

# **BAPTIST HEALTH**

**SCHOOLS LITTLE ROCK-  
SCHOOL OF NURSING**

**STUDENT HANDBOOK**

**January 2009**

The contents herein reflect the current policies and processes in effect at time of printing; however, because of progressive development through continuous evaluation and revision practices those presented are subject to change. Therefore, the BAPTIST HEALTH Schools Little Rock reserve the right to make revisions at any time and without prior notice. In addition, notice is hereby given that this *handbook* and the provisions contained do not represent, in any way, a contract between an applicant, student or graduate, and shall not be regarded as such.

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### **CERTIFICATION STATEMENT**

BAPTIST HEALTH, its schools and their administrators reserve the right to restrict, or limit enrollment in any course and make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements and so forth) in this *handbook* when such action is deemed to be in the best interest of the student or a particular school. The provisions herein do not represent, in any way, a contract between the student, prospective or otherwise, and the administration of a school. This handbook replaces all *handbooks* previously published.

## **FORWARD**

This *handbook* is provided to the student to serve as an overall guide to the BAPTIST HEALTH Schools Little Rock- School of Nursing. The policies, procedures and information contained herein require continual evaluation, review, and approval. Therefore, the faculty and administration of the school reserve the right to change the policies, procedures and general information at any time without prior notice, according to policy, all new and revised policies are posted on appropriate and designated student bulletin boards, for a defined period of time.

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## **SCHOOL SPECIFIC**

### **BAPTIST HEALTH SCHOOLS LITTLE ROCK- SCHOOL of NURSING**

#### **NEW STUDENT**

#### **WELCOME**

WELCOME to the BAPTIST HEALTH Schools Little Rock- School of Nursing (BHSLR-SN). This will be an exciting time in which you will learn the principles and practice of professional nursing, achieve in the clinical area, and develop a sense of pride and achievement in your new chosen career.

The purpose of the school specific section *Student Handbook* is to acquaint you with the policies of the School and familiarize you with the processes used to determine your progress through the program.

The contents herein pertain primarily to your education at the school, however, a large portion will also apply to your performance as a professional student in any healthcare setting.

Read this *Handbook* thoroughly and carefully, as you are accountable for the information herein contained. If at any point in the program you need clarification of the contents herein, please contact your respective coordinator.

Again, welcome to the school. We look forward to teaching and learning with you during your enrollment and being a part of your professional development.

Yours truly,  
Administration and Faculty

## **MISSION**

The BAPTIST HEALTH Schools Little Rock- School of Nursing exists to meet the demand for competent professional registered nurses within BAPTIST HEALTH as well as the surrounding community.

## **PROGRAM OVERVIEW**

The school is committed to providing the highest standards of education, training, and continuous development opportunities to the students and, attracts highly qualified applicants because of its reputation for excellence.

The school exemplifies the philosophy and Values of BAPTIST HEALTH (BH) by emphasizing the values of Service, Honesty, Respect Stewardship, and Performance, and by a commitment to providing quality patient care.

Christian beliefs, attitudes, and spiritual perspectives as they apply in providing care for the ill are emphasized, as well as personal and professional conduct.

A competent individual nurse in the healthcare field of today must prove to be proficient in the profession of nursing, but must also possess an appreciation of his or her role within the healthcare field and demonstrate an understanding of the organizational culture within the setting of that practice.

The faculty is committed to providing entry level job competency graduates to the healthcare community by promoting high standards of nursing education and for the professional development of students. The program of study is found in the handbook.

## **PHILOSOPHY**

BAPTIST HEALTH Schools Little Rock- School of Nursing, as an educational unit of BAPTIST HEALTH, supports BAPTIST HEALTH Philosophy, Belief, Mission, Values, and Vision Statement and those of affiliating institutions. The School strives to prepare graduates who demonstrate professionalism by practicing nursing in hospitals and other healthcare settings and the community, by respecting the worth and dignity of individuals receiving nursing care, and by contributing to the community in which they live. The faculty accomplishes this purpose in the context of Christian values and the following confluent beliefs.

Nursing is a value directed, caring profession which embodies advocacy for the consumer and the healthcare system to improve the quality and delivery of healthcare within the ethical principles and legal standards of practice. As a leader in the healthcare system, the nurse facilitates achievement of optimum wellness in individuals, families and groups across the life span by intervening to meet healthcare needs through resource management and consumer education. The vehicle for nursing practice is the use of critical thinking in the interdependent problem solving method inherent in the nursing process and the multi-disciplinary approach of the healthcare team. Professional nursing practice requires specialized education incorporating theoretical knowledge from nursing, medical, behavioral, physical, and natural sciences.

Education encompasses the formal and informal experiences which interface with past and evolving knowledge, skills, and values to affect behavioral change. The process of education is lifelong and is unique to each individual. Learning occurs with each life experience and is influenced by the developmental level and self-motivation of the learner. Professional nursing education involves progressive experiences which promote the personal and professional development of students resulting in the pursuit of customer satisfaction and continuous improvement. This education is best acquired in a caring, supportive environment characterized by opportunities for creativity and self-direction.

The BAPTIST HEALTH Schools Little Rock- School of Nursing faculty is committed to providing an environment which enhances the acquisition of knowledge, skills, and values by individuals selected for admission. Therefore, the faculty plans, implements, and evaluates an educational program which includes an organized curriculum,

academic advising, counseling services, student government. The program of studies provides a framework for progressing the student through a specialized curriculum which integrates policies, instruction and clinical practice to optimize the professional development of students. The faculty accepts the responsibility to keep abreast of dynamic adult education and nursing concepts and practices, to implement various teaching methodologies, and to establish a supportive, nurturing environment for the School's student population.

## **VALUES**

The BHSLR-SN supports the Values and Code of Ethical Conduct of BH. These Christian values of Service, Honesty, Respect, Stewardship and Performance provide the framework for all operations within the school.

## **GOAL**

BAPTIST HEALTH Schools Little Rock- School of Nursing prepares a graduate who demonstrates critical thinking and a commitment to the nursing profession by continuing personal and professional growth and by serving the community as a competent healthcare advocate, leader, manager, care provider and teacher.

## **CURRICULUM OBJECTIVES**

1. Utilize critical thinking when operationalizing the nursing process to meet the healthcare needs of individuals, families and groups.
2. Utilize healthcare teaching, managed care and advocacy, to promote wellness in individuals, families and groups.
3. Practice value directed, culturally sensitive and caring professional nursing based on theoretical knowledge, ethical principles and legal standards in settings where healthcare is provided.
4. Fulfill a leadership role when managing, delegating, collaborating, coordinating and communicating with individuals, families, groups and other members of the healthcare team.
5. Demonstrate continuous improvement and lifelong learning through self-directed participation in professional and educational activities.

## **SCHOOL SEAL, PIN, EMBLEM AND CAP**

The BHSLR-SN Pin and cap are a symbols of the school, often used as an insignia. Both were designed in 1921 by Miss Elizabeth Shearer, the first superintendent (Director) of the school. The cap became known and seen on a worldwide basis. In 1993, the last capping ceremony was held, as caps ceased to be part of the student uniform. The cap is on display in the archives room at BHSC. It is unknown if a description of the pin was written at that time. If it was, somehow it has been lost through the years. The following description was written in 1993:

The design of the solid gold pin is an adaptation of the Maltese Cross. A wide, raised band adorns the edges of each cross arm. The multiple networks of nursing are represented by an interlocking mesh covering the inside area of each arm. Man's continuum of life is represented by the raised large wide circle surrounding a smooth, raised cross. The raised cross represents the fundamental Christian beliefs of the school and a relationship to our Savior, Jesus Christ and His healing ministry. The rays of light emanating from behind the cross signify eternal hope and salvation. The name of the school is inlaid in blue lettering within the circle.

As the name of the hospital changed through the years the name of the school changed in concert - - 1921-1940 Baptist State Hospital Training School of Nurses; 1950-1966 Arkansas Baptist Hospital School of Nursing; 1967 Arkansas Baptist Medical Center School of Nursing; 1968 Arkansas Baptist Hospital School of Nursing; 1976-1987 Baptist System School of Nursing; 1988-1990 Baptist Medical System School of Nursing 1991-1997 Baptist School of Nursing, 1998- BAPTIST HEALTH School of Nursing and 2007-BAPTIST HEALTH Schools Little Rock- School of Nursing- - as did the name within the circle. The school name reflected on a graduate's pin was current at the time the individual graduated. Each graduate receives a school pin during graduation. The graduate's initials and

class year are engraved on the reverse side. Those not graduating at commencement, receive the pin when all graduation requirements are fulfilled.

The R.N. Pin guard is not considered, by the school, to be an official part of the symbol; however, many graduates choose to purchase and wear a guard, as added security of the pin.

The following poem "My Cap" and prayer "A Nurse's Prayer," are the official BAPTIST HEALTH Schools Little Rock- School of Nursing poem and prayer. Although few nurses wear caps in current times, it remains the symbol of nursing. The authors are not known, the words bring hope and inspiration to faculty, students and graduates.

### **MY CAP**

It's only a piece of white muslin  
Perched on the top on my head,  
Its value to some may mean nothing,  
To me it's a symbol instead.

A symbol of hope, cheer and comfort,  
To those who are suffering and ill,  
To me it gives strength unbelieving,  
My work to perform with a will!

Sometimes I am discouraged, disheartened,  
My tasks seem to hopeless to me,  
My cap seems to speak of a promise - -  
Of things I want to be!

No jewels adorn its wide brim,  
So simple and plain is its line - -  
Treat it with reverence and honor,  
For there's only one cap of its kind!

Author Unknown

### **A NURSE'S PRAYER**

My mission; Lord, is, "mercy abide with me that I will not forget."

At times, I may weaken after long hours, renew my strength- -  
for I am only human.

If my patients and doctors at times become demanding, let me not forget, I above chose to  
serve with grace and spiritual beauty.

Lord, inspire me on to help mankind.

Author Unknown

### **BAPTIST HEALTH Schools Little Rock- School of Nursing SONG**

The BAPTIST HEALTH Schools Little Rock- School of Nursing Song was written by Doris Lundghest, an alumnus of the school. The words remain appropriate today.

To BHSLR-SN we will always be true,  
We will always be loyal to you,  
Unite in purpose we stand,  
For the Best Nursing School in the land,  
Your praises forever we'll sing,

Throughout all the ages we will ring,  
We will always be loyal to you,  
We will always be loyal to you.

Author: Doris Lundghest

The official school emblem shall be the same as that of BAPTIST HEALTH. The official school seal is applied to the official school transcript and other official documents as determined by the Assistant Vice President. The seal is maintained in a confidential area and accessed only by designated individual.

### **ADMINISTRATIVE INFORMATION**

The school is comprised of faculty, students, administrative support staff and a program of study that reflects three (3) different curriculum tracks by which a student may achieve the educational goal of a registered nurse. Each curriculum track is designed for a specific category of student: traditional, express, or accelerated .

Faculty are responsible for planning, implementing and evaluating the total program of study in accordance with Arkansas State Board of Nursing (ASBN) Minimum Standards, the National League for Nursing Accrediting Commission (NLNAC) and the Accreditating Bureau of Health Education Schools (ABHES).

### **FACULTY CLASS SPONSORS**

Each entering class is assigned a minimum of two (2) faculty sponsors. The sponsors are faculty members who volunteer for the assignment because they consider it a privilege to contribute time, knowledge and expertise to reward student professional development. The general role of class sponsors follows:

1. attend class meetings,
2. coordinate class officer elections,
3. assist class as needed,
4. provide guidance according to policies (BH, BHSLR, BHSLR-SN and affiliating college, clinical agencies or university) that relate to class business, and
5. follow class sponsor guidelines and work closely with respective administrative individual or designee and Special Events Committee.

