



**January 6, 2020 – May 27, 2021**  
**Catalog**

Jefferson Regional Medical Center  
School of Nursing  
1600 West 40<sup>th</sup> Avenue  
Pine Bluff, AR 71603  
870-541-7858

# JRMC

*Where Care Comes to Life*

## JEFFERSON REGIONAL MEDICAL CENTER *SCHOOL OF NURSING*

1600 West 40<sup>th</sup> Avenue  
Pine Bluff, AR 71603  
Phone: 870-541-7858  
[www.jrmc.org/schoolofnursing](http://www.jrmc.org/schoolofnursing)

### **Associate of Applied Science in Nursing Degree Program**

#### **Operated By:**

Jefferson Regional Medical Center  
1600 West 40<sup>th</sup> Avenue  
Pine Bluff, AR 71603  
Phone: 870-541-7100  
[www.jrmc.org](http://www.jrmc.org)

#### **Legal Approval By:**

Arkansas State Board of Nursing  
University Tower Building  
1123 South University, Suite 800  
Little Rock, AR 72204  
Phone: 501-686-2700  
[www.arsbn.org](http://www.arsbn.org)

#### **Certified By:**

Arkansas Department of Higher Education  
423 Main Street, Suite 400  
Little Rock, AR 72201  
501.371.2000

#### **Institutional Accreditation By:**

Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043  
703.917.9503  
[www.abhes.org](http://www.abhes.org)

#### **Member of:**

National League for Nursing  
American Hospital Association  
Organization for Associate Degree Nursing (OADN)

**Print Date/Revision Date**

July 2, 2019

## Table of Contents

	Page
<b>Affiliation</b>	6
<b>Resource Centers</b>	6
<b>Director’s Message</b>	7
<b>General Information</b>	
Jefferson Regional Medical Center	8
JRMCM Philosophy	8
JRMCM Relate	8
JRMCM Values	9
Mission Statement	9
Vision Statement	9
Dedication to Teamwork	9
<b>JRMCM School of Nursing</b>	
History and Overview	10-12
Philosophy	13
Program Objectives	14
Student Outcomes	14-15
Mission Statement	15
Goal Statement	15
School Policies, Rules and Regulations	15
<b>Admission Policies</b>	
Admission Statement	16
Notice of Non-Discrimination & Essential Functions	16-17
Admissions Contact and General Information	18
Personal Qualifications	18
Educational Requirements	18
ATI TEAS Exam	18
Instructions for Taking TEAS Test	19
Application Process	19
Application Requirements	20
Selection Process & Selection Criteria	20
Admission Process	20
Substance Abuse Policy	21
Medical Marijuana Policy	21
Documentation of Immunizations	21
Transfer of College Work	21-22
Prerequisite College Work	22
Transfer of Credits or Advanced Placement	22
General Education & Credit by Examination	22
Advance Placements for LPNs/LPTNs	23
Graduation Requirements for LPNs/LPTNs	23
Transfer Applicants	24
Re-Admission	24
Notice to Applicants & Transfer Students	24
<b>Financial Information</b>	
Expenses	25-26
Other Expenses	26

List of Fees	27
Admission Fees	27
Payment of Tuition & Fees	27
Delinquent Tuition	28
<b>Student Financial Aid</b>	
General Consumer Information	28
Application	29
Need & Cost of Attendance	29
Financial Aid History (NSDLS)	29
Financial Aid Programs	30-32
Return of Title IV	33
Withdrawal	34
AR State Refund Policy	34
Re-entry Fees	34
<b>Academic Policies</b>	
Privacy Policy	35
Family Educational Rights and Privacy Act	35
Students Right to Due Process	35
Standardized Testing	35
Transcripts	36
<b>Satisfactory Academic Progress (SAP)</b>	
Grading System & Grading Policy	37
Incomplete Grades	38
Repeated Course Work	38
Completion of Course Work	38
Completion of Courses	38
Proficiency Credits	38
Other Course Work & Credits	39
Cumulative Grade Point Average Calculation (CGPA)	39
Retention	39
Promotion	39
Re-entry Standards for SAP	39-40
Financial Aid Satisfactory Academic Progress Policy	40
Repeated Course Work	40
Completion of Courses	41
Maximum Time Frame to Complete Program	41
Financial Aid Probation	41
Satisfactory Academic Progress Status	41
Appeals to SAP Policy	41
Academic Dismissal	42
Reinstatement	42
Academic Dismissal	42
Appeals Process	42-43
ADHE Complaint Process	43
<b>Graduation Policies</b>	
Comprehensive Exit Exam Requirements	44
Graduation Requirements	44
Graduation and Licensure	44-45
Students Right to Know	45
Educational Effectiveness	45

