ARKANSAS STATE UNIVERSITY- BEEBE
PRACTICAL NURSING PROGRAM
INFORMATION

2010

Offered at
ARKANSAS STATE UNIVERSITY-SEARCY
A TECHNICAL CAMPUS OF ASU-BEEBE
1800 EAST MOORE AVENUE
SEARCY, AR 72143
501-207- 4000
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This handbook is a supplement to the Arkansas State University-Beebe catalog. The University catalog and the University Student Handbook are the primary resources of information for the student concerning student activities and academic programs. The handbook for the students of the Practical Nursing program is a supplemental aid to the student and does not replace or preempt the University catalog or the Student Handbook. The student is responsible to being informed about academic requirements, both general and specific, for the completion of the program. The faculty is available for advice, guidance, and consultation.
PRACTICAL NURSING PROGRAM

The Arkansas State Board of Nursing has granted full approval to the Practical Nursing program. The Practical Nursing Program prepares individuals for the practice of Licensed Practical Nursing. To become an LPN, an individual must successfully complete the program and pass the National Council Licensure Examination-PN (NCLEX-PN).

The program integrates clinical experience with classroom theory. The students may obtain clinical experience in hospitals, nursing homes, outpatient surgery centers, public school nursing offices and other healthcare settings. Following completion of all requirements, LPNs may find work in a variety of situations. For example, graduates of this program are now employed in hospitals, nursing homes, doctor’s offices, public health departments, and various government programs.

Program start dates and graduation dates are dependent upon whether you are attending the full-time day program or the part-time night program. Specific dates may be obtained from Student Services.

PRACTICAL NURSING OBJECTIVES

The Practical Nursing Program endeavors to develop a practical nurse who:

1. Functions as an effective member of the health care team in providing care to persons with common nursing problems and to assist the registered nurse or physician with more complex problems.
2. Implements effective communication skills regarding health care with members of the health care system and the community.
3. Recognizes that each person is a holistic, ever-changing being who is affected by environmental changes and is able to apply this concept competently in wellness and in illness using critical thinking skills.
4. Acquired adequate knowledge and skills relevant to the health care field, gained through study and utilization of scientific principles, to render safe care.
5. Observes and responds to the person’s needs on an individual basis using the nursing process which incorporates critical thinking skills.
6. Accepts responsibility for his/her own personal growth and understands the need for continuing education and adheres to the moral standards and principles of the profession.
7. Adheres to the nursing code of ethics and the Arkansas Nurse Practice Act.

PRACTICAL NURSING PHILOSOPHY

The faculty of the ASU-Beebe Practical Nursing Program accepts and believes the underlying philosophy of the Arkansas Department of Higher Education. The faculty believes that every person has value and that nurses should strive to maintain this to the highest degree of physical and cultural experiences. When certain changes occur, mankind may not maintain his/her independence in life and will require assistance from others.

The faculty believes that nursing provides preventive, rehabilitative, and supportive measures to assist an individual in functioning at his/her own optimum level of health or face death with dignity. Nursing is an art and science, which utilizes the nursing process to assist individuals in meeting their basic human needs.

The faculty believes that the practical nurse is a distinct member of the health care team whose goal is to recognize aspects of the individual's health. The individual is a unique being with basic needs common to all age groups within the life cycle. Nursing education and care exists to study responses of mankind holistically.

The faculty believes the teacher serves as a guide to direct the student through a learning environment. Learning is an individual process enhanced by an organized program of nursing offered at levels of increasing complexity. The faculty is responsible for planning, implementing, and evaluating the learning experience of the student.

The faculty believes that the graduate is prepared to meet or exceed the basic competencies developed by the Arkansas State Board of Nursing. The Practical Nursing program has full approval by the Arkansas State Board of Nursing.
ADMISSION/TESTING REQUIREMENTS
FOR PRACTICAL NURSING

Students must complete the following requirements for admission to ASU-Beebe:

1. Submit an ASU-Beebe application for enrollment. This may be done on-line at www.asub.edu
   A notice to renew the application must be submitted each semester. Priority will be given to
   applications received by the deadline date. Applications received later will be considered for
   admission if space is still available.

2. Submit an official complete high school transcript (seven semester transcript for high school
   seniors with the final transcript to follow after graduation) indicating date of graduation or copy
   of GED scores or American Correspondence Certificate. Submit college/university transcripts.

3. Submit immunization records. Provide immunization record with required MMR (including a
   booster, second dose for measles) and current negative result TB test.

4. Complete all entrance testing requirements as stated in the ASU-Beebe catalog.

5. Special conditions apply to the admission and enrollment of international students, including a
   minimal TOEFL (Test of English as a Foreign Language) score of 500, proof of medical
   insurance, a signed authorization for medical services, and proof of financial resources.
   Complete details of special admissions and enrollment procedures are available from the
   Admissions Office.

Applicants seeking admission to the Practical Nursing program may be requested to participate in specific pre-
employment assessments to fulfill program or external agency requirements. In addition, certain pre-requisites
may have to be satisfied prior to enrollment in these programs:

1. Applicant must be at least 17 years of age.

2. Successful completion of Entrance Exams. You must score a minimum score of 19 in English,
   Reading and Mathematics on the ACT or 75 In English, 82 in Reading, and 60 in Pre-algebra
   or 41 in Algebra on the COMPASS test. These scores are required for consideration for entry
   into the program.

3. Complete a nursing questionnaire and submit requested validations to address on form.

Official program enrollment will not be complete until the applicant has:

(a) Received a letter of program acceptance
(b) Completed the Hepatitis B decision form
(c) Attended the nursing orientation

Falsification of any portion of the enrollment process may lead to dismissal from the program.

Admission to the Practical Nursing program is a competitive selection process based on ACT/Compas
scores, the Nursing Questionnaire scores, and points received for prior college coursework. Because of this
competitive selection process and limited student program seats, not all applicants will be accepted into the
program.

