HENDERSON STATE UNIVERSITY

Department of Nursing

RN to BSN
Student Handbook

August 2019
DEPARTMENT OF NURSING
RN TO BSN STUDENT HANDBOOK ACKNOWLEDGEMENT

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

I, __________________________________________________________
                                          ________________________,
                                              (Print your full legal name)

have read the HENDERSON STATE UNIVERSITY (HSU) DEPARTMENT OF NURSING RN TO BSN STUDENT HANDBOOK. I know a copy of this handbook with the most recent updates is available on the HSU Nursing Department web page. I will comply with guidelines in the handbook while I am an HSU Nursing Student (registered in courses with a "NSG" prefix). If I have questions about guidelines in the Student Handbook, I can have any questions answered by my advisor, Program Director or the Nursing Department Chair.

____________________________________________________
Signature

____________________________________________________
Date

ID Number

Agreement to Maintain Established Guidelines on Dissemination of Patient Information

I have completed the mandated training on the Health Insurance Portability and Accountability Act of 1996 as outlined in Nursing Student Handbook and available at https://www.hhs.gov/hipaa/professionals/training/index.html

I, ____________________________, will abide by HIPAA regulations to maintain patient confidentiality in any form: written, oral or electronic and understand that my failure to do so can result in the loss of my clinical privileges (course failure), possible dismissal from the HSU nursing program, and potential Federal criminal charges.

____________________________________________________
Signature

____________________________________________________
Date

I, ____________________________, have watched & read the NCSBN Guidelines on Social Media Policy and agree to abide by them. https://www.ncsbn.org/347.htm

____________________________________________________
Signature

____________________________________________________
Date

I, ____________________________, agree to keep confidential all Health Information encountered as a student in this RN to BSN Track of Henderson State University’s Nursing Program.

____________________________________________________
Signature

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

Acknowledgement of Academic Integrity / Honor Code

(See full description under Academic Integrity section)

As a student in the Nursing Program at Henderson State University, I am aware of the importance of integrity within my personal, academic, and professional actions. Therefore, I agree to refrain from and/or report all instances of unethical behavior that comes to my knowledge as a student/health care provider. This includes knowledge of acts of cheating (whether initiated or assisted), having access to known exam materials, incivility, or other acts of dishonesty as described in the Henderson State University Academic Integrity Policy and also the Nursing Student Handbook. I am aware that violations of any of the above infractions may result in a recommendation for immediate dismissal from the program.

I, the nursing student, am honor bound to refrain from conduct that would make me less than an honorable person.

I, the nursing student, am honor bound to report violations of the honor code committed by myself or by others.

I, the nursing student, will foster a community of moral discourse with open dialogue with issues impacting moral integrity.

My signature on any Nursing document, including homework and electronic submission of coursework, submission of all exams and assignments, and my behavior in all settings associated with the Department of Nursing, represents my affirmation of the Honor Code and demonstrates compliance with the Henderson State University Academic Integrity Policy.

______________________________
Signature

______________________________
Date ID Number
WELCOME: RN TO BSN NURSING STUDENTS AT HENDERSON STATE UNIVERSITY

Welcome to Henderson State University (HSU) and the Department of Nursing. We are delighted that you have chosen us as your partner in earning your baccalaureate degree! Nurses diagnose and treat human responses, and advocate for the care of individuals, families, groups, communities and populations (American Nurses Association, nd). Like you, our faculty are registered nurses who are dedicated to protecting the health of the public and we are here to partner with you in the teaching-learning process.

Our RN-BSN Track offers a seamless academic transition for registered nurses to earn their baccalaureate nursing degree from an accredited institution. This online track builds on the foundation of prior liberal arts and nursing courses as well as the knowledge and experience of the licensed registered nurse. We take your education to the next level with a focus on leadership, management, research and evidence-based health care, nursing theories, gerontology, palliative care, health assessment, and community health. Courses also emphasize health promotion, cultural diversity, and disaster management. Clinical practice experiences are incorporated throughout the curriculum. The curriculum also serves as a foundation for graduate nursing education.

Our nursing faculty are committed to learner-centered education. The RN-BSN Track curriculum is based on an adult learning theory and constructivist approach. That means discussions and assignments are designed to incorporate your own experiences in nursing into the sharing and learning of new content and ideas.

The study of nursing is a rigorous endeavor requiring expert skill in critical thinking and the mastery of a substantive body of knowledge. We hold our students to high expectations, without apology, because the safety of patients is at stake. We hold for ourselves a parallel expectation for instructional excellence and compassion. We know that when the dignity of the student is respected, the learning environment is conducive to best learning outcomes, and the student is much more likely to affirm the dignity of both patients entrusted to their care and colleagues with whom they practice.