Withdrawal	45
<b>Dismissal</b>	
Attendance	46
Academic Standing	46
Misconduct	46
Delinquent Tuition	46
<b>General Program Information</b>	47
<b>Curriculum</b>	48--53
<b>Student Affairs</b>	
Guidance Program	54
Student Health Program	54
Marriage	54
Maternity Policy	54
Orientation Program	55
Student Nurses' Association	55
<b>Facilities</b>	
Melville Library	55
Offices	55
Housing	55
Food Service	55
Books and Uniforms	55
Job Placement	56
<b>Campus Security Policy</b>	57
Crime Statistics	58-68
<b>Drug-Free Work-Place Policy</b>	68
<b>School Events and Activities Calendar</b>	69
<b>Administration</b>	70
<b>Faculty &amp; Staff</b>	71

<b>AFFILIATION</b>	
Southeast Arkansas College (SEARK) Pine Bluff, Arkansas	
<b>RESOURCE CENTERS</b>	
Jefferson Regional Medical Center Affiliate Clinics Pine Bluff, Arkansas	Hope Resource Center Pine Bluff, Arkansas
Area Agency on Aging of Southeast Arkansas, Inc. Pine Bluff, Arkansas	Hospice Home Care Pine Bluff, Arkansas
Arkansas Pediatric Facility Little Rock, Arkansas	Jefferson Comprehensive Care Pine Bluff, Arkansas
Arkansas Children’s Hospital Little Rock, Arkansas	Jefferson County Health Department Pine Bluff, Arkansas
Board of Trustees of the Univ. of AR acting for and on behalf of the Univ. of AR for Medical Sciences UAMS South Central Pine Bluff, Arkansas	Jenkins Center Pine Bluff, Arkansas
Board of Trustees of the Univ. of AR acting for and on behalf of the Univ. of AR for Medical Sciences (Psychiatric Research Institute) Little Rock, Arkansas	Kids First Pine Bluff, Arkansas
CASA Pine Bluff, Arkansas	Mainline Health Star City, Arkansas
Fresenius Medical Care Pine Bluff, Arkansas	Southeast Arkansas Behavioral Healthcare System & Socialization Center Pine Bluff, Arkansas
White Hall Food Pantry White Hall, AR	

## Director's Message

Any program in nursing education, however well-conceived and executed, must ultimately be judged by the performance of its graduates.

As you assess the merits of a school of nursing, the methods in which it performs its educational tasks are vital. Remember, however, that the key to high level performance is student motivation.

A conscious desire to make your life meaningful to others, to see people as individuals, to be concerned for their well-being and to feel a real sense of personal fulfillment in meeting human needs – these are the foundation, cornerstone, and superstructure of success and lasting satisfaction in the nursing profession.

If you know that nursing is your goal, I believe you will be more than pleased with the quality of your preparation and experience in the JRMC School of Nursing. When you have read carefully what follows, come and visit with us, bring your questions and let's talk about your career.

Michelle Newton, MSN, RN, CLC  
Director  
JRMC School of Nursing



## **GENERAL INFORMATION**

### **Jefferson Regional Medical Center Where Care Comes to Life**

Licensed for 471 beds, JRMC serves more than 280,000 residents in 11 Arkansas counties. Our physicians, health care professionals and care team members work together to provide Pine Bluff and South Arkansas families in 11 counties with the best medical care available anywhere. State-of-the-art treatment and facilities are available for almost any type of illness or injury.

A not-for-profit community hospital, JRMC provides inpatient and outpatient services. JRMC is licensed by the Arkansas State Health Department.

From rehabilitation therapy to cancer treatment to orthopedic surgery to women's services and urology, JRMC offers residents a local alternative for world class medical care.

### **Philosophy**

Jefferson Regional Medical Center is committed to providing quality health services in a caring environment. This commitment places the fulfillment of our patients' physical, emotional, and spiritual needs at the pinnacle of our mission. This is the basic philosophy upon which Jefferson Regional Medical Center was founded and will operate in the future.

### **Relate**

Are you using your RELATE training? Sometimes it is easy to forget what RELATE stands for, but we always need to provide excellent communication at JRMC. Think about what you say and how you say it. Good communication helps your co-workers, our patients and their families. Every person, Every Time, Always. It never hurts to review the steps.

- Reassure
- Explain
- Listen
- Answer
- Take Action
- Express Appreciation

## **JRMC Values**

Jefferson Regional Medical Center, as a community-owned, not-for-profit health care provider, is dedicated to excellence in care. These core values known as STEER provide direction to the organization in achieving our mission. Each value is equally important in this effort.

- Steewardship-We use our resources in an effective and efficient manner.
- Trust-We conduct ourselves with honesty, reliability and integrity.
- Excellence-We perform at a level that meets or exceeds expectations.
- Ethics-We hold ourselves to a high level of personal and corporate responsibility.
- Respect-We show consideration, fairness and dignity to others.