Accepted students will be required to follow the Hepatitis B policy. Hepatitis B policy forms will be given at
orientation. Urine drug screenings will be conducted during the school year. The approximate cost for each
drug screen is $40.00 (one must be paid for at the beginning of the each term). The student CANNOT do the
drug screen on an individual basis. At any time during the school year a drug screen could be required at the
school’s expense. If a student tests positive for drug use at any time during the school year, and cannot
provide the medical examiner with the proper documentation, the student will be immediately terminated from
the program and receive an “F” in each class for which they are enrolled. For further information, refer to the
Substance Abuse Policy.
PRACTICAL NURSING COURSE CURRICULUM

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>LPN 1003</td>
<td>Clinical Nursing I</td>
<td>3</td>
</tr>
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<td>LPN 1103</td>
<td>Basic Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>LPN 1104</td>
<td>Body Structure and Function</td>
<td>4</td>
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<tr>
<td>LPN 1113</td>
<td>Pharmacology I</td>
<td>3</td>
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<tr>
<td>LPN 1201</td>
<td>Geriatrics</td>
<td>1</td>
</tr>
<tr>
<td>LPN 1202</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>LPN 1203</td>
<td>Basic Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>LPN 2003</td>
<td>Clinical Nursing II</td>
<td>3</td>
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<tr>
<td>LPN 2104</td>
<td>Medical Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>LPN 2301</td>
<td>Mental Health</td>
<td>1</td>
</tr>
<tr>
<td>LPN 2305</td>
<td>Medical Surgical Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>LPN 2315</td>
<td>Clinical Nursing III</td>
<td>5</td>
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<tr>
<td>LPN 2402</td>
<td>Nursing of Mother and Infant</td>
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<tr>
<td>LPN 2312</td>
<td>Medical Surgical Nursing III</td>
<td>2</td>
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<tr>
<td>LPN 2415</td>
<td>Clinical Nursing IV</td>
<td>5</td>
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TOTAL FOR PRACTICAL NURSING CERTIFICATE: 46

This program has a building block approach. Successful completion of each course with a "C" is required to advance into the next course.

PRACTICAL NURSING COURSE DESCRIPTIONS

LPN 1003 CLINICAL NURSING I

This course is a practical, clinical component with an emphasis on procedural skills. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered. The student will develop the ability to adapt nursing procedures incorporating critical thinking to give holistic individualized patient care. This course is a prerequisite for all subsequent courses.

Prerequisite: LPN 1201 Nursing of the Geriatric Patient, LPN 1104 Body Structure and Function, LPN 1103 Basic Nursing Principles and Skills I

LPN 1113 PHARMACOLOGY I

This course develops competencies to safely administer medications to patients of all ages. Students will use formulas for conversion of measures from the household, apothecary and metric systems to accurately calculate medication dosages. Practical application of medication administration, including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory. This course is a prerequisite for all subsequent courses.

LPN 1103 BASIC NURSING PRINCIPLES AND SKILLS I

This course introduces the principles of personal and professional development including therapeutic communications, legal aspects, ethical concepts, and nursing responsibilities with emphasis on the patient, family, and co-workers emphasized. Included in this course is a study of growth and development, fundamental skills, principles, and attitudes needed to give nursing care with skill, safety, and comfort for the patient of all ages. Utilizing the nursing process, the student will have the ability to meet environmental, hygienic, activity and nutritional needs for the client throughout the life span. These skills will be further enhanced by the study of health assessment and documentation. Concepts from this course including the vocational responsibilities of the practical nurse and growth and development concepts are integrated in all nursing courses. This course is a prerequisite to Basic Nursing II and all subsequent courses.
LPN 1104  BODY STRUCTURE AND FUNCTION  TOTAL HOURS: 63
This course is a study of basic anatomy and physiology of the human body and all its systems. Each unit in this course is designed to include the study of major parts in the specific system of the body and interlocks the dependency of one system on another with contributions of each system to the well being of the body as a whole. This course, also, begins the application of anatomy and physiology facts to the nursing process and its relationship to medical surgical nursing. Emphasis is placed upon the assimilation of information with the beginning stages of cognitive deduction as it relates to medical-surgical nursing. Lab values and diagnostic testing parameters are introduced in this course. This course is a pre-requisite for all subsequent courses.

LPN 1201  NURSING OF THE GERIATRIC PATIENT  TOTAL HOURS: 20
The study of the aging process is called gerontology. The study of disease processes associated with the elderly is called geriatrics. The nurse must have an understanding of the normal processes related to aging in order to be able to recognize the individual who is experiencing a deviation from that norm, and to assist that person to meet his/her needs. Discussions include normal aging processes, characteristics of age, special problems associated with aging, and the nursing care of the aging patient. An introduction of common geriatric disorders, medications related to the disorder and nursing care is included. Principles learned in other courses are incorporated to allow the student to do critical thinking to perform holistic care. This course is a pre-requisite for LPN 1003 Clinical Nursing I and all subsequent courses.

LPN 1202  NUTRITION IN HEALTH AND ILLNESS  TOTAL HOURS: 33
This course covers the principles of good nutrition for all age groups and the principles and modifications for therapeutic purposes including religious, ethnic, or cultural variations. Nutritional concepts are integrated throughout the entire practical nursing program. The basic principles of nutrition to give the students an understanding of basic nutritional facts that are required to evaluate food requirements and to make wise judgments about eating habits are introduced. The newest trends in health care stress the importance of nutrition education. Using nursing process and critical thinking skills, this study allows the student to focus on normal nutrition, prevention of disease, the responsibility for one’s own nutritional health, and the role of nutrition in the ill client. Emphasis is placed upon the application of nutrition information into the nursing context, incorporating lab values and diagnostic testing parameters. This course is a pre-requisite for all subsequent courses.
Prerequisite: LPN 1104 Body Structure and Function

LPN 1203  BASIC NURSING PRINCIPLES AND SKILLS II  TOTAL HOURS: 72
This course is a study of increasing complex skills and principles beginning with basic skills and progressing to the complex skills incorporating critical thinking to give safe, skillful holistic nursing care to patients of all ages using the nursing process. The student will develop the ability to adapt nursing procedures to various situations with skill, safety, and concern for the patient in a variety of clinical settings. Concepts taught in Basic Nursing Principles and Skills I will be integrated and reinforced throughout the course. This course is a pre-requisite for all subsequent courses. Prerequisites: LPN 1103 Basic Nursing Principles and Skills I.