We encourage an atmosphere of scholarship and dedication to the highest standards of science and ethics in the practice of nursing--a discipline of CARING. Study in a university involves active exchange between faculty and students--each learning from and teaching the other. This is in agreement with our basic philosophy of nursing and learning as Henderson faculty. We also believe/support the American Nurses Association (ANA) Code for Nurses. (See Appendix A)

In addition to this handbook, all nursing students follow the rules and regulations for all students at Henderson State University, which are printed in the HSU Catalog and are found in the HSU Student Handbook.

References

INFORMATION ABOUT THE RN-BSN TRACK

Tuition

The RN-BSN Track tuition is offered as a bundled flat rate of $2000 per the standard, 11 credit hour semester. Credit hours of 12 or more hours are bundled at $4000 per semester. One to five credit hours are bundled at $1000 per semester. Tuition costs are subject to change as determined by the university. There are no additional student fees. Your anticipated additional expenses will be the cost of textbooks and any online course materials.

See Appendix B for more information about admission and articulation requirements.

CLINICAL PRACTICE EXPERIENCES

Even though you are completing your BSN in an online learning environment, clinical practice experiences are still an integral part of your nursing education. These planned learning activities allow you to understand, perform and refine your professional competencies at the baccalaureate level. You will be able to integrate new knowledge and demonstrate attainment of program outcomes through these clinical practice experiences.

It is important to note that clinical practice experiences are not limited to clinical patient care settings, such as an inpatient unit at a hospital or facility. As you broaden your scope of practice at the baccalaureate level, you will find that clinical practice refers to any nursing intervention that influences health outcomes. Nurses can influence health outcomes in many ways! Nurses lead community action groups, advocate for and teach the public, influence public policy, implement organizational policies, work on solutions to health disparities, work with local groups to increase immunization rates, collaborate to improve maternal and infant morbidity and mortality rates, and so much more.

As a working RN, you will attain new skills, or practice current skills at a higher level as you progress through this program. For example, you already perform basic physical assessments. However, through this track, you will deepen your skills, learn to use focused, specialized tools for particular components of assessment, and take the time to further develop your communication skills. Another example: you may already care for older adults. Here, you will enrich your clinical practice knowledge and skills through practice with assessments designed specifically for persons with conditions related to aging, chronic illness, and advanced progressive illness.

All clinical practice experiences are evaluated by your faculty. The faculty evaluate your work to ensure you are competent to enter nursing practice at the baccalaureate level. The faculty will coach you through your experiences and evaluate your work in a variety of ways, depending on each planned experience.

Three courses in your track are specifically designed to include clinical practice experiences. These courses are NSG 4714/4714L Community Health, NSG 4735/4735L Palliative and Gerontological Nursing, and in NSG 4363, your Capstone project provides a wealth of clinical practice experience as you work on real-life improvement of health care.

In Palliative Care-Gerontology, your instructor will guide discussions on completing practice experience assignments and is available to you via face-to-face phone calls, texts and/or emails if you have questions. Your instructor will evaluate your experiences by reviewing your documentation, asking you questions, and reading your reflections on your experience. Experiences will include assignments such as attending hospice interdisciplinary team conferences and collaborating to identify patient/family needs and planning appropriate interventions.

In Community Health, a clinical practice experience might include working with a group towards improving health care in a community, working with a selected population to assess food insecurities, assessing a community or population for health care disparities, conducting an in-depth assessment and contributing to plans or efforts to improve health outcomes.

Additionally, in your Capstone course, you will be collaborating with others to identify gaps in care, implement new practices or implement components of a quality improvement strategy: all of these activities are considered to be direct care clinical experiences. Indirect care experiences might include educating other health care providers, writing a policy, participating in disaster preparedness planning, collaborating to design improved documentation practices, or collaborating to improve communication among health care providers. All of these clinical practice experiences help to influence health outcomes. Exciting stuff, indeed!

A word on your Capstone and other experiences: yes, you are allowed to complete clinical practice experiences at your place of work. However, these experiences are above and beyond your usual practice, and you must be very clear to as to when you are there as a student and when you are working as an employee! Please wear your HSU ID Badge anytime you are in the role of student. You will be integrating new knowledge into your practice, and will be meeting specific objectives with an evaluation provided by your instructor. If you have any questions about the appropriateness of a clinical practice setting, please consult with your course instructor or the track director.

Revision, 8/2019
Clinical Practice Experiences Health & Safety
Nursing can result in exposure to infectious illnesses, injuries, or related accidents. Because of this, students are strongly urged to maintain adequate health care coverage and disability insurance. Additionally, in order to meet practicum agency requirements, students must provide evidence of the following upon admission and re-entries to the program. You will create an account with our designated clinical compliance tracking company and upload your documents.