## **Mission Statement**

Jefferson Regional Medical Center is committed to providing measurable quality health services in a caring environment which fulfill the needs of our patients, physicians, employers, employees, and community.

## **Vision Statement**

Jefferson Regional Medical Center will be widely recognized as the health care leader and referral center of choice for South Arkansas by providing quality health care services delivered in a cost effective manner.

## **Dedication to Teamwork**

Jefferson Regional Medical Center is committed to providing health care of measurable quality to meet the physical, emotional and spiritual needs of our patients in a caring, cost-efficient environment. We achieve that goal by encouraging physician, employee and volunteer teamwork, and to providing community-based educational programs which promote the good health of the individuals and industries we serve.

**Teamwork**

**Cost Efficiency**

**Responsive Service**

**Measurable Quality**

# **JRMC School of Nursing**

## **History and Overview**

In mid-1980, the severe shortage of registered nurses in Arkansas prompted the Administration of Jefferson Regional Medical Center to begin plans for development of a diploma school centered at the hospital. On January 14, 1981, the Arkansas State Board of Nursing approved the creation of a diploma school at Jefferson Regional Medical Center at Pine Bluff. The JRMC School of Nursing was granted initial approval by the Arkansas State Board of Nursing on April 15, 1981.

The first class began in August, 1981, with forty (40) students. Classes were held in Classrooms A&B, Henslee Conference Center, Merritt Chapel, or where-ever space was available. The faculty and staff were moved from place to place in the hospital as renovations were being completed. In May, 1983, the school was relocated in remodeled facilities on the First Southeast wing of the hospital.

The Arkansas State Board of Nursing granted final approval to the School in November, 1983. The first class graduated December 6, 1983, with twenty-four (24) graduates. The commencement was held at First Presbyterian Church in Pine Bluff with Governor Bill Clinton as the speaker. In February, 1984, twenty-three (23) graduates took the Nursing Council Licensure Examination for Registered Nurses (NCLEX-RN) in Little Rock, Arkansas. Twenty-three (23) graduates passed the NCLEX-RN and qualified as registered nurses. Eighteen (18) of the new graduates were employed at J.R.M.C. or local institutions.

In December, 1985, JRMC School of Nursing was accredited by the National League for Nursing for eight years and remains a member of the Council of Diploma Programs of the National League for Nursing. The School is also a member of the American Hospital Association Assembly of Hospital Schools of Nursing.

Wanda Theus, Jerry Bradshaw and Mary Snively as Curriculum Director were instrumental in developing the curriculum for the program. Further development of the curriculum continued with Mrs. Snively as the Director, Jessie Clemmons as Level I Coordinator, Kathy Fox, Erma McNeill, Jerry Weaver, and Genyce Pumphrey as Instructors, and Inez Boas as Clinical Instructor. In June, 1983, Mrs. Snively resigned as Director and was replaced by Ida Gaskill. By this time, the number of faculty members had increased to nine. In July, 1988 Ida Gaskill resigned as Director and was replaced by Jessie M. Clemmons, who served in that capacity until her retirement in April, 2006.

In October, 1992, the graduates organized the JRMC School of Nursing Alumni Association to promote interest in the School of Nursing, cooperate with other professionals for the advancement of nursing as a profession, provide fellowship among the graduates of the school, and to provide a scholarship for a needy, deserving student. The following officers were elected at the second meeting: President, Rebecca Rawls '90; Vice President, Lynn P. Carter '85; Secretary/Treasurer, Sharon Cyrus '83, and the Board of Directors were Amy Vinson '90,

Debbie Francis '92, Bonnie Holcomb '91, Sue Kelley '88 and Joyce Grant –Scott (former Faculty member).

In September, 1993, the School of Nursing was relocated in the Wilbur West Health, Education and Wellness Complex which is adjacent to the Medical Center. These buildings were a part of the old Dial Junior High School Complex which was renovated to meet the school's need for increased classroom space and increased faculty space.

In October, 1993, the National League for Nursing conducted a four-day accreditation site visit. The site visitors were Margaret A. Judge, MS, RN, Vice President Nursing Education, Lancaster General Hospital School of Nursing, Lancaster, PA and Judith Vallery, MSE, RN, Assistant Director, School of Nursing, Baptist Memorial Hospital System, San Antonio, TX.

On May 9, 1994, the National League for Nursing granted continued accreditation to the JRMC School of Nursing for eight more years, which is the maximum amount of time that can be granted to a program.

On September 28, 1994, the School of Nursing was surveyed by Faith Fields, Director of Nursing Education Programs for Arkansas State Board of Nursing. On November 10, 1994 and again in September, 1999, the Arkansas State Board of Nursing granted continued full approval to the JRMC School of Nursing for five years.

