, and/or dismissal from the program. See the Covenant of Academic Honor in the Tiger-Handbook-2026-2027.pdf

Students should use the following guidelines when referencing material:

1. The use of exact words from the writings of another requires direct quotation and an appropriate reference using scientific notation.
2. Paraphrasing is the restatement of a text, passage, or work using the student's own words. Paraphrasing requires an appropriate reference using scientific notation.
3. Tables, photographs, models, figures, illustrations, and written text constitute the "work of another" and must be appropriately referenced.
4. Inaccurate information in references and scientific notations, while not necessarily meeting the definition of plagiarism, constitutes questionable writing practices and may negatively affect the assignment grade.

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 1st** for a spring semester and **May 15th** for a fall semester reentry consideration. 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 nursing.
2. Include in the email to the Director of Nursing updated transcript of **all** college courses.

REQUIREMENTS FOR ASSIGNMENTS

The student will:

1. Exhibit a clear understanding of the guidelines for written work using APA FORMAT. See APAStyle 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 assignments according to schedule.

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: Financial Services

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 always maintain client privacy and confidentiality and 2) there is no such thing as privacy in social media. While most social media policies only apply to nursing programs and clinical 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 peers 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 platform for sharing research and best practices.

Social networking offers the potential for both positive and negative consequences. Nursing students should consider several principles when functioning within the virtual world of social media to maintain their own reputation, the reputation of Ouachita Baptist University's Nursing program 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 universally accessible and easily manipulated publishing techniques. Examples include but are not limited to LinkedIn, X, Facebook, YouTube, Instagram, Snapchat, TikTok, and Pinterest.
- **Social media: Content** including but not limited to text, files, profiles, concepts, opinions, images, photos, videos, sounds or other materials that are transmitted, communicated, shared, submitted, displayed, published, broadcast, or posted.

Rules for Non-Acceptable Use of Social Media within Ouachita Baptist University Nursing Program

Student Nurses will not:

- Take photos or videos of clients on personal devices, including cell phones and tablets, or violate clinical facility policies at any time.
- Share, post, or otherwise disseminate any information that can identify a client, or in any way violate a client's privacy. Limiting access through privacy settings of social media platforms is not sufficient to ensure the privacy of self or clients.
- 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 clinical site, including the students, faculty members, and staff.
- Post content or otherwise speak on behalf of any college, university, school of nursing, or clinical site unless authorized to do so.
- Audio recordings require consent of the faculty prior to recording.
- 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 public without permission.
- Any audio recording of faculty or instructional personnel, when recording is otherwise permitted, is for the student's personal educational use only. Recorded audio may not be uploaded, submitted, shared, or otherwise provided to any artificial intelligence (AI) system, application, or service. This includes, but is not limited to, using recorded audio for AI-generated transcription, voice cloning or replication, voice synthesis, content generation, or creation of derivative audio or other media. Faculty voices may not be used to train, develop, or generate AI-created content without the faculty member's explicit written 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 transferable 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 client care rendered in the clinical 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 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, do not 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 considering 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

Daigle A. (2020). Social media and professional boundaries in undergraduate nursing students. *Journal of professional nursing : official journal of the American Association of Colleges of Nursing*, *36*(2), 20– 23. https://doi.org/10.1016/j.profnurs.2019.08.007

Geraghty, S., Hari, R., & Oliver, K. (2021). Using social media in contemporary nursing: risks and benefits. *British journal of nursing (Mark Allen Publishing)*, *30*(18), 10781082. https://doi.org/10.12968/bjon.2021.30.18.1078

Gum, L., Brown, A., Royals, R., Matricciani, L., & Kelly, M. A. (2024). Digital professionalism in preregistration nursing and midwifery students: A scoping review to explore perceptions of professionalism when using social media. *Nurse education in practice*, *80*, 104128. https://doi.org/10.1016/j.nepr.2024.104128

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. Visit Academic Success Center for more information.