LPN 2301  MENTAL HEALTH  TOTAL HOURS: 21
Health has three facets: body, mind, and emotions. Mind is the reasoning part of the individual and the part used to make decision. A healthy state of mind assists us to achieve the ability to compensate for tension, disappointments, and stress occurring in our daily lives. Individuals unable to make decisions that help them function independently and fit into the world are mentally ill. This course is designed to include common conditions of mental health and mental illness, prevention of such conditions, and the diagnosis, treatment, and nursing care of patients suffering from abnormal mental and emotional responses. This course is a pre-requisite for all subsequent courses. Prerequisite: All first term courses
LPN 2003  
**CLINICAL NURSING II**  
TOTAL HOURS: 136  
This course is a practical, clinical component with an emphasis on medical and surgical problems for patients throughout the life span including care of the obstetrical patient and pediatric patient. As the student progresses through the clinical areas, patient assignments will pertain to the body system being studied in Medical Surgical Nursing or Nursing of Mother & Infant theory courses. Nursing care is delivered with focus on specific standards of care for the diagnosis of the patient. Procedures learned in Clinical Nursing I will continue to be performed with emphasis on adaptations necessary for the medical or surgical client. Students will be administering medications to their assigned patients after check off with the instructor. The student is responsible for correlating theory to clinical practice by integrating critical thinking to give safe, skillful, holistic patient care. This course is a pre-requisite for all subsequent courses. Prerequisite: LPN 1003 Clinical Nursing I

LPN 2104  
**MEDICAL SURGICAL NURSING I**  
TOTAL HOURS: 63  
This course is prepared to instruct the student in the nursing management of patients throughout the life span. This course is arranged according to the body systems most closely associated with the symptoms and specific diseases with integration of pharmacological, nutritional, critical thinking and communication theories. The units in this course include an introduction to medical surgical nursing, the surgical patient, emergency nursing, disorders of the immune and hematologic system, endocrine disorders and respiratory disorders. Nursing process is better enhanced by correlating assessment, planning, and intervention of the necessary skills, and understanding how nutrition and pharmacological aspects enhance the holistic nursing care of the patient throughout the life span. This course is a pre-requisite for all subsequent courses. Prerequisite: All first term courses.

LPN 2305  
**MEDICAL SURGICAL NURSING II**  
TOTAL HOURS: 72  
This course is a continuation of Medical Surgical Nursing I and will include an in-depth study of the concepts of illness and nursing care for patients throughout the life span with neoplastic, nervous system, cardiovascular system, and gastrointestinal system disorders. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span. This course is a pre-requisite for all subsequent courses. Prerequisite: LPN 2104 Medical Surgical Nursing I

LPN 2315  
**CLINICAL NURSING III**  
TOTAL HOURS: 224  
This course is a continuation of Clinical Nursing II. This course is a pre-requisite for all subsequent courses. Prerequisite: LPN 2003 Clinical Nursing II, LPN 2402 Nursing of Mother and Infant

LPN 2402  
**NURSING OF MOTHER AND INFANT**  
TOTAL HOURS: 30  
This course includes the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing care are anatomy and physiology, communication skills, prenatal care, labor and delivery, postpartum care, family planning, and care of the newborn. This course must be successfully completed to continue in Clinical II. This course is a pre-requisite for all subsequent courses.

LPN 2312  
**MEDICAL SURGICAL NURSING III**  
TOTAL HOURS: 36  
This course is a continuation of Medical Surgical Nursing II and will include an in-depth study of the concepts of illness and nursing care for patients throughout the life span with integumentary system, urinary system, reproductive system, and sensory system disorders. Using critical thinking skills students will utilize nursing process to learn the holistic nursing care of the patient throughout the life span. This course is must be passed to continue in Clinical Nursing IV. Prerequisite: LPN 2305 Medical Surgical Nursing II

LPN 2415  
**CLINICAL NURSING IV**  
TOTAL HOURS: 240  
This course is a continuation of Clinical Nursing III and will include an increase in patient assignment load to develop time management skills and assist the student in the transition from student role to Licensed Practical Nurse role. Upon successful completion of Medical Surgical Nursing III, students will do a clinical preceptorship by working closely with the licensed practical nurse (LPN) or registered nurse (RN) in a medical surgical area where they are seeking employment. Prerequisite: LPN 2315 Clinical Nursing III, LPN 2312 Medical Surgical Nursing III.
CLASSROOM AND HOSPITAL SCHEDULE

Practical Nursing students spend a portion of the first term of the program in classroom sessions. Calendars for the program will be given to students upon entry into the program. During the remainder of the program, the students are in classroom sessions and clinical practice at various healthcare facilities and organizations including but not limited to: White County Medical Center, Searcy Healthcare, Byrd Haven Nursing Home and Oakdale Nursing Facility as presented in the calendar given at the beginning of the semester.

The times for the clinical experience vary depending on whether enrollment is in the full-time day program or the part-time night program. The day shift hours are: 6:30 a.m. - 3:00 p.m.; the hours for the evening shift are: 2:45 p.m. - 11:15 p.m. The part-time evening program will have an evening and day clinical rotation schedule. Clinical rotation schedules will be posted for student viewing.

WITHDRAWALS AND RE-ENTRIES

Students withdrawing from training must report to the chairman of the department and Student Services Office so that proper steps can be taken for the interruption of training. A student officially withdrawing from training due to hardship or illness may be considered for re-enrollment at the appropriate time in the curriculum with the appropriate approval. A student may re-enter the program in some instances. A student may apply for re-entry into the Practical Nursing program a maximum of three times. Reentry must be within one (1) calendar year or the entire program will have to be repeated. Students not officially withdrawing will receive a grade of "F" on their official transcript. Students withdrawing from a course that does not meet for the entire semester must withdraw on the classroom day before the final exam as long as the date is within university policies. The date for withdrawal for those classes will be found in the course syllabi.

STUDENT ORGANIZATION

ARKANSAS LICENSED PRACTICAL NURSES' ASSOCIATION (ALPNA)

Practical Nursing students will belong to ALPNA, a professional nursing organization. There will be a convention in the fall and in the spring and attendance may be required. Activities include fundraisers, community service, and attending professional meetings.

GRADING POLICY

(STANDARDS OF PROGRESS)

Each student is expected to make satisfactory progress toward the completion of his/her program. The student will receive grade reports at midterms, as well as the end of all terms. A student must have a 2.0 GPA in each course in order to fulfill graduation requirements and an overall 2.0 GPA. A higher GPA may be required in order to retain some scholarships (see Financial Aid section for specific scholarship requirements).

The Practical Nursing faculty wants students to be successful and to pass the licensure examination. For success to occur, students must learn to study and request help when experiencing difficulty with a course. Students must take an active role in learning and recognizing learning needs. Once the need is identified, interventions should occur immediately. Students receive course averages at mid-course and at the end of the course. Students are encouraged to keep up with grades, and not wait until the mid-course or the end of the course to intervene if having difficulty.

All previous scheduled courses are prerequisites for subsequent term courses. See course curriculum.

A. Students are required to maintain a scholastic average of a 2.0 GPA (“C”) in each course. All prerequisite courses must have a 2.0 GPA (“C”) average to enter into subsequent courses. The course in which the student has been unsuccessful must be repeated. Failure to complete any course with at least a 2.0 (“C”) will prevent the taking of subsequent courses due to pre-requisite requirements.