In March 2002, the Accrediting Commission for Education in Nursing conducted a three-day accreditation site visit. The site visitors were Elizabeth Clarke, MSN, RN, Director of Methodist School of Nursing, Memphis, Tennessee and Patricia Gerlando, MSN, RN, Assistant Director, Trinity Health System School of Nursing, Steubenville, Ohio.

On July 29, 2002, the ACEN granted continued accreditation to the JRMC School of Nursing. The next evaluation visit was scheduled for Fall 2007.

On May 20, 2004, the School of Nursing relocated to an existing building, located at 4000 South Hickory, which is west of Jefferson Regional Medical Center (JRMC). The building was expanded and remodeled in 2007-2008, and now houses a "Smart Classroom" and simulation lab. As Jefferson Hospital became known as Jefferson Regional Medical Center (JRMC), the School is now known as JRMC School of Nursing. Michelle Newton is the current Director.

On February 24, 2006, Jessie Clemmons retired after thirty-nine years in nursing and twenty-five years as an instructor, coordinator, and then Director of the School of Nursing. Carolyn Dobbins was named Program Director. Kathy Pierce served as Director of Education and Patient Safety Officer. Plans for future expansion included enlarged classroom space, a computer lab, media room, and enlarged skills lab with an expected completion date of November 2007.

Following a November 2007 survey by the ACEN, the school was granted a full eight year accreditation with no deficiencies.

On May 1<sup>st</sup>, 2008, Carolyn Dobbins retired as Program Director of the school and Kathy Pierce was named Director of the School of Nursing.

In October of 2008 the Arkansas State Board of Nursing granted continued full approval to the school for five years. Due to the schools' consistently high pass rate on the NCLEX exam, only the submission of supportive documentation was required by ASBN for the approval process, rather than having an on-site visit.

In addition to the expansion of JRMC School of Nursing's existing building, learning has been enhanced by one million dollars' worth of equipment received from a HRSA grant. On April 1, 2008, funds were available to purchase a high technological A/V system which provides connectivity within the skills laboratory, throughout the nursing school building, as well as linking the school with outside facilities. Computers for students and high fidelity learning simulators were also purchased in addition to furnishing the skills laboratory with a myriad of patient care equipment. This wonderful state of the art equipment provides a learning environment which best meets the learning needs of today's nursing students.

According to the present director, Michelle Newton, the School of Nursing has had a total of 1165 graduates since the opening of that program. The graduates are working in a large variety of health care facilities such as hospitals, nursing homes, physician offices, health clinics, health departments, and department of corrections in Arkansas and throughout the United States.

In the spring of 2013 JRMC School of Nursing made the decision to begin the application process for transitioning the diploma program to an Associate of Applied Science in Nursing Program. The school applied for and received Institutional Accreditation by the Accrediting Bureau for Health Education Schools (ABHES) on January 23, 2014. In addition the Arkansas Department of Higher Education granted the school certification to implement an Associate of Applied Science in Nursing degree program. Approval was also obtained from the Arkansas State Board of Nursing to transition the current diploma program to the Associate of Applied Science in Nursing degree program. The school will begin recruitment for the Associate of Applied Science in Nursing degree program once the program receives accreditation by ABHES. The goal is to "teach out" the current diploma students in 2015, while admitting the first class of students into the Associate of Applied Science in Nursing degree program.

JRMC School of Nursing serves as a community resource which promotes nursing education and strives to enhance community health care. It also provides the opportunity for health care personnel and individuals from other disciplines to achieve their career goals.

The JRMC School of Nursing offers to qualified men and women of all ages an educational program designed to prepare them to serve the health care needs of the community and to contribute to the maintenance of high standards of health care.

The Curriculum of JRMC School of Nursing is designed to offer a seventeen month program of study leading to an Associate of Applied Science in Nursing degree program. Students admitted into the nursing-core portion of the program will have completed 15 hours of required general education course work with a grade of "C" prior to beginning the nursing courses. The nursing core is completed in seventeen months and extends from entrance in January to graduation in May of the following year. Concurrently with the nursing core courses, students will take an additional 12 credits of general education courses. Graduates of the program are prepared to seek licensure as a registered nurse (R.N.) and to function as a competent beginning practitioner of nursing in the hospital and other health care settings. The program of study emphasizes early and continuous involvement with patient care, a solid understanding of the physical, biological, behavioral sciences, and a thorough grounding in nursing theory and practice. It provides a variety of opportunities that encourage learning through individual guidance and planned experiences in the classroom, community, and hospital with emphasis on clinical practice.

## **PHILOSOPHY**

The philosophy of JPMC School of Nursing is in accord with the Jefferson Hospital Association and ANA Standards of Professional Performance and Standards of Care.