CAREER & CALLING

The Career & Calling staff assists students in assessing personal strengths and interests, defining academic goals, and preparing for successful internship, graduate school, or employment searches. Career & Calling 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 & Calling is in Cone-Bottoms Hall, Suite 111, and may be contacted at careerandcalling@obu.edu or 870.245.5593 or Career & Calling.

LIBRARY RESOURCES

Riley-Hickingbotham Library - All students enrolled at Ouachita Baptist University have access to the Ouachita Baptist University Library.

Residential and online students will find the library open and with librarian and staff assistance Monday through Thursday from 8:00 am to 10 pm; Friday from 8:00 am to 5:00 pm; Saturday closed; and Sunday 5 pm to 10 pm, except holidays. Students may also contact librarians for assistance by email, phone, or a chat/question posting line via the webpage for assistance during library hours.

STUDENT CLASS OFFICER DESCRIPTIONS

Class Officers represent their class and are supervised by Faculty Sponsors. Class Officer Meetings are held monthly as scheduled and as needed during lunch break as scheduled by the Faculty Sponsor and Class President.

TERM: All officers shall serve a term of one year, from the time that school ends in the school year they are elected until elections at the end of the next school year. If for any reason an officer cannot fulfill the duty of office, election(s) will be held within one week of the vacancy and the elected individual will serve only the remainder of the current year of service.

ELIGIBILITY:

1. All elected class officers shall be members of the class in which they serve.

2. All elected officers shall not hold the same officer position in the Student Nurses Association (SNA).
3. All elected officers shall maintain appropriate grades and GPA as established by the program as identified in the Ouachita General Catalog and the Ouachita BSN Student Handbook.
4. All elected officers are expected to attend all meetings during the year of their elected service. Reason(s) for absences must be provided to and approved by the Class Faculty Sponsor.
5. Any elected officer who no longer complies or meets any of the eligibility rules and/or commits an act in violation of the Ouachita Baptist University Student Conduct Codes and Regulations and/or the Department of Nursing Student Handbook is subject to removal from office without replacement by judgment of the Class Sponsor and/or Program Director.
6. All elected officers shall represent the OBU Department of Nursing in a professional manner following the ANA Code of Ethics.

PRESIDENT

The Class President shall serve as an advocate for all students and perform the functions of this office, including:

1. Work closely with the other class officers for planning and scheduling events, fundraisers, and other activities to ensure the success of all activities.
2. Oversee all meetings, including fundraising planning and events. Present agenda.
3. Delegate responsibility in democratic manner.
4. Work with other class officers to model and reinforce appropriate student conduct in the classroom and clinical settings.
5. Approve expenditures using class funds.
6. Attend and facilitate all officer meetings.
7. Serve as a liaison with the Faculty Sponsor(s) and Department of Nursing Faculty regarding class issues.

VICE-PRESIDENT

The Class Vice President shall serve to assist the Class President in advocating for all students and assisting in maintaining cohesiveness within the class officers. Responsibilities include:

1. Assume all duties of President in the President's absence.
2. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities.
3. Maintain records regarding student attendance and participation in fundraising events.
4. Maintain calendar of all class activities and meeting dates.
5. Work to create an inclusive atmosphere and ensure that class activities reach a wide range of students.
6. Collect pictures reflecting activity involvement by class members.

TREASURER

The Class Treasurer shall serve to ensure that all class finances are soundly and wisely used for class activities. Responsibilities include:

1. Report directly to the Class President providing a monthly budget sheet and financial report for officer meetings.
2. Attend class fundraisers and is present to aid in collecting and counting funds with the Class Faculty Sponsor.
3. Schedule at least 3 fundraisers for the class per year.

4. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities.
5. Seek information regarding potential donors to contribute to class fundraising efforts.
6. Oversee expenditures of class money.