### **FACULTY ORGANIZATION**

The Faculty Organization (FO) provides each member with the authority and responsibility to accomplish the goal of the school by participating in the planning, development, implementation and evaluation of school outcomes. All faculty are members and serve on various standing committees and task forces. Committees fulfill specific functions that in turn, fulfill the overall functions of the organization. Student representatives are invited, when appropriate, to serve on standing committees, sub-committees and task force.

### **ADMINISTRATIVE SERVICES**

School administrative staff provide numerous student services free of charge to the student (except for official transcripts). A student needing such services are required to:

1. Obtain the Request For Administrative Service Form or Transcript Request form from the Forms

Rack outside Suite 1004.

2. Submit completed form to designated staff.
3. Administrative staff will follow through with fulfilling the request for the student; two (2) weeks is usual time period needed to complete most requests.

## **GENERAL INFORMATION**

### **REENTRY APPLICANT**

Re entry Standards are identified in the general Section of the *Student Handbook*. The following BAPTIST HEALTH Schools Little Rock- School of Nursing information applies:

If a student has re entered the program of study and is unsuccessful, the student will no longer be eligible to apply for entry into that same program of study.

A student who has discontinued study, for any reason, must be selected before reentry by Selection III Committee (SIIC). Selection for reentry is not guaranteed. When reviewing reentry applicants, the Selection III Committee considers, but is not limited to, the following criteria:

1. overall academic performance, professional development, and conduct prior to discontinuance of study,
2. evidence of behaviors that exemplify BAPTIST HEALTH Code of Ethical Conduct and school Values prior to and during absence,
3. available clinical space in nursing course for which individual is applying for reentry with currently enrolled students given priority, and
4. activities to maintain nursing knowledge base while not enrolled during absence from study,
5. student must have completed the clearance process when first discontinued study or prior to application for reentry. Former students must be in good financial standing before the SIIC will consider for reentry.
6. decisions made by SIIC regarding reentry applicants are communicated through the U.S. Mail system.
7. BAPTIST HEALTH Student Loan Program (BHSLP) should contact the Business Office Coordinator.
8. individual applying for Fall reentry should complete and submit required documents prior to April 1; individuals applying for Spring reentry should complete and submit required documents prior to August 1.
9. individual applying for reentry fulfills the following requirements:
  - 9.1 Obtain a Reentry Packet from admission office.
  - 9.2 Submit the following completed documents to admission office according to deadlines designated in item 8 above;
  - 9.3 reentry application form;
  - 9.4 ability to perform essential functions signed statement;
  - 9.5 if applicable, official transcript, reflecting additional college credit(s) earned during absence from school;

- 9.6 provide other information and materials as requested by school;
- 9.7 submit a Arkansas State Police Criminal History Report completed within two (2) months of published deadline.
- 10. participate in personal interview, if requested by SIIC,
- 11. non-selected applicants may not utilize the Student Grievance Procedure for a SIIC decision,
- 12. fulfill same application requirements established for the current entering or enrolled class,
- 13. SIIC will determine the point of reentry for the former student. The SIIC may require repeat of courses previously completed in the curriculum. All corequisite courses within a semester must be completed together,
- 14. individuals discontinuing study for academic reasons will re enter the program of study on academic probation if selected for reentry,
- 15. Reentry applicant who is readmitted into the program and does not achieve the minimum required final theory grade of "C" and a Satisfactory in both Clinical Laboratory and Nursing Skills Laboratory in any nursing course following reentry may neither continue in the program nor be eligible for reentry.

**ADVANCED PLACEMENT APPLICANT (AP)**

Advanced placement applications are referred to the BHSLR-SN SIIC. In addition to fulfillment of requirements for all other applicants the advanced placement applicant must submit:

- 1. A copy of all nursing course descriptions previously completed to determine point of entry into the program.
- 2. A letter of good standing is required from the Dean(s)/ Director(s) from all nursing schools attended.
- 3. An Arkansas State Police Criminal History Report completed within two months of submitted application.
- 4. Transcript(s) validating a cumulative GPA of 2.0 or higher in nursing curriculum support courses and nursing courses taken prior to application.

In addition to the above documents, the SIIC considers, but is not limited to, the following criteria:

- 1. available clinical space in nursing courses with currently enrolled students given priority; and
- 2. activities the individual has participated in to maintain nursing knowledge base.

Decisions made by SIIC are communicated through the U.S. Mail system.

**STUDENT CLASSIFICATION AND IDENTIFICATION**

A student is classified according to the level of study associated with the program.

- 1. Nursing: enrolled in nursing courses; considered a full-time student.
- 2. BAPTIST HEALTH/Pulaski Technical College (BH/PTC): enrolled in only general education or science course(s).

3. Pre – Professional: enrolled in Traditional Three Year Track.
4. Freshman: enrolled in Freshman level courses as identified by curriculum plan.
5. Sophomore: enrolled in Sophomore level courses as identified by curriculum plan.
6. Junior: enrolled in Junior level courses as identified by curriculum plan.
7. Senior: enrolled in Senior level courses as identified by curriculum plan.
8. Commencee: participated in commencement ceremony, but has not yet fulfilled all graduation requirements.
9. Non-graduate: not enrolled in active study and has neither completed the program of study, according to educational plan nor fulfilled all requirements for graduation within a defined period.
10. Graduate: successfully completed the program of study and fulfilled all requirements for graduation; awarded diploma, school pin and cap if requested.
11. Registered nurse: Passes NCLEX-RN examination; may sign R.N. credential with name; wear school pin and cap as applicable.

### **IDENTIFICATION BADGE**

A student is identified by a student identification badge (ID) worn at all times in upper left shoulder area, with photo, name and title visible. Failure to wear ID Badge as required may lead to corrective action by the school.

### **BH/PTC STUDENT**

A BH/PTC student is an individual enrolled in courses offered by Pulaski Technical College (PTC) on the BHSLR campus.

Students may register for general education courses through an established approval process by the selection committee. In general, they comply with the established policies, as all other BHSLR students.

Applicants may register for those courses at BHSLR as space is available. Full-time nursing students are given priority in registering for PTC courses. Students previously dismissed for cause or non-selected applicants may not register for and attend PTC courses on the BHSLR campus.

### **CHANGE OF STATUS**

A student requesting a change of status fulfills the following requirements:

Full-Time status to BH/PTC status:

1. A nursing student may be reclassified as a BH/PTC student when choosing to alter their course of study by withdrawing from the program of study. The student may continue study in their enrolled general educational and science courses.

BH/PTC status to Full-Time status:

1. A BH/PTC student is eligible to apply for nursing study after achieving:
  - 1.1 a final grade of “C” or above, in each required general education and science course attempted,
  - 1.2 a cumulative grade point average (CGPA) of 2.0 or higher;

2. If a BH/PTC student was previously enrolled in a nursing course and discontinued study for academic reasons, this change of status is considered a re entry and if approved, re entry policies will apply.
3. A BH/PTC student, applying for selection to begin nursing study, submits a Change of Status Request form to a secretary, in Suite 1004, prior to the requested semester of entry.
4. The secretary submits the student's Change of Status Request form to the respective Selection Committee.
5. The BH/PTC student record is reviewed by the respective Selection Committee Chairman and informs the student in writing of the decision regarding the change of status request.
6. Conduct expectations of a BH/PTC student are the same as a full-time nursing student.
7. Selection for entry of a BH/PTC student neither guarantees future admission to nursing study nor should it be so interpreted as such. If the selected individual does not register at the designated time and date, the requirements for status change must be repeated for future considerations. Change of Status Request forms older than one year must be resubmitted.

### **CLINICAL LABORATORY: NURSING STUDENT**

Attire while in the clinical laboratory is in compliance with the following code. Faculty firmly enforce the codes and apply corrective action for non-compliance.

1. Female student:
  - 1.1 Official school uniform:
    - 1.1.1 white scrub pants and top or white scrub dress, knee length or longer, and a navy jacket,
    - 1.1.2 student ID badge is worn at all times. It is to be in the upper left shoulder area with the picture facing out. No decorative stickers or pins are worn on the badge.
  - 1.2 undergarments of a color appropriate to skin hue, worn at all times and are not visible or showing through clothing,
  - 1.3 white hose, or white socks (decorations or color on socks not acceptable), with dress or skirt, only white hose are acceptable,
  - 1.4 shoes: clean, white, polished all leather or leather-like athletic shoes with enclosed heel and toe, clean, white shoelaces as appropriate for shoe style,
  - 1.5 hair: off collar with little or no adornment,
  - 1.6 jewelry: wedding band or rings; engagement ring, and
  - 1.7 watch with second hand or watch that measures seconds, bandage scissors, ball-point pen with black ink, stethoscope, pen light and calculator, if course required or allowed.
2. Male students:
  - 2.1 Official school uniform:
    - 2.11 white scrub pants, white scrub top and navy jacket,
    - 2.12 student identification badge must be worn at all times. It is to be in the upper left

shoulder area with the picture facing out. No decorative stickers, pins, etc. are to be worn on the ID badge.

- 2.2 plain white socks,
- 2.3 plain, white, round neck T-shirt,
- 2.4 shoes: clean, white, polished all leather or leather-like athletic shoes with enclosed heel and toe; clean, white shoelaces as appropriate for shoe style, and
- 2.5 watch with second hand or watch that measures seconds, bandage scissors, ball-point pen with black ink, stethoscope, pen light and calculator, if course required or allowed.

## **ACADEMIC**

The process of becoming a registered nurse begins with the basic principles of nursing incorporated with those of sciences and general education. The provision of nursing care, critical thinking, and management of nursing care provided by others, require the transference of knowledge.

### **ACADEMIC ADVISING**

Faculty serve as academic advisors to students. A student is notified of advisor assignment at the beginning of each nursing course. A student is expected to contact his/her academic advisor for an initial conference. Faculty advisors may contact the student to arrange for conferences as needed.

### **ACADEMIC PROBATION**

The status of academic probation indicates that the student's continued enrollment in the school is at risk. Conditions specified must be fulfilled within a defined period of time before the status is changed.

- 1. A student is placed on probation for academic reasons by the respective coordinator or designee.
- 2. Probationary terms are determined on an individual basis by the respective coordinator or designee.
- 3. Failure to meet designated probationary terms will result in either academic suspension or academic dismissal.

### **ACADEMIC SUSPENSION: REENTRY FOR RESUMPTION OF STUDY**

An academically suspended student may be considered as an applicant for selection to reenter and resume study. Selection for reentry is not guaranteed.

### **ATTENDANCE, ABSENCE AND TARDY**

Student attendance, including absence and tardy, are described in the following summarized policies:

- 1. Regular and prompt attendance at all scheduled learning experiences is required for the student in order to meet the objectives of each nursing course and to demonstrate progressive professional development.
- 2. Attendance at scheduled learning experiences during inclement weather, including winter storms, is expected unless otherwise notified by course leader or school official, unless BHSLR Inclement Weather policy is initiated by administration.
- 3. Faculty understand a student may be absent from class, because of situations not in student's control; however, it is also understood that an "absent student" is not gaining benefit of school offerings; therefore, an attendance record is maintained for each student for each nursing course. A record of repeated

absenteeism and tardiness will lead to corrective action.

