



# **NWACC Associate of Applied Science Paramedic/LPN to RN Student Handbook Spring 2023**

## **Mission Statement**

**The mission of Northwest Arkansas Community College School of Nursing is to improve the health of our diverse community through leadership and excellence in nursing education.**

**The NWACC Nursing Program is approved by the Arkansas State Board of Nursing and Nationally Accredited by Accreditation Commission for Education in Nursing  
Revised January 2020**

## TABLE OF CONTENTS

Greetings	4
Philosophy	5
Organizing Framework	6
Program Student Learning Outcomes	7
Program Outcomes	8
Chain of Command	8
Division of Health Professions Policies	9
Nursing Program-Specific Policies	10
A. Professional Conduct Policy	10
B. Social Media Policy	11
C. Plagiarism	12
D. Cheating	13
E. Cell Phone Use	14
F. Attendance	14
G. Student Success Planner	14
H. Clinical/Tardy Policy	14
I. Nursing Student Dress Code	15
J. Clinical	16
K. Simulation Lab Activities	18
L. Clinical Site Activities	18
M. Exam, HESI, Assignments, CoursePoint, Hurst Review	22
N. Nursing Grading Scale	24
O. Student with Disability	25
P. Readmission	26
Q. Track Transfers	27
R. Program Transfers	27
S. Changes in Health Status	27
T. Student Employment	27
U. Sexual and Workplace Harassment	28
V. Student Counseling	28
W. Graduation 4 <sup>th</sup> Semester Requirements	28
X. Scholarships	29
Y. Student Representation in Departmental Affairs	29
Z. Inclement Weather	29

## LIST OF APPENDICES

Appendix A: Health Professions Academic Grade Appeal	31
Appendix B: Student Conduct Policies and Procedures	38
Appendix C: Student/Faculty Rights and Responsibility	40
Appendix D: ARSBN Background Checks for NCLEX-RN	41
Appendix E: Student Background Checks	45
Appendix F: Student Health Guidelines	47
Appendix F: Ex. of Unacceptable/Unprofessional/Unsafe Behaviors	43
Appendix G: Unacceptable Behavior/unprofessional/unsafe	49
Appendix H: Code of Ethics and Professional Behavior	51
Appendix I: NWACC Nursing Program Expenses	53
Appendix J: Out-of-State Student Information	54
Appendix K: Academic Counseling Record Form	55

## **FORMS**

1. NWACC Student health Guidelines
2. Code of Ethics and Professional Behavior Expectations
3. Consent for Release of Information from Employer
4. Student Release of Information/Student Release of Images
5. 5 AAS – Nursing Student Handbook Form
6. 6. IUnderstand Agreement
7. Field Trip Liability Form
8. Nursing program Technical Standards
9. Professional Behavior
10. Student Attendance and Participation Policy
11. Clinical and Lab Expectations
12. Substance Abuse Compliance Contract
13. OSHA and HIPAA Requirements and Policy Form
14. Personal Injury/Illness Waiver, Proof of Insurance
15. ARSBN Background Checks for NCLEX-RN
16. Castlebranch Clinical Documentation
17. Student Education Interruption Status Form COVID-19/18

## **GREETINGS!**

Dear Nursing Student:

This handbook has been prepared to assist students in progression through the Northwest Arkansas Community College (NWACC) Associate of Applied Science (AAS) Degree in Nursing program. Thorough understanding of the curriculum, policies, and standards underlying the program is essential for goal-directed behavior and ultimate success in completion of the program. It is the student's responsibility to become knowledgeable and accountable for the contents and all updates of the handbook.

This handbook is reviewed and revised annually by the Nursing Faculty. Student suggestions and recommendations will be reviewed and incorporated as appropriate into the student handbook.

Students should read the Student Handbook section of the current *NWACC College Catalog* for general college policies. In addition, the student should also consult the Division of Health Professions Student Handbook for division-specific policies.

NWACC operates in all aspects pertaining to students, faculty, administration and staff, under a nondiscriminatory policy with regard to race, color, age, religion, gender and national origin.

Best wishes to you as you pursue a career in nursing!

Sincerely,

Carla Boyd, MSN, RNP  
Director of Nursing Education

## **DISCLAIMER STATEMENT**

The content of this handbook is provided for the information of the student. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the Nursing Program in order to fulfill its role and mission or to accommodate circumstances beyond its control. The Nursing Program reserves the right to make changes in policy, regulations and fees as circumstances dictate, subsequent to publication. The Nursing Program expects its student to have knowledge of information present in this handbook and in any other college publications. Any such changes may be implemented without prior notice and without obligation, and, unless specified otherwise, are effective when made.

The Nursing Program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and the sequence of the program offerings from semester to semester for education or financial or other reasons beyond the control of the college or Nursing Program.

## **PHILOSOPHY**

We, the faculty of NWACC, Associate of Applied Science Nursing Program, believe:

Each **individual** person is a unique and valued bio-psycho-social, cultural, and spiritual being with basic human needs, influenced by developmental stages, and ongoing stressors.

**Health** is a dynamic state. Health results from the client's response to change in his/her internal and external environments. Health occurs along the wellness/illness continuum and is influenced by personal and cultural values.

The **environment** is the dynamic internal and external stimuli that influence the individual's health at any given time.

**Nursing** is a profession, which incorporates knowledge and principles of the humanities and sciences. Nursing functions independently, dependently, and inter-professionally to assist individuals and their families in meeting health care needs. The nursing process guides the practice through the delivery of client-centered care to assist the **individual** in the promotion, maintenance, and restoration of **health**. The nursing process is supported by standards of nursing practice combined with legal, ethical, and cultural considerations. Nursing requires a safe and holistic approach based on commitment to the values of excellence, integrity, caring, communication, collaboration, and nursing judgment for implementation of the nursing process.

**Nursing Education** provided in a higher learning setting incorporates knowledge gained from nursing courses, biological and social sciences, as well as arts and humanities. The concepts, theories and principles learned; along with simulated and actual client-centered learning experiences provide evidence-based knowledge necessary for the practice of nursing. The ultimate goal of nursing education is to prepare a safe, competent, beginning level generalist who possesses knowledge, skills, and professionalism required by the registered nurse.

**Teaching/Learning** is an active reciprocal process, which is facilitated through interactions between the teacher and learner. This process is directed toward the achievement of desired student learning

outcomes. Teaching/learning facilitates the acquisition of knowledge in a simple to complex manner. **Learning** is characterized by a change in behavior in cognitive, psychomotor and/or affective domains. It is provided through structured learning experiences that enhance mutual trust, motivation, creativity, and nursing judgment. Learning is a continuous lifelong process. The student's personal and professional growth is enhanced by assuming responsibility and accountability for the acquisition of knowledge and skills. The assessment of outcomes is used to determine student progress and to assist in program improvement.

As a user of **informatics**, the graduate will use information technology for improvement of client care and safety. It is essential for the graduate to have current knowledge in nursing concepts, skills and communication to understand practices and teaches all aspects of client confidentiality pertaining to informatics.

The **ASSOCIATE of APPLIED SCIENCE DEGREE in NURSING (ADN)** education combines general education courses and nursing courses to provide competencies for novice level practice. While the associate degree nurse's primary focus is with the individual client, consideration is also given to the client's relationship within the family and the community. The associate degree nurse is prepared to manage and care for clients while functioning under the supervision of a nurse who has more experience and education. Graduates are eligible to sit for the NCLEX-RN exam.

## **ORGANIZING FRAMEWORK**

In keeping with curriculum design principles, the expectations of the NLN core values and graduate competencies, and the Arkansas State Board of Nursing, the program student learning outcomes are used to organize the course student learning outcomes. These student learning outcomes are the basis for all activities related to the teaching/learning process, including delivery of instruction, learning activities, and evaluation of student progress.

The **program's core values** are **caring, diversity, ethics, excellence, holism, integrity and client-centeredness**.

The **core values** are defined as:

**Caring:** "promoting health, healing, and hope in response to the human condition" (NLN, 2010, p. 65).

**Diversity:** "recognizing differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each" (NLN, 2010, p. 66).

**Ethics:** "involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice" (NLN, 2010, p. 66).

**Excellence:** “creating and implementing transformative strategies with daring ingenuity” (NLN, 2010, p. 66).

**Holism:** “the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum” (NLN, 2010, p. 66).

**Integrity:** “respecting the dignity and moral wholeness of every person without conditions or limitation” (NLN, 2010, p. 13).

**Client-centeredness:** “an orientation to care that incorporates and reflects the uniqueness of an individual client’s background, personal preferences, culture, values, traditions, and family” (NLN, 2010, p. 68).

The **program’s graduate competencies** are **human flourishing, nursing judgment, professional identity** and **spirit of inquiry**.

The **graduate competencies** are defined as:

**Human flourishing:** “an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing” (NLN, 2012).

**Nursing judgment:** “encompasses three processes: namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation” (NLN, 2012).

**Professional identity:** “involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The nurse embraces these fundamental values in every aspect of practice while working to improve client outcomes and promote the ideas of the nursing profession” (NLN, 2012).

**Spirit of Inquiry:** “a persistent sense of curiosity that informs both learning and practice...A nurse infused by a spirit of inquiry will examine the evidence that underlies clinical nursing

practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for clients, families, and communities” (NLN 2012).

### **PROGRAM STUDENT LEARNING OUTCOMES**

Following completion of the Associate of Applied Science Degree Nursing Program at NWACC, the graduate will:

1. Incorporate sound management, legal, ethical guidelines in a variety of healthcare settings to diverse client populations across the lifespan.
2. Facilitate inter-professional collaboration to provide competent care in a variety of healthcare settings to diverse populations across the lifespan.
3. Provide safe, quality, evidence-based, client-centered care in a variety of healthcare settings to diverse populations across the lifespan.
4. Engage in clinical reasoning and nursing judgment to make client-centered care decisions that function in a variety of healthcare settings to diverse populations across the lifespan.
5. Create a holistic, compassionate, and culturally competent client care environment.



## PROGRAM OUTCOMES

1. Licensure rate of graduates:
  - At least eighty-five percent (85%) of students graduating in a given year will be at or above the national and Arkansas pass rate for Associate Degree Nursing Programs on the first National Council Licensure Exam (NCLEX-RN).
2. Graduation rate:
  - At least seventy-five percent (75%) of students entering the NWACC Nursing Program in a given year will graduate from the program within 150% of the normal time to complete the program.
3. Graduate satisfaction:
  - Seventy-five percent (75%) of graduates will evaluate their preparation to practice nursing in positive terms, twelve months after attaining licensure.
4. Employer satisfaction with graduates:
  - Seventy-five percent (75%) of employers will rate the nursing practice of graduates as average or excellent.
5. Employment of graduates:
  - Eighty-five percent (85%) of graduates will be employed within six months of program completion.

**IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THEIR NWACC EMAIL AND CANVAS DAILY.**

### Chain of Command in the Nursing Program



## **DIVISION OF HEALTH PROFESSIONS POLICIES**

For the following policies, please refer to the specific policy in the Division of Health Professions Student Handbook: (Nursing students must abide by these policies, as well as, related policies in the Nursing Student Handbook).

- Student Conduct
  - Professional behavior
  - Unsafe behavior
  - Disciplinary procedure
- Required Criminal Background Checks and Drug Screening Academic Failure
  - Academic Grades
  - Laboratory
  - Clinical
  - Readmission to the Program
  - Academic Appeals
- Emergency Building Evacuation Information and Procedures
- Infection Control Policy
- Immunization and Hepatitis
- Confidentiality
- CPR
- Health Status
- Personal Injury and/or Illness Waiver
- Incident Report
- OSHA and HIPAA requirements
- Substance Abuse Policy and Procedures
- Health Care Affiliates
- Dress Code Policy
- Liability Insurances
- Personal Data
- Inclement Weather
- Students with Disability
- Field Trips
- Health Professions Student Handbook Form

Students must complete, sign, and submit the required forms as instructed by their course instructor the first day of class.

## **Nursing Program –Specific Polices**

### **A. Professional Conduct Policy**

All students in the NWACC Nursing Program are expected to uphold the highest standards of professional conduct and promote a positive image of themselves, the Nursing Program, NWACC, and the profession of nursing. Students are expected to act in a professional manner while in the classroom, lab and clinical settings. Professional behavior is expected when interacting with peers, instructors, other health care professionals, clients, and when in public. Failure to adhere to the Professional Conduct Policy will be subject to disciplinary action, up to and including dismissal from the NWACC Nursing Program.

Students in the NWACC Nursing Program will uphold the standards of professional practice and the requirements of clinical requirements of clinical performance necessary for the safe practice of nursing. Standards of professional conduct are determined by the current Arkansas State Board of Nursing (ARSBN) Nurse Practice Act, the American Nurses Association (ANA) (2011) **Code of Ethics for Nurses, and the ANA (2010) Nursing Scope and Standards of Practice.**

### **Guidelines**

Students in the NWACC Nursing Program are expected to:

1. Demonstrate responsibility and accountability for the decision-making and actions.
2. Demonstrate ethical standards appropriate to the practice of nursing.
3. Adhere to the ARSBN Nurse Practice Act, ANA Code of Ethics for Nurses, and ANA Scope and Standards of Practice.
4. Demonstrate knowledge of legal concepts when implementing nursing care.
5. Be responsive to faculty evaluation and suggestions for improvement in performance.
6. Engage in self-evaluation and professional growth by actively seeking out learning experiences and utilizing available resources
7. Respect the client's right to privacy, confidentiality, and dignity.
8. Promote the goals and reputation of NWACC and the Nursing Program in the community.

### **NWACC Student Conduct Policy**

All NWACC nursing students will abide by the Student Conduct Policy located in the Student Handbook section of the NWACC College Catalog 2019-2020.

### **Policy**

The obligations assumed by those who are entrusted with health and safety of our community transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all Northwest Arkansas Community College students, persons enrolled in the Health Professions, Nursing, Law Enforcement and other professional programs are required to exhibit conduct, integrity and ethical behavior which reflects their suitability to assume this trust. It is the student's responsibility to carefully review the professional code of ethics and specific program requirements with his/her respective program faculty, and to abide by the ethical standards adopted by that profession. (p.33)

## **B. Social Media Policy**

**Purpose** – to communicate potential problems and liabilities associated with the use of the Internet and electronic communication systems.