SECRETARY
The Class Secretary shall serve to improve the communication between class officers and the students of their class. Responsibilities include:

1. Report directly to the Class President.
2. Record minutes for Class Officer Meetings. Provide copy of minutes to Class Faculty Sponsor.
3. Work to keep all information for the class posted in a central, easily accessible location.
4. Assist with working on advertising fundraisers through creation of announcements, flyers, etc.
5. Organize poster-making committees.
6. Assist Class Faculty Sponsor in collecting registration forms for required events/programs.
7. Attend all meetings and work closely with all other Class Officers to ensure the success of all activities

Any delegated student representative to the department of nursing (DON) committees should:

1. Be strongly committed to excellence in the pursuit of nursing degree.
2. Communicate effectively with cohort and faculty.
3. Display willingness to listen non-judgmentally.
4. Maintain confidentiality of information when necessary.
5. Attend or provide input to DON Committees.
6. Solicit and convey ideas/concerns of cohort requiring attention of faculty.
7. Report faculty feedback to cohort.

STUDENT CONDUCT POLICY
Certain behaviors are considered inappropriate when exhibited by nursing students. This includes behaviors both in the classroom and at the clinical 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 clients, hospital personnel, other students, or nursing faculty; being loud, argumentative, and disrupting the classroom or clinical 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 CLINICAL DAY IF THIS OCCURS. If impairment by either alcohol or medication is suspected while at the clinical setting, the guidelines of the clinical 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 clinical area and are not allowed to return. In addition, refusal will result in failure of both clinical and the course.

The first-time inappropriate conduct occurs, the faculty who is involved in the incident will address 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. Depending on the severity of violation, immediate dismissal may occur.

Any inappropriate conduct may result in immediate dismissal from the classroom or clinical for the day. The student who is dismissed from clinical will receive an Unsatisfactory for the clinical 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. A majority vote by the nursing faculty will determine if 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):

- Having more than one medication error on the same clinical day.
- Making offensive comments to client, clinical 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 the student.
- Irritable; unpredictable mood swings; social isolation.
- Receive complaints about performance from clients, nurses, client's family, and/or fellow students.
- Challenges departmental policy and procedures repeatedly.
- Solicitation of clients, families, and/or supervisors.
- Rationalizes negative feedback.
- Defensive when questioned about errors/poor client care.
- Rudeness to client(s), clinical 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 client(s), clinical 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 clinical areas.
- Procrastination of assigned duties during the clinical 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 clinical site policy regarding smoking.
- Sleeping during clinical or pre/post conference.
- Copying chart materials without the explicit consent of the facility and clinical preceptor.
- Violating HIPAA policies from either the University and/or clinical agency.

STUDENT EMPLOYMENT PROGRAM

The 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 Student Employment Opportunities.

STUDENT HOUSING

See Residence Life & Housing for more information.

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 clinical success. At the same time, the individual student providing care for clients in the clinical setting must respect the client's rights to receive care according to standards of nursing practice. To maintain ethical and legal standards, it is necessary to comply with the substance abuse policies established by the University, Department of Nursing, and individual clinical 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 as required or with suspicion. Students will also sign the consent for random drug screening at the beginning of the semester.

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 clinical 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 Director of Nursing may require counseling. Documentation of participation in counseling 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/clinical and, subsequently, a hearing with a faculty quorum will be held. Another faculty member or staff of the university/clinical site will witness the verbal warning, and documentation will be added to the student's file.

Prescription Medication Effects

If prescription medication impairs clinical judgement, the student will be dismissed from the clinical 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 clients, nurses, families, and/or fellow students.
- Challenges departmental policies and procedures repeatedly.
- Solicitation of clients, families, supervisors, and clinical site staff.
- Rationalizes negative feedback.
- Defensive beyond expectation when questioned about errors/poor client care.
- Decline in grooming and care of clothing.
- Weight gain or loss.
- Skin changes in tone and integrity around the face and arms.
- Slight, noticeable hand tremors.
- Sluggish pupillary size change and/or bloodshot eyes.

- Increase in pain medications administered during the student's clinical time.
- Clients complain that pain medication is ineffective when previously relieved by the same medication.
- Preoccupied with medications/narcotics.
- Frequently checks narcotic supply.
- Frequently asks health care providers on unit for prescriptions.
- Frequently visits the emergency room for prescriptions during clinical rotation.
- Frequently visits the emergency room for problems and/or injuries occurring during the clinical 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 clients not assigned to the student's care.