4. A student absent from classroom, computer laboratory, skills laboratory, or scheduled clinical learning experiences because of a health problem requiring medical intervention, must provide the course faculty a written clearance from the physician, nurse practitioner or advanced practice nurse prior to resuming study. The statement must include clearance to attend classes and to perform course required clinical laboratory activities including school required essential functions.
5. An absence or tardy created by a physician's, nurse practitioner's or advanced practice nurse's order requires a written clearance from that professional before the student resumes scheduled learning experiences.
6. A student may be charged a fee to defray the expense of faculty salary if extra faculty time is needed to meet course objectives as a result of an absence. The fee is due and paid in full, prior to the experience.
7. An absence of five (5) consecutive school days, Monday through Friday, may result in administrative withdrawal from the school by the Dean of Nursing or designee.
8. A student absent from classroom, computer laboratory, skills laboratory, or scheduled clinical learning experiences, because of a death in immediate family (spouse, parent, grandparent, child, aunt or uncle) must provide evidence of the death on return to school (obituary, funeral program, etc.) or as directed by respective coordinator or designee. Factual evidence must be submitted as requested by school.
9. The student is required to notify the assigned classroom, computer laboratory, skills laboratory, or clinical instructor of an absence or tardy occurrence prior to the scheduled class, skills laboratory, clinical or activity starting time.
10. If absence or tardy occurs because of a physician's, nurse practitioner's; advanced practice nurse's order, arrest or court order, the student is required to contact either the assigned classroom, computer laboratory, skills laboratory, or clinical instructor regarding expected date or time of return.

## **BREAKS AND MEAL TIMES**

Break and meal times are provided for the students; however, patient safety and care may require a rescheduling at times. The usual time frame follows:

1. Classroom:
  - 1.1 Break : ten (10) minutes between classroom instruction hours.
  - 1.2 Meal: forty-five (45) minutes.
2. Clinical:
  - 2.1 Break: thirty (30).
  - 2.2 Meal: forty-five (45) minutes; (N/A to freshman).

To ensure continued patient care and safety, students are required to report to the responsible faculty or clinical nurse responsible for their patients prior to leaving on break or meal and on return to the clinical unit after break or meal.

## **CONDITIONAL SELECTION STATUS**

A student selected on academic conditional status, fulfills all stipulated conditions before status is considered for change. The maximum enrollment time for conditional selected students is one (1) semester. If the student is not

successful during that time, the individual will be administratively dismissed.

### **CREDIT BY EXAMINATION**

Credit by examination for selected required courses is available to a student.

1. According to the accredited college or university challenge policies\*:
  - 1.1 credit by examination is available to all students for selected required general education courses,
  - 1.2 awarding of credit is based on achievement of minimum scores set by the college or university.
2. BHSLR-SN acceptance of challenged credit:
  - 2.1 general education courses: english, psychology and sociology,
  - 2.2 credit may be transferred for courses successfully challenged at another college or university if the challenged course content is substantially equivalent to content of the course taught at the school, and
  - 2.3 credit for challenged courses is recorded on the school's official transcript and indicated as "credit by challenge examination."
3. Licensed Practical Nurse (LPN), Licensed Psychiatric Technician Nurse (LPTN) or Licensed Vocational Nurse (LVN) students.
  - 3.1 The school complies with the Arkansas Nursing Articulation Model approved by NANEP February 2005 "Licensed Practical Nurses and Licensed Psychiatric Technician Nurses may challenge, validate and/or transfer at least twenty-five (25) semester hours."
  - 3.2 A LPN, LPTN or LVN with current Arkansas license may be granted credit for selected nursing courses in the program of studies.
4. Arkansas Certified Paramedics (ACP), and Nationally Registered Paramedics, may be granted credit for selected nursing courses in the program of studies.
5. A student seeking credit by examination for designated required general education courses contacts the Registrar for information.

### **EDUCATIONAL PLAN**

A student's educational plan (E.P.) serves as a guide for the sequencing of the required courses reflected in the program of study. Faculty members develop the plan before the selected applicant registers on entry. Changes in the plan may be requested by contacting the appropriate Coordinator, Program Director or Registrar. Student must have coordinator's written approval prior to deviation from the educational plan. Deviation in the EP may jeopardize enrollment and completion of the program of study. Educational plans developed by faculty reflect all required courses for nursing enrolled students; this plan must be followed by students of all classifications.

### **GRADING SYSTEM**

It is the primary responsibility of the school to provide a teaching, learning BH cultural environment that promotes student maximum learning. Each school has a respective grading system published in the school catalog and student handbook

The faculty teach and evaluate student learning, judge the quality of student learning and progressive development toward a minimum competency level required for patient safety and public protection. It is the faculty who determines the final evaluation of a student's progress and assigns the final corresponding grades.

Faculty have discretion, both subjective and objective, in the evaluation and judgement of a student's performance in all areas of learning. Students and graduates, in turn, provide information and data to the school and the faculty related to their level of satisfaction regarding the program of studies, teaching and learning environment and the culture within.

The system of grading adopted by the faculty and the school is for the purpose of grade determination and ultimately the progression, promotion and graduation of students. The grading system of affiliating colleges and universities is reflected in respective course syllabi and publications.

The grading system presented herein is generic to all nursing courses; however, there are exceptions. In some nursing courses, within the clinical and nursing skills laboratory components, a student will receive a numerical score for a written assignment. In those situations, the course faculty determine the numerical score for the rating of satisfactory "S" for that specified course work, as reflected in the specific nursing course guidelines.

The final grade of "C" or above is required for all components of a nursing course which includes theory, clinical laboratory and/or nursing skills laboratory component of a nursing course. If a student achieves less than a final grade of "C" for theory or an Unsatisfactory "U" for clinical laboratory and/or nursing skills laboratory, all components of the nursing course must be repeated.

The school utilizes a grading system to signify student progression and the quality of learning as the student moves through the program of study. A course grade and the Grade Point Average (GPA) is determined and assigned through an established and approved process. The GPA is used for many purposes: to mention a few, but not limited to: Honors recognition at commencement, scholarship awards, the BHSLP application approval and student academic record on the Official Transcript of the School.

### **BAPTIST HEALTH Schools Little Rock- School of Nursing Grading System**

#### **THEORY GRADE**

1. Faculty evaluate student learning and assign a final theory grade at the end of the nursing course based on student achievement of course objectives in the classroom,
2. Final theory grade is determined according to the following grading scale:

<u>Grade</u>	<u>Percent Range</u>	<u>Quality</u>	<u>Value</u>
A	94-100	Outstanding	4
B	86-93	Above Satisfactory	3
C	77-85	Satisfactory	2
D	70-76	Unsatisfactory	1
F	0-69	Failing	0
I	0	Incomplete	0
W	0	Withdrawal	0
WX	0	Administrative Withdrawal	0

3. To determine the theory grade component of a nursing course the following process is used:
  - 3.1 total points possible for theory examinations, assignments or quizzes (if applicable) for each nursing course are determined by the faculty as identified on respective course syllabus,
  - 3.2 the faculty prepare a computer answer sheet "key" with correct item responses, which is then compared to the students computer answer sheet responses. The number of incorrect responses are counted, and subtracted from the total number of points possible (questions)

on the exam, resulting in a raw score (see example below):

50	total points possible on the exam
<u>10</u>	incorrect responses
40	raw score

- 3.3 At course end, all raw scores are summed to determine the total points achieved for the course.
- 3.4 The total points achieved are divided by the total points possible for the course. At this point the computer will perform rounding to convert this decimal to a percentage grade score.
4. Course faculty may use theory examinations, course assignments and/or a final exam to determine the final theory grade. The following process is used:
  - 4.1 determine total points possible for the course:
  - 4.2 determine the percent of total points for theory examinations, course assignments and/or a final examination,
  - 4.3 sum the student's total points achieved,
  - 4.4 the total points achieved are divided by the total points possible for the course, at this point, the computer will perform rounding to convert this decimal to a percentage grade score.
5. The final theory grade is recorded on the final course grade record, and recorded on the official transcript of the school.

#### NURSING SKILLS LABORATORY GRADE

1. Faculty evaluate student learning in the Nursing Skills Laboratory (NSL) and determine a final nursing skills laboratory grade to be assigned at the end of a nursing course. The grade is based on professional faculty judgment of the student's achievement of the behavioral indicators which measure each course objective.
2. The Record of Nursing Skills Laboratory Progress (RNSLP) or Nursing Skills Laboratory Grade Record (NSLGR) is the evaluation tool used to document the students performance in the NSL setting and ultimately the student's achievements of the behavioral indicator(s) which measure each course objective. The RNSLP or NSLGR and evaluation of performance may be shared with the student as determined by the nursing course faculty. The student's performance is assigned a quality performance rating symbol using the following schedule:

<u>Quality Performance</u>	<u>Rating Symbol</u>
Satisfactory Progress	SP
Unsatisfactory Progress	UP
Incomplete Progress	IP
Not applicable	NA
Not Observed	NO
Opportunity Not Available	ONA

- PROCESS:**
1. Each vertical column of the RNSLP denotes an evaluative time frame in which the student is in the nursing skills laboratory setting. A rating symbol, from the schedule

shown in 2.2, is used to denote the student's quality performance of each behavioral indicator and is placed in the vertical column of the RNSLP.

2. If a student achieves a rating symbol of "IP" or "UP" in the vertical column of the RNSLP, the rating symbol of "IP" or "UP" is assigned to the course objectives.
3. The faculty review the rating symbol assigned to each course objective and after analysis determine an Indicator Final Rating (IFR) for each course objective. Determination of the IFR is accomplished by evaluating the student's progressive development and overall performance in the nursing course. The following schedule is used to document the IFR:

<u>Quality Performance</u>	<u>Rating Symbol</u>
Satisfactory	S
Unsatisfactory	U
Incomplete	I

4. If a student receives an IFR rating symbol of incomplete "I" for the performance of a course objective recorded on the RNSLP, the symbol "I" is assigned. An incomplete "I" grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed.
5. If a student receives an IFR rating symbol of unsatisfactory "U" for the performance of any course objective, achievement of the "U" rating will convert to a course grade of "F" and will be reflected on the official transcript and the student will neither progress nor promote.
6. A student must achieve Satisfactory "S" for all course objectives to progress or promote.
7. A final nursing skills laboratory grade is recorded on the Final Course Grade Record, and recorded on the official transcript of the school.

#### CLINICAL LABORATORY GRADE

1. Faculty evaluate student learning in the Clinical Laboratory (CL) and determine a Final Clinical Laboratory grade to be assigned at the end of a nursing course. The grade is based on professional faculty judgement of the student's achievement of the behavioral indicators which measure each course objective.
2. The Record of Clinical Progress (RCP) is the evaluation tool used to document the student's performance in the CL setting and ultimately the student's achievements of the behavioral indicators which measure each course objective. The RCP and evaluation of performance may be shared with the student as determined by the nursing course faculty. The student's performance is assigned a quality performance rating symbol using the following schedule:

<u>Quality</u>	<u>Rating Symbol</u>
Satisfactory Progress	SP
Unsatisfactory Progress	UP
Incomplete Progress	IP
Not Observed	NO
Not applicable	NA
Opportunity Not Available	ONA

- PROCESS:**
1. Each vertical column of the (RCP) denotes an evaluative time frame in which the student is in the clinical setting. A rating symbol, from the schedule shown in 3.2 is used to denote the student's quality performance of each behavioral indicator and is placed in the

vertical column of the RCP.

2. If a student achieves a rating symbol of "IP" or "UP", in the vertical column of the RCP, the rating symbol of "IP" or "UP" is assigned to the course objective.
3. The faculty review the rating symbol assigned to each course objective and after analysis determine and indicator final rating (IFR) each course objective. Determination of the IFR is accomplished by evaluating the student's progressive development and overall performance in the nursing course. The following schedule is used to document the IFR.