**Definitions** – Electronic communication systems – websites or web-based services that users may join, view, and/or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites including **but not limited to** Facebook, Myspace, Twitter, iTunes, YouTube, LinkedIn, Instagram, Snapchat, Flickr, and etc.

### **Policy**

- Students may not share confidential information in violation of HIPAA or FERPA related to NWACC business on electronic communication systems, including but not limited to, personnel actions, internal investigations, research material, or client/student/faculty information. This includes sharing photos or partial information even when names of clients, students, faculty, or employees of clinical agencies are not used. This includes any activity; including accessing a healthcare record that is not the student's assigned client or that would cause NWACC to be noncompliant with state or federal laws. Any student violating HIPAA will fail that semester in the nursing program and may not be eligible for return.
- Students engaged in social media are expected to adhere to HIPAA regulations, federal regulations and hospital or school policies to ensure the privacy and security of protected health information (PHI), as well as the NWACC proprietary business. Nursing students may not use or disclose any client identifiable information, including client images, on any social media platform or smartphone application.
- Students may not engage in online activities that compromise a client's personal dignity or otherwise make them question the confidentiality of the services provided.
- Students assume personal liability for information they post on electronic

communication systems, including but not limited to personal commentary, medical advice, photographs, and videos. NWACC does not endorse or assume any liability for students' personal communications.

- Students should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by clients, faculty, students, and potential employers.
- Students should not post defamatory information about others, activities or procedures at NWACC, other institutions, or clinical sites through which they rotate.
- Students should not represent or imply that they are expressing the opinion of NWACC, other institutions, or clinical sites through which they rotate.
- Students should not misrepresent their qualifications or post nursing advice.
- Since information posted on the Internet is public information, NWACC and other interested parties may review electronic communication systems for content regarding current students.
- Employers, organizations, and individuals may monitor and share information they find posted on electronic communication systems.
- If potentially inappropriate material has been posted on an electronic communication system, the person who discovered the material should discuss the finding with the Director of Nursing Education.
- Disciplinary actions may occur in compliance with the Professional Conduct Policy. If an agency denies any student the right to complete time in their facility, the student will fail that semester and it may result in dismissal from the NWACC Nursing Program.

### **C. Plagiarism**

According to the *NWACC 2022-2023 College Catalog*,

Plagiarism results when a student presents the words or ideas of someone else as if they were his/her own. If the words of someone other than the writer are reproduced without acknowledgment of the source or if someone else's ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred.

Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying or downloading or buying of information with the intent of passing it off as original with the writer. Intentional plagiarism is a very serious form of academic dishonesty that can lead to suspension from the College. Unintentional plagiarism is the misrepresentation of information through ignorance or carelessness. It is the responsibility of all Northwest Arkansas Community College students to understand what plagiarism is, and to learn the proper methods of documentation so as to avoid this form of academic dishonesty.

## How to Avoid Plagiarism

Always give credit whenever you:

- Use another person's idea, opinion/quotation, theory, phrase
- Use any facts, statistics, graphs, drawings
- Paraphrase another person's spoken or written words
- Participate in "group" work or projects
- When submitting a paper for a course, use the assigned plagiarism program with a 30% or less match. If the match is higher than 30% the paper will be returned with a grade of zero.

## Discipline for Plagiarism:

1. Any student who is caught plagiarizing on an assignment in class or clinical/lab **will receive a grade of "zero" or an "Unsatisfactory"** for that assignment.
2. The instructor will counsel the student regarding the incident in the presence of another faculty.
3. The instructor will document the incident and the contents of the counseling session.
4. The student will be asked to sign the written counseling form acknowledging the incident. If the student refuses to sign then the instructor must document "student counseled and refused to sign."
5. A copy of this written counseling goes to the student and the **original** is filed in the student's academic folder.
6. The student will also be asked to sign the "*Violation of Academic Honesty*" form.
7. A copy of the "*Violation of Academic Honesty*" form goes to the student and the **original** is forwarded to the Director of Nursing Education or Dean of Health Professions to be submitted to the Vice President for Learning.
8. If a student is caught plagiarizing more than once in the nursing program, he/she will be immediately dismissed from the program and become ineligible for readmission.

## The student has the right to appeal the decision made through the Academic Grading Sanctions Due Process (see NWACC College Catalog)

### Cheating

#### Definition:

- a. The sharing of information of the exam questions/answers and practical skills testing.
- b. Unauthorized viewing or copying from another person's paper and/or exam.
- c. Knowingly assisting another person in committing an act of academic dishonesty.
- d. Unauthorized possession of an exam.
- e. Using memory aids such as cheat sheets, writing answers/notes on hands or other body parts, and unauthorized use of any internet/electronic devices such as, but not limited to, cell phones, calculators, iPad, iPod, PDA, Thumb Drive, etc.

### **Discipline for Cheating:**

- Any student who is caught cheating on an exam/assignment in class or clinical/lab **will receive a grade of "zero" or an "Unsatisfactory"** for that exam/assignment and will be dismissed from the program.
- The instructor will counsel the student regarding the incident in the presence of another faculty.
- The instructor will document the incident and the contents of the counseling session.
- The student will be asked to sign the written counseling form acknowledging the incident. If the student refuses to sign then the instructor must document "student counseled and refused to sign."
- A copy of this written counseling form goes to the student and the original is filed in the student's academic folder.
- If a student is caught cheating more than once in the nursing program, he/she will be **immediately dismissed from the nursing program and become ineligible for readmission.**

**It is the student's responsibility to read the current NWACC *College Catalog* and be aware of what actions constitute violations of academic honesty.**

**If the student believes he/she is unfairly accused, it is the student's responsibility to follow Chain of Command and NWACC policies for appeal. (See current version of NWACC *College Catalog*).**

### **Academic Integrity Policy**

Academic dishonesty is defined as the intentional participation in deceptive practices regarding one's academic work or work of others. This definition includes but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Dependence upon the aid of sources beyond those authorized by the instructor or faculty in preparing reports, solving problems, carrying out assignments
- The acquisition with or without permission of tests or other academic material belonging to another student
- Unauthorized collusion or collaboration with another person in preparing work offered for individual credit
- Downloading answers to questions or homework assignments obtained by googling internet sites when not authorized to do so
- The purchase of test questions or answers from a website or past students
- Obtaining a copy of previous examinations or material not released by faculty or instructors or text book companies

- **Utilization of unauthorized electronic devices during testing and/or simulation will result in immediate dismissal from the nursing program and ineligible for readmission to the program.**

**Students found in violation of the Academic Integrity Policy will be brought before the nursing department review board and will be subject to administrative dismissal from the program.**

### **C. Cell Phone Use**

Personal use of cell phones is prohibited during class, lab, clinical, simulation, and any time the student is in public representing NWACC nursing, unless otherwise notified. The NWACC nursing faculty is only to be contacted by text message while at clinical. This is not to be done within public view. The student is to go to the break room or restroom to text their instructor.

Do not text any instructor after clinical hours. You will need to either send them an email or leave a voice mail on the office phone.

If you are on your phone in a clinical setting, lab, or any event where representing NWACC nursing, you will be asked to leave and an absence will occur. This must be made up. If unable to be made up this will result in clinical failure.

- Mental health does not allow any cell phones within the facilities.

### **D. Attendance-Online Participation Requirements**

Students who enroll in online classes at NWACC are expected to actively participate in class functions on a regular basis. Logging into the online system is not sufficient to establish or maintain participation.

To maintain active participation, students must submit assignments, interact in class discussions, do group work, and participate in other activities specified by the instructor.

Students should expect to log into the online class **at least 4-5 times per week**, and spend **at least 8-10 hours per week** involved in activities for each 3 credit hour online course.

The college's **ADMINISTRATIVE DROP/ADMINISTRATIVE WITHDRAWAL** policy specifies that students can be **dropped from a class** for failure to participate



## E. Clinical/Tardy Policy:

Clinical attendance is part of professional conduct. Absenteeism is highly discouraged in clinical setting as this is an opportunity for the student to learn and apply safe nursing practices in a controlled learning environment. The NWACC Nursing Program must enforce the following absence/tardy policy:

**If the student is a no call, no show, the student may be dropped from the course.**

- a) A student must notify the course instructor in advance if tardiness or absence is expected.

Failure to notify the course instructor will be considered unprofessional conduct and the student may be dismissed from the program for that reason.

- b) Student absences **may not** exceed more than one (1) clinical day. A clinical day could be up to 12 hours, depending on the course and instructor. If clinical absences do exceed more than one day, the student will fail the course. **If a student fails the clinical portion of the course, they fail the entire course. ALL absences will require** a makeup day, as well as an additional assignment.
- It is understood that extenuating circumstances may occur, in which absence from clinical may be unavoidable. In this case, the student may appeal to the Director of Nursing Education.
  - The student will need to provide all appropriate documentation for this process to be considered in good standing in the course.
    - Documentation for appeal process will include:
      - Documentation of student's illness with health care provider not clearing the student for return to clinical
      - Death of a family member: grandparent, parent, child, sibling, spouse/partner or close in-law, with documentation.
      - Subpoena for court appearance, or jury summons, with documentation and appropriate prior notification to clinical/ lab instructor.

**Clinical absence, tardiness, or early departure, will result in the following actions:**

- Students arriving **less than 10 minutes late** are considered tardy and will be counseled. Two tardies of less than 10 minutes will be equivalent to one day of clinical absence.
- Students arriving greater than 10 minutes late to clinical are considered absent and will not be allowed to stay in the clinical for the remainder of the day and an absence will be reported.
- Students who arrive either ill or unprepared will be sent home and an absence will be recorded.
- Students will receive written counseling regarding any occurrence of clinical absence and/or tardiness/early departure which will be placed in student's file.

- Students who leave the clinical setting early, regardless of the length of time, will be considered absent for the day.

Clinical placement may be subject to criminal background check, drug screening and other clinical facility policies. You may be required to go to health care institutions outside Northwest Arkansas for clinical internships (rotations) at your expense.

**Clinical rotations for pediatrics may be done at Arkansas Children’s Hospital in Little Rock when possible. The student is responsible for planning and expenses related to travel to and from the facility, overnight accommodations and any additional expenditures necessary for safe participation in all clinical rotations.**

## F. Nursing Student Dress Code

### **Clinical General Requirements: (These are strictly enforced).**

No part of the NWACC nursing student uniform, including name badges shall be worn in non-school-sponsored events. Any time the student is representing NWACC they must adhere to the dress policy, unless otherwise noted from your instructor on canvas.

The official name tag, two uniforms tops and two pants (or skirts, knee length) are purchased from Uniform Corner. The official NWACC patch is also purchased at the Uniform Corner or SNA.

### **The uniform consists of:**

- Hunter green top with the official NWACC patch, hunter green pants or skirts, clean, all black, leather nursing or athletic shoes, small logos are ok.
- The uniform **must** be a **Cherokee Revolution** and can be purchased at The Uniform Corner in Springdale.
- Open toed, open heel or strapped shoes are not allowed.
- Patches are to be sewn, not pinned or taped, onto the upper left sleeve of uniform tops.
- White or black socks or hose must be worn.

### **Other Items**

- If desired, students may wear an all-black crew neck or V-neck tee shirt (without loops, slogans or other writing) under the uniform top.
- Students with “sleeve” tattoos must wear a long-sleeved, all black crew-neck or V- neck tee shirt under the NWACC uniform top.
- Students with neck tattoos that extend above the collar line are required to wear a black turtleneck tee shirt under the uniform top.

- The student's body must be clean and free from odors, including tobacco.
- Students must not arrive at the clinical facility or return after breaks with the odor of tobacco or vaporized tobacco. Students will receive counseling and will not be allowed to return to the healthcare unit or lab, which results in an absence.
- Hair should be neat and clean. All hair accessories must be conservative, plain solid black, brown or white. The hair must be secured away from the face and off the collar with a non-ornate device, no bows allowed. Hair should be of natural color, no colors added to the hair other than natural colors.
- Moustaches and beards must be neatly trimmed and should not exceed more than ½ inch past chin. Hair should be within natural colors. No ball caps/hats allowed.
- Jewelry is limited to a wedding band, one pair of small stud earrings worn only in the earlobes, and a fob. No jewelry with stones may be worn as they may fall out. Nothing can be worn on the wrist. No other visible body piercings allowed, including tongue, eyebrow, nose, and lip piercings. If the student has gauge holes in the ear, they must wear plugs of natural color.
- Tattoos must be covered. Forearm tattoos may be exposed for infection control activities (hand washing).
- Cosmetics should be worn conservatively. Soft tones of blush and lipstick, minimal eye makeup.
- Perfume, after-shave, cologne, perfumed lotions or other strong odors such as body odor and/or tobacco smoke are **not allowed**. The student will be sent home and an absence recorded.
- Fingernails must be fingertip length and manicured. **Artificial nails must not be worn. No nail polish** is to be worn in clinical.
- Gum chewing is not allowed (breath mints are allowed).
- The NWACC nursing student photo ID (obtained at the Center for Health Professions) must be worn at all times and attached to the upper chest of the uniform.
- \*\*\*\*\***Extra pins on the ID badge are not allowed**\*\*\*\*\*

**The following instruments are required for clinical experiences, unless otherwise instructed:**

- **Bandage Scissors**
- **Stethoscope**
- **Penlight**
- **Pocket notebook**
- **Black Ink Pen**
- **Handheld Tablet**
- **PPE as required by the clinical site.**

- **Name tag**
- **PPE as required by clinical site**

**If the student arrives unprepared for the day, they will be sent home and an absence will occur.**

## **G. Clinical**

Clinical Assignments will be completed as scheduled by the school and facilities being utilized for clinical rotations. The student will be assigned clinical rotations by the clinical coordinator of course instructor.

### **Clinical Assignments**

The Department of Nursing reserves the right to schedule experiences as they become available in the hospitals and other facilities in Arkansas that are necessary to achieve learning outcomes. The student, upon admission to the program, must be available to attend at the scheduled times. This may include day, evening, night shifts, and/or weekend experiences. Transportation to these facilities is the student's responsibility.

The student will be assigned to clinical facilities by the course instructor and/or Clinical Coordinator. No provision will be made by the course instructor for personal preference.

- **The student will not be allowed to trade clinical assignments with another student.**
- **Students will not be allowed to attend lab/clinical experiences without current documentation requirements completed for Castle Branch, Orientation test completed, handbooks forms signed and uploaded in Canvas.**
- **This means EVERYTHING MUST be complete. IF it is not completed on time the student will be unable to attend clinical, receiving a zero for the day and a clinical absence for the day.**

**Parking** at clinical sites is determined by the clinical facility. Students are required to park only in the locations designated by the clinical/community agencies. Failure to park as directed will result in disciplinary action.