TECHNOLOGY REQUIREMENTS

All students admitted to the Ouachita Nursing program are required to have access to the following technology resources. This outlines the minimum technology requirements to ensure access to essential educational resources, communication, and clinical learning tools.

- A laptop with a reliable internet connection is required in the nursing program. IPads and Chromebooks will not meet the minimum requirements to support software applications.
  - Minimum specifications:
    - Processor: Intel Core i5 or equivalent
    - RAM: 8GB or higher
    - Storage: 256GB SSD or higher
    - Webcam and microphone for virtual meetings and assessments
    - Updated operating system (Windows 10/MacOS 15/or later equivalent)
- Software
  - Microsoft Office Suite or equivalent
    - PDF reader software
    - Updated web browser (Google Chrome, Mozilla Firefox, or Safari)
    - Security Software (antivirus and firewall protection)
    - ATI (specific requirements: https://www.atitesting.com/technical-requirements)
    - ExamSoft (specific requirements: https://examsoft.com/resources/examplify-minimumhttps://examsoft.com/resources/examplify-minimum-system-requirements/system-requirements/)
- Internet Access
  - Reliable high-speed internet with a minimum download speed of 10 Mbps
  - Backup internet access plan in case of connectivity issues
- Learning Management System (LMS)

- Students must regularly access Canvas for coursework, assignments, and communication.

- Clinical and Simulation Technology
  - Access to simulated client charts through SimEMR
  - Access to virtual simulation software through ATI
- Technical Support and Maintenance
  - Students are responsible for maintaining their devices, keeping software updated, and troubleshooting basic technical issues.
  - IT Services are available to provide assistance, as needed.

TECHNOLOGY USE POLICY

Overall Goal: To support the infusion of technology into the nursing curriculum which will allow enhanced evidence-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 clinical judgments. When at clinical sites, students will be expected to follow the policy regarding technology use, including HIPAA and individual clinical site regulations.
2. Technology is the use of all electronic devices, including but not limited to cell phones, PDAs, tape recorders, digital recorders, laptop computers, smart watches, AI glasses/hearing devices, 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 should not be utilized in patient care areas during clinical time.
4. Laptops are allowed in the classroom for the purpose of the current class-related discussion and lecture. Students should not access email, social networking websites, or any other internet website(s)/activities not related to the current course content.
5. Students shall not remove, download, or copy confidential client information onto their devices.
6. 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.
7. Taking pictures or video and audio recordings within the clinical setting is absolutely forbidden as a violation of client privacy. Students are strictly prohibited from taking photos or videos of the clinical area, clients, client records, staff, faculty, or peers.
8. Students will not use any device in the presence of clients and/or family members. Faculty reserve the right to dismiss a student from the classroom or clinical setting if the use of electronic devices becomes disruptive and/or for any inappropriate use of such devices.
9. Students not following this policy, or the policy of the clinical site as applicable, will be subject to disciplinary action up to and/or including being dismissed from the nursing program.

TUBERCULOSIS (TB) SKIN TEST

All students must provide a copy of a current TB test results as recommended by CDC and Arkansas Department of Health guidelines, and/or assigned clinical site prior to the clinical experience.

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.

UNIVERSITY COMPLIANCE OFFICE

Students have access to the University Compliance Officer who refers complaints to the appropriate department or official. Persons who wish to file a complaint or grievance may contact the University's tollfree number, 1-800-342-5628 or email consumerinfo@obu.edu

UNIVERSITY HEALTH SERVICES

University Health Services are located at 410 Ouachita Street, Ouachita Baptist University Box 3687, Arkadelphia, AR 71998, Phone: 870-245-5244, the University Health Services Office is open M-TH 8:30-3:00, F 8:30-1:00, M&W 12:00-1:00 for allergy shots only. 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 appointments. Most of the services are free for all students. Visit Health Services for more information.

