THIS FORM MUST BE COMPLETED AND RETURNED TO THE NURSING DEPARTMENT SECRETARY, BY THE FIRST DAY OF CLASS. IT WILL BECOME PART OF THE STUDENT'S FILE IN THE DEPARTMENT OF NURSING.

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 or the chairperson for the nursing department.

__________________________________________________________________________
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.

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.

__________________________________________________________________________
Signature Date

I, ____________________________, agree to keep all Health Information that I come in contact with during nursing school confidential.

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

The program offers associate degree nurses a seamless academic transition toward earning their baccalaureate nursing degree from an accredited institution. This program builds on a foundation of competencies attained by the registered nurse and also offers a strong focus 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. The program will use a preceptor model for clinical courses. The program also develops a foundation for additional study in graduate nursing education.

As faculty, we are proud to be professional nurses and are invested in your education and growth in professional nursing. Our goal for you is that you become a competent nursing clinician dedicated to a lifetime of caring and continued learning. We will require that you evidence a sound theoretical and conceptual base in your nursing practice.

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.
FACT SHEET FOR ALL NURSING MAJORS

Nursing Course Fees
$40 to $175 per nursing course

Nursing Practicum Course Health and Safety
Practicum nursing courses NSG 4735L Palliative Gerontology and NSG 4714L Community Based 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 to the program, prior to starting practicum courses.

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

Additional documentations required include:
- Drug testing
- Criminal Background Check (see page 12)
- 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 with 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 [http://www.hsu.edu/CurrentStudents/2015_studentconduct.pdf].

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

Accreditation:
The Henderson State University Online RN to BSN Program is accredited by the Commission on Collegiate Nursing Education (CCNE). 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.
   1) Students who fail a course may or may not continue all other courses in sequence. Ability to repeat the failed course will depend on academic standing and opening in specialty course enrollment.
   2) Students must submit an Application for Readmission.

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

Students (new and transfer) must apply for admission to the HSU nursing program. A new class begins each fall. Applications for the fall class must be returned to the Department of Nursing by July 15. Applications may be obtained from the Nursing Department and are located on the HSU Department of Nursing Webpage at [www.hsu.edu/RNtoBSN]. Students may apply to the Nursing sequence before they have finished all of the required prerequisite courses, but courses must be completed prior to graduation. Students must be accepted to the University before they will be considered for acceptance into the Nursing sequence. University admission requires official transcripts from all other attended universities be sent directly to the HSU Admission’s Office. Applications to the Department of Nursing may use unofficial transcripts.

Admission to the Nursing Program is competitive and based on nursing GPA. When all criteria are equal, students who have completed all of their prerequisite courses at HSU will be given precedence on admission.
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. Faculty office hours will be located next to their office door.

Students who self-register via the web are encouraged to communicate with their advisor via web or email two weeks before registration begins to assure their course selections match their plan of study.

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 their own 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.

Attendance:

Attendance is one of the most significant correlates of performance. Students who are absent frequently risk their academic success. HSU attendance policy is found in the HSU Catalog. Nursing faculty may announce course specific attendance policy, related to their courses, in their syllabi OR in writing as a syllabi addendum.

When ill, students are expected to place a first priority on their health and are asked to attend only when there is no increased risk of disease transmission to others.

Practicum Attendance:

Due to the limited amount of practicum time available to students, and in order to ensure the development of competent nursing skills, the following guidelines apply to students (unless otherwise specified in practicum course syllabi or syllabi addendum):

1. Faculty will announce their policy about notification required when the student is absent. Students are obligated to act congruent with the policy announced by the faculty member supervising practicum.
2. Missing practicum days may result in the inability to meet course objectives. Failure to meet practicum and course objectives results in course failure.
**Cell Phones:**

Students may carry cell phones to practicum, but are to be kept in the "silent" position during practicum sessions. Students must limit personal calls or texting in practicum to breaks and lunch periods only. No cameras are allowed in practicum.

**Practicum Grading:**

Faculty provides guidelines for assignment of grades in practicum nursing courses. These involve the use of a practicum evaluation form, evaluation of written assignments, and proceedings of one-on-one and group conferences via the web. An evaluation of performance may occur on a daily basis or other such as weekly, depending on the type of practicum experiences, student performance, and faculty discretion. Expectations of student performance in practicum labs include:

1) being prepared for practicum assignments  
2) seeking appropriate guidance in the performance of practicum assignments  
3) using universal precautions  
4) following Department of Nursing, course, and agency policy concerning medication administration  
5) implementing skills and knowledge learned in previous Nursing and Liberal Arts courses  
6) acknowledging, identifying, and reporting student errors or changes in client condition or needs  
7) professional and personal honesty  
8) notifying faculty for an absence or need to be late to an assigned practicum due to illness or for any other reason. Faculty will announce their policy about notification and students are obligated to act congruent with the policy announced by the faculty member supervising practicum.