- Negative Tuberculin skin test or independent provider’s statement of the absence of practicum signs and symptoms of Tuberculosis in positive reactors. Addendum 9/2019: Due to recent CDC guideline changes, this requirement is subject to revision in 2019-2020.
- 3-shot Hepatitis B series or acceptable titer
- Proof of Measles, mumps, and rubella immunizations
- American Heart Association CPR for Healthcare Providers
- Varicella immunizations (2 doses) or positive titer
- Proof of Tetanus (Td/Tdap) within past 10 years
- Influenza immunization at beginning of flu season (date to be determined)
- Physical Examination signed by Healthcare Provider

Additional documentation required include:
- Drug testing
- Criminal Background Check
- Signed Online RN to BSN Student Handbook Acknowledgement Page

Americans with Disabilities Act, Implications for Nursing Majors
Students with documented disabilities who are applying for admission to Henderson and to the Nursing Major will be welcome according to the guidelines of the Americans with Disabilities Act (ADA) of 1990. Reasonable accommodations will be made for students who are disabled, but who have the abilities to assume the role of the professional nurse. These abilities include, but are not limited to, verbal and written communication, critical thinking, nursing assessment of physical and psychosocial health status of clients/families, mathematical calculations for correct dosage administration to patients, and performance of nursing procedures including cardiopulmonary resuscitation (CPR at the healthcare provider level).

Nursing majors and applicants to the Henderson Nursing Program will be held responsible for understanding and complying with this information. If there are any questions, please contact the Department of Nursing in writing at:

Henderson State University
1100 Henderson Street
Department of Nursing
Box 7803
Arkadelphia, AR  71999-0001

The Henderson State University Online RN to BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Arkansas State Board of Nursing (ASBON). All interested parties (students, graduates, other parties associated with the BSN Program), may contact the CCNE to express any statement or concern at the following:

CCNE, One Dupont Circle, NW, Suite 530, Washington, DC  20036, (202) 887-6791
GENERAL POLICIES AND PROCEDURES FOR NURSING STUDENTS

Abilities and Skills for Admission to Program and Progression

The HSU Department of Nursing requires abilities and skills for admissions and progression in the curriculum based on those required of a practicing professional nurse.

The professional nurse must possess the knowledge and ability to effectively assess his or her patient’s biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through critical thinking to arrive at a definition of the patient’s status of problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the patient’s responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process (Scientific decision-making process). These skills and abilities include: observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological accommodation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate’s judgment must not be mediated by someone else’s power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. **Observation:** The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the fictional use of the sense of vision and tactile sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication:** The candidate must be able to speak, to hear and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form will all members of the health care team.

3. **Motor:** Candidates should have sufficient motor functions to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples of required fine motor skills would include, but are not limited to, preparation and administration of parenteral medications, assessment of vital signs, application of dressings, and insertion of drainage catheters. Examples of required gross motor skills would include, but not limited to, positioning clients in bed, assisting with ambulation, and transferring clients via wheelchair, stretcher, or bed.

4. **Intellectual-Conceptual, Integrative and Quantitative Abilities** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In
addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. **Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the practicum problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The Department of Nursing affirms that all students enrolled in the nursing program must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.

**Academic Integrity:**

Academic integrity is expected. Academic integrity ensures the accuracy of scientific and scholarly knowledge and protect(s) intellectual property rights. Academic integrity requires that students and faculty approach their responsibilities with rigorous honesty.

**Plagiarism** is defined as adopting, appropriating for one’s own use and/or incorporating in one’s own work, without acknowledgement, passages from the writings or works of others; presenting parts of passages of other’s writing as products of one’s own mind. Any student who plagiarizes may be subject to receiving a zero on the written work, may fail the course, and may be dismissed from the Nursing Program.

Use the following general guidelines when referencing material:

1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.

2. Paraphrasing is defined as restatement of a text, passage or work, i.e., not the use of the original writer’s exact words. Paraphrasing requires an appropriate reference using scientific notation.

3. Tables, photographs, models, figures, and illustrations, as well as written text, constitute “works of another” and must be footnoted.

4. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes questionable writing methods and is negatively sanctioned in grading.

**Cheating:** Academic integrity in testing requires that the student works completely unassisted (with the exception of group tests). Either consultation with others or reliance on supplemental materials violates the expectation that work be unassisted.

**Fabrication of Data:**
Any student who compromises their academic integrity risks the full sanctions of the judicial process articulated in the Henderson State University Code of Student Rights, Responsibilities and Conduct Student Guide


Forgery:
The misrepresentation of an individual’s signature/writing by a different individual.

Accreditation:

The baccalaureate degree program in nursing, including its RN to BSN Track, at Henderson State University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

Persons interested in expressing comments and/or concerns about the HSU BSN Program may contact the responsible accrediting agency at the following (all communications must be in writing and signed by the author):

CCNE
One Dupont Circle, NW, Suite 530
Washington, DC  20036
Tel: (202) 887-6791

Advancement: (Progression through Nursing Courses)

All nursing students must maintain a cumulative grade point average (GPA) of 2.5 or better and complete all required nursing courses with at least a "C" grade in each course to progress through the Nursing Curriculum Sequence. Students who fail a course may or may not be able to proceed through sequence, depending on pre-requisite status for next courses or course availability.