### **Clinical Orientation Exam**

If the clinical orientation exam is not completed and uploaded in canvas by the assigned date per course instructor, the student will not be able to attend clinical.

### **Student Signature Policy**

A nursing student's signature is an indication of professionalism and accountability. Students are required to identify themselves as providers of care in the clinical setting

by signing their first and last name followed by the title ADN-NS or as per agency policy. Per the Arkansas State Board of Nursing, student signatures are to be co- signed by the clinical instructor or agency RN for all student entries made on the patient record.

**LPN are not practicing as an LPN while in clinical and therefore shall sign documentation per above instructions.**

### **Reasonable Accommodation**

If a student cannot complete a clinical shift as required for more than 2 clinical days, it is an unreasonable accommodation, and the student will be dismissed from the program. When students are off for medical reasons, they must bring a statement from the medical provider, signed and on letterhead saying when they can return to full duty. We will work with students as much as possible keeping these parameters in mind. Each case will be reviewed on an individual basis with the Director of Nursing.

**If a student is in any brace, cast, sling, or bandages or has lifting restrictions, they cannot attend clinical. They must obtain clinical hours in the Simulation Lab but not for more than 4 days.**

**Students cannot be assigned “light duty” clinical. Please refer to FORM 7.**

### **H. Simulation Lab Activities**

There will be virtual simulations during this program. It is the student’s responsibility to do these and turn them in on time. **This is counted as a clinical time and if not turned in on time will count as a clinical absence.** Any clinical absence must be made-up and an extra assignment will be given. Any late submissions will not be accepted.

Each scenario assesses student’s knowledge and response time in regards to the situation. Students learn and apply concepts related to skill sets in the lab prior to application in the simulation lab. Simulation allows the student to make critical errors in a safe environment.

### **I. Clinical Site Activities**

- a. The student will be supervised by an instructor, preceptor or a licensed registered nurse for any invasive procedure, medication administration, or any procedure requiring sterile technique.

**Supervision** is defined as direct involvement at the bedside by a licensed registered nurse representing the clinical site or the NWACC clinical nursing instructor with the student for any invasive procedure, medication administration, or any procedure requiring sterile technique.

An **invasive procedure** is defined by the NWACC Nursing Program as including anything involving: a NEEDLE (including needleless device); a

CATHETER (including subclavian, intravenous, Foley, or any other type of catheter in the urinary bladder or other body orifice); a TUBE (including suction, nasogastric, endotracheal, tracheal, rectal, enema, ostomy, gastrostomy, jejunostomy, nephrostomy tube, T-tube, chest-tube, Jackson-Pratt (J-P) drain, Penrose drain, any closed wound drainage, ICP bolt or pressure monitoring system); or, LINE (including Swan-Ganz, arterial, intra-aortic balloon pump, central, cardiac catheter sheath, pacer wires, pacemaker leads).

NOTE: The above list of needles, catheters, tubes or lines are not all inclusive. If the student encounters anything not mentioned, contact the nursing instructor. **If it is unclear whether a procedure is allowed, the student will not perform the procedure.**

- a. The student in a clinical setting is responsible for his/her actions. If asked to do a procedure, the student is to be supervised. If a licensed registered nurse representing the clinical site or an NWACC nursing instructor is unavailable, the student **must not** perform the procedure. The student may **observe only** in that situation.
- b. If a student is caught falsifying records in any way, the student will be dismissed for the semester and will receive an "F" in the course. They may be eligible to return.

Please note that none of the lists are all inclusive. Students may observe and are encouraged to observe any and all techniques/procedures during their clinical rotations. The student should consult with the clinical instructor when in doubt. The student may observe a procedure with approval from the person performing the procedure. Students are not allowed to provide care for those younger than 18 years of age unless enrolled in courses NURS 9432, NURS 9431, NURS 9322 and NURS 9321.

After instruction, the following skills may be performed with supervision of the NWACC nursing instructor or the RN at the agency where the student is doing clinical rotations. Skills and techniques are progressive/course specific as follows:

Please note that none of the lists are all inclusive. Students may observe and are encouraged to observe any and all techniques/procedures during their clinical rotations. The student should consult with the clinical instructor when in doubt. The student may observe a procedure with approval from the person performing the procedure.

Students are not allowed to provide care for those younger than 16 years of age unless enrolled in courses NURS 9432, NURS 9431, NURS 9322 and NURS 9321.

After instruction, the following skills may be performed with supervision of the NWACC nursing instructor or the Preceptor at the agency where the student is doing clinical rotations. Skills and techniques are progressive/course specific as follows:

**Nursing 9133 and 9135 (Fundamentals of nursing)**

Suture and Staple removal Postmortem care  
Empty and remove JP and Davol drains  
Foley insertion and removal, irrigation of closed bedside drain PO, IM, SQ, Rectal, Otic, Ophthalmic, and Inhalation medications O2 therapy except Mechanical ventilation, no trach care/suctioning  
Enemas and colostomy care/change  
Personal care  
Sterile dressings

**Nursing 9222 and 9224 (Nursing care of Adults I)**

The skills from prior nursing class and the addition of the following: Initiate Venipuncture  
Discontinue peripheral IV catheters Insert and discontinue NG tubes  
IV therapy-may prime, hang primary and secondary fluids, no IVP medications

**Nursing 9314 and 9312 (Nursing care of Adults II)**

The skills from prior nursing classes and the addition of the following: IVP medications  
Trach care and suctioning Oropharyngeal suctioning  
Withdraw blood from central line

**Nursing 9321 and 9322 (Nursing care of Childbearing Families)**

The skills from prior nursing classes and the addition of the following:  
RhoGam injections are to be performed only in this course  
No PKU heel sticks  
No Pelvic/vaginal exams  
No Pitocin or Magnesium induction/regulation  
No NG/OG feedings on neonates

**Nursing 9431 and 9432 (Family centered Pediatric Nursing)**

The skills from prior nursing classes and the addition of the following:  
Pediatric clinical is observation only, however, this does not mean you can't do anything. Your instructor will let you know what is acceptable.  
No IV insertion or blood draws on < 18 years of age  
No NG/OG feedings on infants/children up to 18 years of age

## **Nursing 9422 and 9424 (Nursing care of Adults III)**

The skills from prior nursing classes and the addition of the following: ET suctioning

Procedures that the nursing student is **NEVER ALLOWED TO PERFORM:**

- **Administer blood products**
- **Answer facility phones**
- **Receive verbal or telephone orders**
- **Arterial blood gases**
- **Chemotherapy administration**
- **Administer intrathecal medications**
- **Change ventilator settings/Unplug ventilators**
- **Flush/access Hemodialysis Catheters**
- **Remove/perform readings of any hemodynamic lines**
- **No chest tube removal or emptying**
- **Transport a patient from the ER/Unit to any other hospital area or to private car for discharge (unless accompanied by a licensed facility RN or NWACC nursing instructor)**
- **Do not check blood sugar on any patient**
- **Do not change or remove suprapubic catheters**

### **Invasive Procedures**

1. A procedure requiring sterile technique includes but is not limited to urinary catheterization, endotracheal tube or tracheal tube suctioning, dressings, and venipuncture.
2. Violation of any of the above policies involving invasive procedures, medication administration, or procedures requiring sterile technique is considered **UNSAFE PRACTICE** by the nursing program.

**UNSAFE PRACTICE** is defined as anything that causes or has the potential to cause injury or death or lengthen the hospital stay of the patient or prolong the recovery process of the patient.

The NWACC Nursing Program reserves the right to dismiss a student from the Nursing Program and/or clinical/lab who demonstrates unacceptable, and/or unprofessional, and/or unsafe practice.

(Refer to the definitions of “**Professional Behavior**” and “**Unsafe Behavior**” in the *Student Conduct Policy* located in the *Division of Health Professions Student Handbook*)



3. Procedures to be followed in cases of Unacceptable and/or unprofessional and/or Unsafe Practice:
- a) The student will be informed that it is believed they have engaged in **unacceptable and/or unprofessional and/or unsafe practice**.
  - b) The student will be notified by the Preceptor, and the behavior in question will be addressed at the time of discovery and/or prior to the next clinical experience.
  - c) The student determined to have unacceptable and/or unprofessional and/or unsafe practice will not be allowed to return to clinical/lab related to any nursing course until resolution is determined.
  - d) If the student disagrees with the clinical instructor's determination of **unacceptable and/or unprofessional and/or unsafe practice**, the student's oral defense and written explanation of their practice will be heard in a conference scheduled with the Director of Nursing Education, the Clinical Coordinator, the course faculty, and/or the clinical instructor involved, within seven (7) business days after discovery of the incident.
  - e) The student will be notified of the final determination within two (2) business days after the scheduled conference.
  - f) Students who demonstrate **unacceptable and/or unprofessional and/or unsafe practice** may be:
    - Graded as "unmet" for clinical/lab on date of occurrence
    - Assigned an "F" in the course
    - Dismissed from the nursing program
    - Ineligible for readmission into the nursing program

**The student has the right to appeal the decision made through the *Academic Complaint and Grievance Process* (See current NWACC College Catalog).**

4. If a student is unprepared/inappropriate/tardy for clinical, the student **will be sent home** for that day's clinical experience.
5. It is the student's responsibility to inform the staff RN of their limits. If the student is asked by others to do things that the student is not allowed to do per policy, **the student must not do them**.
6. The student is provided medical malpractice liability insurance of \$2,000,000 - \$4,000,000. This coverage has been purchased by NWACC under a blanket policy, and the student pays a tuition fee for this insurance each year while enrolled in the NWACC Nursing Program.

7. Use of alcohol, illegal or mind altering drugs before or during a clinical experience will result in the student's dismissal from clinical that day, and possible dismissal from the program. (See *Division of Health Professions Student Handbook: Substance Abuse Policy and Procedures*). If urine/blood tests are indicated, the student will not return to clinical until the results are back, but will be allowed to remain in class. If urine/blood tests are negative, clinical time will be made up. **If taking prescription meds that will alter your mental status, you will not be able to attend clinical. This will result in an absence.** (See Nursing Student Handbook, C, Attendance, Clinical/Lab Absence/Tardy Policy).
8. The student must be able to perform all required nursing duties for those patients assigned to him/her.

## J. Exams, Assignments, Coursepoint, and Hurst Review

### Course Exams:

- Every nursing course includes unit exams and a comprehensive final exam. The student must attain a **78% average on the unit exams and final exam** before other course work (i.e. grades from assessments, quizzes, theory papers, and any other theory course work) is calculated into the course grade. **An exam average of less than 78% will result in failure of the nursing course** (71-77.99% = D; 70.99% and below = F).
- The student must use a webcam on all exams taken at home and must pan the surroundings prior to beginning the exam. The eyes must stay on the screen at all times.
- **Remote Proctoring** - Some classes may use live proctoring or an automatic video recording system for proctored testing. If your instructor requires you to use this testing option, your location must meet instructor guidelines for privacy and security.  
If the location you choose is a home or personal environment, you agree to allow your activity and surrounding workspace to be viewed and/or recorded by video and audio to ensure testing integrity. **If you do not agree to have your private testing environment viewed and/or recorded, please contact your instructor immediately** so arrangements can be made for on-campus proctored testing.
- Testing Center can be utilized for any exam; however, it is the student's responsibility to set this up with the testing center. If the student wishes to use the testing center, it is their responsibility to notify the instructor at least 24 hours prior to the start of the exam testing period.
- All exams, including the final, must be taken as assigned by the instructor, during the time allotted.

- All nursing exams will be administered online using “**Respondus Lockdown Browser**”.
  - All nursing exams will be administered using an **NCLEX-type format**:
    1. One question at a time.
    2. No backtracking allowed.
    3. Raw scores **will not** be released upon completion of exams.
    4. Scores will only be released after course faculty members have completed a statistical analysis. The grades will not be released prior to 48 business hours of taking the exam.

**The student assumes the responsibility for reading and following directions on any exam, quiz, etc.**

### **EXIT Exam (NCLEX Readiness)**

The fees for the exit exam/RN Readiness are non-refundable and due as stated on the billing received from the cashier’s office. This is **not** a unit exam and is not used in the calculation of exam points. The exit exam assess students’ readiness for the NCLEX examination with questions formats and an exam blueprint matching the latest NCLEX test plan. The Exit Exams will help you identify each student’s strengths and weaknesses and provide individualized remediation to address knowledge deficits prior to taking the NCLEX examination.

### **Assignments**

- a) Assignments will **not** be accepted if turned in late and the student **will be** given a **zero** for the assignment. There are **no** exceptions.
- b) The student is responsible for reading the text book material.
- c) Power points may be provided in class but are not mandatory.
- d) There will be no study sessions or study guides provided. If the student needs remediation/tutoring please contact the tutor by email, which is in the course syllabus.
- e) It is the student’s responsibility to meet with the preceptor prior to beginning clinical. The preceptor and the student will create a work schedule.
- f) The student is responsible for giving the preceptor the preceptor handbook and having them sign and return it to the instructor. This must be done prior to starting the clinical rotations.

### **CoursePoint Prep U**

PrepU’s personalized learning system helps every student learn more, while giving instructors the data they need to monitor each student’s progress, strengths, and weaknesses. PrepU offers questions customized for each student’s level of

understanding, challenging them at an appropriate pace and difficulty level. PrepU not only helps student to improve their knowledge, but also helps foster their testing taking confidence.

### **Hurst Review**

All student will be participating in a live **review** at the end of 4<sup>th</sup> semester. This is scheduled for three whole days. Student will also have access to the 90 Day unlimited access to **Hurst's** MUST KNOW content lectures, our challenging practice questions and realistic **NCLEX®** style exams.

### **K. Nursing Grading Scale**

**A = 90 - 100**

**B = 84 - 89.99**

**C = 78 - 83.99**

**D = 71 - 77.99**

**F = 70.99 and below**

Numerical grades will be carried to the hundredth place until computation of the final grade, at which point the fractional parts will be dropped.

The student must attain a 78% average on all unit exams and final exam before other course work (i.e. grades from HESI proctored assessments, quizzes, theory papers, and any other theory course work) is calculated into the final course grade. An exam average of less than 78% will result in failure of the nursing course (71-77.99% = D; 70.99% and below = F).