B. Program Academic probation:
   a. A student making a grade below a 2.0 (“C”) in any course will be counseled and placed on program probation at mid-course.
   b. A student may apply to reenter when the failed course is offered again if space is available. If a course is not reentered within a one year time period, the entire program will have to be repeated. A student must complete the entire program within 3 years or all the courses will have to be retaken.
GRADING SCALE
The following grading system will be utilized to evaluate students:

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<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENT</th>
<th>QUALITY POINTS</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>92% - 100%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>84% - 91%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>72% - 83%</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>65% - 71%</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0% - 64%</td>
<td>0</td>
</tr>
</tbody>
</table>

Status Conditions - Non-Grade Designations:
- I: Incomplete
  Not computed
- W: Withdrawal
  Not computed
- AU: Audit
  Not computed

GRADE POINTS
For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4, B=3, C=2, D=1, F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these several products by the total number of hours the student has attempted. Remedial coursework is not counted in computing the grade point average. Since grade point averages can affect financial aid, academic awards, admission to other institutions, and scholarships, students are strongly encouraged to stay informed about their grade point average.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE
Persons with previous training or experience in their vocational objective may be granted advanced standing if approved by the Office of the Registrar. The student must furnish evidence, request evaluation, and may be required to take proficiency examinations in order to receive this credit. The Veterans Administration and other financial aid offices are notified of previous credit when applicable.

TRANSFER STUDENTS
As stated in the ASU-Beebe catalog.

GRADUATION REQUIREMENTS
Students who complete a program of study will receive a technical certificate. Prospective graduates must clear all charges against their accounts before graduation. Practical Nursing students must have a final grade of 2.0 (“C”) in every course and an overall 2.0 GPA for graduation eligibility. It is the responsibility of the student to make certain all requirements for graduation have been met. Please refer to the ASU-Beebe catalog.

STUDENT GRIEVANCE PROCEDURE
1. Since the faculty has the primary responsibility for the quality of instruction and the educational process, it is imperative that any question of academic rights or professional competency be judged by fellow professionals. Therefore, any student who believes that his/her academic rights have been violated or who has a complaint concerning the quality of instruction should initially discuss the grievance with the division chairperson. If a mutually agreeable settlement is not reached, the student may submit a written complaint to the Vice Chancellor for Academic Affairs. The Vice Chancellor is obligated to investigate the complaint. Should the investigation result in the conclusion that a hearing for a student be held, the student shall meet with the University Hearing Committee (Academic) in the presence of the faculty member concerned. If the student wishes to appeal the decision of the Vice Chancellor of Academic Affairs or the University Hearing Committee, he/she may appeal in writing to the Chancellor with ten (10) days of the decision.

2. If a grievance is based on discrimination because of race, color, religion, age, disability, sex, or national origin, the student should contact the Human Resources Office when the written complaint is submitted to the Vice Chancellor for Academic Affairs. If the complaint goes before the University Hearing Committee (Academic), the two parties in the case may each choose one member to serve on the committee to hear the case. Complaint forms can be obtained in the Human Resources Office and, upon request, a staff person there will assist in the preparation of a complaint and explain the steps involved in the grievance procedure.
The Human Resources Office will maintain files on all complaints and will monitor their outcome once they have reached this level.

In all cases, the time frame established for faculty grievances, which is outlined in the Faculty Handbook, will be followed.

**STUDENT COMPLAINTS POLICY**

Recorded complaints will be limited to those made formally in writing, signed by the student and submitted to one of the designated Institutional Compliance Officers. The University currently has numerous grievance procedures in place. Referrals to these procedures will be noted by the Institutional Compliance officers and will not be considered as a complaint for purposes of this policy. The underlying component of this policy assumes that when an Institutional Compliance Officer has become involved, the complaint has not been satisfactorily resolved through established procedures. The Institutional Compliance Officers are the Chancellor, the Vice Chancellor for Student Services, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Administration, the Vice Chancellor for ASU-Searcy, and the Vice Chancellor for ASU-Heber Springs. Questions concerning these policies should be directed to the Vice Chancellor for Student Services, who serves as the Institutional Compliance Coordinator.

**HEALTH and EMERGENCY CARE**

Arkansas State University- Beebe and its campuses do not maintain health clinics. The University assumes no liability either expressed or implied for student health services. A voluntary student group insurance plan is available to all students. See the Director of Student Services for applications and information.

1. In case of an emergency, the student will not be moved until assessed unless they are in immediate danger of more severe injury.
2. Assess client’s breathing by looking at the rising and falling of the chest.
3. Tap the client’s shoulder and ask, "Are you OK?" to judge responsiveness.
4. If unresponsive, call 911.
5. If the client is responsive (answers questions and is able to make rational decisions), let him/her decide on whether or not to seek emergency care.
6. If not breathing or having difficulty breathing, position the head in a neutral slightly tilted back position. If breathing does not occur, a qualified person will administer rescue breaths according to current CPR guidelines.
7. Assess pulse. If there is no pulse, chest compressions will begin according to current CPR guidelines by a qualified person.