Applying to the RN to BSN Nursing program
(See Appendix B for Guidelines & Application for Admission)

Registered Nurses with unencumbered licenses, GPAs of 2.0 and who graduated from a nursing program that was licensed by the State of Arkansas or was accredited are eligible to apply.

Students must be accepted to the University before they will be considered for acceptance into the RN-BSN Track. University admission requires official transcripts from all other attended universities be sent directly to the HSU Admission’s Office.

Cohorts begin in Fall and Spring semesters. The deadline for Fall admission is June 30th and the deadline for Spring Admission is November 30th.

Application information is located on the HSU Department of Nursing Webpage at https://www.hsu.edu/pages/academics/ellis-college-of-arts-and-sciences/nursing/rn-to-bsn/

All liberal arts core/general education courses must be completed prior to enrollment into nursing courses. Exceptions may be made only at the discretion of the Program Director.
Advisement:

Advisement is a responsibility and opportunity for all nursing department faculty. Advisors seek to help the student make informed educational decisions for best student outcomes. The student is encouraged to see the advisor at any point in their educational process when the student has questions, problems, or concerns.

Students who do not progress through the nursing curriculum sequence as articulated and are "out of sequence" may or may not be able to return with the same plan of study. University requirements and department requirements are subject to change. This may result in additional course work requirements for BSN degree completion.

Alumni Association

The HSU Department of Nursing alumni association is composed of graduates of the BSN program. Graduating students are encouraged to join and remain members of the Alumni Association throughout their professional careers. HSU Nursing Alumni has a Facebook Page.

Graduates should also remember to keep both the Department of Nursing and the University Alumni Office informed of changes in name, address, and telephone number.

Clinical Practice Experiences:

Students in practicum laboratory courses (NSG 4735L Palliative Gerontology and NSG 4714L Community Based Nursing) must provide evidence of the following to comply with the requirements of health care agencies that have contracts with the HSU Department of Nursing:

1. Valid, current certification for Health Care Provider level CPR through the American Heart Association
2. Evidence of Tuberculosis (TB) testing within the previous 12 months (and treatment, if indicated)
3. Evidence of Hepatitis B virus (HBV) immunization or immune status as verified by titer.
4. Proof of Measles, Mumps, and Rubella Immunizations.
5. Varicella Immunizations (2 doses) or positive titer.
6. Proof of Tetanus (Td/Tdap) within past 10 years.
7. Influenza Immunizations at beginning of flu season (date to be determined).
8. Criminal Background Check
9. Drug Screening
10. Physical Examination signed by Healthcare Provider
11. Valid, current unencumbered RN license

Students must maintain their RN licenses in good standing to continue in nursing courses at Henderson State University.
Should the Board of Nursing discipline the licensed nurse, the student’s opportunity to continue in the HSU Department of Nursing may be withdrawn. A hearing will be afforded the licensed student who is disciplined by the Board. The faculty will recommend to the chair appropriate action given the specific issues and recommendations of the Board.

**Communicable Diseases:**

1. Caring for clients with communicable diseases

Nursing Faculty believes all clients in the practicum area deserve quality nursing care without regard to age, sex, race, socio-economic status, sexual orientation, immigration status, or disease state. Students will be expected to provide care to any client assigned to their care in the practicum setting. The exception to this is if the student is immunosuppressed him/herself.

A doctor's excuse/statement must be provided for proof of illness or compromised immunological status. Any refusal to deliver care based on the age, sex, race, sexual orientation, immigration status, or disease state of the client will be deemed unsatisfactory performance of professional responsibility.

2. Student Illness

If a student has been diagnosed with an infectious disease (ex: chicken pox, measles, etc.) and has potential to infect patients, students, or others, the student is to inform course faculty as soon as possible.

**CPR (Cardiopulmonary Resuscitation) Certification**

All students in practicum courses must have current CPR certification. The certification must be American Heart Association at the Basic Life Support level for Health Care Providers. This is the responsibility of the student. Students without current certification will be removed from practicum until certification is obtained. A copy of the current CPR certification card must be turned in to the Department of Nursing secretary by posted date prior to entering the nursing program.

**Criminal Background Checks**

1. All students must evidence a “clear” criminal background check to complete the Nursing program admission process.

Henderson State University
Department of Nursing

**Student Background Check and Drug Screen Policy**

All incoming nursing students must consent to, submit to, and fully complete a Background Check and Drug Screen through a designated company as a condition of matriculation into the Henderson Statue University Nursing Program. Failure to do so will constitute failure to meet the matriculation requirements established by the Department of Nursing and will result in
administrative withdrawal from the program. Student Background Check and Drug Screen must be completed by posted date prior to the semester.