In the clinical setting the final grade will be assigned as “Satisfactory” or “Unsatisfactory”. If the student earns an “Unsatisfactory” in the overall clinical evaluation, the grade obtained in the course will not be greater than a "D" regardless of the theory grade. (Refer to clinical performance Grading Guidelines in course syllabus). Specific requirements for defining “Met” and “Unmet” are included on the Clinical Evaluation tool. If a student does not show an attempt at all clinical paperwork, a zero will be given on that assignment. The bare minimum is not professional and will not be accepted.

A minimum numerical grade of 78 % and an overall clinical grade of “Satisfactory” are required to pass any nursing course.

***If a student fails two courses in the nursing program, or twice in the same course, they will be automatically dismissed from the NWACC nursing program, and will be ineligible for readmission. This is strictly enforced.***

***If a student fails one course in the nursing program, there is no guarantee when they will be able to retake that course. If the student has to sit out more than 1 year, they must reapply and start over from the beginning of the program.***

NWACC strives to provide reasonable accommodation as necessary to allow a nursing student to be successful. If you feel you would need accommodations, please contact the NWACC Disability Resource Center at (479) 986-4076 and/or [https://www.nwacc.edu/web/lss\\_disability/disability.php](https://www.nwacc.edu/web/lss_disability/disability.php).

A grade of "C" or above is required for each nursing course and for each required general education support course in the Nursing Program in order for a student to progress satisfactorily.

A grade lower than "C" in a nursing course or a general education support course that is a prerequisite or a co-requisite for progression will result in suspension from the Nursing Program (See NWACC College Catalog Course Descriptions for prerequisites and co-requisites).

Students will not be able to progress to the next course in the nursing curriculum until prerequisites and co-requisites are successfully completed.

**Professional licensed students (LPN and Paramedic) enrolled in any nursing course must maintain current Arkansas licensure in their respective disciplines. If at any time the student's license is suspended, revoked, or restricted while the student is enrolled in the nursing sequence, it will result in dismissal from the nursing program.**

The NWACC Nursing Program reserves the right to dismiss a student, from the Nursing Program without the possibility of readmission, who demonstrates unacceptable, and/or unprofessional, and/or unethical, and/or unsafe practice.

### **Code of Ethical Conduct for Professional Programs**

According to the NWACC 2019-2020 College Catalog,

#### **Policy**

The obligations assumed by those who are entrusted with health and safety of our community transcend mere professional knowledge and expertise.

Therefore, in addition to academic competence and the standards of appropriate behavior required of all Northwest Arkansas Community College students, persons enrolled in the Health Professions, Nursing, Law Enforcement and other professional programs are required to exhibit conduct, integrity and ethical behavior which reflects their suitability to assume this trust. It is the student's responsibility to carefully review the professional code of ethics and specific program requirements with his/her

respective program faculty, and to abide by the ethical standards adopted by that profession. (p.33)

#### **L. Students with a Disability**

Any student with a disability or medical concern which may impact access to or progress in this course is encouraged to contact the Disability Resource Center (DRC). The DRC works with students and faculty collaboratively to coordinate reasonable academic accommodations for students. Once registration with the DRC is complete, a student should contact me privately to discuss the DRC Accommodation Letter. The DRC is located in Room 114 on the first floor of the Student Center. For more information, please see an introductory video at [tiny.cc/NWACCDRCintro](http://tiny.cc/NWACCDRCintro) (address is case sensitive). For an appointment or to speak to DR Staff, email (preferred) [disability@nwacc.edu](mailto:disability@nwacc.edu) or call (479) 986-4076.

If accommodations are recommended by disability services during a semester, the student must bring these accommodations to the instructor before accommodations can be implemented. The accommodations must be updated and submitted to the instructor for each future course

#### **M. Readmission-Strictly Enforced-No Exceptions**

The student who withdraws from or is unsuccessful in the Fundamentals of Nursing course, the Transition of LPN to RN course, Transition of Paramedic to RN course and who wants to repeat the course, must reapply for admission using current application guidelines.

The student seeking readmission for withdrawal or failure of a course, other than Fundamentals of Nursing, LPN to RN, and Paramedic to RN must complete all of the following:

Must schedule appointment with the Director of Nursing Education within 3 business days of course withdrawal or course failure and complete an exit interview. Submit to the Director of Nursing Education a typed "Letter of Intent" seeking readmission. "Letter of Intent" must include the course and track in which the student is seeking readmission and provide a detailed explanation of the learning plan the student intends to follow in order to become successful upon readmission.

Schedule a meeting with the Director of Nursing Education no later than three (3) weeks prior to the beginning of the semester into which the student is seeking readmission.

**If these procedures are not followed, the student will not be readmitted to the nursing program.**

Students are ineligible for readmission to the nursing program if they have done any one of the following within the sequence of nursing courses:

- Withdrawn twice,
- Failed twice,
- Withdrawn from any nursing course and failed any nursing course.

**This is strictly enforced.**

Readmission is based on space availability. There is NO guarantee for readmission due to space availability. Because of space availability issues and to offer fair consideration to all students applying for readmission, a numerical score will be calculated and ranked based on the following:

Grade points from completed nursing courses:

- A= 4 points
- B=3 points
- C=2 points
- D = 1 point
- F= 0 points

NWACC Nursing's program require that all general education course must be completed with a grade of C or better for application to the program.

- The nursing program can only accept letter grades of A, B, C for admission consideration and completion of the required prerequisite courses for the Nursing Program.
- Courses completed with a pass/fail grading option will not fulfill prerequisites or major degree requirements.
- Non-traditional (non-letter) grades will not be accepted for transfer, admission or application to the nursing program.

## **N. Track Transfers**

Each student will be evaluated on an individual basis. Readmission to the nursing program or transfer within the nursing program, between program tracks, is subject to space availability, a numerical score, and the student's entrance test score (see student handbook).

## **O. Program Transfer**

Students who have been enrolled in nursing courses in another nursing program and are seeking transfer into the NWACC Nursing Program should contact the Director of Nursing Education. The student must be able to obtain 15 hours of credit at NWACC to be eligible for graduation with a degree from NWACC. Official transcripts with course descriptions will

be evaluated for transferable nursing course credit. Each student will be evaluated on an individual basis. Admission by transfer is subject to space availability. A student who has successfully completed a Fundamentals/Foundations course at another nursing program is eligible to apply to NWACC's Nursing Program. Every transferring student must have an overall **GPA of 2.75**. Transfer students will be required to furnish a letter of recommendation from the previous nursing program/institution stating they are in good standing and eligible to return to that program. If the student has failed another nursing program they are not eligible to transfer to NWACC nursing program.

#### **P. Change in Health Status**

Health Status Changes May Include but are not limited to:

- Acute illness or acute exacerbation of a chronic illness (physical or psychiatric) that requires acute care, either at home or in the hospital
- Pregnancy requiring bedrest or hospitalization
- Surgical procedures
- Accidents

It is the student's responsibility to immediately notify the Course Faculty and Clinical Instructor should something of this nature occur. Before the student can participate in classroom or lab/clinical activities, the student must present dated and written documentation from his/her healthcare provider that releases the student to return to class and/or lab/clinical. The purpose of this is to protect the student's health and safety.

(Also refer to the Division of Health Professions Student Handbook)

#### **Q. Student Employment**

The Nursing Faculty realizes that many students must work at least part-time while attending nursing school. Full-time employment is strongly discouraged.

The curriculum in the Nursing Program requires a full-time commitment from the student. At no time will employment be an acceptable excuse for lack of preparation or accepted as a reason to not complete required clinical hours.

#### **R. Sexual and Workplace Harassment**

All students are protected by NWACC's policy prohibiting sexual harassment. The student who believes he/she has been subjected to sexual harassment is encouraged to report the problem promptly to the Office of Learner Support Services. Please refer to the current student handbook found at the back of the NWACC College Catalog for



policies concerning college grievance procedures for individuals who wish to pursue complaints of sexual harassment.

The student enrolled in nursing courses is expected to participate and cooperate in classroom, laboratory, clinical, and tutorial situations requiring close proximity. Physical contact may occur in a variety of learning environments such as laboratory or clinical setting which require the student to physically come in contact with an instructor or another student as part of the teaching/learning process. Such required activities will not be considered sexual harassment. The student who may be uncomfortable with these types of learning situations is urged to consider other career options.

#### **S. Student Counseling**

Academic counseling after admission to the NWACC Nursing Program is conducted by the Course Faculty and the Health Professions Academic Advisor.

All other counseling needs (personal, financial, or other) are referred to Counseling and Wellness Center at NWACC- no cost to students. Make an appointment by calling 479-619-4128 or email [counseling@nwacc.edu](mailto:counseling@nwacc.edu).

#### **T. Graduation 4<sup>th</sup> Semester**

##### **Degree Requirements and Licensure Procedure**

After successful completion of the general education and nursing courses as prescribed for the Nursing Program, the student will graduate with an Associate of Applied Science degree. (See current NWACC College Catalog for procedure required for graduation).

The eligible student applies to take the NCLEX-RN for registered nursing licensure. (See Adult III instructor for applications, deadlines, and other relevant information).

##### **Student Responsibilities for Graduation and State Boards**

- Upon completion of the AAS for nursing, the student **MUST** apply to graduate through the College and the student **MUST** send in a request for transcript release. This is the student's responsibility. If this is not done the transcripts will be held. ***Do not do either of these until the final grades have posted.***
- You will be given all information regarding state boards in class. You must complete a finger print card as well as a federal background check. This is all done through the state board. You can look on the state board website at [www.arsbn.org](http://www.arsbn.org) for details, but again, do not do any of this until you are instructed to do so in class.

#### **U. Scholarships**

Scholarships from various sources are available for qualified students enrolled in the Nursing Program. Please consult financial aid.

## V. Student Representation in Department Affairs

The student's input into the NWACC Nursing Program is valued. A Student Representative(s) will be elected by the students in the first nursing course in each Track.

The purpose of the Student Representative(s) is to provide and encourage a means by which students may participate and affect the functioning of the Nursing Program.

The student:

- Acts as liaison between faculty and student body;
- Represents the student body at faculty, curriculum and assessment meetings by bringing student concerns to the faculty;
- Recommends policy that will provide guidelines for students in Nursing Program matters not related to curriculum;
- Represents the student body at committee meetings
- Relates information from all designated meetings back to the student body

***Students must be in good academic standing.***

## W. Inclement Weather

Students should notify their course instructor and their preceptor if they are unable to make clinical due to inclement weather.

The Nursing Department will not hold any classes on campus if the college is closed. In the event the college opens "late", any scheduled nursing class period, excluding clinical rotations will begin at the time the college opens.

The theory instructor, after consulting with the Director of nursing, will be responsible for determining when, and if, scheduled clinical will be held or cancelled. The Department of Nursing reserves the right to cancel class or clinical rotations based on local weather conditions and/or travel concerns. This decision will be informed to the clinical instructor(s).

Announcements of decisions to close and/or open and/or change class or office hours will normally be announced at approximately 5:30 a.m. for day activities and 2:00 p.m. for evening activities through the local media and on the Student Information Line (479-619-4377) and on the College home page at [www.nwacc.edu](http://www.nwacc.edu). The announcement will also be sent to students who have signed up for the NWACC emergency text message notification system and by email. If necessary, due to impending inclement weather, decisions to close offices, cancel classes or change hours may be made at any time. (See NWACC College Catalog for further information.)

NWACC reserves the right to enact a class continuation plan in the event of class cancellations due to weather or other emergency events. The instructor will maintain continuity using Blackboard online system or other alternate means as determined by the instructor. You will be contacted via your established communications channels with instructions. Students will be expected to continue with assignments. Online classes will continue to operate according to schedule. Consideration may be given for exceptional circumstances.

## Appendix A

### HEALTH PROFESSIONS ACADEMIC GRADE APPEAL

The purpose of the Health Professions Academic Grade Appeal Procedure is to provide equitable and orderly processes to resolve appeal by students at Northwest Arkansas Community College while protecting faculty rights to freedom of instruction. A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Northwest Arkansas Community College.

Academic Grade Appeal is defined as a difference or dispute a student has related to academic matters such as grades, assignments, or attendance as they affect the student.

	Procedure	Description	Individuals Involved	Initiation Timeline	Response Timeline
Step One	Informal Appeal Resolution	NWACC expects students to resolve concerns that affect their academic experience as informally as possible by first discussing the concern with the faculty member. Often, as a result, such concerns can be resolved informally. Most differences can be resolved at this first step, and students benefit when they learn to advocate for themselves.	Student, faculty member, and Program Director	Student must contact the faculty member within 24 hours of receiving the grade.	Either the faculty member or Program Director provides the student with a decision within 24 hours.
Step Two	Formal Appeal	If the appeal is still unresolved, the student may	Student, faculty member, and	Student must obtain,	The Division Dean provides faculty

	<p>obtain and complete an Academic Grade Appeal Form from the Division Secretary. The Division Dean will make an inquiry into the merits of the appeal via the following steps:</p> <ol style="list-style-type: none"> <li>1. Meet individually with the faculty member,</li> <li>2. Meet individually with the student,</li> <li>3. Meet with the faculty member and student if needed or appropriate.</li> </ol>	<p>Program Director with the Division Dean issuing a written decision with any Recommended actions</p>	<p>complete, and return the Academic Grade Appeal Form to the Division Dean within three (3) working days of the faculty or Program Directors response from Step One. Student must sign the</p>	<p>member with a copy of the student's appeal by the end of the working day following its receipt. The faculty member then has three (3) working days to submit to the dean's office the</p>
	<p>The dean's decision will be given simultaneously in writing to the student, the faculty member against whom the appeal has been lodged, and the appropriate Program Director.</p>		<p>Academic Grade Appeal Timeline form indicating the date they received and returned the Academic Grade Appeal Form.</p>	<p>"Faculty Response to Academic Grade Appeal" section of the form. Within five (5) working days of receipt of the Faculty Response of the Academic Grade Appeal Form, the Division Dean will deliver a written</p>

					decision to all parties.
Step Three	Appeal Hearing	<p>Either the student or the faculty member may appeal the Division Dean's decision by submitting a letter of justification to the Academic Standards Committee (ASC). The Division Dean will accept and forward this letter and all supporting documents to the chair of Academic Standards. ASC will establish an ad hoc committee consisting of three impartial faculty members of which two must be from the Health Professions Division.</p> <p>The decision rendered from the hearing will be final.</p>	<p>Student, faculty member, Program Director, and ad hoc committee coordinated by the Academic Standards Committee</p>	<p>The request for an appeal hearing must be submitted to the Division Dean in writing within three (3) working days of receipt of the dean's decision from Step Two.</p>	<p>The ad hoc hearing committee will consider the appeal and render a written decision within five (5) working days of the hearing conclusion.</p>
	Record Retention	<p>A copy of the student appeal and completed Academic Grade Appeal Form will be placed in the student's official file. If the faculty member is exonerated, no appeal or record will go into that faculty member's personnel files at either the division office or the Human Resources office.</p>			

### Burden of Proof

In all cases, the burden of proof rests with the appealing party. The appropriate coordinator/chairperson/division dean will be available to assist in fact finding but in no way will be responsible for proving the appellant's charge.