**ATTENDANCE POLICY FOR PRACTICAL NURSING**

**INSTITUTIONAL POLICY:**

1. Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement.
2. The course syllabus will specify the number of hours that a student may miss. Attendance records are kept.
3. During a semester, a student may miss no more than twice the number of lectures, laboratory sessions, or other regularly scheduled class activities that would normally be scheduled during a week. Absences in excess of that number will result in the student being dropped from class with a grade of "F". For example, a student will be dropped upon the seventh absence in a three-hour course meeting three times a week or on the ninth absence in a four-hour course meeting four times a week. In a Tuesday-Thursday three-hour course, the student may be dropped upon the fifth absence. For other courses, see course syllabus for specific details.
4. In determining whether a student should receive a failing grade, consideration should be given to the maturity and class standing of the student, the quality of academic work being accomplished by the student and extenuating circumstances related to absences from class.
5. The instructor will file a "Drop Report" form when the student is dropped from the class. Copies of this report will be filed with the University Registrar.
PROGRAM POLICIES:
1. Attendance at all lectures and laboratory sessions is expected of all students and is regarded as a course requirement. Students enrolled are expected to be on time, and remain in class for the scheduled amount of time. Absences affect a student's progress and success in a course, and can be a major factor in obtaining a job after completion of a student's program of study.
2. In the event of absence because of illness or an emergency, it is the student's responsibility to contact the instructor prior to the time the course is to begin. The student will need to obtain handouts or assignments issued. You will have pager/cell phone numbers to contact the instructors as necessary.
3. Students who fail to notify the instructor of a tardy or absence will be considered a "No Call, No Show" and will be counseled. Students will be dropped from the program if a total of 3 "No Call, No Show" occurs.
4. Students will sign in and out for each course they are taking. The cards will be turned into the instructor at the end of the course time or when the student leaves class. If the time card is not returned or returned incomplete for the day's attendance the student may be counted absent for that class period.
5. "Tardy" is defined as arriving late to class or leaving early. This includes returning from break. It shall be recorded on the student's time card and will count as time missed. The classroom clock will be used as the guide for all arrival and dismissal times. The student is encouraged to arrive to each class at least 15 minutes early. The tardy policy used in this course is designed to promote better student achievement by encouraging students to be on time to class and reducing the amount of instructional time lost to interruptions caused by students who arrive late to class, leave early or leave class repeatedly. This policy re-enforces that punctuality and regular attendance to class are important factors to help improve student achievement. We believe that being on time to class is an act of courtesy toward your teachers and fellow students.
   If student is tardy 3 times they will be subject to counseling. If a student is tardy 5 times or more they will be subject to permanent dismissal from the class.
6. **Inclement weather policy:**
   a. In the event the weather is so severe that the school administration feels life and property may be in danger, the Vice Chancellor for Academic Affairs or his designee may cancel classes until weather conditions improve.
   b. If there is snow or ice in your place of residence:
      i. Listen to the radio station or TV station that is listed below to find out if the Searcy campus has been closed due to weather.
      ii. If no announcement has been made by 6:30 a.m. assume that school is being held and try to attend.
      iii. When the Searcy campus is in session, documentation may be required for students that are unable to attend school due to inclement weather (when the public school is closed) in their place of residence.
   c. Radio and TV stations to listen to:
      i. KARK (Channel 4)
      ii. KATV (Channel 7)
      iii. KTHV (Channel 11)
      iv. K97.7 (Searcy radio station)
      v. KWCK 99.9 (Searcy radio station)
      vi. KKSY 107 (Searcy radio station)
5. Students will not be allowed to attend class or clinical with an elevated temperature of 99.8 or above and must notify the instructor of the absence.
6. Attendance for students receiving Veteran's Administration benefits will be subject to review by VA officials.

CLASSROOM POLICIES
In addition to all institutional policies as stated in the Student Handbook the following classroom policies are required. Practical Nursing students are expected to exhibit professional behaviors whether in the classroom or at the clinical setting. The Code of Ethics for nurses applies to any setting the student may be involved.
A. Written assignments must be handed in on time; if late, the assignment may or may not be accepted. Some assignments if not turned in at the scheduled time will not be graded and a zero will be given for the assignment. Some assignments may be accepted but will be docked points relating to time of tardiness. Assignments must be answered on the provided worksheet unless instructed otherwise and must be completed in pencil or black ink only.

B. Pop tests may be given at any time and will count as part of the daily grade.

C. No make-up work—any tests missed will count as a zero (0). The syllabi you receive at the beginning of each course will describe how grades are calculated.

D. Students are responsible for material missed; the student is responsible for requesting any handouts from the class missed. The student should notify the instructor in advance of the absence if possible. This is required for clinical time. The student may contact a fellow classmate or instructor for assignments.

E. If a student is unable to take an exam in a course at the regularly scheduled time, he/she must personally talk to the course instructor prior to the time the course begins to make arrangements to take the test. The test must be taken on the same day as the test is scheduled. If the instructor is not available, you must personally talk to the department chair to make arrangements to take the test. You cannot leave a message on the telephone or send an e-mail. Person to person contact must be made prior to the course start time. See course syllabi for telephone numbers and exact policy.

F. Students should treat each other, instructors and staff with respect. Be aware of how your classroom/clinical behavior affects others. You are required to conduct yourself in an adult professional manner. Refrain from side conversations. Be attentive to whoever is speaking, whether it is the instructor of fellow student.

G. Food is NOT allowed in the classroom or laboratory unless there is a special occasion such as potluck for the class. Non-alcoholic beverages in closed, unbreakable container with a secured lid and no visible labels may be brought into the classroom/lab if they are in a bottle with a lid or a cup with a lid. No open containers allowed.

H. Chewing gum is NOT allowed in class. It is very distracting for classmates especially when taking exams.

I. Sleeping in class or disturbing other students by carrying on private conversation may result in permanent dismissal from the course.

J. Smoking is NOT permitted on the grounds. You may not smoke in your car parked in the parking lot.
   1. Smoking and the use of all tobacco products is strictly prohibited anywhere on University property, including inside vehicles parked on university property.
   2. Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco.
   3. Smoking and the use of tobacco products is prohibited in University vehicles.

K. Tests may be reviewed after school hours and questions regarding your grade or the test may be addressed at that time. The student must make an appointment 24 hours in advance with the instructor to give the instructor time to find the individual’s answer sheet and the answer key to the examination.

L. Tests are often given with a scantron answer sheet. It is the student’s responsibility to ensure completeness of the test and proper erasures on the answer sheet occur. If you make an error and erase, to avoid any discrepancies as to which answer you selected, you must place the letter of the answer you have selected at the end of the row on the right hand side of the scantron form.

M. You are expected to clean up your own mess. Other students utilize the Beulah Bloodworth Building for classes.
N. The beds in the laboratory are for learning experiences and not for personal use. DO NOT lie on the beds.
O. The skeleton and mannequins available for teaching purposes are expensive and should NOT be played with, posed, or abused. If you are found destroying these pieces of equipment, you may be held financially responsible for the damages.
P. Respect the property of others.
Q. Rooms should be left in the arrangement they were found. Beds should be returned to their original position with overbed tables over the bed. It is understandable that beds may be moved to perform certain procedures, but should be returned to the original position after use.
R. Due to more societal violence in our nation, cell phones may be brought to class; but must be on VIBRATE MODE only. The purpose of this change is to allow students to receive an Alert Xpress message from the university in case of an emergency. The Alert Xpress number is: 501-682-7424. Please program and save this number into your phone as Alert Xpress. n the event of an Alert Xpress call, the instructor's phone will receive a message. The instructor will implement the emergency plan. If your phone vibrates and your instructor's phone does not, you are not allowed to check your phone until break time. If you check your phone when the instructor’s phone did not vibrate or if there are any other phone sounds, the student will be counted absent for the entire class time and will be counseled.
S. Students should meet bathroom needs at the scheduled break time. It is disrespectful and disruptive to classmates to leave class during exams or class activities.
T. Students are not eligible for wages for clinical experiences as it is part of the educational process.
U. All policies in the ASU-Beebe Student Handbook will be followed.
V. Children are not allowed to accompany a student to class.

DRESS CODE

The Practical Nursing program is a professional educational program with one of the objectives being to develop a practical nurse that will adhere to the standards and principles of the profession. To meet this objective, students are taught attributes of professionalism, which include dress code policies, throughout the program.