<u>Quality Performance</u>	<u>Rating Symbol</u>
Satisfactory	S
Unsatisfactory	U
Incomplete	I

4. If a student receives an IFR rating symbol of Incomplete "I" for the performance of a course objective recorded on the RCP the symbol "I" is assigned. An incomplete "I" grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed.
5. If a student receives an IFR rating symbol of unsatisfactory "U" for the performance of any course objective, achievement of the "U" rating will convert to a course grade of "F" and will be reflected on the official transcript and the student will neither progress nor promote.
6. A final clinical laboratory grade of satisfactory "S" is required to progress and /or promote.
7. The final CL grade is recorded on the Final Course Grade Record, and recorded on the official transcript of the school.

#### INCOMPLETE GRADE

1. The assignment of an incomplete grade is at the sole discretion of the faculty. An incomplete "I" grade indicates the student has not yet fulfilled course requirements and that either additional course work is needed or make-up work is to be completed. A final judgement and final grade determination of the student's performance is made after the student fulfills the specified course work.
2. The incomplete grade must be cleared by satisfactory completion of all additional required course work designated in writing and within the established time frame set by the faculty.
3. If the incomplete grade is not cleared as described in 2, the "I" shall be converted by the faculty as either a final grade of "F" for Theory, "U" unsatisfactory for CL and, if appropriate, the NSL. If a student receives an IFR rating symbol of unsatisfactory "U" for the performance of any course objective, achievement of the "U" rating will convert to a course grade of "F" and will be reflected on the official transcript and the student will neither progress nor promote.
4. All policies related to expenses incurred by the school associated with a student's clearance of an incomplete grade apply. The Business Office Coordinator must be contacted by the student for information and payment of fee. Payment must be made prior to beginning the specified course work. Personal checks are not accepted. The receipt is displaying to the faculty member before the specified work is allowed.
5. Suspended students for investigative purposes, who are reinstated, will be allowed to make up incomplete course work without payment of make up fees.

6. Dismissed students will not be allowed to make up incomplete course work.

PROMOTION AND PROGRESSION (Clinical Laboratory and Nursing Skills Laboratory)

1. A student must progress each clinical week toward achievement of each course objective and by course end, have at least performed each course objective with a Satisfactory “S” rating. The clinical rating symbols of OP, ASP, SP, UP, IP, ONA and NA, NO are documented to denote progression of the student toward achievement of the course objectives by a quality level of performance. The following weekly progress rating schedule is used :

<u>Quality Performance</u>	<u>Rating Symbol</u>
Satisfactory Progress	SP
Unsatisfactory Progress	UP
Incomplete Progress	IP
Not Observed	NO
Not Applicable	NA
Opportunity Not Available	ONA

2. Final determination of the student’s progress is documented in the column under the heading Indicator Final Rating (IFR) on the Record of Clinical Progress (RCP).
3. The IFR for CL and NSL are determined using the following criteria.
- 3.1 Satisfactory “S”: by course end, the student has achieved the course objective by performing with progressive learning:
- all behavioral indicators related to each course objective,
  - essential psychomotor skills according to policy and established process (es), and
  - each course objective without either continual faculty guidance, intensive supervision or maximum assistance from other.
- 3.2 Unsatisfactory “U”: by course end, the student has not achieved the course objective by performing with progressive learning:
- all behavioral indicators related to each course objective,
  - consistent progress in the performance of each behavioral indicator related to a course objective,
  - essential psychomotor skills according to policy and established process(es), and
  - each course objective with either continual faculty guidance, intense supervision or maximal assistance from others.
  - student dismissed or administratively withdrawn for cause or conduct automatically receives a final grade of “WX” in CL and/or NSL if applicable.
- 3.3 An established process is followed by both faculty and students in the notification of the student of outcome grades (progressive or final):
- student progress in the performance of behavioral indicators, which measure

clinical objectives, must be at least a Satisfactory “S”, is documented by the clinical faculty on the RCP and/or RNSLP.

- documentation of Unsatisfactory “U” progress on the RCP and/or RNSLP is shared with a student according to an established process described in the respective course syllabus. The student signs and dates the documentation and is given opportunity to ask questions and write comments.
- upon completion of the course, each student receives a final evaluation and receives final course grade(s).
- faculty member records the final grades according to established policies and processes.

#### GRADE POINT AVERAGE CALCULATION

1. The faculty utilizes the following GPA schedule, policies and formulas for the calculation of total value points and grade point average (GPA):

1.1 grades and corresponding value points:

<u>Grade</u>	<u>Value Points</u>
A	4
B	3
C	2
D	1
F	0
I	0

1.2 The total value points are based on the final grades of all general education and science courses, the required nursing courses and other required courses reflected in the program of study.

1.3 The GPA is based on the final grades of all courses completed at an established point-in-time. The statistic reflects all general education and science courses (either taken or transferred), final grades of all required nursing courses and the final grades of all other courses required in the program of study.

#### CUMULATIVE GRADE POINT AVERAGE CALCULATION

1.1 Value points are calculated by multiplying the number of course credits by the corresponding grade value of the final letter grade(s) of each required course completed. The sum of value points is the total value points.

Course credits are multiplied by the course grade value points = Value Points.

1.2 GPA is calculated by dividing the total value points by the total credits completed. The dividend is the GPA.

Divide total value points by the total credits = GPA. The GPA (dividend) is recorded to the hundredth (two numbers to the right of the decimal point). Rounding is not used in the calculation.

- 1.3 The CGPA is calculated by dividing the total value points by the total credits of all required courses (only those reflected in the program of study) completed to date. The dividend is the CGPA.

Divide the total value points by the total credits = CGPA. The resulting CGPA (dividend) is carried to the hundredth (two numbers to the right past the decimal) and recorded.

- 1.4 The GPA and CGPA is calculated by using all final course grades reflected on the official school transcript.
- 1.5 Original grades of repeated course, if applicable, is reflected on the official transcript in parentheses but is not used in GPA or CGPA. All final course grades are reflected on the official school transcript.

## HONORS

BHSLR-SN recognizes student academic excellence at Commencement as:

Honors	3.0-3.49 GPA
High Honors	3.50-3.98 GPA
Highest Honors	3.99-4.0 GPA

Student with a GPA of 3.99-4.0 in all nursing courses required within a classification group is awarded placement on the Dean's List. The list is posted during promotion periods of one classification to another.

## CLINICAL LABORATORY POLICIES AND EXPECTATIONS

Policies related to student conduct in the clinical laboratory are fundamental to patient or student safety and necessary for a high quality of service and overall operations within the clinical area. The following policies are in effect beginning with the first scheduled clinical day.

1. Permission must be obtained from assigned clinical faculty or respective staff nurse before leaving the clinical laboratory for class or any patient care issue. Permission must be obtained from the Course Leader or Coordinator before leaving early from a class or clinical. **Failure to do so shall result in severe corrective action by the school.**
2. ID Badge must be worn at all times on upper left shoulder area, with photo, name and title visible. Failure to wear ID Badge as required may lead to corrective action by the school.
3. Food or beverages are not permitted in the clinical laboratory except in employee lounges.
4. During clinical laboratory practice, use of cell phones and/or pagers is not permitted. If a student carries a cell phone and/or pager while in classroom or clinical, the devices must be turned "off".
5. The clinical instructor is responsible for the clinical education and conduct of his or her assigned student(s). Directions for patient care from the responsible staff RN must be followed in order to maintain safety and continuity of patient care: **not to do so, shall result in immediate and severe corrective action by the school.**
6. Permission must be obtained from the responsible staff RN or clinical instructor before going on break: two (2) breaks (one (1) in morning and one (1) in afternoon) if on a twelve hour shift; time allowed for each break is fifteen (15) minutes.
  - 6.1 Student must give "report" on assigned patient status and care to staff RN or instructor before leaving the clinical area. Permission to leave clinical site must be obtained from Instructor or

designee prior to leaving.

7. Meal breaks are for forty-five (45 minutes). A student may, on occasion, be asked to delay meal or break to assist in cases of emergencies. The evening shift meal break is approximately around 1700 p.m.
8. Gum chewing is not permitted in clinical laboratory.
9. Personal visitors, for a student, are not allowed in the clinical laboratory area.
10. Student is expected to report immediately any accident or error to the assigned clinical instructor of the area regardless of how minor it might seem to be.
11. During the clinical laboratory practice, the student is under direct supervision of a Registered Nurse (RN) and the Clinical Instructor. The student is responsible for informing the Course Leader and their respective Coordinator if direct supervision does not occur.
12. When the student is not busy, the student is expected to check with the clinical instructor, preceptor, or individual in charge, for additional clinical assignments and learning experiences. During rotations in ancillary areas, when not busy, the student may be dismissed early but is required to contact clinical instructor or course leader for further instruction.
13. Students are required to be in their assigned clinical area either before or at their scheduled time. Arriving past the scheduled time is a tardy.
14. Students are to return to their assigned clinical area when returning from class or other learning experiences.
15. When the student is in a clinical laboratory requiring surgical attire, the student must wear lab coat over the scrubs when leaving the area. Surgical attire shall not be worn out of the department or hospital.
16. Students are not permitted to be on the Internet during the clinical rotation unless assigned to do so by the clinical instructor.
17. All BH student assigned practice and learning rotations in a clinical laboratory setting shall arrive in dress code, on time, remain on site, take breaks and meal times and depart from clinical site according to school policies, student handbook and course requirements as reflected in the course syllabi for the course in which enrolled (policy clinical requirements).
18. At no time during the assigned clinical time (day, evening etc.) shall the student leave the clinical area, or facility (hospital, clinic, agency and so forth) without first receiving permission to do so from the clinical instructor or preceptor.
  - 18.1 corrective action will be taken if this requirement is not met.
19. A final "report" must be given to the staff nurse responsible from the patient prior to departing the clinical area and the facility at the end of the clinical assigned time.
  - 19.1 The report must include all nursing care provided by the student to assigned patient.
  - 19.2 Status of patient's condition.
  - 19.3 Other as indicated.
20. If a clinical instructor, preceptor, responsible RN or clinical supervisor directs the students to remain in the area or in the facility, beyond the clinical assigned time, the student must remain until released to leave.

21. Additional requirements may be found in a respective nursing course syllabus and/or other situations as deemed necessary by the assigned clinical instructor.
22. In situations regarding patient safety and care provided by a student, and the student and instructor have left the facility, they must comply with the facility's request, up to and including return to facility.
23. Student provides the care required for assigned patient(s) according to level of learning and competency, or as directed by clinical instructor, preceptor or responsible RN.

### **MAKE-UP COURSE WORK**

The opportunity to make-up missed course work, including clinical and examinations may be available to an absent student. Faculty and students have the primary responsibilities in the make-up course work. Faculty have the discretion in permitting the student to make-up missed course work, including examinations. The student has the responsibility to follow-through and succeed. Two factors have paramount importance in the consideration of a make-up request: the student's follow-through with policy regarding the absence and the student's previous attendance record. All absence are subject to verification by faculty or school administration. A fee is charged to cover the school's expense associated with the make-up work or examination preparation, proctoring and grading. The following process is followed:

1. The student completes the make-up course work request form obtained from the forms rack outside Suite 1004.
2. Submit the completed form to the respective faculty for consideration and action.
3. If approval is granted, the student pays the required fee established by administration pays the bookkeeper and obtains a receipt. No personal checks are accepted.
4. The student displays the receipt to the course faculty.
5. Course faculty have full authority to approve a student's request to make-up a missed examination. A student with a pattern of missing examinations may be denied approval.
6. The make-up examination is administered only after prearrangement; and approved by course faculty.
7. Failure to take scheduled, prearranged make-up examination on the day and time designated by course end will result in a test score of zero (0) for that examination. The score will be included in calculation of final theory grade.
8. Clinical make-up is accomplished by same process described in the above 1 - 7.
9. Make-up fees are established by the bookkeeper with faculty input. In general, the fees charged are based on the administrative cost per hour for examination make-up and per clock hour for clinical time made-up.
  - 9.1 Students are not charged the make-up fee in the following circumstances:
    - absence occurred as a result of faculty instructing student to leave learning activity related to student health issue,
    - absence supported by physician or nurse practitioner documentation,
    - death of immediate family member,
    - hospitalization of student,
    - court appearance or jury duty,
    - military purposes.