The Faculty of JPMC School of Nursing believes:

- Man is a biopsychosocial, spiritual being with human needs and unique adaptive potential. Each individual, as a person of worth and dignity, has the right to pursue fulfillment of these needs.
- Health is a dynamic state manifested not only by the absence of disease, but optimal functioning and a feeling of well-being. Health status is viewed along a wellness-illness continuum throughout the life cycle. Placement on the continuum is dependent on the adaptive potential to needs deprivation of each individual.
- Nursing is the diagnosis and treatment of human responses to actual or potential health problems. Nursing requires scientific knowledge, interpersonal and psychomotor skills and a caring commitment to the application of the nursing process in the promotion, maintenance and restoration of health. Nursing coordinates, collaborates, and consults with patients/clients, families, and health team members to effect adaptive responses. Nursing is a service to the community and addresses local and national healthcare issues.
- Learning is a life-long process. A planned curriculum is goal directed and enriched by the diverse experiential knowledge and skills of students and faculty. Learning is enhanced by an educational climate which promotes self-direction, self-esteem, creativity and critical thinking/clinical reasoning. The faculty accepts the responsibility for guiding and evaluating the acquisition of knowledge while students retain the ultimate responsibility for learning.
- Education is a cumulative process of growth and development which involves the acquisition of knowledge, skills and new patterns of behavior. Nursing education encompasses a planned program of evolving experiences relevant to the legal and ethical practice of nursing.

Due to the above beliefs, JPMC faculty primarily employ two educational theories in their teaching: Patricia Benner's Novice to Expert and the Constructivist theory.

JPMC School of Nursing serves as a community resource which promotes nursing education and strives to enhance community health care. It also provides the opportunity for health care personnel and individuals from other disciplines to achieve their career goals.

The faculty recognizes the obligation to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and variety of health care settings.

The faculty assumes the responsibility for continued self-growth and learning and for providing a curriculum that reflects current trends in the health care system.

# Associate of Applied Science in Nursing Degree Program

## JRMC School of Nursing

### Program Objectives

JRMC School of Nursing is a residential program designed to prepare learners to apply for RN licensure and take the NCLEX-RN® exam. The Program curriculum plan meets the standards of the Accrediting Bureau of Health Educations Schools (ABHES), Arkansas State Board of Nursing (ASBN) and candidacy for Accreditation Commission for Education in Nursing (ACEN). The curriculum consists of forty-five (45) credits of nursing coursework and is delivered over seventy nine (79) weeks. Learners are required to take the nursing courses in the sequence prescribed. The Program requires an additional twenty seven (27) credits of general education coursework. A total of seventy two (72) credits are required for graduation. Upon completion of the program, the learner is awarded associates of applied science in nursing degree and is eligible to apply to take NCLEX-RN®

### Program Objectives

- Graduate future entry level nurses who will improve individual, family and community health and wellness by applying evidence-based skill and knowledge into their practice.
- Graduate competent entry level practitioners to help meet the demand for professional nurses in the community.
- Offer the availability of nursing education opportunities for qualified learners.
- Develop responsible, accountable and competent entry level professional practitioners.

Revised: February 2019

### Student Outcomes

JRMC School of Nursing acknowledges its commitment to quality care by producing graduates who:

1. Incorporate clinical reasoning/critical thinking through the use of the nursing process to provide **patient centered care** while meeting the needs of individuals, families, and groups along the wellness-illness continuum throughout the life cycle.
2. Synthesize scientific knowledge to effect adaptive responses of patients in the practice of nursing within legal and ethical standards.
3. Respect each individual's dignity, worth, values, culture and rights as a consumer to participate in health care decisions and delivery.



4. Exemplify leadership, assume responsibility and accountability while becoming a self-directed person, professional nurse, and citizen in a democratic society.
5. Promote wellness through health teaching, effective communication, utilization of community resources and **collaboration** with health **team members** in a **safe** environment.
6. Integrate the use of **information technology** to assist in processing nursing data, information and knowledge in the application of the nursing process.
7. Practice **evidence-based** professional nursing as a competent beginning practitioner in a variety of health care settings with a focus on **quality improvement**.

Revised: December 2018

## **Mission Statement**

The mission of JPMC School of Nursing is to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and other health care settings.

Revised: 12/2017

## **Goal Statement**

The School offers an educational program designed to prepare qualified men and women of all ages to serve the nursing needs of the community and to contribute to the maintenance of high standards of health care delivery.

Revised: 12/2017

## **School Policies, Rules & Regulations**

During a student's enrollment there will be situations in which there will be a need to follow procedures and to know the rules, regulations, and policies.