### False/Malicious Appeal

It shall be considered a violation of college policy for any participant to knowingly file a false or malicious appeal under this procedure.

### Non-retaliation

Retaliation against any participant (Faculty or Student) in a appeal process is strictly prohibited.

### Extension of Time

It is important for good relationships that appeal be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement initiated by either party.

### Effect of student's or faculty member's failure to appeal within time limits

If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the appeal will be deemed settled on the basis of the last decision rendered.

### Effect of administrative failure to respond within the time limits

Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

# Part 1: HEALTH PROFESSIONS ACADEMIC GRADE APPEAL FORM

An academic grade appeal is defined as a difference or dispute a student has related to academic matters such as grades, assignments, or attendance as they affect the student.

Grade appeals rise to the level of formal Academic Grade appeal:

- 1) after the student has attempted and been unsuccessful in resolving the concern informally in accordance with the Student Academic Grade Appeal procedure.
- 2) by completing and appropriately submitting this form.

Please supply all information requested below within five (5) working days of meeting with the chair/coordinator. Any omission will delay the processing of your Academic Grade Appeal.

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home address: \_\_\_\_\_

NWACC email: \_\_\_\_\_@nwacc.edu Telephone: (\_\_\_\_) \_\_\_\_\_

Academic Grade Appeal pertains to:

Course name: \_\_\_\_\_ CRN: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Please provide details of how you have attempted to resolve your concern informally.

Name of faculty member:

Title:

Meeting date:

Outcome:

Name of coordinator or chair:

Title:

Meeting date:

Outcome:

Your Academic Grade Appeal

Please attach the following:

1. The original assignment guidelines/requirements given by the instructor
2. Your original, graded assignment from the instructor (or relevant screen shots for on line classes).









## **Appendix B**

### **NORTHWEST ARKANSAS COMMUNITY COLLEGE STUDENT CONDUCT POLICIES AND PROCEDURES**

#### **Student Conduct Policy:**

Disciplinary measures will be applied to any student whose conduct adversely affects the Northwest Arkansas Community College's pursuit of the following education objections:

1. The opportunity of all members of the learning community to pursue educational goals.
2. The maintenance of a learning environment conducive to intellectual and educational development.
3. The protection of college property and the safety, health, and welfare of all members of the learning community.

Violators of public law may be referred to civil authorities for appropriate action and may also be subject to disciplinary action through the NWACC conduct resolution process.

#### **Student Conduct Violations:**

The following student behaviors and acts, whether intentional or unintentional, are considered detrimental to the mission of a learning-centered postsecondary institution and are deemed to be "Student Conduct Violations." This is a list of some typical behaviors, not an all-inclusive inventory of the types of actions that may rise to the level of a student conduct violation.

1. Violations of academic honesty, i.e., cheating and/or plagiarism.

These violations can result in grading sanctions (see subsequent Academic Honesty section) as well as other disciplinary actions imposed by the college's conduct resolution procedures.

2. Obstruction or disruption of teaching, research activities, administration, disciplinary proceedings, or other scheduled college activities, including public service functions and other authorized activities of the college.
3. Disruption of learning environment for students, faculty, or administrative staff.
4. Demonstrations which interfere with the rights of other members of the learning community or with the normal functions of the college.
5. Leading or inciting others to disrupt scheduled and/or normal college activities.
6. Theft, alteration, or forgery of college documents, records, or evidence of identification or use of same with intent to defraud.
7. Use by any student or student organization of the college name or a claim to speak or act on behalf of the college or a college-related organization without due authorization.
8. Misrepresenting or falsifying information provided to college officials.
9. Failure to identify oneself upon request of a college official.
10. Failure to comply with directions of college officials acting in proper performance of their duties. This includes requests to appear before a college official performing conduct resolution procedures and failure to comply with the terms of disciplinary sanctions.

11. Abuse of any person on college premises, or through college sponsored social media, or at any college-sponsored or supervised event, or conduct that threatens, harasses, intimidates, discriminates, or endangers the physical or emotional health or safety of any person.
12. Sexual harassment of other students, faculty, or staff persons.
13. Bias-related conduct that is motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.
14. Theft of or damage to any college property, including game room equipment, or the property of any member of the college community on campus.
15. Behavior that destroys, defaces, damages, or litters college-owned or controlled property.
16. Unauthorized entry to or use of college facilities, including buildings and/or grounds.
17. Lewd, indecent, or obscene conduct or language on campus or at a college-sponsored event.
18. Improper or indecent dress, including the failure to wear shoes and/or shirts in campus buildings or on college-owned or controlled property.
19. Illegal manufacture, sale, possession, or use of alcoholic beverages, narcotics, marijuana, hypnotics, sedatives, tranquilizers, stimulants, hallucinogens, and other similarly known harmful or habit-forming drugs, prescription drugs and/or chemicals on college-owned or controlled property or at college-sponsored events.
20. Drunkenness or being under the influence of drugs on college-owned or controlled property or college-sponsored events.
21. Smoking or using tobacco or tobacco like products on college owned or controlled property.
22. Legal or unauthorized possession or use of firearms, fireworks, explosives, dangerous chemicals, or arms classified as weapons on college-owned or controlled property or at college-sponsored events.
23. Unauthorized gambling on college-owned or controlled property or college events.
24. Repeated disregard for college parking and/or smoking policies.
25. Violation of the college Technology Acceptable Use Policy.
26. Use of roller blades, skateboards, or roller skates in the parking garage, inside a building, on stairs, or railings.
27. Dangerous use of roller blades, skateboards, roller skates, or bicycles on college property.
28. Failure to respect pedestrian's right-of-way by persons on skateboards, bicycles, roller skates, or roller blades on college property.

## *Appendix C*

### **NORTHWEST ARKANSAS COMMUNITY COLLEGE STUDENT/FACULTY RIGHTS AND RESPONSIBILITIES**

#### **Facilitation of Learning Environment – Mutual Respect and Responsibility:**

A primary factor in Northwest Arkansas Community College preserving its reputation as a high-caliber community of learners is the maintenance of mutual respect between faculty and students and the inherent responsibilities of both. In order to foster this collegial learning environment both faculty and students have rights and responsibilities as spelled out in the following tenets.

#### **Tenets of Student, Faculty Rights and Responsibilities:**

1. Students have the right to expect instructors to meet class regularly and to follow the college calendar.
2. Faculty have the right to expect students to attend class regularly.
3. Students have the right to expect instructors to be prepared and organized for class.
4. Faculty have the right to expect students to be equally prepared and organized.
5. Students have the right to expect faculty to hold scheduled office hours.
6. Faculty have the right to expect students to keep appointments made with the instructor, and to use scheduled office hours as a time to discuss any concerns about the class with the instructor.
7. Students have the right to an explanation of the evaluation procedures at the beginning of each course as outlined in the course syllabus.
8. Faculty has the right to expect students to acknowledge receipt of the course syllabus and follow the policies and procedures stated therein.
9. Students have the responsibility to refrain from using coercion in an effort to gain a higher grade than the grade earned.
10. Faculty have the responsibility to use their expertise and professional training to assign grades based on their fairest and best judgment.
11. Students have the right to expect faculty to return graded assignments and tests within a reasonable time period.
12. Faculty has the right to expect students to turn in assignments and tests on time.
13. Students have the responsibility of keeping an open mind so that they may learn the value of higher education.
14. Faculty has the responsibility to model behavior which illustrates the value of higher education.
15. Students and faculty have the right to expect respect from one another, and the responsibility to show respect.
16. Students and faculty have the right to academic freedom with a free exchange of ideas in the classroom.

**Appendix D**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE**  
**STUDENT BACKGROUND CHECKS**

**Purpose:**

The Northwest Arkansas Community College is committed to producing graduates who go beyond academic excellence, who are productive, self-sufficient citizens of society, who are responsive to the global community and who maintain high ethical standards in their personal and professional lives. The attainment of this goal is facilitated by partnering with clinical agencies that consent to having faculty and students practice in their facilities. Students must therefore adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

**Policy:**

A criminal background check is required of all students accepted in the Northwest Arkansas Community College Division of Health Professions programs. A third party vendor will conduct the background checks. The students will be responsible for all fees associated with any components of the background check process. All information is confidential but will be shared with the Health Professions Program Directors and assigned agencies when requested. Results of the background check will be retained in the student's file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the clinical documentation prior to the deadline will result in the student's inability to complete the program objectives and will therefore halt progression in the student's program of study.

**Required Clinical documentation will be submitted and approved by CastleBranch before the first day of class.**

Failure to submit required documentation by the specified time for any given course will result in: The student will not be allowed to attend clinical/lab until all clinical documentation is **accepted via [castlebranch.com](http://castlebranch.com)**. Students will not be allowed to participate in clinical activities (including lab/skill validations, which will count as a clinical absence) without this proof which could result in course failure.

**If for some reason the student feels they cannot comply with any part of the Castlebranch requirements it is the student's responsibility to contact the clinical coordinator immediately. Your clinical coordinator is Rebecca Schneringer, [rschneringer@nwacc.edu](mailto:rschneringer@nwacc.edu). 479-986-6980.**

The student is responsible for submitting clinical documentation to [castlebranch.com](http://castlebranch.com) on time. **If you miss the deadline for uploading to Castlebranch, existing students are at risk for dismissal for the semester. New students will lose their place in the nursing program and will have to reapply for admission.**

Students must comply with any additional background checks required by the clinical facilities.

**General Guidelines:**

1. Immediately upon acceptance into the Nursing Program, the student must authorize the background check by completing the background authorization form provided by the vendor. Results will be received before the first day of class for all students.
2. The following background checks shall be conducted by the vendor.(Additional requests may be made by a clinical facility):
  - a. Office of Inspector General
  - b. Sex and Violent Offender Check
  - c. Social Security Verification
  - d. Current County of Residence
3. If a background check is returned with unfavorable results clinical agencies will determine if the student will be allowed to practice in their clinical facility. Students are not to contact the clinical facilities regarding their results.
4. The student has the option to dispute any inaccurate information with the reporting agency, as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study, until the dispute is resolved.
5. If the background check is favorable, no further action will be taken.
6. All background check results will be retained in the student's file.

*Be advised that if offenses are reported on your background check, you might be prevented from completing the clinical portion of nursing courses and/or ineligible to take the NCLEX-RN exam upon completion of the nursing program. Failure to fulfill clinical objectives could result in failure of the course(s), dismissal from the program and/or ineligibility to take the NATIONAL COUNCIL LICENSURE EXAM (NCLEX- RN).*

**NOTE: Graduating from a Nursing Program does not assure ASBN's approval to take the licensure examination.**



**Appendix E**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE**  
**NWACC NURSING PROGRAM EXPENSES**

1. 33-34 hours general education, math and science pre-requisite courses
2. 35 hours nursing courses

(Check current *NWACC College Catalog* for tuition/fee costs)

**You must have access to a computer with a camera, microphone, internet, and a printer/scanner.**

Students must be able to access their course material online as regular part of the program and if circumstances dictate that classes need to go fully online.

Students will be expected to utilize the Canvas Learning System for course announcements and testing. It will be the student's responsibility to read their text assignments.

**REGARDING LAPTOPS: DO NOT PURCHASE CHROMEBOOKS.** They are not compatible with our software

Below are the specs to use for comparison and guidance when purchasing a laptop for the nursing program. You do not have to buy a Dell, these are the specs to make sure the laptop is compatible with our software. Price will drive your choice but it must meet the requirements listed below.

**Dell Latitude 3500 – Specs (Example)**

**Windows 10 operating system**

- CPU. Intel Core i5-8265U 29. Processor  
Can buy cheaper by getting i3 intel core/ Celeron/ AMD.
- GPU. Intel UHD Graphics 620 172. Display. 15.6", Full HD (1920 x 1080)  
Student to use Personal Preference on laptop size.
- HDD/SSD. 256GB SSD  
Student to use Personal Preference on hard drive size. Solid state drive not required.
- M.2 Slot. 1x 2280 PCIe NVMe 3.0 x4 RAM. 8GB DDR4  
Student to use Personal Preference on memory. Memory starts at 4GB and goes up from there along with the price.

**Other approximate expenses/requirements for nursing program:**

3. \$1200 - \$2000: E-books/textbooks
4. \$380-\$500: Uniforms, shoes, and miscellaneous clinical equipment
5. \$30: Liability insurance
6. Cost varies r/t insurer: Health insurance
7. \$700: Graduation expenses (graduation fee, school pin, state licensure & NCLEX fees)
8. \$500: Records Review and Immunization Tracker package through CastleBranch (yearly background check and urine drug screen), T-spot (yearly), CPR certification, immunizations, and physical exam

## Appendix F

### Out-of-State Student Information

NWACC is fully accredited by the Higher Learning Commission, which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region. This means that college credits earned at NWACC will transfer to other colleges and universities, and makes benefits such as federal financial aid available to NWACC students.

NWACC is a member of NC-SARA, a national organization that establishes a state-level reciprocity process for online students. The SARA agreement establishes necessary and reasonable standards of practice, as well as an enhanced grievance process for students who live in SARA states.

#### Programs Leading to Licensure

Students who wish to enroll in NWACC's distance learning courses or a program of study that leads to licensure should be aware that licensure may have different requirements depending on the state in which the student resides. **It is the student's responsibility to check with the appropriate state licensure board to determine if NWACC's distance learning courses and programs will meet the licensure requirements of the student's state of residence.**

#### GRIEVANCE AND COMPLAINT PROCESS

NWACC encourages students to resolve concerns that affect their college experience as informally as possible. In some cases, students may discuss a concern with the staff member, instructor, program coordinator, department chairperson, or division dean. Often, such concerns can be resolved informally. However, if resolution is not obtained, he or she should proceed with the [Student Complaint and Grievance Procedure. \(Links to an external site.\)](#).