The Practical Nursing program has guest speakers and visitors from time to time. Our goal is to portray to the community an environment of professionalism and pride in our chosen career.

The faculty wants students to be proud of their appearance and profession. Students are expected to look, act and talk professionally at all times. Classroom attire may consist of street clothes with the exception of revealing clothing (showing cleavage) and clothing with profane or ethnic slurs. Examples of what not to wear include: halter tops, tops with spaghetti straps, short-shorts (defines as being greater than 6 inches above the knee), T-shirts with suggestive sayings or pictures, pajamas, house shoes. Appropriate underclothing must be worn. This means bras for the women and underpants for both sexes. Caps or hats may not be worn in the classroom.

Clinical dress code is delineated in the clinical policy section of this handbook. As stated, the clinical facility may ask the faculty to remove a student who does not meet their dress code policies.

Dress code for attending professional conferences will be announced. It may consist of professional business attire or the school black uniform pants with red logo polo shirt. For women, professional business attire includes hose. Denim is not professional business attire. These days are considered to be clinical days so all of the clinical dress code policies apply.

Violations of the dress code policy will result in disciplinary action. Examples of disciplinary action are: (1) the student being sent home to change clothing, (2) counseling, (3) clinical occurrence or (4) dismissal from the program.
1. Practical Nursing clinical attendance:
   a. Attendance records are kept.
      i. Clinical Hours are 0630 (6:30 a.m.) to 1500 (3:00 p.m.) for the day shift. You may be required to have evening shift rotation; these hours will be 1545 (2:45 p.m.) to 2300 (11:00 p.m.). Students will be notified in time for personal work schedules and care of family to be arranged.
      ii. Students are expected to notify the clinical instructor one (1) hour before the scheduled clinical shift begins if they are unable to attend. If the student is a "No Call No Show", the student will be counseled. If a subsequent "No Call No Show" occurs, the student will receive a clinical occurrence. Students will be dropped from the program if a total of 3 "No Call No Show" occurs. You will be given verbal instructions describing how to notify the clinical instructor of your inability to attend clinical.
      iii. Students reporting late on duty MUST report to the instructor and the charge nurse. Students are considered late until notification of the instructor occurs.
   b. Any clinical hours missed after 24 hours will be made up after the scheduled graduation date at the discretion of the faculty. Time for make-up will be scheduled by the instructors and is subject to staff availability. Diplomas will be awarded after completion of all required clinical make up.

2. Clinical Grade Standards:
   a. Appearance
   b. Work performance and interactions
      i. Patient care
      ii. Assessment and documentation
      iii. Use of time
   c. Willingness to learn
   d. Attitude
   e. Knowledge of illnesses
   f. Completeness of assignments
   g. Relationship with staff and co-workers

3. Withdrawals/transfers/dismissal:
   a. Same as classroom policies as outlined under withdrawals and reentries in this booklet.

4. Personal Appearance:
   a. Students will be neat, clean and well groomed.
   b. No perfumes, colognes, or scented soaps/lotions or hair products may be worn.
   c. Uniform for students as requested by clinical facilities and Advisory committee
      i. Dress or pantsuit of white material displaying the ASU-Beebe SPN insignia on the left sleeve purchased from the designated uniform company for female students. White shirt purchased from the designated uniform company with ASU-Beebe SPN insignia on left sleeve for male students. Trousers must be white. Male students will wear white plain undershirts. No designs on the undershirt. The uniform must be clean and pressed.
      ii. Length of dress should be becoming of a nurse and no shorter than mid-knee.
      iii. Foundation garments must be worn, white and adequate.
         1. Full slips must be worn when wearing a dress or skirt.
         2. Beige or White briefs with no insignia or designs.
         3. Beige or white bras with no insignia or designs and be supportive.
      iv. Hose—white pantyhose, free of runs and snags for female students. Support hose are recommended. Students should wear white clean socks without design or logos.
      v. White leather nursing shoes—clean and polished. Only those shoes on the hand-out given during orientation may be worn.
      vi. Name pin consisting of the laminated school picture I.D. will be worn on the left side. The uniform top has a place for the pin to be attached. No additional pins or insignias may be worn on the uniform.
      vii. Standard equipment includes: stethoscope, bandage scissors, black ballpoint pen, note pad, watch with second hand.
viii. NO jewelry except watch and wedding ring or engagement ring. For female students only: Small pierced earrings (post type) only in gold/silver, nothing colored or bright. You may have two earrings in each earlobe only. NO other piercing may be visualized or worn. No hoop earrings may be worn.

ix. Hair will be neat, clean, and pulled back. Hair should not fall into your eyes, face or on the patient when performing patient care or bending forward. Pony tails should not swing free, no hair bows, ribbons, or large combs allowed.

x. Personal hygiene: students are to be clean and well groomed. Male students will shave everyday or have a neat, well-trimmed beard or mustache. Fingernails must be short, clean and without nail polish of any color including clear.

xi. Any visible tattoos will have to be covered during clinical experiences. If a tattoo shows through the uniform, it must be covered.

d. Failure to dress in proper uniform
Any student reporting to the clinical area NOT in full uniform will be sent home and counted absent for the full time missed.

e. Clinical Facilities may require compliance with institutional uniform policies. If the student does not meet institutional policies, the facility may request the student be sent home.

5. Conduct
a. Students will have malpractice insurance prior to entering into the clinical facilities. The faculty will make arrangements for the insurance and notify students of the cost.

b. Students will be American Heart Association CPR certified before entering the clinical area.

c. Students will follow the Hepatitis B policy.

d. Centers for Disease Control infection prevention precautions will be followed.

e. Chewing gum is not allowed.

f. Smoking is not allowed during clinical time.

g. Loud talking and obscene language will not be tolerated and is grounds for immediate dismissal.

h. Bathroom needs should be cared for at break and lunch time.

i. Personal mannerisms and habits suitable for nursing are to be exhibited at all times.

j. Address instructors and personnel with proper title: Mr., Mrs., Ms., Miss, and Doctor.

k. Time allotted for lunch is thirty minutes only. One morning break of 15 minutes is permitted. No afternoon breaks. Lunch must be taken at the clinical facility. Students may bring lunch or eat in the cafeteria. Hospitals give student discounts on meals.

l. Post-conference will be held from 1400-1500 for the day shift and 2200-2300 on the evening shift unless otherwise announced. Location of post-conference will be announced daily. Students are to remain in the nursing unit until 5 minutes before conference begins.