VACCINATION – HEPATITIS

All students must present evidence to the Department of Nursing having begun the Hepatitis Vaccine series upon application. 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 prior to clinical start. The declination form can be found in the Student Handbook appendix.

VACCINATION - INFLUENZA (FLU)

All students must provide documentation (a **COPY**, not the original) of an annual influenza (flu) vaccination to the Nursing Administrative Assistant prior to clinical experience. This is in accordance with influenza vaccination policies set forth by clinical 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 faculty upon application. The declination form can be found in the Student Handbook appendix.

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 child maltreatment screen to the clinical facility being used for my clinical rotation.

_____
PRINTED NAME

_____
SIGNATURE

_____
DATE

STATEMENT OF UNDERSTANDING REGARDING NEED TO UTILIZE CANVAS® AS A LEARNING TOOL

I understand that it is my responsibility to check the Ouachita Baptist University Canvas® 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 Canvas® e-mail for information that may only pertain to me.

I also understand that should I fail to retrieve needed classroom information from Canvas® 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.

_____
PRINTED NAME

_____
SIGNATURE

_____
DATE

STUDENT CONFIDENTIALITY AGREEMENT

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

- All client and student information is considered confidential and should not be used for purposes other than its' intended use.
- I have an ethical and legal obligation 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 client, 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 clinical, I will be privileged to information confidential to Ouachita Baptist University or to an individual client. 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 clinical 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.

_____

PRINTED NAME

_____

SIGNATURE

_____
DATE

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.

_____

PRINTED NAME

_____

SIGNATURE

_____

DATE

MENTAL AND PHYSICAL ABILITIES STATEMENT

Students enrolled in the Department of Nursing must possess the 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 the campus/clinical 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 clients 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 clinical 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 clinical 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.

_____
PRINTED NAME

_____
SIGNATURE

_____

DATE

HEALTH INSURANCE POLICY

Ouachita Baptist University and the Department of Nursing strongly recommend the student purchase and maintain personal health insurance. Clinical agencies agree to provide first aid for clinical-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 clinical 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 clinical 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 clinical site.

I agree to provide proof of vaccination to my clinical 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 clinical 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 upon application.** Request for declination of the vaccine will be considered by nursing program administration and/or the medical facility administration where the student assigned clinical 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 clinical 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):

_____

_____

_____

_____
PRINTED NAME

_____
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 CLINICAL/CLASSROOM PERFORMANCE

Instructions: This report is to be completed by the instructor when a student is given a grade of unsatisfactory clinical 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 clinical performance includes but is not limited to medication errors, lack of preparedness for clinical experience, dress code violations, etc.

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

NOTIFICATION OF UNSATISFACTORY CLINICAL/CLASSROOM GRADE

Student's Name	
Instructor's Name	
Date	
Description of Incident	
Action by Instructor	
Action by Student	
Remarks	

Student_____ _____

Signature Date

Instructor_____ _____

Signature Date

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

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

OUACHITA BAPTIST UNIVERSITY
Department of Nursing
CLINICAL COACHING/MENTORING PROCESS/FORM

STUDENT NAME: _____ Date: _____ Meeting # 1 2 3 other

Reason for coaching/mentoring session:
Clinical deficiencies □ Incident/Error □ Near-miss □ Counseling □ Other:

Student's description of incident/error/near miss:

Faculty's description of incident/error/near miss:

Student Learning Outcome from CET	***Deficiency***
Skills/intervention	***Deficiency***

Student developmental plan:

Refer to Coordinator of Skills/Simulation: Yes □ No □

_____ _____ _____ Date
Student Signature Faculty/ Coordinator of Skills/Simulation Signature

Achievement of developmental plan:

Student Learning Outcome from CET	*Achievement*
Skills/intervention	***Achievement***

Student Comments:

Faculty Comments:

_____
Date

_____
Student Signature

_____
Faculty/ Coordinator of Skills/Simulation Signature

STUDENT HANDBOOK VALIDATION

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 the Learning Management System 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 into the Administrative Assistant within two (2) weeks of 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