Out-of-State students who live in a [SARA state](#), and have exhausted the NWACC procedure above and who remain unsatisfied may file a complaint with the [Arkansas Department of Higher Education](#). [ADHE] Note that complaints must follow the institution's customary resolution procedure prior to being referred to the state under SARA procedures. **Grade appeals and student conduct appeals are not allowed under SARA.**

Out-of-State students from non-SARA states may file a complaint with the appropriate agency in the state where the student resides. Please see the [Student Complaint Information \(Links to an external site.\)](#) document.

**APPENDIX G**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE EXAMPLES OF**  
**UNACCEPTABLE and/or UNPROFESSIONAL and/or UNSAFE BEHAVIORS**

**The NWACC Nursing Program reserves the right to dismiss from the program, any student who demonstrates unacceptable clinical behaviors that include, but are not limited to:**

1. Failure to prepare prior to and during the clinical experience. This includes, but is not limited to, not knowing about the patient's condition; not knowing the actions, side effects, dosage of the patient's medications; or not knowing the appropriate nursing interventions for the patient's problems;
2. Attending the clinical experience under the influence of drugs and/or alcohol;
3. Leaving the clinical site during designated hours without conferring with the clinical instructor;
4. Refusing to care for an assigned patient based on patient characteristics (i.e. race, culture, religious beliefs, or diagnosis);
5. Participating in acts of omission or commission in the care of patients, such as physical abuse; placing the patient in a hazardous position, condition, or circumstance; mental/emotional abuse;
6. Disrupting of patient care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty;
7. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the patient, patient families, health team members, peers, or faculty;
8. Documenting dishonestly, breaching patient confidentiality (HIPPA), solicitation of patient for services leading to personal gain, and other behaviors as listed under the Professionalism competency on the Clinical Evaluation Tool;
9. Failure to report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care;
10. Failure to report accurately and in a timely manner to the appropriate practitioner any errors in or deviations from the prescribed regimen of care;
11. Falsification of any patient records or any other document prepared or utilized in the course of, or in conjunction with, nursing practice;
12. Failure to implement measures that promote a safe environment for each patient;
13. Failure to delineate, establish, and maintain professional boundaries with each patient;
14. Failure to provide privacy during the examination or treatment and in the care of personal or bodily needs;
15. Failure to treat each patient with courtesy, respect, and with full recognition of dignity and individuality;
16. Engaging in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient or engage in behavior toward a patient that may be interpreted as physical, verbal, mental, or emotional abuse;
17. Engaging in behavior to seek or obtain personal gain at the patient's expense or engage in behavior that may be interpreted as behavior to seek or obtain personal gain at the patient's expense;
18. Engaging in behavior that constitutes inappropriate involvement in the patient's personal relationships or engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships;
19. Engaging in sexual conduct with a patient or engage in conduct that may be reasonably interpreted as sexual;
20. Engaging in any verbal behavior that is seductive or sexually demeaning to a patient or engage in any verbal behavior that may be reasonably interpreted as seductive or sexually demeaning to a patient.

**Appendix H**  
**Student Conference**  
**Incident Form**

Student Name

---

Date:

Semester:

---

Student Number:

Year:

---

Department:

Nursing

Course Number:

NURS

---

Course Name:

Recommended Action:

---

**Description of Incident or Circumstances**

---

**Action Plan:**

---

Student Response:

---

---

Students have the right to appeal the decision of the faculty member or director by following the NWACC grievance appeal policy listed here: <https://www.nwacc.edu/web/ls/grievance> Students have five (5) working days to initiate the appeal process with the Dean's office.

---

Student Signature

Date

(Signing does not necessarily indicate student agreement with the above, but indicates that the student has seen this form, read its contents, had an opportunity to respond, and has been given the options for appeal)

---

Faculty/Directors Signature

Date

Reviewed: 2021

# Appendix I

## Exposure of Bodily Fluids Policy (for Students and Faculty)

Any injury/accident is to be documented on the NWACC's incident form by supervising instructor and the student. A copy of the completed form is to be given to the Nursing Director. The documentation will be placed in the student's file.

For the student's safety, all needle stick injuries must be reported. Students are not afforded protection under the NWACC or the clinical facilities worker's compensation or health care program. Any expenses or treatment shall be the responsibility of the student and will be responsible for to pay for any treatment of injury they sustain in the course of the program.

### Accidental Exposure to Blood or Body Fluids Guidelines

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues that may potentially contain blood borne pathogens.

In the event of accidental exposure, the following steps are to be followed:

1. Wound Care/First Aid

- a. Clean wound with soap and water.
- b. Flush mucous membranes with water or normal saline solution.
- c. Other wound care as indicated.

2. Contact the Clinical Coordinator to report the incident after care is provided.

3. The exposure will be documented on the NWACC Incident form **and** any procedure/documentation required by the clinical agency in which the exposure occurred.

4. Any exposure while in the role of a student nurse will be documented in the student's file.

5. The student who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the student experiencing the exposure. Students are financially responsible for any expenses incurred in the course of treatment or testing. Neither NWACC nor the clinical agency will assume liability (financial or otherwise), regarding the exposure incident.

## Appendix J

### NWACC NURSING PROGRAM EXPENSES

- **Tuition and fees for**

- 33-34 hours general education, math and science pre-requisite courses
- 35 hours nursing courses

(Check current *NWACC College Catalog* for tuition/fee costs)

- **Other approximate expenses/requirements for nursing program:**

- \$1200 - \$2000: E-books/textbooks
- \$380-\$500: Uniforms, shoes, and miscellaneous clinical equipment
- \$30: Liability insurance
- Cost varies r/t insurer: Health insurance
- \$700: Graduation expenses (graduation fee, school pin, state licensure & NCLEX fees)
- \$500: Records Review and Immunization Tracker package through Castlebranch (yearly background check and urine drug screen), T-spot (yearly), CPR certification, immunizations, and physical exam

**Appendix K**

**NWACC ASSOCIATE DEGREE NURSING PROGRAM  
ACADEMIC COUNSELING RECORD**

Course: Semester/Year \_\_\_\_\_

Student Name: \_\_\_\_\_

Faculty member: \_\_\_\_\_

**Recommendations for Change and Improvement/Remediation:**

---

---

---

---

---

**Date of Follow-Up:** \_\_\_\_\_

**Student Comments:**

---

---

---

*NOTE: Student Signature Does Not Imply Agreement, Only That Student Has Reviewed This Document.  
Student Has The Right To Attach Additional Written Comments.*

Student Signature/Date: \_\_\_\_\_

Faculty Signature/Date: \_\_\_\_\_

Director of Nursing Education Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix L

### **Drug Testing Policy**

Students who will be attending clinical rotations while enrolled in a professional program at the Center for Health Professions will be required to have a drug screen performed, either prior to admission, or prior to attending clinical rotations. Students who test positive for drugs (including medical marijuana) will be denied access to the clinical rotations and will consequently be **either** denied acceptance into the professional program or dismissed from the professional program.

The student drug test result must be returned as a negative result. **If the result is a dilute negative sample the student will be responsible for attainment of a second test within 5 days of Castlebranch reporting the result.** The student may choose to repeat using either a second urine drug test or a hair follicle test, either of these test will be completed at the student's expense. **A second dilute test result will be considered a positive test and the student will be dismissed from the Health Professions program.**

**If a student wishes to appeal the finding they will be required to undergo a hair analysis (hair follicle test) and follow the same procedure as a "for cause positive drug test" see CHP handbook for procedure.**

If a student fails to adhere to the above policy, he/she may be dismissed, subject to the right of appeal, from any Health Professions program. A failing grade will be rendered in all courses the student is enrolled in.

**A dilute positive drug test is still considered legally positive drug test.**

**FORM 1**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE NURSING DEPARTMENT**  
**STUDENT HEALTH GUIDELINES**

The following documents are required to be submitted to **Castlebranch**. **These requirements are mandatory, no waivers may be signed or exceptions made. If all are not met prior to clinical, students will not be allowed to participate in clinical. This is the policy of our facilities.**

1. **Current Physical Exam** – Required upon admission to program (Must be within the last three months prior to admission).
2. **Proof of Medical Insurance** –**Student must have some form of medical insurance.** Insurance **MUST** be maintained throughout the program. Failure to maintain insurance can result in program dismissal.
3. **Urine Drug Screen/Criminal Background Check (yearly) Proof of immunization:**
4. **T-spot tuberculin test**
  - Initial testing – T-spot tuberculin test is required prior to starting the NWACC nursing program and annually thereafter. You must have 2 TB skin tests completed within 364 days of each other or a QuantiFERON - TB Gold test yearly.
  - A positive tuberculin T-spot test result should be followed with an initial chest radiograph, at the student's expense. The student must present to the local county health department for screening, opening of a TB record, and scheduling/undergoing chest X-ray (CXR). If the screening is positive (symptoms), the student may not attend clinical/class until an MD (pulmonologist) evaluates the CXR and record. No health card will be issued.
  - Based on **negative** screening, a temporary health card (expiring in 4-6 weeks) will be issued. If the Chest X-Ray is negative, repeat radiographs are not needed unless symptoms develop that could be attributed to TB. An annual certificate of health is required for students that are unable to receive a T-spot due to a previous positive test or allergy to T-spot. If the Chest X-ray is positive, must provide documentation of initiation of INH therapy.
  - Typically, if the student has LTBI (latent tuberculosis infection) and is under 35 years of age, the MD will usually recommend prophylactic medication for TB. A letter is then sent from the health department to the student, explaining the CXR results, the MD's recommendation regarding medication, as well as, a health card (with a one-year expiration date).
  - Medication is obtained at the county health department. The student will report to the health department on a yearly basis for health card renewal.
5. **HB: (Hepatitis B recombinant vaccine)** Three IM doses: Initial dose, second dose 1-2 months after the initial dose, third dose 4-6 months after second dose. No waivers are accepted.
6. **MMR: (Measles, Mumps, Rubella vaccination)**
  - **Measles component:** Healthcare workers born during or after 1957 who do not have documentation of having received 2 doses of live vaccine on or after the first birthday or a history of physician diagnosed measles or serologic evidence of immunity are required
  - Have both doses administered one month apart. Measles vaccination should be considered for all Healthcare workers who lack proof of immunity, including those born before 1957.
  - **Mumps component:** Adults born before 1957 can be considered immune to mumps. One dose SC. no booster.
  - **Rubella component:** Healthcare workers who do not have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC. no booster. Recommend having a titer drawn or vaccination.

7. **VZV: (Varicella zoster live virus vaccine)** – Two 0.5ml doses SC 4-8 weeks apart if  $\geq 13$  years of age. Required to have a titer drawn or vaccination. If the titer is negative, the student is required to obtain 2 vaccinations of varicella, 4-8 weeks apart.
8. **Flu Vaccine** (seasonal): Required annually. No waivers accepted.
9. **Tdap: (Tetanus, Diphtheria, Pertussis vaccination)** – Required. Sign a waiver if allergic to pertussis component of vaccine.
10. **COVID Vaccine:** Many of our clinical facilities are now mandating that their employees, volunteers and students participating in clinical rotations must have a COVID vaccination. This is not an NWACC mandate, however, failure to get the vaccine will keep you from completing the clinical portion of the nursing program since it is required by our clinical sites.
11. **CPR certification:** Students in the nursing sequence are required to have **current certification in American Heart Association cardiopulmonary resuscitation (CPR) –Basic Life Support- Health Provider Course while in the nursing program.** Students must present a card, from AHA—letters of completion or a roster list will not be accepted. It is the student’s responsibility to renew certification which includes identifying available CPR courses for renewal purposes. The certification dates must provide coverage for the duration of the semester for which the student is enrolled. It is the student’s responsibility to provide a copy of current CPR certification to the Course Faculty for any course with a clinical component. Proof required to be submitted to CastleBranch.
12. **DRUG SCREEN:** Students who will be attending clinical rotations while enrolled in a professional program at the Center for Health Professions will be required to have a drug screen performed, either prior to admission, or prior to attending clinical rotations. Students who test positive for drugs (including medical marijuana) will be denied access to the clinical rotations and will consequently be either denied acceptance into the professional program or dismissed from the professional program.

**By signing I agree that I have read and understand the above policies and requirements.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**

## FORM 2

### COLLEGE CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

#### **Professional Integrity:**

Professional Integrity is a sense of personal satisfaction and self-esteem derived from a confidence in one's established values. This sense of honor is an integral part of personal identity and influences thinking so that one can understand and exhibit integrity, respect for others and assume responsibility for one's actions as a professional nurse.

Integrity and self-esteem are necessary in the provision of proper patient and health care. Accordingly, students are required to comply with NWACC/Clinical Agency policies and standards of ethical and professional behavior. Courtesy, consideration and respect for others' beliefs and values are essential. Confidentiality of patient information and individual rights to privacy and safe care are also included under the subject of this code, as well as in the federal Health Insurance Portability and Accountability Act (HIPAA).

#### **Professional Behaviors:**

Professional behaviors within nursing practice are characterized by: commitment to the profession of nursing, instilling the interrelated concepts of autonomy, accountability, and advocacy. The student in the NWACC nursing program will adhere to standards of professional practice, will be highly accountable for his/her own actions and behaviors, and function within legal, ethical, and regulatory frameworks. Professional behaviors also include: concern for others, caring, commitment to the on-going practice of self-evaluation, and development.

Professional students behaviors include but are not limited to: utilizing chain of command; maintaining an environment that is conducive to learning; attending all classes; being punctual; actively engaging in learning; notifying the instructor in advance in the event a class will be missed or if there is a need to leave class early; showing respect and concern for others when they are talking or lecturing; placing all electronic devices including cell phones, and beeper watches on silence or buzz; avoiding audible and visible signs of restlessness; and focusing on class material during class time.

Disruptive behaviors in the classroom may be classified as anything that disturbs the instructor or other students during the class period. If a student is disruptive, he/she will be asked to stop the behavior and leave the class in the event the behavior continues. If the disruptive behavior is repetitive in future classes, the faculty member will meet with the student, discuss the behaviors and expectations for improvement, and provide a written warning which will be placed in the students file. Continued incidents will be referred to the Office of Judicial Affairs for disciplinary action in accordance with the NWACC College Student Conduct Code. If, in the instructor's best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor will contact the Office of Public Safety to assist in removal of the student and/or may dismiss class for that day.