### **MEDICATION ADMINISTRATION SAFETY**

The administration of a chemical substance in the form of medication to a patient or individual in a healthcare clinical setting is one of the most critical of nursing interventions. A student must learn this important fact early in the program. In the effort to reinforce faculty teaching, facilitate student learning and protect patients, the school gives special attention to this aspect.

1. A student shall adhere to the principles and processes of safe medication administration to patients according to established school processes and clinical setting policies.
2. A student failing to demonstrate the principles and the processes of safe medication administration in clinical performance has committed a medication error from the faculty's perspective.
3. A student prevented from breaching principles and processes of safe medication administration to a patient, by faculty or clinical staff intervention, has committed a medication error from the faculty's perspective.
4. A student who commits a medication error will:
  - 4.1 immediately report medication error to a clinical instructor and the registered nurse responsible for care of the patient. Failure to report a medication error to clinical instructor will result in corrective action,
  - 4.2 follow the clinical instructor's guidance regarding nursing intervention for patient safety,
  - 4.3 contact the physician as directed by the clinical instructor,
  - 4.4 document the medication error according to respective clinical setting policy. The clinical instructor will co-sign all documentation related to the error.
  - 4.5 submit original documentation to supervisor of clinical setting and a copy of the documentation to the clinical instructor,
  - 4.6 receive an unsatisfactory progress (UP) on course objective for safe medication administration on the record of clinical progress for that course clinical week,
  - 4.7 meet with BHSLR Medication Safety Committee as determined by faculty and comply with outcome decision of committee,
  - 4.8 satisfactorily repeat the demonstration of medication administration process in the presence of a clinical instructor,
  - 4.9 be restricted to medication administration only in the presence of a clinical instructor prior to approval for resuming independent medication administration in a clinical setting with patients,
  - 4.10 pay associated fee in the event that additional clinical instructor time is needed in the form of clinical supervision, tutoring, or nursing skills laboratory teaching. The fee is due prior to the experience. Personal checks are not accepted.
5. The Medication Safety Committee:
  - 5.1 has authority to determine number of unsafe medication administrations charged to a student in a given incident. The number determined by the committee is recorded content in the student's academic file.
  - 5.2 may recommend non-progression, probation, suspension or dismissal of a student citing "unsafe nursing care" as the rationale.

- 5.3 will review each medication error and may require additional learning opportunities. The student's respective clinical evaluation objective will reflect incomplete progress "IP" until all additional learning opportunities are satisfactorily completed and submitted to the Medication Safety Committee Chairman.
6. The following occurrences are defined as unsafe medication administration (list is non-inclusive):
- 6.1 incorrect medication,
  - 6.2 incorrect dosage,
  - 6.3 incorrect day or time,
  - 6.4 incorrect patient,
  - 6.5 incorrect route of administration,
  - 6.6 incorrect transcription of physician's medication order,
  - 6.7 incorrect documentation of administration of medication,
  - 6.8 incorrect I.V. regulation,
  - 6.9 incorrect I.V. rate calculation,
  - 6.10 omission of medication as ordered,
  - 6.11 medication administered to patient who has a recorded allergy to the medication,
  - 6.12 medication not ordered by physician is administered to patient,
  - 6.13 failure to provide nutritional supplement (snacks, fluids) as scheduled,
  - 6.14 failure to follow clinical setting procedure(s) for administration of medications,
  - 6.15 faculty intervention preventing a student from breaching principles of safe medication administration to a patient,
  - 6.16 student prevented from breaching principles or processes of safe medication administration by nursing staff intervention,
  - 6.17 failure to follow any of the "eight rights".

#### **NURSING STUDENT ROLE: MEDICATION ADMINISTRATION**

Nursing student adheres to the policies and procedures of the assigned clinical institution, and administers medication (s) only within the student's scope of practice.

#### **Process:**

Student administers medication(s) under the supervision of the clinical instructor. Student may not administer medication(s) under the supervision of any staff nurse. Student administering any medication(s) without prior clinical instructor notification will be subject to corrective action.

Student demonstrates medication administration competencies as required according to BHSLR Medication Administration Policy located herein.

Student is accompanied by assigned clinical instructor during medication administration and must have instructor review medication(s) prior to administration. Senior student may, at faculty discretion, independently administer medication(s) (with exception of subcutaneous, intramuscular or Intravenous Push as indicated below) but must always have instructor review medication(s) prior to administration.

Student is always accompanied by assigned clinical instructor for administration of any subcutaneous, intramuscular or Intravenous Push (IVP) medication (s). Student does not administer Intravenous Push (IVP) narcotic medication(s).

The patient is the primary responsibility of the staff Registered Nurse/Care Coordinator; the RN/Care Coordinator makes the final decision on appropriateness and level of any procedure to be performed.

Student may not copy any part of the Medication Administration Record (MAR).

Student documents medication administration according to assigned clinical institution policy.

Student receives a temporary PYXIS number each day from clinical instructor, as indicated, and must obtain patient medication(s) by using their own student temporary PYXIS number and follow all BH policies related to medication administration utilizing the PYXIS System.

Student does not witness any consent form and does not take any telephone or verbal order from a physician. Other restrictions may apply on a unit specific basis and may include medication administration, procedures, and other activities.

In the event of accidental needle stick or exposure, student must report all blood and mucosa exposure to clinical instructor and comply with all policies regarding the follow-up.

## **PROGRESSION AND PROMOTION**

Progression and promotion policies give direction for the retention of high quality students, as they progress through the program of study. In addition, an individualized Educational Plan (EP) is received on entry and must be followed as written.

1. A student is expected to satisfactorily fulfill all requirements for each nursing course as outlined in the course syllabus and packet in order to progress within, promote through, and graduate from the program of study.
2. The minimum final grade for a nursing course to progression is a "C" in theory, an "S" in the clinical laboratory and, if applicable, an "S" in nursing skills laboratory.
3. Each student receives an EP, that must be followed to ensure progression and promotion through the program of study and graduate on schedule.
  - 3.1 If a student does not follow the EP, their status will be changed by the respective coordinator from full-time to either BH/PTC or academic suspension.
  - 3.2 If a student chooses to not follow the EP, neither progression nor promotion will occur, until the student provides evidence that he/she is in compliance with the plan.
  - 3.3 Written approval to deviate from the EP from the respective coordinator is required. Otherwise, the student's continuation in the program and planned graduation is at risk.
4. A student who does not achieve the minimum final required grade of "C" and "S" in each component of a nursing course, and later on does not achieve at least the minimum final grades in that same or a different nursing course may not continue in the program and is administratively withdrawn.

5. A student who does not achieve a final grade of “C” in a required general education or science course, repeated once will be reviewed by the appropriate selection committee for continued enrollment in the school of nursing.

### **Progression**

#### Pre-Professional Traditional Three Year track:

1. A Pre-Professional Three Year track student must complete the educational plan as determined by pre requisite and co requisite courses.
2. Student may not continue in the Traditional Three Year Track if they can not complete all nursing and general education and science courses in a timely fashion to promote to the Freshman Semester in July.
3. A Pre-Professional Three Year track student who does not receive a grade of “C” or above must contact the Freshman/Sophomore Coordinator to modify the Educational Plan.
4. A Pre-Professional Three Year track student may request to change to BH/PTC status. In such a case, change of status to return to nursing studies must be reviewed as re entry by the Selection III Committee.

#### Freshman:

##### Express:

1. A freshman may progress to the sophomore semester after satisfactory fulfillment of all freshman semester course requirements and those of the co-requisite courses.
2. A freshman may be promoted to sophomore courses after satisfactory fulfillment of all freshman requirements and at least a final minimum grade of ‘C’ in co-requisite science courses.
3. A freshman may be promoted to sophomore courses after satisfactory fulfillment of all freshman requirements, including at least a minimum final grade of ‘C’ or above in all general education and science courses.
4. A Freshman who would like to change to the Traditional (Pre Professional 2<sup>nd</sup> semester) Track may submit a change of track request form to the Freshman/Sophomore Coordinator. A student who is approved to change tracks will be considered a re – entry student and all re – entry policies will apply.

#### Sophomore:

1. A sophomore may be promoted to junior courses after satisfactory fulfillment of all sophomore semester course requirements.

#### Junior:

1. A junior may be promoted to senior courses after satisfactory fulfillment of all junior requirements, which includes all junior courses, school requirements and be in compliance with the EP.
2. An Accelerated junior student must successfully complete NSG 3007A course requirements prior to progressing to junior semester specialty courses.
3. An Accelerated student is expected to complete the program of study in a twelve (12) month calendar year period. Failure to do so, will result in change of status from full-time to non-graduate; all applicable policies for reentry will be in force.

Senior:

1. A senior may be promoted to graduation candidate status after satisfactory fulfillment of all senior and graduation requirements.

Commencee:

1. A student, who participated in commencement ceremony, but has not fulfilled all graduation requirements.

Graduate:

1. A graduation candidate achieves graduate status after all requirements for graduation are fulfilled.

Non-graduate:

A student not clearing for graduation, because of non-academic reasons which include, but not limited to: photograph for composite display; financial outstanding balance; CLEP scores; official transcript and additional information being required by the school shall be reclassified from commencee to non-graduate status, thirty (30) calendar days after commencement date.

A student must complete the academic program of study according to the EP initiated on entry. A senior or commencee not doing so, shall be administratively withdrawn. Completion of academic deficiencies (Incomplete "I" grade, general education, science courses, or other) within two (2) months after the scheduled commencement date, will be required, at student expense, to fulfill additional academic requirements as determined by the faculty.

Once the deficiencies and additional academic requirements and all school requirements for graduation are completed satisfactorily, the non-graduate status may be removed and the student will be considered by the faculty for graduate candidate status.

**Promotion:**

A student may be promoted through the program of study and graduate on the basis of faculty recommendation for graduate candidate status by the following criteria:

1. achieve at least a minimum final grade of "C" and/or "S" in all required courses, and
2. fulfill school requirements.
3. fulfill graduation requirements.

Freshman:

1. current immunization record,
2. current Tuberculin Skin Test or chest x-ray with annual questionnaire.
3. Hepatitis B vaccine.\* (series of three inoculations started prior to first clinical laboratory experience),
4. current cardiopulmonary resuscitation (CPR), Healthcare Provider Course, American Heart Association standards, prior to first clinical laboratory experience,
5. final grade of "C" and/or "S" in required nursing, general education and science courses, and

6. community service, 3 hours, as either freshman or sophomore.,
7. complete required computer modules,
8. be in full compliance with EP.

Sophomore:

1. current immunization record,
2. annual Tuberculin Skin Test or chest x-ray with annual questionnaire,
3. completion of Hepatitis B vaccine series prior to registration for NSG 2320,
4. current cardiopulmonary resuscitation (CPR), Health Care Provider Course American Heart Association standards, and present card prior to first clinical laboratory experience,
5. completion of BH automated medication system course prior to first clinical laboratory experience in NSG 2320,
6. completion of BH computer documentation course prior to registration for NSG 2320, and
7. community service, 3 hours, as either freshman or sophomore,
8. complete required computer modules,
9. be in full compliance with EP.