Perhaps there will be a need to appeal a grade. Maybe the student organization will want to use the School's facilities or sponsor a fund-raising drive. How do you go about doing these things? Some of the answers are here within the School's Catalog while others can be found in the Student Handbook. Information on student rights and responsibilities, the School's responsibilities to the student, and much more can be found. Each student receives a Student Handbook during orientation to the Program and signs an acknowledgment form for receipt of the Handbook. Students are encouraged to keep the Student Handbook readily accessible for easy reference.

For questions or concerns regarding any of the School's policies, rules and regulations, contact the School's Director at 870-541-7164 or at [newtonm@jrmc.org](mailto:newtonm@jrmc.org).

## ADMISSION POLICIES

JRMC School of Nursing is sponsored and operated by Jefferson Regional Medical Center located in Pine Bluff, Arkansas. The School of Nursing offers a seventeen (17) month education program which leads to an Associate of Applied Science in Nursing degree. Students are enrolled at the University of Arkansas at Pine Bluff (UAPB), Southeast Arkansas College (SEARK), or any accredited college to complete fifteen (15) required general education credits prior to entering the core nursing courses. The required general education courses must be completed with a grade of C or better in each course prior to entering the nursing core, which is offered at JRMC School of Nursing. An additional twelve (12) credits of general education courses will be taught concurrently at SEARK. Nursing courses are completed in seventeen (17) months.

Students may transfer the specified academic credit hours from any accredited college or university. It is important for the student to understand that admission, enrollment, and payment of fees at UAPB, SEARK or other college or university are separate from admission, enrollment, and payment of fees at JRMC School of Nursing.

### Admission Statement

Guided by our Goal Statement (previous page), **the APRG Committee selects applicants for admission to the School who best meet the criteria for selection and admission.**

### Non-Discrimination & Essential Functions

It is the policy and practice of the JRMC School of Nursing to extend educational opportunities to all qualified persons without regard to race, creed, national origin, disability, age, sex or marital status, in accordance with the Americans with Disabilities Act. The School has identified specified essential functions critical to the success of students enrolled in the nursing program. The School of Nursing will adhere to all applicable federal, state and local laws, regulations and guidelines, and JRMC/JHA **Policy 2.4.2 Reasonable Accommodations** with respect to providing reasonable accommodation required to afford equal educational opportunity to qualified individuals. Reasonable accommodation will be provided in a timely and cost-effective manner to applicants or students providing documentation of disability.

### Process:

Any applicant or student with a disability who needs accommodations must provide documentation and request the accommodation prior to the beginning of the course or term. The student must complete the following steps:

1. Request in writing the accommodation prior to the beginning of the course or term.
2. The student must provide documentation of medical, education, psychological records, evaluation and recommendations by psychiatrist, psychologist, or educational specialist. The accommodations must be specific and include the duration of the request by the practitioner.
3. JRMC SON has the right to request further information and documentation.
4. The student is responsible for any expenses incurred to obtain the necessary documentation and evaluation.

5. The documentation should be provided to the JRMC SON Director who will share the information to the appropriate course lead.

**Essential Functions:** Applicants and enrolled students must be able to meet the following minimum standards with or without reasonable accommodation. These technical standards describe the non-academic qualifications necessary and essential for entrance to, continuation in, and graduation from JRMC School of Nursing Associate of Applied Science in Nursing Degree Program. Student requirements are reflected in the ability to engage in educational and training activities in such a way that they shall not endanger other students, the public or patients. The following are examples and not all inclusive. Applicants or students should notify the school for specific questions.

1. **Visual/Reading:** Course information, clinical forms, charts on computer screens and other equipment; Vision allows accurate medication administration, IV skills, emergency equipment use and monitoring of patients, equipment, and environment.
2. **Hearing/Speech:** Speak clearly and professionally to peers, patients, family members, faculty, staff and other healthcare team members. Hear and interpret loud, soft, and muffled sounds; hearing allows use of intercom, taking of verbal orders, emergency procedures.
3. **Communication/Behavioral:** Communication effectively in English, both verbally and in writing in a clear and professional manner. Communication allows direction of others in work, facilitates interpersonal skills, collaboration with other healthcare professionals, and implementation of emergency procedures; maintain emotional control in stressful and emergency situations; behave in a professional and respectful manner; comply with JRMC values of Stewardship, trust, Ethics, Excellence, and Respect.
4. **Locomotion:** Move freely from one location to another, able to walk at a face pace, able to stand, bend, stoop, squat, reach above shoulder level; can use both hands, balance, crawl if necessary, climb, kneel and sit; can lift, carry, push or pull over 50 pounds of weight; able to stand and/or sit for prolonged periods of time, able to utilize safe body mechanics.
5. **Environmental:** Can occasionally be involved with work outside and continuously inside. Occasionally be exposed to: temperature of 32 degrees and/or 100 degrees; wet or humid conditions; noise; vibration; dust fumes; infectious waste; toxic chemicals; needle/body fluids; radiation and chemotherapeutic agents. Implement safety and infection control, room maintenance, inventory and maintain equipment supplies.
6. **Fine Motor/Touch Skills:** Utilize fine motor dexterity, move and lift objects, gather information with sense of touch, write and document legibly, manipulate equipment, administer medications, utilize IV skills; perform emergency and other procedures and treatments.
7. **Intellectual/Conceptual/Cognitive:** Recognize emergency situations and take appropriate actions, demonstrate psychological and emotional stability required for full utilization of intellectual abilities; comprehend, process and utilize verbal, visual and written information; organize and prioritize actions in the clinical settings; perform patient care procedures according to established criteria; utilize nursing process (assessment, planning, intervention and evaluation), prepare/present reports, complete forms, process verbal and written information, following nursing policies and procedures, administer medications accurately; implement quality improvement and document nursing process and other written requirements; implement patient/family education and discharge planning.
8. **Equipment:** Can utilize telephone, intercom, call light system, sphygmomanometer, stethoscope, thermometer, wheelchair, stretcher, weight scales, IV equipment, emergency equipment, paging system, IV/feeding pumps, glucose monitor, respiratory/oxygen equipment, suction equipment, beds, over bed tables.