#### **Academic Ethics Code:**

Students will not seek help during examinations except needed and legitimate clarification from the instructor. They will not use supplementary materials during examinations in a manner unauthorized by the instructor. All work including examinations, papers, laboratory exercises, presentations, and other written work are to be the student's own, and the student will properly cite references for sources of quotations, information, opinions, or ideas contributing to his or her work. These standards pertain to online/Internet work as well as direct/in person classroom work (**See section L. Plagiarism - Nursing Student Handbook**).

Academic irregularities (including cheating, plagiarism, and falsification of records or credentials, revealing contents of examinations to anyone who has not yet taken the exam or any other unethical behavior) or the disregard of professional conduct, ethical standards, and individual rights, which might place patients in physical or emotional jeopardy, are examples of ethical code infractions and are breaches of professional integrity.

In the event a faculty member becomes aware of any infraction by a student, the faculty member will report this concern to the course coordinator and program director. The faculty, course coordinator and Director of Nursing Education will immediately meet with the student(s) in an attempt to explore and resolve the issues. In the event the issue is not resolved at the faculty/student level, the Director of Nursing Education will be notified to determine if

the issue warrants further discussion or discipline processes. In case of a serious breach of conduct, a student may be assigned an “F” in the course, dismissed from the program, and may be ineligible for re-admission into the NWACC nursing program.

**The principles expressed in this policy are to be internalized and practiced whether or not a faculty member is present in the classroom.**

**Code of Ethical Conduct for Professional Programs Policy**

The obligations assumed by those who are entrusted with health and safety of our community transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all Northwest Arkansas Community College students, persons enrolled in the Health Professions, **Nursing**, Law Enforcement and other professional programs are required to exhibit conduct, integrity and ethical behavior which reflects their suitability to assume this trust. It is the student’s responsibility to carefully review the professional code of ethics and specific program requirements with his/her respective program faculty, and to abide by the ethical standards adopted by that profession.

Reference:

NWACC *College Catalog* 2019-2020 p. 33. Retrieved from: [http://content.nwacc.edu/lss\\_forms/catalog.pdf](http://content.nwacc.edu/lss_forms/catalog.pdf)

**By signing I agree that I have read and understand the above policies and requirements.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**

**FORM 3**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM**  
**CONSENT FOR RELEASE OF INFORMATION FROM EMPLOYER**

I understand that Northwest Arkansas Community College Nursing Program is required to collect follow-up information on their program graduates as a way to measure outcomes. After I become a graduate of this program, my employer will be asked to complete a survey that reflects the nursing program's objectives.

I am hereby granting permission for my future employer to provide the requested survey information to the nursing program.

**By signing I agree that I have read and understand the above information.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**



**FORM 5**  
**NORTHWEST ARKANSAS COMMUNITY COLLEGE**  
**Associate of Applied Science – Nursing Student Handbook Form**

I have obtained a copy of the NWACC Associate of Applied Science – Nursing Student Handbook 2021. I have read and understand the NWACC Associate of Applied Science – Nursing Student Handbook 2021, and do agree to abide by the policies set forth in this handbook. In addition, I understand that I must comply with the policies found in the current NWACC *College Catalog* and the *Division of Health Professions Student Handbook*.

**By signing I agree that I have read and understand the above information.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**

***Note: This form is to be completed by the student and turned in to appropriate nursing instructor no later than the first week of school.***



## FORM 6

### Northwest Arkansas Community College Associate Degree Nursing Program I UNDERSTAND AGREEMENT

I have received and reviewed the syllabus, Associate of Applied Science-Nursing Student Handbook, and The Division of Health Professions Student Handbook. Revisions will be made periodically to these documents. The student will be advised of changes and given a current copy of the addendum which will also be placed on Canvas. The student is responsible for adhering to all changes made to the syllabus and handbooks. It is my responsibility to provide the Course Faculty and/or nursing department with documentation of required clinical forms. (See under the "Clinical Assignment" section in the A.A.S. Nursing Student Handbook.)

My success in the NWACC Nursing program is dependent upon me and I accept responsibility for my success.

- **It is my responsibility to complete Castlebranch requirements PRIOR to each semester and make certain that they will not expire until the end of the semester. I understand it must be uploaded prior to registering for the next semester. Any clinical agency can and will check castle branch.**
- **All students** in the nursing program are required to keep their personal data, address, phone, etc. up to date and accurate. If anything changes please contact the nursing administrator so that your information can be updated. **You MUST have a current, personal, cell phone number or landline number on file along with any emergency contacts in case we need to contact you by phone.** Make sure that your phone can accept messages.
- **Cell phone use for any reason is unacceptable and unprofessional behavior and is prohibited in class, lab, and simulation.** Students may contact their instructor by texting them during **clinical hours ONLY**. If caught on phone the student will be asked to leave and will accrue absence if it is clinical/lab time. **AT NO TIME is the student to text or call the instructor other than during clinical rotation.**
- There will be **NO** study sessions held by faculty prior to any exam and here will be **NO** test review on any exams. Students may meet with instructors to review concepts missed on examinations.
- If I score **below 80%** on any of the unit exams, will be required to complete remediation as specified by the course instructor.
- I must achieve **100%** on a calculations exam **in no more than two attempts**. Failure of a necessary second attempt will result in failure of the course.
- If I am absent from lecture or lab, it is my responsibility to obtain missed content (handouts, lecture notes, videos, important announcements, etc.) and it is not the nursing instructor's responsibility to "re-teach" this material.
- I have read the attendance policy for clinical/nursing resource time as listed in the Student Handbook. Clinical/resource time, tardiness, and absences.
- I will not be allowed to attend clinical, lab or simulation if I have not successfully completed skills validations for the enrolled course and I will accrue absence time.
- If I do not follow dress code, or do not bring all expected equipment or assignments, or do not wear my nursing badge to lab or clinical, I will be sent home and will accrue absence time.

- **That I must maintain personal health insurance throughout the entire to program and that failure to do so can result in dismissal from the program.**
- **Clinical rotations for nursing courses at NWACC may be done outside of the area, such as Arkansas Children’s Hospital in Little Rock when possible. The student is responsible for planning and expenses related to travel to and from the facility, overnight accommodations and any additional expenditures necessary for safe participation in all clinical rotations.**
- If my course has skills validations, I must validate on each nursing procedure skill in no more than two attempts. Failure of a necessary second attempt will result in failure of the course.
- Quizzes given in class may be unannounced. If I arrive to class after a quiz is handed out, I will not be allowed to take it. If I leave class before a quiz is given, I will not be allowed to take it at a later time.
- No homework assignment(s) will be accepted after the due date and if turned in or uploaded to Canvas after the designated due date, the assignment will receive a **zero**.
- Each nursing course will build on all my previous nursing courses and I am expected to retain the concepts taught and bring forth the knowledge to all future nursing courses.
- I understand it is **required** to fully participate in final semester activities such as required by the program and NCLEX review.
- I realize that it is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Student conduct that is rude, intimidating, or demeaning and disrupts the learning process will not be tolerated and will lead to disciplinary action and/or removal from class. The instructor has primary responsibility for and control over classroom behavior and maintenance of academic integrity.
- Any student admitted into the RN Bridge program must have and keep a valid license to practice in Arkansas. The license must be kept active and unencumbered at all times.

***By signing my name and writing the date in the appropriate spaces below, I am attesting that I have read, understand and accept the conditions of the entire “I Understand” document, and that I will be held to the contents as written. I have retained a copy of the “I Understand” document for my records.***

---

**Student Signature**

---

**Date**

---

**Print Name**



**FORM 8**  
**Northwest Arkansas Community College Nursing**  
**Technical Standards**

Students who wish to pursue a career in Nursing must meet the following essential minimal physical, mental and job standards in order to successfully complete the educational activities in the Nursing program. Admission to the NWACC Nursing program is conditional on the candidate's ability to satisfy these technical standards, with or without reasonable accommodation. Reasonable accommodations will be made on an individual basis. Students who have special needs are encouraged to identify themselves to the Program Director and the Disability Resource Center for reasonable accommodations. Reasonable accommodations will be based on current documentation provided to the Disability Resource Center. The following technical standards and essential skills are functions that must be met with or without reasonable accommodations:

**Gross Motor Skills:**

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders/overhead (IV poles, monitors, etc.)
- Reach below the waist (electrical plugs, etc.)
- Reach in front (assist patient with arms out)

**Fine Motor Skills:**

- Pick up objects with hands
- Grasp small objects with hands (IV tubing, pencils, electrode patches, etc.)
- Write with pen
- Use computer (type)
- Pinch/pick or otherwise work with fingers (use syringe, etc.)
- Twist at waist
- Twist wrists/hands (turn objects/knobs using hands)
- Squeeze with fingers (eye droppers, bulb syringes, ear bulb, etc.)

**Physical Endurance:**

- Walk long distances (transfer patient, etc.)
- Stand (at patient's side during surgery or therapeutic procedure, etc.)
- Sustain repetitive movement (CPR compressions, bagging, etc.)
- Maintain physical tolerance (stand/walk/work on your feet 8- 12 hours at a time with only 30 minute lunch break and two 15 minute breaks).

**Physical Strength:**

- Push and pull 50 pounds (position patient, move equipment, etc.)
- Support 50 pounds of weight (ambulate patient, assist to bedside toilet, etc.)
- Lift 50 pounds (pick up a child, transfer a patient, etc.)
- Carry equipment/supplies
- Use upper body strength (CPR, physically restrain patient, etc.)
- Squeeze with hands (operate fire extinguisher)

**Mobility:**

- Twist
- Bend

**Initial \_\_\_\_\_**

- Stoop/squat
- Move quickly (response to emergency)
- Climb stairs
- Walk
- Stand

**Hearing:**

- Hear normal speaking-level sounds (person-to-person)
- Hear faint voices
- Hear faint body sounds (blood pressures, lung sounds, heart sounds, placement of tubes)
- Hear in situations when not able to see mouth (when masks are being used)
- Hear alarms (monitors, fire alarms, code alarms, call light)

**Visual:**

- See information up to 24 inches away (monitors, computer screens, skin conditions)
- See objects up to 20 feet away (patient in room)
- Use depth perception
- Use of peripheral vision
- Distinguish color and color intensity (flushed, ash colored, or pale skin, color of labels)

**Tactile:**

- Feel vibrations (pulses)
- Detect temperature (temperature of skin, IV solutions, etc.)
- Feel differences in characteristics of skin (rash, turgor, etc.)
- Feel difference in sizes, shapes (palpate veins, body landmarks)
- Detect environmental temperatures

**Smell:**

- Detect odors (drainage, alcohol, smoke, gases, etc.)

**Environment:**

- Tolerate strong soaps
- Tolerate strong odors
- Tolerate disturbing sounds (vomiting, diarrhea, coughing from trach)

**Reading:**

- Read and understand written documents (charts, orders, flow sheets, graphics)
- Read digital displays

**Math:**

- Comprehend and interpret graphic trends
- Calibrate equipment
- Convert to and from metric system, apothecaries' and American system (dosage calculations)
- Tell time
- Measure time CPR, contractions)
- Count rates (drip rates, pulse)
- Read and interpret measurement tools (measure tapes and scales)
- Add, subtract, multiply and divide
- Compute fractions and decimals (dosage calculations)
- Document numbers in records using computerized data base

**Initial** \_\_\_\_\_

### **Emotional Stability**

- Establish professional relationships
- Provide emotional support (patient and families)
- Adapt to Changing environments/stress
- Deal with the unexpected (patient crash, death, etc.)
- Focus attention on task
- Cope with your own emotions
- Multitask
- Cope with strong emotions in others (family grieving, patient upset, etc.)

### **Analytical thinking**

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory
- Synthesize knowledge and skills
- Sequence information
- Independent decision making
- Adapt decisions based on new information

### **Interpersonal Skills:**

- Establish rapport with families, patient and health care team
- Respect/value cultural differences
- Negotiate interpersonal conflict

### **Communication Skills:**

- Teach (patient and family)
- Influence people
- Direct/manage/delegate activities to others
- Speak English
- Write English
- Listen/comprehend spoken/written work
- Collaborate with others
- Manage information

**Initial** \_\_\_\_\_

The student must notify the Program Director if there is any change to his/her ability to meet the technical standards while enrolled in the NWACC EMS Program.

I certify that I have read and understand the technical standards listed above, and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards I will not be admitted into the program at this time.

I, \_\_\_\_\_ **have read & understand the requirements as listed.**  
**(Print Name)**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FORM 9**  
**NWACC NURSING PROGRAM PROFESSIONAL BEHAVIOR**

**Professional Behavior is defined as:**

Those behaviors which encompass legal and ethical actions include but are not limited to:

1. Acting in a responsible manner
2. Being truthful in written and verbal communications
3. Treating all individuals with respect and dignity
4. Adhering to confidentiality policy
5. Abiding by policy and procedures outlined in the Health Professions Division Handbook, NWACC College Catalog, the NWAC Student Handbook, Program Specific Policy and Procedure Manual, Emergency Manual and the policies of the affiliate health care facilities
6. facilities
7. Adhering to high ethical standards and following the ethical standards for the individual programs
8. Adhering to legal standards including following the state law/practice act and rules and regulations for the individual programs
9. Acting in a dependable manner including being on time and fulfilling assigned duties.
10. Presenting oneself in an appropriate manner including dress, language and demeanor.
11. Demonstrating initiative and motivation within the legal and ethical boundaries
12. Demonstrating empathy including the ability to listen, understand, share and be sensitive to another's perceptions of the situation
13. Work in cooperation with other students, patients, and healthcare members
14. Follow appropriate supervisory process including following the chain of command, and giving and receiving constructive feedback
15. Cell phones/Electronic Smart Devices–Using cell phones in the classroom can be distracting to both the instructor and to other students. Therefore, the following policies are in place:
  - a) Cell phones/electronic smart devices are to be turned to silent mode during classroom activities. Cell phone/electronic smart device applications such as calculator and specialty programs may be used during laboratory and clinical sessions at the discretion of the instructor
  - b) Use of cell phones/electronic smart devices in the clinical setting may be prohibited. Please refer to your program specific handbook for details
  - c) The use of cell phone/electronic smart devices for any reason during an examination will result in the student receiving a zero for that test and the student will be asked to leave the classroom until the next class break

**Unsafe behavior is defined as:**

- Any behavior that does or has the potential to cause injury or death, to lengthen the hospital stay, or prolong the recovery process of the patient.
- Inappropriate or harmful behavior with a deceased patient.
- Actions that may cause injury or death to any coworker, fellow student or bystander
- Anything that a student may do to cause a risk of potential harm to himself or herself

**Unsafe Behavior includes but is not limited to:**

1. Being unprepared for patient care
2. Not knowing the patients current condition
3. Prior to performing, using equipment with which the student has not been trained
4. Prior to administration, not knowing the actions, side-effects or dosage of medication
5. Prior to performing, not knowing the indications, contraindications or hazards for procedures or treatments
6. Not following approved therapeutic procedures or protocols
7. Telling untruths or omitting facts
8. Placing or leaving a patient in an unsafe situation
9. Failing to report changes in the patient's condition
10. Failing to report any patient error
11. Failing to report medication administration errors
12. Inaccurate or false documentation
13. Performing inappropriate or non-prescribed treatment
14. Withholding patient information

15. Performing any discipline related activity that endangers another individual or self
16. Performing any function outside scope of practice
17. Performing an advanced procedure without direct supervision
18. Substance abuse in the classroom and/or clinical setting
19. Impairment for any reason, including lack of sleep or the use of prescribed or over the counter medications
20. Assuming inappropriate independence in actions or decisions
21. Assuming inappropriate level of independence when performing a procedure for which the student is inadequately prepared or unsure how to proceed

At any time during clinical or lab experience when unsafe behavior occurs or the student makes an error, that student must report immediately to the clinical or lab instructor so that corrective measures may be made. Notification of the NWACC Health Professions Faculty/Clinical Coordinator/ACCE is to occur per program policy.