Junior:

1. current immunization record,
2. current Tuberculin Skin Test or chest x-ray with annual questionnaire, prior to all Junior courses,
3. current Hepatitis B vaccine\* completed card or (Series of 3 injections started prior to first clinical laboratory experience and continued according to protocol),
4. current cardiopulmonary resuscitation (CPR), Health Care Provider Course, American Heart Association standards and present card prior to first clinical laboratory experience,
5. community service, 3 hours, as either junior or senior, and
6. complete required computer modules,
7. be in full compliance with EP.

Accelerated Junior:

1. current immunization record,
2. current Tuberculin Skin Test or chest x-ray with annual questionnaire, prior to NSG 3007A,
3. current Hepatitis B vaccine\* (Series of 3 injections started prior to first clinical laboratory experience and continued according to protocol),

4. current cardiopulmonary resuscitation (CPR), Health Care Provider Course, American Heart Association standards and present card prior to first clinical laboratory experience,
5. completion of BH automated medication system course during the junior course,
6. completion of BH computer documentation course during the junior course,
7. final grade of "C" and/or "S" in required general education and science courses as reflected in LPN/LPTN to RN student's EP,
8. complete required computer modules,
9. be in full compliance with EP.

Senior:

1. current immunization record,
2. Hepatitis B\* vaccine card presented prior to first clinical,
3. current cardiopulmonary resuscitation (CPR), Health Care Provider Course, American Heart Association standards and present card prior to first clinical laboratory experience,
4. community service, 3 hours, as either junior or senior,
5. complete required computer hours and supervised NCLEX-RN test practice. Signature of faculty/test proctor is required as validation of fulfillment,
6. complete first employment intent survey form,
7. complete EP as scheduled. If written approval from Coordinator to deviate was not obtained, the senior will be reclassified from a full-time student to administrative withdraw. Application for reentry is required in order to be considered for resumption of study. All reentry policies apply. Reentry is not guaranteed.

Commencement Requirements

1. participate in commencement rehearsal, and
2. wear required school attire at the ceremony.

Graduation Requirements

1. graduate candidate status conferred by faculty,
2. participate in commencement rehearsal and ceremony and fulfill commencement requirements,
3. successfully and satisfactorily complete a comprehensive review course offered by a vendor approved by the FO (attendance and outcome score, if applicable, are primary to determining success and satisfaction of the requirement),
4. satisfactorily complete program of study,
5. settle all financial obligations to BH, BHSLR and BHSLR-SN,
6. complete official clearance process,

7. cooperate in photo session and provide a photo for class composite display,
8. submit completed and signed interview log if contracted by the BHSLP, reflecting acceptance of position offered,
9. submit evidence of completing the required number of "practice hours" on computer adaptive testing (CAT),
10. complete program of study according to school policies, grading scale and school progression and promotion policies,
11. demonstrate progressive professional development through program of study that culminates in faculty recommendation for graduation,
12. complete education plan as scheduled,
13. complete community service requirements total of six (6) hours.

\* A student who chooses to not receive Hepatitis B vaccine signs a waiver of school responsibility.

### **STUDENTS WHO DO NOT CLEAR**

To ensure the student fulfills financial obligation to the school and that the graduate has a high predictability to succeed on licensure examination. A student who commences and does not graduate, because of inability to complete financial clearance within thirty (30) day of the ceremony, will be assigned the status of non-graduate and all non graduate policies shall apply. Exception being those students who are completing the curriculum beyond commencement date by policy. In those cases, once the students complete the curriculum, this policy will also apply to them.

All commencees are expected to complete the BHSLR clearance process within thirty (30) days after commencement. Failure to complete clearance within thirty (30) days after commencement may result in the withholding of approval signatures on documents qualifying graduate to write the licensure examination. Additional action may include, reversion of commencee status to non-graduate status and the senior will be required to repeat senior nursing courses, repeat the NCLEX review course, and complete additional work to enhance the chances of successful performance on the licensure examination.

### **PRECEPTORS**

Clinical preceptors may be engaged in selected clinical nursing courses within the program of study. Students are assigned with clinical preceptors by course faculty. Throughout the clinical rotation, preceptors facilitate student learning, directly supervise student's performance and participate in clinical evaluation of assigned student(s).

While assigned with preceptors, students are required to comply with all applicable school policies, dress code, course requirements and policies of clinical facility related to patient care.

Faculty and students evaluate preceptors at course end; individualized reported outcomes are shared with the preceptor(s) involved .

### **PROMOTION AND COMPUTER MODULES**

As the student moves through the program of study, the faculty require completion of computer modules. Thus, it must be understood by the student that successful completion of a nursing course alone does not ensure progression and promotion.

The purpose of this requirement is to validate the students's professional knowledge base in the freshman, sophomore, junior and senior courses.

### **STUDENT DIRECT COST**

Detailed information about the program cost(s) may be found on the school specific Cost Plan , available at the Business Office and online at [www.bhslr.edu](http://www.bhslr.edu).

### **STUDENT PROFESSIONAL DEVELOPMENT**

The school also has an active chapter of the National Student Nurses' Association (NSNA). This professional organization is open to all students. Involvement in NSNA prepares students for participation in the parent organization, American Nurse's Association . The NSNA creates a networking system for students by providing access to scholarships, book discounts, health insurance, NCLEX-RN state and national review courses, essay contests and the opportunity to network within the state and national chapters. Faculty volunteer to serve as chapter sponsors.

BHSLR has a chapter of Nurses Christian Fellowship (NCF) organization. The NCF format is students leading prayer groups with faculty advisors for support and assistance. Any interested students may participate.

Overall student behavior should reflect development and incorporation of BHSLR-SN Values, a positive and cooperative attitude, capability to benefit from counseling or advising services, compliance with policies of BH, BHSLR and BHSLR-SN, fulfillment of faculty expectations and demonstration of an understanding of the professional role of nursing.

### **STUDENT GOVERNANCE**

The school's form of student governance is a Student Government Organization.

1. The BHSLR-SN grant each class the privilege to self-govern within the values, policies and philosophies of the school and BH.
2. School policies and Student Government rules and procedures provide the framework for conduction of business, projects and activities.
3. The BHS grant to each class the privilege of representation on all BHSLR-SN standing committees.
4. Class presidents serve as student representatives on the Grievance Board for situations involving a student with the same classification on their respective campus.
5. Class meetings and activities are scheduled by the president when classes are not in session. School policies and student class government rules of procedures provide the framework for conduction of business, projects and activities.
6. A class may conduct fund raising activities as approved by the director or designee. Funds raised are reconciled and deposited into the treasury according to rules established by faculty class sponsors and described duties of the class treasurer. Class funds may be used only for purposes recommended by the class and approved by the BHSLR respective Coordinator, Program Director or Dean of Nursing or designee.
7. A student either on probation or suspension is not eligible to hold a class officer position in Student Governance.

### **STUDENT GOVERNMENT RULES OF PROCEDURES**

According to the school philosophy, the school provides the opportunity for students to participate in their own government, into the overall operation of the school and have input in the management of the school. Through the participation, a student experiences leadership, citizenship development and the democratic process as part of their professional and personal growth. In addition, the school demonstrates a high degree of value and esteem held for students.

#### ARTICLE I - NAME

The name of the student government organization shall be the BAPTIST HEALTH Schools Little Rock- School of Nursing Student Government Organization.

#### ARTICLE II - PURPOSE

The purpose of the Organization is to provide students an opportunity to learn and participate in the democratic process, develop leadership and followship skills and to contribute to the overall operation and continuous improvement of the school.

#### ARTICLE III - GOAL

The overall goal of the Organization shall be to encourage each student to participate in the democratic process by working together toward common goals and problem solving.

#### ARTICLE IV - MEMBERSHIP

Membership in the Organization shall consist of non-nursing, Freshman, Sophomore, Junior and Senior nursing students. Non-nursing students are not eligible to hold office.

#### ARTICLE V - OFFICERS AND DUTIES

##### Section 1 - Elected

Officers of the class shall be elected by Freshman, Sophomore, Junior and Senior nursing students. Officers must maintain a 2.0 grade point average (GPA).

Officers include:

1. President,
2. Vice President,
3. Secretary,
4. Treasurer,
5. Parliamentarian,
6. Historian,
7. Seven student representatives.

The President shall:

1. schedule and preside at all meetings,
2. generally supervise all activities of the class,
3. serve on the review panel according to school policy, when another student has initiated the grievance procedure,

4. co-sign all receipts of funds collected by class,
5. may be invited to BHSLR-SN Faculty Organization meetings,
6. meet with school official(s) as appropriate,
7. present class proposals to BHSLR Administration,
8. appoint or call for election of members of class committees.

The Vice President shall:

1. in the absence of the president, assume all duties, authority and responsibility of the president,
2. preside as Chairman of the Class Program Committee, and
3. represent the class by serving on the Educational Effectiveness Committee of the Faculty Organization.

The Secretary shall:

1. record the minutes of each class meeting using school format,
2. maintain class records,
3. attend all class meetings or arrange for one of the other officers as a substitute to take minutes,
4. perform other duties include those that usually pertain to the office, and
5. represent the class by attending Student Development Committee meetings.

The Treasurer shall:

1. manage class funds in an orderly, ethical and legal manner,
2. establish a receipt book with sequential numbers on the receipts (obtained from the school office),
3. coordinate class financial information with the Faculty sponsor,
4. give treasurer's report at all class business meetings, and
5. represents the class by attending Student Development Committee meetings.

The Parliamentarian shall:

1. assume the role of consultant and advisor to the chair by interpreting rules of procedures of government during class meetings, and
2. maintain order during class meetings.

The Historian shall work with a history committee to:

1. develop a class scrapbook that includes mementos, photos and other articles of historical significance related to the class, and

2. place class scrapbook in the school archive collection after graduation of the respected class.

The student representatives shall:

1. serve on standing committees of the F.O. as a class representative if not designated by elected officer or committee position,
2. represent the class on the following respective standing committees of the Faculty Organization or BHSLR:
  - 2.1 Medication Safety
  - 2.2 Curriculum
  - 2.3 Educational Resources
  - 2.4 Special Events

Section 2 - Appointed

Class committee chairmen represent their respective class on standing committees of the Faculty Organization as described in Article VI.

ARTICLE VI - TERMS OF OFFICERS

Class officers shall be elected in accordance with Article X, Sections I and 2 and serve the following terms:

Freshmen/ Sophomore Officers	Begins when elected in the fall freshman semester and ends at the end of the sophomore semester.
Junior/Senior Officers	Begins when elected in the fall junior semester and ends upon commencement. Accelerated Track officers are elected as juniors.
Student Representatives	Begins when respective class officers are elected and terminates when successor is appointed or elected.
Members at Large	Begins when respective class officers are elected and terminates when successor is appointed or elected.
Committee Chairs	Begins when elected or appointed by respective class president and terminates when successor is appointed or elected.

ARTICLE VII - MEETINGS

Scheduled times for class meetings are designated as one hour each Monday, not during lunch hour when calender permits. Activities and meetings shall be conducted within the framework of school policies and Student Government Rules of Procedure. Attendance is strongly suggested in order to fulfill the purpose and achieve the goal of the student government organization. Called class meetings and activities maybe scheduled by the president when course classes are not in session.

ARTICLE VIII - COMMITTEES

Section 1 - Special Committees and Process Teams

Special committees and process teams shall be created as needed by the president. Committee chairmen and team leaders shall give progress reports at each class meeting and submit a written report to the class secretary for inclusion in class records.

Selection 2 - Program Committee

The program committee shall consist of three class members elected or appointed by the president. The vice president serves as chairman. Functions of the committee include:

1. plan, organize and conduct program events for the class (program events may include, but are not limited to, socials, holiday celebrations, fund raising programs such as talent shows, plays and video productions),
2. chairman represents the class by serving on the Special Events Committee of the F.O., and
3. chairman shall give progress reports at each class meeting and submit a written report to the class secretary for inclusion in class records.