Matriculation and continued enrollment in the HSU Nursing Program is contingent upon a completed Background Check and Drug Screen with acceptable results. Failure to consent to a Background Check; refusal to provide necessary information to conduct the Background Check; falsifying information; failure to provide any additional information wherein an investigation is warranted; and failure to comply with the investigatory procedures when a cause for further action is warranted will result in disciplinary action up to, and including, administrative withdrawal or dismissal from the program. All Background Check, Drug Screen, and Review notes are stored within the designated online management service (Castlebranch).

Review of Background Check and Drug Screen
Background Checks and Drug Screens will be reviewed by Department of Nursing Chair, the Director of the RN-BSN Track, or the Nursing Interim Administrative Coordinator. If this first review identifies adverse findings, a second review with the Dean of Ellis College and HSU Legal Counsel will be conducted. Prior to this second review:

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

2. If the student attends the meeting, she/he may have one (1) person present, who may be an attorney, to advise her/him. This person may not speak on behalf of the student, question the review committee, or otherwise actively participate in the review.

3. The student may appear in person, make an oral statement, and answer questions from the review committee members. Upon completion of the review meeting, the student may submit additional information or clarification, in writing, within five (5) working days.

Disability Center:
The University is subject to and endorses both the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The Compliance Officer is the General Counsel, Room 308, Womack Hall, phone 870.230.5089. If you have need for support because of a disability, contact the Disabilities Resource Center, Foster Hall, 870.230.5475. Early contact with the center will provide a smoother transition in obtaining services.

E-mail:
Each student has an official HSU individual e-mail address. E-mail will be sent to that address. The student is responsible for forwarding the HSU address to the preferred e-mail address. E-mail is the official mode of communication between students and faculty and the student is responsible to check email at least once on each day. Types of communication include but are not limited to inclement weather information, syllabi, content discussion and clarification, reading assignments, sample test questions, and deadline reminders. Computer services can assist students with the process of checking e-mail from home. When e-mail is distributed, the student is responsible for its contents.

Emergency Contact for Clinical Practice Experiences:
Students will have an "emergency contact" number on file with the RN-BSN administrative office. Upon admission, students are to provide name, relationship and number of contact to RN-BSN Track Administrative Analyst at RNtoBSN@hsu.edu

**Grading of Nursing Courses:**

Because of the integrated theory and practice in the skills, practicum, and theory courses in each semester in nursing, students must earn a "C" or better in all nursing courses and a "satisfactory" in practicum to progress into the nursing courses of the next semester.

The student must schedule a conference with the course faculty whenever the student’s progress is compromised, or content mastery is marginal, in nursing coursework. The following course grading scale will be followed: A = 90-100, B = 80-89, C = 70-79, D = 60-69, F = 60 and below. A satisfactory/unsatisfactory is received as a practicum grade.

**Grade reports, Official:**

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

**Graduate Competencies/Student Learning Outcomes**

**Program Objectives/Department of Nursing Goals**

1. Prepare a professional nurse generalist.
2. Educate nurses in holistic concepts of humanity, environment, and health.
3. Prepare a professional nurse who recognizes and uses resources for nursing and health care in the community.
4. Prepare professional nurses who understand the role of research and theory to improve nursing and health care.
5. Provide a foundation for advanced study of nursing.

**Learning Outcomes**

1. Demonstrate responsibility and accountability in the role of the professional nurse.
2. Use clinical reasoning to make decisions regarding nursing care.
3. Manage resources necessary to promote and maintain conditions for optimum health.
4. Apply findings from nursing and healthcare research when planning nursing and health care.
5. Select concepts of professional nursing necessary for effective and efficient client care delivery.

**Graduate Pin and Pinning Ceremony:**

1. Students graduating in May or December of a given school year are invited to participate in the Annual Spring Pinning Ceremony.
2. Nursing Pins may be worn after the Annual Pinning Ceremony and/or upon the completion of BSN degree requirements.
3. Replacing lost pins can be handled through the distributor (HERFF JONES, Rick Lancaster, (501) 318-8126). The graduate must present proof of having received the BSN from Henderson for a replacement pin.

**Graduation Application:**

Nursing students must meet HSU requirements for graduation as stated in the HSU Catalog for the year of their entry into the Nursing Program. The procedure for nursing students is available on the Registrar’s webpage.