**Practicum Laboratory Agency Requirements**

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
RN STUDENTS MUST MAINTAIN THEIR LICENSES IN GOOD STANDING WITH THE STATE BOARD OF NURSING TO CONTINUE IN NURSING COURSES IN THE DEPARTMENT OF NURSING AT HENDERSON STATE UNIVERSITY.

Should the Board of Nursing discipline the licensed nurse, the student’s opportunity to continue in the HSU Department of Nursing may be withdrawn. A hearing will be afforded the licensed student who is disciplined by the Board. The faculty will recommend to the chair appropriate action given the specific issues and recommendations of the Board.

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 practicum 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 will be stored in a locked, limited access file room in the Nursing Department.

Review of Background Check and Drug Screen
Background Checks and Drug Screens will be reviewed by Department of Nursing Chair or the Nursing Interim Administrative Coordinator. 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 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.
**Duplication of materials:**

Students are responsible for preparation of items for use in coursework and in other student-related activities. When copies of documents are required (CPR cards, TB skin test validations, HBV immunization records, current licenses to practice in Arkansas) the student is to make a copy to turn in and bring both the copy and the original to the nursing department secretary. The secretary will compare the copy and the original and return the original to the student. Copy machines for student use on campus are available in Huie Library and Garrison Center.

**E-mail:**

Each student has an official HSU individual e-mail address. 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 in Practicum Courses:**

Faculty and students will have an "emergency contact" plan set up through which emergency messages can travel from faculty to students and from students to faculty before, during, and after a practicum experience day. An updated phone number (home and emergency) is kept in the Department of Nursing. **It is the student's responsibility to notify the Secretary if the number changes.**

**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

1. Prepare associate degree nurses as leaders to effect change in health care and community systems.
2. Prepare a professional nurse who recognizes and uses resources for nursing and health care in the community.
3. Prepare professional nurses who understand the role of research and theory to improve nursing and health care.
4. Synthesize knowledge from nursing, the arts, and sciences in the holistic practice of professional nursing.
5. Assume responsibility for ongoing professional development in an ever-changing healthcare environment.

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. Develop a plan for professional growth and lifelong learning as a member of the nursing profession.

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 (Rick Lancaster, in Hot Springs). 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 grievance policy located on Registrar’s webpage at http://www.hsu.edu/policies/AcadIntegrity.pdf.

**HIPAA Guidelines:**

As mandated by the Health Insurance Portability and Accountability Act of 1996, all nursing students must attend a workshop 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. Click link to complete training. [HIPAA TRAINING](#). Must watch NCSBN video and complete post-test linked in power point. Submit to CastleBranch.com the printed post-test and signed HIPAA statement.

**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. Payment for Student liability insurance is made via nursing course fees assessed by the HSU 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.

**Goal**

The goal for the RN to BSN tract is that the program offers associate degree nurses a seamless academic transition toward earning their baccalaureate nursing degree from an accredited institution. This online program builds on a foundation of competencies attained by the registered nurse and also offers a strong focus 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. The program will use a preceptor model for clinical courses. The program also develops a foundation for additional study in graduate nursing education.

**Progression**

Students can complete in as little as 9 months if attending full time. The program is designed to be flexible for the working student, and students may opt for either part-time or full-time status, depending on their needs. 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 semester, the student must reapply (see Policy Readmission - Appendix D).

**Recommendations for Employment in Practicum Practice**

Often, faculty members are asked to make recommendations for students who wish to work and earn extra income. Usually, this is a matter of writing a letter or filling out a form from the employing agency and poses no problem for faculty. Students who seek employment and who give a faculty name as a reference should check with the faculty person in advance to insure the faculty member’s willingness and availability to provide a positive reference.

**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 Nursing Program 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) in a nursing practicum course, and on the basis of this receives an unsatisfactory final grade (less than a "C" grade), will not be permitted to repeat that course or continue in the Nursing curriculum sequence.

**Signature in Practicum Laboratory Agencies:**

When a facility requires that a student’s signature appear on the client's medical record, it should be entered:
It is the responsibility of the HSU instructor in the practicum area to determine whether a counter signature is required by the facility.

**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/NCSBN_SocialMedia.pdf) and the American Nurses Association’s Principles for Social Networking (*Using Social Media* at www.NursingWorld.org).