### Section 3 - Nominating Committee

The nominating committee shall consist of an elected chairman and two elected class members. Functions of the committee include:

1. prepare the slate of nominees for class officers who agree to serve before election by class membership,
2. prepare the ballot,
3. manage the election,
4. select two tellers; a school counselor or class sponsor will serve as one, making a total of three,
5. give teller's report at class meeting,
6. provide list of new officers to class sponsors for announcement to faculty and for publication, and
7. provide names of nominees to president for offices vacated between established election years.

### Section 4 - History Committee

The history committee shall consist of the elected historian serving as chairman and four class members elected or appointed by the president. Functions of the committee include:

1. develop a Class Scrapbook that includes mementos, photos and other articles of historical significance related to the class,
2. place the scrapbook in the school archive collection after graduation of the respective class, and
3. chairman shall give progress reports at each class meeting and submit a written report to the class secretary for inclusion in class records.

## ARTICLE IX - QUORUM

Members attending class meetings, committee meetings, council meetings and all other student meetings, except the nominating committee, shall be considered a quorum.

## ARTICLE X - ELECTIONS AND VOTING

### Section 1 - Elections

Nominations by the student body shall be made within two (2) weeks following the beginning of each election period.

The nominating committee develops a ballot reflecting a slate of officer nominees and disseminates among class

members for voting five (5) school days prior to the next scheduled class meeting.

Freshman/Sophomore officers shall be elected within four (4) weeks following entry registration.

Junior/Senior officers shall be elected at the end of the sophomore semester while freshman and serve until commencement.

### Section 2 - Voting

Elections shall occur through secret ballot. Voting outcomes shall be tallied by two (2) tellers selected by the nominating committee and a school counselor or class sponsor. A report shall be prepared by the tellers and submitted to the chairman of the nominating committee for announcement to class sponsors.

## ARTICLE XI - VOTING ON CLASS ISSUES

The majority rule will prevail during class meetings. A minimum vote of 51% of class members present will determine passage of a motion. Class business voting is by show of hands, voice vote or as designated by president. Certain business matters requiring a vote can be made by secret ballot if agreed upon by 51% of those present.

## ARTICLE XII - VACANCY OF OFFICE

In the event the president is unable to complete service of elected term of office, the vice president shall assume full duties and responsibilities of the office. A special election shall be held to fill the position of vice-president within two (2) weeks after the presidential vacancy occurs.

In the event of vacancies in other offices, a special election shall be held within two (2) weeks after the vacancy occurs.

## ARTICLE XIII - CLASS DUES

The decision to collect class dues and the amount thereof, shall be voted on by each class, for that class, at the first class meeting.

## ARTICLE XIV - AMENDMENTS

Student government rules of procedure may be amended, adopted or repealed as a recommendation by the student body at any regular class meeting. The recommendation then is forwarded to BHSLR Dean of Nursing and BHSLR-SN Faculty Organization for consideration. Revisions shall become effective after adoption by the total student body and final approval by the BHSLR-SN Faculty Organization.

## ARTICLE XV - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, current edition, will prevail as parliamentary authority during meetings.

Adopted by Classes: 1985 & 1986

Approved: May 1985 (Admin. Com.)

Edited: May 1986 (Admin. Com. And 1986 Class President)

Amendment to Article XIII - Voting on Class Issues

Approved by Admin: Com., July 1, 1986

Amendment to Article XIII - Voting on Class Issues - Adopted 1990

Amendment to Article X - Elections and Voting - Adopted 1991;

Approved: by L.T. August 1991

Revision and Amendments - Adopted September 1994;

BHSNAH Approved: December 1994.

Edited: December 2003

Edited: April 2007

Revised: July 2008

## **CALENDAR**

The BAPTIST HEALTH Schools Little Rock- School of Nursing Calendar is available in the BHSLR All Schools Catalog at [Www.baptisthealthschools.org](http://Www.baptisthealthschools.org).

## **PROFESSIONAL CURRICULUM**

The BAPTIST HEALTH Schools Little Rock- School of Nursing Professional Curriculum is available in the BHSLR All Schools Catalog at [Www.baptisthealthschools.org](http://Www.baptisthealthschools.org).

## **BAPTIST HEALTH SCHOOLS DEFINITIONS**

### **Academic Advising:**

Guiding students during their progression through the Program of Study.

### **Academic Dismissal:**

Administrative termination of student's academic relationship with school.

### **Academic Probation:**

Status assigned indicating student is at risk for continued enrollment in school for academic reasons. It usually carries conditions which must be fulfilled before status is removed.

### **Academic Progression:**

Students must make satisfactory academic progress toward completion of a diploma or certificate. "Satisfactory academic progress" is defined separately by each BHS in their respective policies related to grading scales, progression and promotion, grading, commencement and graduation.

### **Academic Suspension:**

Removal from school campus for a defined period of time because of academic performance. Counseling, treatment, remedial work and other condition(s) may be set forth before resumption of study is allowed.

### **Academic Year:**

The annual period of sessions of BAPTIST HEALTH Schools Little Rock- School of Nursing, beginning in July and Ending in May or June.

### **Accountability:**

Refers to the state of being answerable and liable for the quality and quantity of own actions.

### **Adjunct Faculty - Non-teaching:**

One who facilitates fulfillment of the Mission, Goals, and Vision of BAPTIST HEALTH and BAPTIST HEALTH Schools Little Rock-School of Nursing by exemplifying the BAPTIST HEALTH Values, assisting teaching faculty in administering tests to applicants and students and end of course evaluations according to established guidelines.

### **Adjunct Faculty - Teaching:**

One who facilitates fulfillment of the Mission, Goals, and Vision of BAPTIST HEALTH and BAPTIST HEALTH Schools Little Rock-School of Nursing by exemplifying the BAPTIST HEALTH Values and temporarily assisting course teaching faculty in instruction and clinical supervision of students as the need arises.

### **Administrative Dismissal:**

Administrative termination of student's relationship with the school.

### **Administrative Probation:**

Status assigned indicating student is at risk for continued enrollment in school based on performance in student pre-professional development.

### **Administrative Suspension:**

Removal from academics, student development activities and school campus for a defined period of time. Counseling, treatment, remedial work and other condition(s) may be set forth before resumption of study.

### **Administrative Withdraw:**

Status assigned indicating a student's behavior is not in keeping with school policy and values.

### **Adult Education:**

The teaching and learning process that results in knowledge, growth and development in responsible, self-directed individuals.

**Advanced Placement Student (APS)**

Authorized by the Selection III Committee with nursing course credit awarded by another school of nursing.

**Advisor:**

One who advises, encourages, counsels, cautions, warns, recommends and apprise students.

**Advocacy:**

The act of demonstrating BAPTIST HEALTH Schools Little Rock values of Service, Honesty, Respect, Stewardship and Performance while assisting the healthcare system to improve the quality and delivery of healthcare.

**Advocate:**

One who assists the patient, consumer or client to achieve a state of optimum wellness.

**Affiliating Institutions:**

An established organization with which BAPTIST HEALTH and/or Schools are closely associated. The association may be formal or informal with written agreements.

**Allied Health Course:**

A specific set of learning experiences in a classroom and clinical laboratory designed to achieve specific objectives within a given time period.

**Allied Health Practices:**

Actions which require specialized knowledge and skills for the promotion, maintenance and restoration of health.

**Allied Health Skills Laboratory Practice:**

A period of instructor-supervised practice of skills in the laboratory.

**Allied Health Student:**

Current enrollment in an Allied Health School and in active study in the Program of Study.

**Attendance:**

Disciplinary policies and processes are initiated when student attendance record does not exemplify expectations reflected in attendance policies established by the school. In addition, the school may also apply academic action as a result of excessive absenteeism or tardiness. Such action may include but is not limited to additional course work and make-up examinations (tests).

**Attrition**

Voluntarily withdrawn, administratively withdrawn or dismissed and no longer eligible to return to study; beyond 1.5 length of program.

**Break Week:**

A five school day period when students do not attend class or clinical laboratory.

**Caring:**

A response to others in a manner that expresses awareness and respect for a person as an individual.

**Cheating:**

A form of dishonest conduct that includes, but not limited to, behaviors prior to, during and after the taking of a course examination; course work and any other acts that are generally considered to be attempts to give one an unfair benefit of achieving the minimum required or higher score, grade or evaluation.

**Christian Values:**

Beliefs and standards for living which are taken from the characteristics exemplified in the life of Christ and include but are not limited

to the Schools Values.

**Class:**

A Cohort group sharing the same definite graduation year.

**Clinical Laboratory:**

An environment which provides actual learning experiences and opportunities to apply theoretical knowledge to nursing practice.

**Collaborating:**

The interactive relationship among individuals who share the same goals, philosophy and purpose; who understand each other's professional and personal skills; and who value each other's unique characteristics.

**Commencement:**

The ceremony in which the diploma and the school pin may be awarded.

**Commitment:**

A complex affective response characterized by a convergence between one's desires and one's obligations, and by a deliberate choice to act in accordance with them.

**Communicating:**

Passing a message from sender to receiver with the expectation that the information exchanged will be understood as the sender intended.

**Community:**

Groups of individuals living in an area, having a common interest, or belonging to the same organization.

**Competency:**

The ability to apply in practice situations the essential principles and techniques of nursing and to apply those concepts, skills and attitudes required of all nurses to fulfill their role, regardless of their specific position or responsibility.

**Competent:**

Achieved BAPTIST HEALTH Schools Little Rock- School of Nursing curriculum objectives at a satisfactory level; the ability to practice safely by applying theoretical knowledge through professional skills and tasks according to established standards and principles.

**Consistent Progress:**

Steady movement toward achievement of course objectives; evidence of progressive personal and pre-professional development.

**Consumer:**

One who uses the services of the healthcare system.

**Consumer Education:**

Providing information to individuals or groups who utilize health services to enable them to make decisions about health promotion, maintenance, and restoration.

**Contact Hours:**

A period of time in which there is instructor-student contact in either the classroom, nursing skills laboratory or clinical laboratory.

**Continuous Improvement:**

Enhanced value or excellence that is uninterrupted.

**Corrective Action:**

Action(s) taken by the school or designees to modify or correct a student's unprofessional conduct, may include verbal coaching up to

administrative dismissal for cause.

**Coordinating:**

The process of linking together the various health team members and guiding their activities toward the achievement of mutual goals.

**Counseling:**

To assist the student to attain optimum personnel growth and development.

**Course:**

A series of interrelated studies which begins and ends within a defined time frame and may include practical application and/or experiential learning.

**Credit hours:**

Number of hours credited are based on national standards or formulas established by the schools.

**Crime:**

All criminal offenses including misdemeanors. Not limited to felonies. DWI is considered a crime by BH and BHSLR.

**Critical Thinking:**

Skills in reasoning, analysis and decision making relevant to the discipline of nursing.

**Culture:**

A shared, learned, symbolic system of values, beliefs and attitudes that shapes and influences perception and behavior.

**Cultural Sensitivity:**

Being aware of variations in a population with beliefs, values and traditions which guide behaviors.

**Cumulative Number First Time Entry**

Total cohort selected to enter for full -time study.

**Curriculum:**

Course offerings that make-up the program of study.

**Curriculum Cycle:**

The time period between which a course is initially offered in an academic year until the course is offered again the next academic year.

**Curriculum Plan:**

The list of courses, the academic credit they carry and the suggested sequencing.

**Customer Satisfaction:**

The contentment one experiences from receiving a service.

**Developmental Level:**

The maturation of an individual determined by life experiences and individual achievements.