**Grievances:** (Academic and Professional)

Individuals initiating a grievance, academic and/or professional, (one student against another student, or by a student against faculty or staff member) should first address the issue with the specific individual. If resolution is not accomplished, then presentation should be made to course faculty, then the Nursing Department Chair. If the second discussion fails to resolve the issue, submit a written summary of the issue and prior attempts to resolve the issue to the Nursing Department Chair. The Nursing Department Chair will review and investigate the grievance as appropriate. If the issue still remains unresolved, the student should follow the Henderson State University complaint resolution / grievance policy located at https://www.hsu.edu/pages/about/administration/student-affairs-and-student-success/core-values-of-student-conduct/

**HIPAA Guidelines:**

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

1) HIPAA CE: Click link to complete training. https://www.hhs.gov/hipaa/for-professionals/training/index.html
   Submit copy of CE certificate to your Castlebranch account.
2) NCSBN video: Click link to complete training. https://www.ncsbn.org/347.htm
   Read and sign p.2 of this handbook and submit to your Castlebranch account.

**Insurance, Health:**

Nursing students are vigorously encouraged to maintain health insurance to cover their health care and illness related costs. Coverage at the student’s expense is available through the Office of Health Services on the ground level of the Mooney Building. Students who want to take advantage of that coverage can apply through that office.

**Insurance, Liability:**

All students entering into the first practicum nursing course and thereafter until graduation must have student liability insurance coverage before entering the practicum area for their first
experience of the semester. The insurance coverage is handled on a blanket basis (group policy) through the Department of Nursing and the Business office. A copy of the coverage is available for review in the Department of Nursing.

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

Minor for Nursing Majors:

The Bachelor of Science degree in Nursing (BSN) requires the major to be in nursing.

- The Department does not offer a minor in nursing.
- The program does not require that students elect a minor.
- Students who wish to earn an additional degree or minor in another discipline must meet the additional requirements for those goals as designated in the HSU Catalog.

Philosophy/Mission

The mission of the Henderson State University Department of Nursing is to provide both a liberal and professional nursing education to produce safe, generalist nurses. Graduates of this program will demonstrate an understanding of theory as it relates to nursing practice. This program prepares professional nurses to pursue higher education.

The RN to BSN Track offers the registered nurse the opportunity to complete a baccalaureate degree in nursing from an accredited nursing program.

This online track for licensed Registered Nurses builds on a foundation of competencies attained in pre-licensure nursing programs and provides curriculum in leadership and management, evidence-based research, nursing theory, gerontology and palliative care, health assessment, and community health. Courses also emphasize health promotion, cultural diversity, and disaster management.

Progression

The RN to BSN Track can be completed in one year by full-time students. Students may opt for either part-time or full-time status.

Courses are offered once per year and in sequence.

The student has up to 3 years to complete the program once accepted. If student’s individual plan of study is interrupted for more than one year, the student must reapply (see Policy Readmission - Appendix D).

Repetition of Nursing Courses:

A student may repeat a nursing course ONCE for a satisfactory final grade ("C" or better).

A maximum of two different nursing courses may be repeated due to an unsatisfactory grade ("D" or less) or withdrawal. Students who are unable to meet this expectation may not continue in the Nursing curriculum sequence. Readmission to nursing courses in the Online RN to BSN Track will be considered on a case-by-case basis and is not guaranteed.
A student who demonstrates **unsafe behavior** (directly endangering the physiological and/or psychosocial well-being of a client) during a clinical practice experience, and on the basis of this receives an unsatisfactory final grade (less than a "C" grade), will not be permitted to repeat that course or continue in the Nursing curriculum sequence.

**Signatures during clinical practice experiences:**

Clinical practice assignments generally do not require student signature on patient care records. If an agency requires a student signature, please use the following format:

Student Name (First and last names)  
Henderson State University Nursing Student (HSUNS)

**Social Media**

HSU Nursing students are expected to comply with the National Council of State Boards of Nursing guidelines found in *The Nurse’s Guide to the Use of Social Media* [https://www.ncsbn.org/347.htm](https://www.ncsbn.org/347.htm) and the American Nurses Association’s Principles for Social Networking ([Using Social Media at www.NursingWorld.org](https://www.NursingWorld.org)).

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

1. Do not transmit or place online any individually identifiable patient information.
2. Observe ethically prescribed professional patient — nurse boundaries.
3. Understand that patients, colleagues, institutions, and employers may view any social media postings.
4. Take advantage of privacy settings and seek to separate personal and professional information online. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
5. Bring any content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Participate in developing institutional policies governing online conduct.

**Professional Expectations:**

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post any information or photos gained through the nurse-patient relationship (even with patient permission).
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, faculty, staff, fellow students, employers, co-workers or practicum sites, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.
**Student Nurses Association**

Students are encouraged to join the National Student Nurses Association. Membership is open to both pre-licensure and baccalaureate completion students.

**Student Records Access:**

Students have the right to review or obtain a copy of their records. Students must see faculty for request.