m. Attitude should have the traits of: enthusiasm, willingness to learn, adaptability, dependability, interest in providing quality patient care, accepting of responsibility and criticism.

n. All students in each area are responsible for answering call lights. It could be an emergency.

o. Never leave a patient who is elderly, confused, disoriented, or has had narcotic medication without the bed rails in the up position.

p. Personal calls are NOT allowed except for emergencies. Students should inform relatives and friends not to call the student while they are in the clinical facility. They may contact the instructor if it is an emergency. The student will receive a clinical occurrence if the student has a cell phone in their pocket.

q. NO personal visitors are allowed at the clinical facility. Students should inform relatives and friends not to come for visits with the student while they are in the clinical facility.

r. **Students will be counseled for each clinical occurrence. Students will be dismissed after three (3) clinical occurrences. Clinical occurrence is defined as patient endangerment or unsafe nursing practice.** Examples include but are not limited to:

i. Side rails left down on a patient that requires the rails to be up

ii. Electrical equipment used improperly

iii. Falls due to neglect or incomplete assessment

iv. Failure to follow handwashing protocol or improper isolation technique

v. Failure to report abnormal assessment findings and properly treat

vi. Medication errors
vi. Violation of the HIPPA standards or confidentiality violation
vii. Patient abandonment

6. Medications and procedures
   a. Medications will be given after the student has successfully passed Pharmacology I and check off at the hospital by the instructor. All procedures as stated in the medication administration clinical packet will be followed.
   b. Nursing interventions appropriate for the medication must be followed before administration. Examples: Digitalis—may not be given until after an apical pulse is taken for one full minute. If the rate is below 60, do not give; notify the primary nurse or charge nurse. Anticoagulants—must check laboratory results (INR) before giving. Insulin—must check blood sugar, and the dosage double-checked by a licensed nurse before giving. These are examples only and are not meant to be all-inclusive. Students are expected to know the medication being given and the appropriate preassessment to perform.
   c. Students may skin test patients, but a licensed nurse must read the skin test.
   d. The student may not do vaginal examinations.
   e. No student is allowed to take orders concerning patients by telephone or verbally from the physician.
   f. Students are NOT allowed to sign consent forms as witnesses.
   g. Facility policies and procedures as outlined in the Policy and Procedure manuals are to be followed. If any question arises regarding how to do a procedure, these are the manuals to which to direct your actions.
   h. Clinical facilities may request the practical nurse school to withdraw any student whose performance is unsatisfactory or whose personal disregard for facility regulations interfere with performance.
   i. Any student leaving the clinical area without contacting the instructor will be dismissed for abandoning his/her patients.
   j. Students may be dismissed from school for medication errors.
      i. A medication error is defined as, giving a medication with one or more of the following inaccuracies:
         1. incorrect medication
         2. incorrect dose
         3. incorrect route
         4. incorrect time
         5. incorrect patient
         6. failure to properly document
         7. medication omitted
         8. failure to properly perform preassessments and follow-up
      ii. Medication errors will be subject to the following actions
         1. First medication error—written reprimand
         2. Second error—probation
         3. Third error—dismissal
      iii. If the medication error could result in patient death or is life threatening, the student will be dismissed immediately.

7. Students are not eligible for wages for clinical experiences as it is part of the educational process.

PROBATION OR DISMISSAL FOR PRACTICAL NURSING

A. Attendance as previously stated.
B. Grades as previously stated.
C. Failing to adhere to good clinical standards in providing health care.
D. Unprofessional conduct.
E. Cheating on an exam. Cheating is the same thing as stealing which will not be permitted and will result in immediate termination.
F. Use or possession of any type of alcoholic beverage, hallucinogen, barbiturate, amphetamine and all legend drugs not issued under a doctor’s prescription will be prohibited. Violation of this will result in termination from school. Substance Abuse policy is outlined in the Student Handbook.
G. Students who engage in such acts as stealing, gambling, profanity, or personal combats make them liable to disciplinary actions.

H. Violation of the policies as stated in the school Conduct and Disciplinary Standards.

I. Procedures performed outside the Scope of Practice of a Practical nurse or performed incorrectly and threaten the life of the patient.

J. Request by a clinical facility to remove the student from their facility and the inability of the student to meet course objectives.

K. Violation of policies in the ASU-Beebe Student Handbook.
SUBSTANCE ABUSE POLICY

The Practical Nursing program believes in the overall school policy. It is the policy to maintain a drug and alcohol free environment. The Practical Nursing faculty recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health and welfare of its faculty, staff, and students and people who come into contact with its faculty, staff and students during scheduled learning experiences. The Practical Nursing program strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. Within the profession of nursing there are codes and standards of conduct which all members of the profession are expected to function. Therefore, when engaged in educational activities whether on campus or in the clinical setting, nursing students are expected to be free from abusive influence of chemical substances/drugs. Students will sign a form agreeing to abide by the policy for the length of the program.

Professional expectations apply to nursing students. Students will be held to the same standards as a licensed nurse. For example, any nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section IX.A and Section XV.A.6.m. In the Practical Nursing program, we teach professional behaviors and the Arkansas Nurse Practice Act. Students will abide by the rules of the Arkansas Nurse Practice Act. Another example, any nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act ACA 17-87-309(a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to a Nursing faculty member.

If a student tests positive for drug use at any time during the school year and cannot provide the medical examiner with the proper documentation, the student will be immediately terminated from the nursing program and will receive an “F” in each course in which they are enrolled.

The intent of the policy is not just to identify those students chemically impaired, but also attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a Practical Nurse. All aspects of the policy are to be conducted in good faith with compassion, dignity and confidentiality.

As a condition of enrollment, each student will sign a Substance Abuse Policy Release Form agreeing to adhere to the Substance Abuse Policy. Urine drug screens will be conducted during the school period. The approximate cost of each drug screen is $40.00, which must be paid by the student. One screen will be done each term. The day will not be announced ahead of time. The department chair or the designee will announce that urine drug screens will be done and all students will be tested on the same day. The results of the screen will be sent to the Practical Nursing department head.

Testing for cause could be conducted using the following policy/procedure:

1. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse policy and all clinical agency policies, if appropriate.
2. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the nursing program.
3. If the laboratory test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class without penalty.
4. If any one laboratory test is positive for substances classified in the Diagnostic and/or Clinical statistical Manual of Mental Disorders (DSM-IV), the decision may be any of the following: referral for medical evaluation, or immediate suspension from the program.
5. Confidentiality will be maintained.
**Substance Abuse Policy Model is adapted from the Nurse Administrators of Nursing Education Programs (NANEP) recommendations.**

**SUBSTANCE ABUSE POLICY RELEASE FORM**

I, _________________________________, have read the Substance Abuse Policy of the Practical Nursing Program and agree as a student in the nursing program to comply with all aspects of the policy as it is written.