In addition, nursing students must recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, they can avoid inadvertently disclosing confidential, private, or any information about patients.

**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.

**Tips to Avoid Problems:**
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post any information or photos gained through the nurse-patient relationship (even with patient permission).
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, faculty, staff, fellow students, employers, co-workers or practicum 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 who are admitted to the Nursing Program are encouraged to join the National Student Nurses Association and maintain membership for the duration of the program.

**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 to practicum under the influence of drugs or alcohol.

   A. Students suspected of drug/chemical use in practicum will be subject to:
      1. The Practicum Agency’s “For Cause” policy and testing
      2. Students must pay full cost of any testing required by the Practicum Agency’s Policy.

   B. When a faculty member has cause to suspect a student in the practicum setting is chemically impaired, the faculty member has the obligation to request that drug screen studies be conducted at the student’s expense, at location to be determined by faculty. It must be an official chain of custody drug screen and done at the time of suspicion. Students who refuse drug screening will need to meet with a professional standards review committee on campus within three (3) working days of the incident and may not participate in any practicum activity until the professional review committee clears them for reentry to practicum practice.

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

**Uniforms:**

The wearing of a Lab Coat is required for all Practicum Laboratory experiences with HSU name tag.

**Lab Coat**
Color: White
Style: Long sleeves

**Shoes**
Color: White
Practicum Laboratory Uniform Guidelines are as follows:

1. Lab Coat is to be laundered following each wearing and should be neat, and free of wrinkles, tears, and spots.
2. Hair is to be clean at all times and worn neatly so no hair should dangle in the student’s face or into the client's area. If it is necessary to wear pins, combs, or headbands to hold hair in place, they must be inconspicuous. No extreme hairstyles or ornaments (i.e., large bows, ribbons, barrettes, etc.) are permitted.
3. The only jewelry, which may be worn with the uniform, is: watch with second hand, plain wedding band, and one pair of small stud earrings. Professional Nursing Student Association pins may be worn. No other piercings will be allowed.
   - Watches should be of simple design and water-proof or water-resistant. Elaborate faces or bands with stones should be avoided to minimize infection control issues and avoid patient harm.
4. Nails should be short enough that they cannot be seen from the insides of the hand. Nails should be groomed with no nail polish or acrylic nails.
5. Name badges are to be worn with the lab coat, on the left side of the chest. Name tags shall be situated so that student’s name and picture are right side up.
6. Lab Coat should be worn only in practicum areas such as healthcare agencies or Skills/Sim Lab.
8. Gum chewing is not permitted.
9. Tattoos must be covered with waterproof tape.

**Uniform Information**

**Lab Coat Modification**
Maternity: Business Professional with a Lab Coat.
Religious: Business Professional with a Lab Coat.

Special Practicum Areas: Under some circumstances there may be a modification for the wearing of the uniform in special practicum areas where the Faculty of the Department of Nursing and/or staff of the practicum facility have indicated such modification. Some practicum laboratory sites, such as the Arkansas State Department of Health, have requested that students wear appropriate street attire with a practicum lab coat and name pin. At the discretion of the practicum faculty, such modifications will be made.

**Universal Precautions**

Because of the pressing issue to avoid infection as the result of contact from an unknown infected individual, all students should implement the following precautions in the practicum laboratory. Body substance isolation was developed by US Center for Disease Control (CDC) to provide health care personnel with protection from unrecognized infection during all client or equipment contacts. This technique has become known as "Standard Precautions" by the CDC, which provides recommendations for protection of the health care provider.
The following basic guidelines are for all clients, regardless of diagnosis:

1. Wear non-sterile or sterile disposable gloves for any contact with blood, body secretions (cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, amniotic fluid, and vaginal secretions); non-intact client skin or mucous membranes; and when handling blood or body fluids that contain visible blood. Universal precautions also apply to feces, nasal secretions, sputum, sweat, tears, urine, and vomitus. The situations that necessitate the use of gloves include:
   1.1 When the health care provider has scratches, cuts, or breaks in the skin.
   1.2 When performing finger or heel sticks.
   1.3 When potential situation exists for the spilling of blood or venipuncture.
   1.4 When the care provider is being trained or has limited experience.
   No differences exist in the effectiveness of intact latex or vinyl gloves. Gloves must be changed between clients.

2. Wash hands prior to client contact and immediately before and after gloves are used. Always wash hands immediately and thoroughly following contamination with blood or body fluids. Approved gel products may be used, but hands must be washed after heavily soiled procedures or after using gel products exclusively for several (10) consecutive times.