## ADMISSIONS CONTACT AND GENERAL INFORMATION

All inquiries or correspondence for admission should be directed to:

Registrar  
JRMC School of Nursing  
1600 West 40<sup>th</sup> Avenue  
Pine Bluff, Arkansas 71603

Office hours for the School of Nursing are 8:00 a.m. to 4:30 p.m., Monday through Thursday. The telephone number for the Registrar is (870)541-7858; E-mail address, [mullikinl@jrnc.org](mailto:mullikinl@jrnc.org). A class is admitted each January/June. Completed applications are reviewed and acted upon by the APRG (Admissions, Promotion, Recruitment and Graduation) Committee and/or Director.

**JRMC School of Nursing is not certified on SEVIS (Student and Exchange Visitor Information System), and therefore cannot accept international students on Student Visas, or applicants who are not U.S. citizens.**

### Personal Qualifications

Prospective students must demonstrate evidence of average or above average intelligence (ATI TEAS Exam, high school achievement, college course work); self-discipline, initiative and motivation for higher education.

### General Education Requirements

- English Composition I (3 hours) (Pre-requisite to Foundations of Nursing N101)
- Anatomy & Physiology I (4 hours) (Pre-requisite to Foundations of Nursing N101)
- Anatomy & Physiology II (4 hours) (Pre-requisite to Foundations of Nursing N101)
- Microbiology (4 hours) (Pre-requisite to Foundations of Nursing N101)
- College Algebra (3 hours) (Concurrent with Nursing Core Courses)
- Introduction to Computer (3 hours) (Concurrent with Nursing Core Courses)
- General Psychology (3 hours) (Concurrent with Nursing Core Courses)
- English Composition II (3 hours) (Concurrent with Nursing Core Courses)

### The ATI TEAS Exam

Applicants who score below 57 on ATI TEAS composite are encouraged to enroll in a preparatory class ([www.atitesting.com](http://www.atitesting.com)), and then retake the exam. You may take the ATI TEAS Exam a maximum of three (3) times. (See Instruction for Taking ATI TEAS exam)

Ability-to-benefit and/or applicants without a high school diploma or GED are ineligible for admissions.

## INSTRUCTIONS FOR TAKING THE ATI TEAS TEST

SEARK is a testing site for the TEAS Exam.

Cost is \$70.00

Test is given on Wednesdays at 8:30 AM & 1:00 PM. You must be registered 24 hours prior to test date.

**A MINIMUM SCORE OF 57 IS REQUIRED TO BE CONSIDERED FOR ADMISSION INTO JRMC SCHOOL OF NURSING**

To Register for Test Go to the Website listed below:

<https://www.atitesting.com/>

STEP 1: Sign in or create a new user account. **(NOTE: If you have ever been registered with ATI, do not sign in as a new user. Use your old account.)**

**YOU MAY TAKE THE TEAS EXAM A MAXIMUM OF THREE (3) TIMES.**

**THERE IS STUDY MATERIAL AVAILABLE ON THE WEB SITE.**

**YOU MUST BRING YOUR DRIVER'S LICENSE IN ORDER TO TEST.**

**UPON FINISHING EXAM, PRINT (2) COPIES OF RESULTS, (1) FOR SEARK & (1) TO BE BROUGHT TO THE SCHOOL OF NURSING**

### Application Process

The prospective nursing student may begin the application process while still enrolled in required college courses. However, all required pre-requisite courses must be completed with a grade of C or better by January/June of the enrollment year in order to progress into Foundations of Nursing N101. The School begins accepting requests for application packets in February of each year for the class beginning in June and in July of each year for the class beginning in January of the following year. The deadline for receiving applications is April 15<sup>th</sup> for the June class and October 15<sup>th</sup> for the January class. Packets will be mailed upon request or may also be downloaded from the School's web page, [www.jrmc.org](http://www.jrmc.org).