**Educational Plan:**

A plan developed for a student enrolled in BHSLR that must be followed in order to meet graduation requirements.

**Educational Program:**

The totality of school activities derived from the philosophy that are designed to achieve specific educational goals.

**Educational Unit:**

A component of BAPTIST HEALTH Schools Little Rock that focuses on classroom instruction and supervised practice in healthcare settings.

**Enrolled**

Registration process completed, listed on the initial course roll and attended first class day of nursing course.

**Environment:**

The sum total of all the conditions and elements that makeup the surroundings and influence the development of an individual.

**Essential Psychomotor Skills:**

Skills which every student must perform safely prior to progression and/or promotion.

**Ethical Principles:**

A framework for decision making based on a set of values and a moral code.

**Evaluation:**

Systematic method of reviewing the planned and implemented scheme or design to assess the attainment of specific objectives.

**Faculty (Teaching):**

One who facilitates fulfillment of the Mission, Goals, and Vision of BAPTIST HEALTH and BAPTIST HEALTH Schools Little Rock by exemplifying BAPTIST HEALTH Values, educating students for entry into health professions and participating in Continuous Quality Improvement. Their principal responsibility is to prepare competent graduates.

**Faculty (Non-Teaching):**

One who facilitates fulfillment of the Mission, Goals and Vision of BAPTIST HEALTH and BAPTIST HEALTH Schools Little Rock by exemplifying BAPTIST HEALTH Values, assisting teaching faculty in testing registered nurse applicants and students and participating in admission and recruitment activities.

**Families:**

Units of interacting persons related biologically and/or non-biologically whose central purpose is to create and maintain a common culture which promotes the physiological, psychological, social, cognitive and spiritual development of each of its members.

**First Time Entry (FTE)**

Registered for the first time as a nursing student.

**Formal (experiences):**

Student learning experiences which are scheduled or assigned by faculty.

**Full-Load:**

Enrolled in the total number of required courses - as reflected in the program of study - offered during a semester.

**Full-time Student:**

Enrolled in 12 or more credit hours per Fall or Spring semester and 6 or more credit hours per Summer Semester; on graduation track and course load of credit hours may not reflect full-time student load.

**Goal:**

The desired outcome of effort expended.

**Good Standing Status:**

Behavior and performance reflect: 1) fulfillment of academic requirements, 2) compliance with school, hospital and agency policies, 3) the Student Honor Code, 4) School Values, 5) BAPTIST HEALTH Code of Ethical Conduct and 6) no financial obligations outstanding.

**Graduate:**

One who fulfilled all requirements of the respective BAPTIST HEALTH School of enrollment.

**Graduation:**

The awarding of a diploma and the appropriate School Pin signifying the successful completion of the Program of Study and fulfillment of all graduation requirements; not always simultaneous with Commencement Ceremony.

**Groups:**

A number of Individuals considered together because of certain similarities.

**Health:**

State of physical, mental, social, and spiritual wellness rather than merely the absence of disease.

**Healthcare:**

Services for promoting, maintaining, and restoring the health of individuals, families, and groups within the community.

**Healthcare Needs:**

Physiological, psychological, social, cognitive and spiritual requisites for achieving and maintaining optimum wellness.

**Healthcare Settings:**

Any environment in which healthcare is provided.

**Healthcare System:**

An organized network for providing services for promoting, maintaining and restoring the health of individuals, families and groups within the community.

**Healthcare Team:**

Several individuals working together, who may be from different health disciplines, having predetermined outcome.

**Health Teaching:**

A process by which individuals families and groups are assisted to achieve and maintain optimum wellness. This can occur through the use of formal or informal methods.

**Honesty:**

Adherence to the moral values of fairness, integrity and honor in all relationships as a major priority.

**Illness:**

A Condition marked by deviation from the normal state of health

**Indicator:**

Specific descriptor of clinical behavior that contributes to the measurement of student's ability to apply theory and skills in the clinical laboratory practice settings.

**Individuals:**

Single human being.

**Informal (experiences):**

Integrating unplanned events into patient care that must be managed and communicated efficiently.

**Leader:**

One who coaches, assists, and creates a learning environment and acts proactively.

**Leadership Role:**

The ability to facilitate the movement of a person, a family, a group or a community toward the establishment and attainment of goals pertaining the health.

**Learning:**

Incorporation of knowledge resulting in a change in behavior.

**Legal Standards:**

Regulations based on the law.

**Lifespan:**

The period of time between inception of life and life's end.

**Managed Care:**

A health care delivery system that supports cost-effective, patient outcome-oriented care.

**Manager:**

One who directs, oversees or has charge of an entity.

**Managing:**

Achieving goals through planning, organizing, directing and controlling human and physical resources and technology.

**Multi-disciplinary Approach:**

Method used by several branches of learning to integrate different ideas and achieve a specific goal.

**Nursing Student:**

Current enrollment in nursing course.

**Nutrition:**

The process of taking in nutrients, assimilating and utilizing them.

**Part-time Student:**

Enrolled in less than 12 credit hours per Fall or Spring Semester and less than 6 credit hours per summer semester.

**Pathophysiology:**

The physiology of abnormal states, specifically, the functional changes that accompany a particular syndrome or disease.

**Pathophysiological Disorders:**

Unhealthy states related to abnormal variations in structure and/or function of body parts, organs, or systems. Usually long term disorders which may involve one or more body systems.

**Performance:**

Desired characteristics of BAPTIST HEALTH employees include initiative, dedication, talent and knowledge tempered by common sense. The highest possible performance from all employees is expected but never at the expense of our values. It is imperative that complacency and mediocrity be avoided through innovation and progress.

**Personal Development:**

A continuous expansion of an individual's self-awareness resulting in positive change.

**Perioperative:**

Perioperative, intraoperative and post-operative phases of the patient's surgical experience.

**Physiology:**

A branch of biology that deals with the function and activities of life or living matter (as organs, tissues, or cells) and of the physical

and chemical phenomena involved.

**Planning:**

Predetermining of course of action in order to arrive at a desired outcome.

**Principle:**

Comprehensive and fundamental laws, doctrine, truths or sets of facts that form the basis of established rules of action.

**Principles of Pharmacology:**

The basis of established policies and process for action in the safe administration of medication.

**Problem Solving:**

A series of decision making steps designed to organize thought to reach the best solution to a problem.

**Process:**

A series of acts or progressive changes toward a desired goal.

**Professional:**

A person who has an assured competence in a particular field or occupation; one who is accountable.

**Professional Activities:**

Pursuits that lead to self improvement, career enhancement and prestige of the occupation.

**Professional Development:**

Continued acquisition of knowledge through education, professional activities and participation in the research process.

**Professionalism:**

Conduct which manifests the educational requirements, legal standards, ethical principles and requirements of practice based on the philosophy of specialized field of study.

**Program of Study:**

All the experience that students have under the auspices of the School.

**Progression:**

Movement from one course to another within the same student classification.

**Promotion:**

Advancement in student classification.

**Psychomotor Skills:**

Physical activity associated with mental processes and the related performance of skills and tasks.

**Receptionist:**

One who facilitates fulfillment of Mission, Goals and Vision of BAPTIST HEALTH and BAPTIST HEALTH Schools Little Rock by exemplifying BAPTIST HEALTH Values and providing a favorable first impression of the schools to visitors and inquirers.

**Reentry Applicant:**

A student previously enrolled in the school to which reentry is sought. Study resumed after LOA, Academic Suspension or voluntarily change of status. Discontinued study for some reason; reapplied, selected, entered and resumed study.

**Registration Process**

A class schedule obtained, necessary forms completed, and required tuition and fees paid or payment arranged.

**Registered - Nursing Students (RNS)**

Registration process completed and attended one clock hour of class time in a nursing course or eligible to progress.

**Resources:**

Assets which support the educational endeavors of the school.

**Respect:**

All people are to be treated as individuals, with courtesy and thoughtfulness. Respect for each person's dignity and worth is essential. Patients are to be treated with concern and compassion.

**Restitution:**

Reimbursement to school for damage to or misappropriation of property. May be in form of service or currency as determined by school.

**Retained**

Enrolled in a nursing course, eligible to progress according to program of study, eligible for reentry, or graduated. May not be enrolled at a given time, but remains eligible to resume study within 1.5 times length of program of study.

**Scholarship:**

Scholarship is the knowledge produced through a wide range of analytical and creative tools. Boyer in Scholarship Reconsidered (1990) proposed that scholarship involves four areas, each of which is critical to academic work: discovery, teaching, application, and integration. These four aspects of scholarship are salient to academic nursing, where each specific area supports the values of a profession committed to both social relevance and scientific advancement.

**School Campus:**

All areas where student instruction is provided; includes affiliate and contracted clinical settings.

**School Day**

Monday - Friday: 0800-1700. Holidays are not counted as a school day. School break week days are considered to be school days.

**School Work Week:**

Begins Monday at 0800 (8 a.m.) And ends on Friday at 1700 (5 p.m.).

**Selected Individuals:**

Applicants who are selected for entry by a respective selection committee to a specific BAPTIST HEALTH Schools Little Rock according to established criteria, requirements and processes.

**Selected Needs:**

Basic human needs, taught by Freshmen faculty, which include comfort, safety, mobility, hygiene, nutritional, psychosocial and spiritual.

**Self-Concept:**

Perceived status of self.

**Self-Directed:**

Self-determined actions toward goal achievement.

**Semester:**

A specific time period during which one or more courses are taught.

**Sensory Perception:**

Recognition and interpretation of the environment through the physiological senses.

**Service:**

Quality service is the foundation of any successful business, and is even more essential in the provision of healthcare. Our success is dependent on each employee's desire and commitment to serve others.

**Situational Crisis:**

Response to a traumatic situation that is sudden or unavoidable.

**Special Student:**

Individual approved to take a selected course from a curriculum; often recommended by the Arkansas State Board of Nursing, Employer or other entity.

**Stewardship:**

We prudently commit our resources, using our talents and strengths in an effective and efficient manner. Our facilities and equipment are maintained with special pride.

**Stress:**

A physical, chemical or emotional response that may have a positive or negative impact on the state of wellness.

**Stressor:**

A stimulus which causes stress.

**Student Development:**

Activities that promote the professional and personal development of a student to fulfill the role of a beginning healthcare professional.

**Student Government:**

Privilege of self governance which fosters leadership and citizenship within the policies and philosophy of the School, BAPTIST HEALTH Medical Center - Little Rock, and BAPTIST HEALTH.

**Sub-concept:**

Elements which are derived from the concepts and provide direction when determining course content.

**Syllabus:**

A brief summary, in school approved outline format, listing the main points of the course; evaluation methods, objectives, content, teaching plan and specific policies as applicable.

**Teacher:**

One who uses formal or informal methods to facilitate learning.

**Teaching Methodologies:**

The techniques or strategies used by a teacher to promote learning.

**Theoretical Knowledge:**

What one knows about the subject matter of a discipline based on information and principles related to a set of facts, a science or an art.

**Theory:**

A set of interrelated that give a systematic view of phenomena that is explanatory and/or predictive in nature.

**Therapeutic Interpersonal Relationship:**

Interaction that is goal directed and purposeful.

**Thought Process:**

Sequential cognitive operations.

**Value Directed:**

Guided by a set of interrelated ideas, principles, rules, or codes which are related according to their relative estimate of worth, merit, or

desirability.

**Worth:**

A value measurement of quality, quantity and/or esteem.

# APPENDIX

## **NOTICE**

All contents referred to in the handbook such as Forms, Clinical Evaluations, Application forms and so forth, are accessible in the Forms Racks either in the Admissions Office or in the hallway outside the schools of nursing administrative offices. If the item needed can not be located, contact one of the administrative staff for assistance.

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