3. Wear gowns or plastic aprons when performing procedures where splashing of body fluids on clothing is anticipated. Change protective wear between clients.

4. Wear masks, goggles, or face shields to protect the mucous membranes of the mouth, nose, and eyes during procedures when airborne droplets of blood or body fluids are likely to be produced.

5. Dispose of needles and sharps in rigid, puncture-proof containers. Never recap, bend, or break needles by hand. Place containers as close to the areas of use as practically possible.

6. Use resuscitation bags, mouthpieces, and other ventilation devices available to minimize mouth-to-mouth procedures.

7. Refrain from direct client contact or handling equipment contaminated with blood or body fluids, if the health care worker has open wounds or weeping lesions.

Writing Style for Papers in Nursing Courses:

Unless otherwise directed, all papers submitted in nursing courses will be congruent with the most recent edition, American Psychological Association (APA) Publication Manual. Format, spelling and grammar constitutes a portion of the grade for any paper.

The HSU Library has online databases and writing tutorials available. Writing across the curriculum is encouraged at HSU. Accurate and understandable writing is an expected competence of the professional nurse.
ADDITIONAL INFORMATION

National League for Nursing
The Watergate
2600 Virginia Avenue, NW
Eighth Floor
Washington, DC  20037
Tel: (800) 669-1656
http://www.nln.org

Bureau of Health Professions
Health Resources and Services Administration
Rockville, MD.  20857

American Association of Colleges of Nursing
One Dupont Circle, NW
Suite 530
Washington, DC 20036
Phone: (202) 463-6930

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

www.discovernursing.com
Appendix A

AMERICAN NURSES ASSOCIATION
CODE FOR NURSES

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

Online, Partial Online, Traditional RN to BSN Arkansas Articulation Guidelines

1. RN students applying to the HSU Online, Partial Online, or Traditional HSU Bachelor of Science in Nursing program must:
   A. Apply and be accepted to HSU. [https://hsu.emasservices.com/Apply.aspx](https://hsu.emasservices.com/Apply.aspx)
   B. Complete Department of Nursing Online RN to BSN Application. RN to BSN Application [http://www.hsu.edu/Nursing/RNtoBSNapp.pdf](http://www.hsu.edu/Nursing/RNtoBSNapp.pdf) (Deadline – July 15th) Applications and admissions will be processed as they are received. (Late applicants may/may not be considered).
   C. Hold a current, unencumbered Arkansas or Compact State Registered Nurse license.
   D. Have a cumulative GPA of 2.5.
   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 non-nursing support courses, as noted on the degree plan, prior to graduation.
   C. Arkansas A.D.N. and Diploma articulating students:  
      1) Must complete the nursing core courses as indicated on the Plan of Study 
      2) Must complete the last 30 credit hours at HSU 
      3) Must complete a minimum of 120 credit hours for graduation

3. Students accepted to the Online RN to BSN program:
   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.
   3) Will complete 33 hours of HSU Nursing courses.
1. Apply and gain admission to Henderson State University as a Nursing Major. 
   [https://hsu.emasservices.com/Apply.aspx](https://hsu.emasservices.com/Apply.aspx)

2. Complete this form and submit with copies of the following:
   A. Unofficial transcript for all prior college courses (each college attended).
   B. Current Registered Nurse license number.

3. 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](https://mycb.castlebranch.com) and in the upper right hand corner, enter the 
   Package Code HP13: Background Check-Drug Test. HSU Nursing has partnered 
   with CastleBranch Compliance Tracker to provide you a secure account to manage 
   your time sensitive school and clinical requirements (example: TB Skin Test, 
   Hepatitis B series, CPR certification, etc.)

4. Enclose a nonrefundable check or money order for $57.00 made payable to 
   Henderson State University.

Name: __________________________________________________________

Address:__________________________________________________________

City/State/Zip Code:______________________________________________

Cell Phone:_______________________________________________________

Home Phone:_____________________________________________________

E-mail:___________________________________________________________

Return completed form, unofficial transcripts and required documents to:

Chairperson, Department of Nursing
ATTN: Application for Online, Partial Online or Traditional RN to BSN Admission
Henderson State University
1100 Henderson Street
Box 7803
Arkadelphia, AR 71999-0001

Dr. Shelley Austin, Nursing Dept. Chair
austins@hsu.edu

C. Reynolds, Nursing Administrative Assistant
reynolds@hsu.edu
Appendix C

**Readmission**

A nursing student, whose enrollment in the Nursing program has been interrupted for more than one semester, may seek readmission following the steps below:

1. Seek readmission into Henderson State University (if applicable).

2. Complete Readmission application to the HSU Department of Nursing during the semester prior to the semester of intended re-entry. Students are limited to one petition for readmission.