I agree that the laboratory designated by the Practical Nursing Program, a drug testing facility, is authorized by me to provide the results of the test to the Practical Nursing Department Chair. I agree to indemnify and hold the lab harmless from and against any and all liabilities of judgments arising out of any claim related to (1) compliance of the college with federal and state law, and (2) the college’s interpretation, use and confidentiality of the test results, except when the lab is found to have acted negligently with respect to such matters.

I further understand that failure to adhere to the conditions specified in this policy will result in my dismissal from the program with an “F” in each course that I am enrolled.

I will remain drug free for the length of the program.

I will submit a written statement from the physician if prescribed a mind-altering drug.

I understand that I will not be allowed to continue in the clinical area, if any prescribed medications interfere with my ability to ensure my safety or the safety of my patients.

I agree to random drug testing.

I authorize the release of my drug results to the Arkansas State University- Beebe Practical Nursing Department Chair.

I, also, agree to abide by the provisions for determining dismissal from the program and to follow the conditions for readmission as outlined.

____________________________________________  ______________________________  
Signature       Date
STATE BOARD OF NURSING REQUIREMENTS

Have you ever been convicted of a crime? This question is asked on the Arkansas State Board of Nursing application for Practical Nurse licensure. This application is completed after the successful completion of the program at ASU- Beebe and must be completed prior to the graduate taking the licensure examination.

Students convicted of a crime may enter and complete the Practical Nursing program at ASU- Beebe. However, after completion of the program they may be required to meet with or appear before the Arkansas State Board of Nursing before being permitted to take the licensure examination. They may not be allowed to take the licensure examination. When application is made, the Board will notify the student of the paperwork necessary to complete and return to them. Persons convicted of a crime may not be eligible to take the NCLEX-PN for Arkansas licensure.

The Student will be required to sign a form stating the following during orientation: "The criminal background check law (ACA17-87-312) contained in the Practical Nursing handbook has been discussed. I understand that if I have ever been convicted of a crime, I may be denied eligibility for licensure. I may be required to meet with or appear before the Arkansas State Board of Nursing before the decision is made to grant me permission to take the licensure examination. The ASU- Beebe Practical Nursing Program does not make any guarantees regarding the outcome. This law has been reviewed and discussed."

Anyone with questions regarding this may contact the head of the Practical Nursing department or the Arkansas State Board of Nursing at: 501-686-2700 or write them at University Tower Building, Suite 800, 1123 South University, Little Rock, AR  72204.

(a) As of October 1, 1999, each first time applicant for a license issued by the Arkansas State Board of Nursing may be required to apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted the Federal Bureau of Investigation.

(b) The check will conform to the applicable federal standards and will include taking fingerprints.

(c) The applicant must sign a release of information to the board and will be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau will forward all information obtained concerning the applicant in the commission of any offense listed in the subsection (f) of this section to the board.

(e) At the conclusion of any background required by this section, the Identification Bureau will promptly destroy the fingerprint card of the applicant.

(f) No person will be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

(1) Capital murder, as prohibited in § 5-10-101;
(2) Murder in the first degree and second degree, as prohibited in §§ 5-10-102 and 5-10-103;
(3) Manslaughter, as prohibited in § 5-10-104;
(4) Negligent homicide, as prohibited in § 5-10-105;
(5) Kidnapping, as prohibited in § 5-11-102;
(6) False imprisonment in the first degree, as prohibited in § 5-11-103;
(7) Permanent detention or restraint, as prohibited in § 5-11-106;
(8) Robbery, as prohibited in § 5-12-102;
(9) Aggravated robbery, as prohibited in § 5-12-103;
(10) Battery in the first degree, as prohibited in § 5-13-201;
(11) Aggravated assault, as prohibited in § 5-13-204;
   Introduction of a controlled substance into the body of another person, as prohibited in §5-13-210
(12) Terroristic threatening the first degree, as prohibited in § 5-13-301;

(13) Rape and carnal abuse in the first degree, second degree, and third degree, as prohibited in §§ 5-14-103, 5-14-106;
(14) Sexual abuse in the first degree and second degree, as prohibited in §§ 5-14-108 and 5-14-109;
(15) Sexual solicitation of a child, as prohibited in § 5-14-110;
(16) Violation of a minor in the first degree and second degree, as prohibited in §§ 5-14-120 and 5-14-121;
(17) Incest, as prohibited in § 5-26-202
(18) Offenses against the family, as prohibited in §§ 5-26-303 and 5-26-306;
(19) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
(20) Endangering the welfare of a minor in the first degree, as prohibited in § 5-27-203;
(21) Permitting child abuse, as prohibited in § 5-27-22 (a)(1) and (3);
(22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct; pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use 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;
(23) Felony adult abuse, as prohibited in § 5-28-103;
(24) Theft of property, as prohibited in § 5-36-103;
(25) Theft by receiving, as prohibited in § 5-36-106;
(26) Arson, as prohibited in § 5-38-301;
(27) Burglary, as prohibited in § 5-39-201;
(28) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 – 5-64-608, as prohibited in § 5-64-401;
(29) Promotion of prostitution in the first degree, as prohibited in § 5-70-104;
(30) Stalking, as prohibited in § 5-71-229; and
(31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

(g)(1). The board may issue a six-month nonrenewable letter of provisional eligibility for licensure to a first-time applicant pending the results of the criminal background check.
(2). Upon receipt of information from the Identification Bureau that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to or has been found guilty of any offense listed in subsection (f) of this section, the board shall immediately revoke the provisional license.

(h)(1). The provisions of subsection (f) and subdivision (g) (2) of this section may be waived by the board upon the request of:
   (A) An affected applicant for licensure or
   (B) The person holding a license subject to revocation.
(2). Circumstances for which a waiver may be granted shall include, but not be limited to, the following:
   (A) The age at which the crime was committed;
   (B) The circumstances surrounding the crime;
   (C) The length of time since the crime;
   (D) Subsequent work history;
   (E) Employment references;
   (F) Character references; and
   (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of children.

(i)(1). Any information received by the board from the Identification Bureau pursuant to this section shall not be available for examination by:
   (A) the affected applicant for licensure or his authorized representative; or
   (B) the person whose license is subject to revocation or his authorized representative.
(2). No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.
(j) 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.

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

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

(m) Persons licensed by the board may be required to apply for a criminal history check in the same manner as an applicant for licensure under this section. The board shall develop and adopt a regulation that prescribes how criminal history checks for persons licensed by the board may be conducted.