**Substance Abuse Policy:**

1. All students must undergo a drug chemical screening prior to final program admission. Students who do not complete submission of their sample for testing by the published deadline on their Admission Letter, will be deemed non-compliant and program offer will be withdrawn. This will result in student dismissal from the program.
2. Students may not be present at clinical under the influence of drugs or alcohol.
   A. Students suspected of drug/chemical use in clinical will be subject to:
      (1) The Clinical Agency’s “For Cause” policy and testing
      (2) Students must pay full cost of any testing required by the Clinical Agency’s Policy.
   B. When a faculty member has cause to suspect a student in the clinical setting is chemically impaired, the faculty member has the obligation to request that drug screen studies be conducted at the student’s expense, at a location to be determined by faculty.

   It must be an official chain of custody drug screen and done at the time of suspicion.

   Students who refuse drug screening will need to meet with a professional standards review committee on campus within three (3) working days of the incident and may not participate in any clinical activity until the professional review committee clears them for reentry to clinical practice. The nursing department will cover expense if results are negative.
3. Students who test positive for drugs/chemicals may not continue in clinical. Course grade will be determined by student’s ability to achieve course objectives.
4. Certain clinical agencies require drug testing of students. Such tests may be at student’s expense. Failure of students to pass the drug test or refusal to submit to the test may limit the student’s ability to meet course expectation.

**Uniforms/Clinical Practice Experience Attire**

Students are to dress appropriately and professionally for clinical practice experiences. Depending on the setting, business casual or a lab coat is worn. Lab coats should be clean and free of wrinkles, tears, and spots. HSU student ID badge is to be worn for clinical practice experiences.

**Writing Style for Papers in Nursing Courses:**
Unless otherwise directed, all papers submitted in nursing courses will be congruent with the most recent edition, American Psychological Association (APA) Publication Manual. Style, format, spelling and grammar constitute a portion of the grade for formal, scholarly written assignments.

The HSU Writing Center offers one-on-one tutoring and workshops on various writing and documentation styles.

Visit their homepage at http://hsu.edu/writingcenter for more information.

The HSU Library has online data bases and writing tutorials available. Accurate and understandable writing is an expected competence of the professional nurse.
Appendix A

AMERICAN NURSES ASSOCIATION
CODE FOR NURSES

American Nurses Association, Code of Ethics
Appendix B
Henderson State University Department of Nursing

RN to BSN Arkansas Admission and Articulation Guidelines

1. RN students applying to the HSU Online Bachelor Science in Nursing Completion Track must:

A. Apply and be accepted to HSU. https://hsu.emasservices.com/Apply.aspx

B. Complete Department of Nursing Online RN to BSN Application. RN to BSN Application https://www.hsu.edu/pages/academics/ellis-college-of-arts-and-sciences/nursing/rn-to-bsn/
Applications and admissions will be processed as they are received.
Deadlines: June 30 for Fall semester, November 30 for Spring.

C. Hold a current, unencumbered Arkansas or Compact State Registered Nurse license.

D. Have a cumulative GPA of 2.0.

E. Admission is conditional pending Background Check and Drug Screen.

F. Graduated from associate degree or diploma program that was NLNAC or ACEN accredited; or, Arkansas State Board Approved at time of graduation.

G. Progression Testing and Work Experience Requirements: If less than 12 months after graduation, there is no testing for progression required. If greater than 12 months after graduation, there is no testing for progression required if during past 12 to 24 months have had at least 1000 hours of nursing employment.

2. Articulating RN student credits and required courses:

A. Must meet HSU liberal arts core requirements by either transferring/completing courses or by meeting Arkansas Associate of Arts or Associate of Science degree requirements (as noted in AR Code).

B. Must complete all required non-nursing courses prior to admission. Exceptions may be possible with approval of Program Director. See Appendix C, Degree Plan

C. Students:
1) Must complete the nursing core courses as indicated on the degree plan
2) Must complete the last 30 credit hours at HSU
3) Must demonstrate a minimum of 120 credit hours for graduation

3. Students accepted to the RN to BSN Completion Track:
1) Will be awarded up to 41 nursing credit hours.
2) Will complete 49 hours of pre-requisite/Gen Ed. credit hours per HSU Degree Plan Appendix C
3) Will complete 33 hours of HSU Nursing courses.

4. Once you are conditionally accepted, you will complete and pass the CastleBranch Certified Background Check, Drug Screen and Compliance Tracker to be fully accepted into the Nursing Program. Go to https://mycb.castlebranch.com, and in the upper right hand corner, enter the Package Code HP13: Background Check-Drug Test. The Department of Nursing has partnered with CastleBranch Compliance Tracker to provide you with a secure account to manage your time sensitive school and clinical requirements (example: TB skin test, Hepatitis B series, CPR certification, etc.)
## Appendix C

### HENDERSON STATE UNIVERSITY RN-BSN TRACK DEGREE PLAN

These courses are completed prior to entry to RN-BSN Track:

<table>
<thead>
<tr>
<th>English</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1463 (Eng A)</td>
<td>HIS 1013/1023 World Civilization</td>
</tr>
<tr>
<td>ENG 1473 (Eng B)</td>
<td>HIS 2053/2063 US Hist OR PSC 1013 Am Natl Govt</td>
</tr>
<tr>
<td></td>
<td>PSY 1013 (Gen Psych)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication</th>
<th>Core Elective (3 hrs): (Soci required for nsg deg plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 2013 (Oral Comm)</td>
<td>SOC 1013 (Intro to sociology)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Any Elective(s) (3hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1243 (Coll Algebra)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Academic Enrichment</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need ONE of these</td>
<td>BIO 2174 (A&amp;P I, w/lab)</td>
</tr>
<tr>
<td>HIS 1013/1014 (World Lit I or II)</td>
<td>BIO 2184 (A&amp;P II, w/lab)</td>
</tr>
<tr>
<td>ENG 2053 Studies in Literature</td>
<td>BIO 3094 (Microbiology)</td>
</tr>
<tr>
<td>ENG 2683 Masters of Westn Lit(H)</td>
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</table>

<table>
<thead>
<tr>
<th>Academic Enrichment/Fine Arts Humanities</th>
<th>Natural Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need ONE of these</td>
<td>Need ONE of these</td>
</tr>
<tr>
<td>ART 2033 Hum Art</td>
<td>CHM 1004 Intro to Chemistry</td>
</tr>
<tr>
<td>MUS 2033 Hum Music</td>
<td>CHM 1014 University Chemistry 1</td>
</tr>
<tr>
<td>ART 2603 Studio Art</td>
<td>CHM 1034 Gen Chem Non-Majors</td>
</tr>
<tr>
<td>THA 2033 Hum Theater Arts</td>
<td>CHM 1044 Gen Organic and Biochem</td>
</tr>
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These courses are completed during the RN-BSN Track:

<table>
<thead>
<tr>
<th></th>
<th>FALL</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NSG-4735</td>
<td>PALLIATIVE-GERONTOLOGICAL</td>
<td>5</td>
</tr>
<tr>
<td>NSG-4735L</td>
<td>PALLIATIVE-GERONTOLOGICAL LAB</td>
<td></td>
</tr>
<tr>
<td>NSG-4334</td>
<td>HEALTH ASSESSMENT</td>
<td>4</td>
</tr>
<tr>
<td>NSG-4334L</td>
<td>HEALTH ASSESSMENT LAB</td>
<td>LAB</td>
</tr>
<tr>
<td>NSG-4692</td>
<td>HEALTH PROMOTION &amp; WELLNESS</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SPRING</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NSG-4722</td>
<td>LEADERSHIP PRINCIPLES</td>
<td>2</td>
</tr>
<tr>
<td>NSG-4714</td>
<td>COMMUNITY BASED NSG</td>
<td>4</td>
</tr>
<tr>
<td>NSG-4714L</td>
<td>COMMUNITY BASED LAB</td>
<td>LAB</td>
</tr>
<tr>
<td>NSG 4672</td>
<td>DISASTER/EMERGENCY NSG</td>
<td>2</td>
</tr>
<tr>
<td>NSG 3603</td>
<td>HEALTHCARE RESEARCH/EVIDENCE</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SUMMER</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG-3173</td>
<td>NSG TRANSITIONS</td>
<td>3</td>
</tr>
<tr>
<td>NSG-3643</td>
<td>TRANSCULTURAL HEALTH</td>
<td>3</td>
</tr>
<tr>
<td>NSG-4363</td>
<td>NSG SENIOR CAPSTONE</td>
<td>3</td>
</tr>
</tbody>
</table>
Appendix D

GUIDELINES AND APPLICATION FOR RE-ADMISSION
HSU ONLINE RN TO BSN PROGRAM

Track Withdrawals, Re-entries and Readmissions

Sometimes personal circumstances result in a student stepping out of the degree plan track.

Please note that each course is offered only once per year.

Additionally, some courses must be completed before others.

Therefore, withdrawing from the track may result in a significant delay to your graduation date.

If you are considering stepping out or must step out, please contact your faculty advisor or the program director right away so we can help you with your degree plan scheduling.

Students "fall out of continuous enrollment" after not being enrolled for one calendar year.

Students who wish to return to Henderson after either falling out of continuous enrollment must reapply for admission. See the HSU website for further information:


Students are limited to one petition for readmission. Readmission may be limited by space availability.

Upon any re-entry or readmission, all clinical practice Health and Safety requirements (page 5 of this handbook) must be met and up to date in the student’s online data management account (Castlebranch). Note: If re-admission (one year or more out of track) full admission requirements must be met including a background check and drug screening, and physical examination signed by healthcare provider.

Accreditation Information

The Henderson State University Online RN to BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE). All interested parties (students, graduates, other parties associated with the BSN Program), may contact the CCNE to express any statement or concern at the following:

CCNE, One Dupont Circle, NW, Suite 530, Washington, DC  22036, (202) 887-6791