3. If the student’s enrollment was interrupted to attend another college, the University’s transfer student admission policies also apply for readmission.
Appendix D
GUIDELINES AND APPLICATION FOR RE-ADMISSION
HSU ONLINE RN TO BSN PROGRAM

Any student whose enrollment in the nursing program of study that has been interrupted may seek readmission to program or practicum courses following the steps below:

1. Seek readmission to Henderson State University (if applicable). If the student’s enrollment was interrupted to attend another college, the University’s transfer student admission policies would also apply for readmission.
2. Complete Readmission application to the HSU Department of Nursing during the semester prior to intended re-entry into the program (February 1st for fall re-entry and October 1st for spring re-entry).

**Readmission is limited by space availability.**

I, ____________________________ (YOUR NAME PRINTED OR TYPED), request READMISSION into the Henderson State University Nursing Program/practicum courses (______________________________) specify

________________________________________  __________________________  _____________
Signature of Student  Social Security Number  Date

________________________________________
Home address  City/State/Zip Code

________________________________________
Telephone  Preferred e-mail address

Intended term of re-entry into nursing curriculum __________________________

**Criteria for re-admission to the Henderson State University Nursing program/practicum courses are as follows:**

1. The student must have maintained a cumulative grade point average (GPA) of 2.5 or higher for re-entry into the nursing courses and all pre-and co-requisite courses with a grade of “C” or better.
2. Readmission is competitive based on GPA, overall practicum performance, and reasons for withdrawal/repeat. Students may repeat two (2) courses once per HSU Department of Nursing catalog policy.
3. Notification of provisional re-admission will be mailed prior to the beginning of pre-registration. Students afforded re-admission must return a letter of acceptance within 5 business days with a non-refundable $57.00 deposit via MONEY ORDER or CASHIER’S CHECK.
4. To complete the re-admission process, the student must meet health and safety requirements that follow: 1. A full course of Hepatitis B vaccine, or evidence that the student is in progress and on schedule for becoming fully immunized. 2. A negative TB skin test or a primary care provider’s statement of a positive skin test and follow-up appropriate to the student’s health status. 3. Varicella immunization (2 doses) or positive titer 4. Proof of Tetanus (Td/Tdap) within past 10 years. 5. CPR (American Heart Association) at the Basic Life Support level for Health Care Providers. 6. Proof of Measles, Mumps, Rubella immunizations. 7. Influenza immunization at beginning of flu season (date to be determined). 8. Background Check and Drug Screening. 9. Physical Examination signed by Healthcare Provider.
**NOTE:** We prefer that the TB data and CPR not expire during the school year (August to May)
5. Submit a detailed plan of action for success.

**Return completed form, transcripts and required documents to:**

Chairperson, Department of Nursing
ATTN: Application for Re-Admission
Henderson State University
1100 Henderson Street
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). 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
Appendix E
Henderson State University
Department of Nursing

Selective Admission Policy and Procedures for Online RN to BSN Program

Policy

The Department of Nursing will solicit applications from RN students to determine admission to the Nursing Program (two semesters of nursing courses).

Nursing Faculty will serve as a Committee-of-the Whole for this process and the Chair of the Nursing Academic Standards Committee will preside over the process.

Student selection is based on multiple factors including (but not limited to):
- Cumulative GPA, Nursing courses GPA
- Number of repeated courses
- Maturation and time out of academia
- Interest and aptitude
- Experience in the healthcare field
- Leadership and volunteer activities

Procedure

1. Students must submit a completed application by the published deadline date.
2. Nursing Administrative Assistant will compile applications onto a spreadsheet noting:
   a. Cumulative GPA, Nursing courses GPA, etc.
3. Nursing Academic Standards Chair will convene a faculty meeting as soon as is conveniently possible following the spreadsheet compilation.
4. Faculty will determine admission candidates, Wait List candidates, and declined applicants.
5. The Nursing Academic Standards Chair will collaborate with the Nursing Administrative Assistant in sending letters of notification to all applicants.
6. Should admission candidates decline acceptance or forfeit their acceptance by failure to meet admission activity deadlines, the Nursing Department Chair, in consultation with faculty, will select a new candidate from the Wait List.
   a. The Nursing Department Chair or Summer Administrative Coordinator will be responsible for correspondence and communication with Wait List candidates.