If any of this behavior happens it will be immediately reported to the director and the person will be dismissed from the nursing program.

**Disciplinary Procedure:**

Upon observation or notification of unprofessional or unsafe behaviors, the following activities will occur:

1. Investigation and initiation of the disciplinary procedure
2. The student will be suspended from clinical experiences during the investigation and disciplinary process
3. If an unprofessional or unsafe behavior is determined, the student will receive disciplinary actions including up to dismissal from the program and ineligibility for readmission
4. Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure to begin the Appeals Process

**Unprofessional Behavior includes but is not limited to:**

1. Lying
2. Falsifying documentation of any type including patient records
3. Profanity
4. Physical altercation of any type
5. Improper/inappropriate dress or lack of hygiene
6. Discussing patient(s) you encounter in a demeaning manner
7. Taking excessive breaks or simply trying to avoid work (laziness)
8. Failure to monitor NWACC e-mail and/or NWACC learning management system (Canvas) for official communications
9. Tardiness
10. Disrespectful communication with peers, professors, CI's patients, etc...
11. Excessive absenteeism, see individual program handbook on attendance policies.
12. Failure to communicate with the appropriate faculty any circumstances that would alter your abilities to complete course requirements
13. Use of prohibited electronic devices during coursework, for non-educational purposes and in violation of individual program, clinical, laboratory, or classroom policies. See specific program policies for more information
14. Eliciting conflict
15. Cheating
16. Plagiarism
17. Unprepared in class and/or clinical settings
18. Poor attitude

If any of this behavior happens it will be immediately reported to the director and the person will be written up for unprofessional practice.

**I agree that I have read and understand the above policy.**

---

**Student Name (Print)**

**Student Signature**

**Date**



## FORM 10

### Northwest Arkansas Community College Associate Degree Nursing Program ATTENDANCE AND PARTICIPATION POLICY

It is the belief of the Nursing Faculty that online classroom attendance and active participation is important to academic achievement and professional development. Due to the nature of nursing which is a practice discipline, safe performance dictates that learning in class be transferred to clinical decision making. Any absence can leave the student subject to information gaps that jeopardize client safety and care. Students are expected to actively participate every week and turn in completed assignments on time.

If it is necessary to miss a class due to illness or other life events, the student must notify the instructor /professor before class or assignments are due by phone or e-mail and submit proper documentation to receive an excused absence. The Nursing Program follows the NWACC class attendance policy. (See the current College Catalog.)

1. Assignments will not be accepted if turned in late and students will be given a zero for the assignment. There are no exceptions.
2. The student is responsible for reading the textbook material.
3. Power points may be provided in class but are not mandatory.
4. There will be no study sessions or study guides provided. Students who need remediation or tutoring will contact the tutor (see course syllabus).
5. Any student with a disability or medical concern which may impact access to or progress in this course is encouraged to contact the Disability Resource Center (DRC), see Student Handbook.

**I agree that I have read and understand the above policy.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**

**FORM 11**  
**Northwest Arkansas Community College Associate Degree Nursing Program**  
**Clinical and Lab Expectations Nursing Program**

Students are expected to notify the course instructor and clinical instructor in advance of being absent or tardy for clinical. Failure to notify the instructor is considered a 'no call, no show' which may lead to the student being dropped from the course.

Student absences may not exceed more than one (1) clinical day. A clinical day could be up to 12 hours, depending upon your course and instructor. If clinical absences do exceed more than one day the student will fail the clinical portion of the course. ALL absences will require completion of an additional assignment.

Any extenuating circumstances may be appealed with the Director of Nursing Education. The student will need to provide all appropriate documentation for this process to be considered in order to maintain good standing in the course.

Please see the student handbook related to filing an appeal. All missed clinical and lab hours must be made up if lab/clinical experiences are available. If make- up is not possible, the student will not be able to meet clinical outcomes/objectives and will fail the course. Due to this, it is highly advisable not to miss any clinical or lab unless absolutely unavoidable.

Students arriving less than 10 minutes late are considered tardy and will be counseled. Any student who arriving greater than ten (10) minutes late to either clinical or lab will be considered absent that day and will not be allowed to stay. Students who arrive without proper equipment, supplies, or assignments will also be sent home and accumulate an absence for the day. Two tardies of less than ten (10) minutes will be equivalent to one day of clinical absence. Any student who acquires clinical absence will receive written counseling regarding the occurrence which will be placed in the student's file.

**A minimum numerical grade of 78% in theory and an overall clinical grade of "satisfactory" are required to pass any nursing course.**

**I agree that I have read and understand the above policy.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**

**FORM 12**

**Substance Abuse Compliance Contract**

I, \_\_\_\_\_ have read the substance abuse policy and agree as a Health Professions student of NWACC to comply with all aspects of the policy as written. Furthermore, I agree with the provisions in determining suspension and accept the conditions of re-acceptance as outlined.

\_\_\_\_\_  
Student Name (printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**FORM 13**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH PROFESSIONS DIVISION  
OSHA & HIPAA Requirements Policy and Form**

Each Health Professions student will be required to attend an OSHA (included in hospital orientation) & HIPAA (included in hospital orientation) guidelines/requirements workshop prior to his/her first clinical rotation either during a hospital orientation or via a Health Professions instructor.

You are to have your instructor sign the OSHA & HIPAA requirements/guidelines form and return the form to your Health Professions program director prior to your first clinical rotation.

I, \_\_\_\_\_ have attended a hospital and/or Health Professions program approved OSHA & HIPAA meeting regarding requirements/guidelines.

Date of Attendance: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Date Clinicals Begin: \_\_\_\_\_

Date Returned to Health Professions program director or clinical coordinator at NWACC: \_\_\_\_\_

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

**NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH PROFESSIONS DIVISION  
Personal Injury and/or Illness Waiver/Proof of Health Insurance**

The discipline of each Health Professions Program requires a student to perform many manual and physical tasks and duties. Each Health Professions Program will attempt in every way to educate and train its students in the proper use of body mechanics and preventive skills in order to avoid bodily injuries and/or illness/infection from hazards encountered the clinical environment. It is each student’s responsibility to practice the skills and techniques taught and not to exceed his or her limitations.

If, however, an injury and/or illness/infection does occur during class sessions, lab sessions or during clinical rotations, I will not hold NorthWest Arkansas Community College or the affiliated institution responsible. Neither NWACC nor an affiliated institution will assume the responsibility for medical costs or compensation. I, the student, will incur all medical costs.

**It is required that nursing students maintain some form of personal health insurance. This must be kept current at all times throughout the program. Failure to do so or providing false information can result in dismissal from the program.**

Students must be aware that they are entering a profession that at times may place them in situations that could be hazardous to their health and cause the students to incur medical expenses as a result. If medical treatment becomes necessary, I will not hold NWACC or the clinical affiliate responsible for any medical costs.

**Proof of Insurance:**

Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

By signing I agree I have read and understand this document and its contents

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Faculty Signature Date

**FORM 15**  
**ARKANSAS STATE BOARD OF NURSING (ASBN) BACKGROUND CHECKS FOR**  
**NATIONAL COUNCIL LICENSURE EXAM (NCLEX-RN)**

**Information on meeting eligibility standards for licensure, includes information on ACA §17- 87-312.**  
**NOTE: Graduating from a nursing program does not assure ASBN's approval to take the licensure examination.**

Individuals who have been found guilty of a crime, or have been involved with or convicted of illegal drug use or substance abuse, or who have been declared judicially incompetent, may not be allowed to sit for the examination leading to licensure.

**17-87-312. Criminal background checks.**

(a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.

(1) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

**A.** The check shall conform to the applicable federal standards and shall include the taking of fingerprints.

**B.** The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for the payment of any fee associated with the criminal background check.

**C.** Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward to the board all releasable information obtained concerning the applicant.

**D.** For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.

1. The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

2. The permit shall be valid for no more than six (6) months.(g)

(1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.

(h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

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

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

(1) The board may participate at the state and federal level in programs that provide notification of an arrest subsequent to an initial background check that is conducted through available governmental systems.

(2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.

(3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to provide a fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system; and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(l) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

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

- (a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:
- (1) Capital murder as prohibited in § 5-10-101;
  - (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
  - (3) Manslaughter as prohibited in § 5-10-104;
  - (4) Negligent homicide as prohibited in § 5-10-105;
  - (5) Kidnapping as prohibited in § 5-11-102;
  - (6) False imprisonment in the first degree as prohibited in § 5-11-103;
  - (7) Permanent detention or restraint as prohibited in § 5-11-106;
  - (8) Robbery as prohibited in § 5-12-102;
  - (9) Aggravated robbery as prohibited in § 5-12-103;
  - (10) Battery in the first degree as prohibited in § 5-13-201;
  - (11) Aggravated assault as prohibited in § 5-13-204;
  - (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
  - (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
  - (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
  - (15) Rape as prohibited in § 5-14-103;
  - (16) Sexual indecency with a child as prohibited in § 5-14-110;
  - (17) Sexual extortion as prohibited in § 5-14-113;
  - (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
  - (19) Incest as prohibited in § 5-26-202;
  - (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
  - (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
  - (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
  - (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
  - (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
  - (25) Computer child pornography as prohibited in § 5-27-603;
  - (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
  - (27) Felony adult abuse as prohibited in § 5-28-103;
  - (28) Theft of property as prohibited in § 5-36-103;
  - (29) Theft by receiving as prohibited in § 5-36-106;
  - (30) Arson as prohibited in § 5-38-301;
  - (31) Burglary as prohibited in § 5-39-201;
  - (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;
  - (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (34) Stalking as prohibited in § 5-71-229;
  - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
  - (36) All other crimes referenced in this title.
- (b) (1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the

conviction if a request for a waiver is made by:

(A) An affected applicant for a license; or

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

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

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

(B) The circumstances surrounding the offense;

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

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

(E) Employment references since the offense was committed;

(F) Character references since the offense was committed;

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

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

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

(A) Was not convicted for committing a violent or sexual offense; and

(B) Has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

(1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or

(2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in permanent disqualification for licensure:

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

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Kidnapping as prohibited in § 5-11-102;

(4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;

(5) Rape as prohibited in § 5-14-103;

(6) Sexual extortion as prohibited in § 5-14-113;

(7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(8) Incest as prohibited in § 5-26-202;

(9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

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

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

**I have read and understand the above ARSBN policy.**

---

**Student Name (Print)**

---

**Student Signature**

---

**Date**



**Form 16**  
**NWACC NURSING PROGRAM**  
**Castlebranch Account**

Your Castlebranch account must be up-to-date by the deadline provided by the clinical coordinator, you will not be allowed to continue in your current nursing course(s). All paperwork must be **complete and accurate** when turned in or it will not be accepted. This is per our facilities. They will no longer accept anything late or incomplete. **The deadline will NOT be extended and if this requirement is not met you will not be able to attend clinical, simulation or lab and it will be considered clinical absences.**

**Clinical requirements may be required before the start of the students next semester so that they submitted on the timeframe required by our clinical partners. Clinical requirements must not expire until the end of the semester.**

It is not the clinical coordinator, nor any faculty member's responsibility to manage whether you are fulfilling your requirements as specified in the nursing student handbook.

By signing this addendum you take full responsibility for your Castlebranch account and understand that if this is not completed by the deadline, there will be no options.

Student name (print): \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

# FORM 17

## COVID-19

The COVID-19 pandemic has necessitated changes in the scheduling and operation of the Health Professions educational programs. Requirements by state regulatory and health authorities, as well as the hospitals and other health agencies who provide clinical have resulted in modifications of content delivery, scheduling, student progression through the Program, and the availability of hospital clinical rotations.

**Many of our clinical facilities are now mandating that their employees, volunteers and students participating in clinical rotations must have a COVID vaccination. This is not an NWACC mandate, however, failure to get the vaccine will keep you from completing the clinical portion of the nursing program since it is required by our clinical sites.**

Students will be notified of any additional changes to this information including the requirement from clinical facilities for booster or additional personal protective equipment.

I \_\_\_\_\_ understand that clinical rotations are required for graduation and that failing to get the COVID vaccine will prevent me from participating in clinicals which will prevent me from completing the nursing program.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**Form 18**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH NURSING PROGRAM**

**Employment during Nursing School**

**Working outside of school is not recommended due to the time required for class, clinicals, lab and study outside of the classroom environment.**

**If a student must work:**

The recommended hours for employment during nursing school for Track 1 is 20 hours per week or less.

The recommended hours for employment during nursing school for Track 2 fall and spring semesters is 16 hours per week or less and 0 hours for the summer semesters.

Students **are not** allowed to work the night prior to attending clinical as this is unsafe practice. If this happens the student will be sent home from clinicals and an absence will be given. If this is done a second time, the student will be dismissed from the course.

A student who falls asleep during clinical will be sent home and dismissed from the nursing program for the semester.

**By signing I agree that I have read and understand the above information.**

---

**Student Name (Print)**

---

**Student Signature**

**Date**