## **Application Requirements**

1. Completed application with completed rationale form
2. Official high school transcript or G.E.D. (mailed from school)
3. Official transcript of any and all college courses (mailed from school)
4. Foreign language transcripts must be evaluated using the credential evaluation services of an agency that has published standards for membership, affiliations to U.S.-based international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions, and employers (e.g. NACES and AICE). (Note: language from [www.ed.gov/international/unsei/edlite-index.html](http://www.ed.gov/international/unsei/edlite-index.html)). Evaluation of the transcript will be at the expense of the applicant.
5. ATI TEAS Exam with composite score of 57 or above.
6. An Application Fee of \$35.00 is due upon completion of application process.
7. TOEFL (Test of English as a Foreign Language)
  - Minimum score 540 paper-based, 207 computer-based or 80 internet-based for U.S. citizens for whom English is the second language
  - **The entire program is delivered in the English language only.**

## **Selection Process & Selection Criteria**

The selection process includes a complete review of the applicant's file by the Director and/or APRG Committee (composed of a Chairperson, Director of the School, Registrar, and two other faculty members). Selection for entry is on a competitive basis, as each entering class is limited in size by number. Selection for enrollment is based on a pre-established scoring system that includes: High School GPA, College GPA, Academic History, and an ATI Teas Entrance Exam.

## **Admission Process**

Each applicant is notified in writing of his/her status (acceptance, pending receipt of ATI TEAS scores or completed transcript, or non-acceptance). Applicants selected for admission should notify the School of intent to enroll by paying a \$100.00 (non-refundable) registration fee within two weeks of receipt of the acceptance letter. This registration fee will be applied to the first term's tuition. Selected applicants not enrolling, but who seek admission at a later date, have no preferential status and are reconsidered for entry by the same process as new applicants for the next class.

Each applicant accepted into the School is required to complete an American Heart Association Basic Life Support (CPR & AED) course prior to clinical experiences. Each student is required to maintain a current certification throughout the program.

## Substance Abuse Policy

All students will be drug screened as a part of the admission process during orientation. Drug tests will be done at Health Care Plus at the student's expense. If a drug screen is positive, the test will be sent off for further review at an additional cost to the student. The School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

1. Upon admission to the program
2. Random testing as required by the clinical agencies or JHA or Jefferson Regional Medical Center (JRMC)
3. For cause

## Medical Marijuana Policy

JRMC staff, faculty and students fall into the category of position that is designated as a safety sensitive position. The essential duties of the job require the employee/student to work in a constant state of alertness in a safe manner. A lapse in attention to detail may constitute a threat to health or safety resulting in injury, illness, or death.

Employees (or students) in safety sensitive positions cannot test positive for Medical Marijuana, even if they are a qualifying patient with a Med. Marijuana registry ID card.

July 2019

## Documentation of Immunization

Documentation of immunization is to be submitted on the school's scheduled orientation day. The following is the MMR policy: *Student will provide evidence of **two** live measles vaccinations, documentation of physician-diagnosed measles, or laboratory evidence of measles immunity. Persons born during or after 1957 who have no documentation of vaccination or other evidence of measles immunity should be vaccinated prior to admission and revaccinated no less than one (1) month later.* Immunizations required by JRMC School of Nursing are:

- Current TDap
- Proof of (2) MMR vaccines and/or titers
- Proof of varicella x 2, or a positive history of disease and/or titers
- Proof of Hepatitis B vaccine series and/or positive titers or a signed waiver
- Current TB skin test
- Annual Flu Shot

*Subject to change at discretion of faculty based on clinical assignments.*

## Transfer of College Work

The School does not imply, promise or guarantee transferability of credits earned to any other educational or vocational institution. CREDITS EARNED AT THE SCHOOL MAY NOT TRANSFER TO OR BE TRANSFERABLE TO ANY OTHER EDUCATIONAL, VOCATIONAL OR OTHER INSTITUTION. TRANSFERABILITY OF CREDITS IS SOLELY DEPENDENT ON THE POLICIES OF THE INSTITUTION TO WHICH THE STUDENT SEEKS TO TRANSFER.



The School accepts transfer credit from institutions accredited and recognized by the United States Department of Education or the Council for Higher Education Accreditation. Course content must be substantially equivalent to required courses.

The Registrar will work with the appropriate Coordinator and/or School Director to evaluate courses for transferability into the program.

### **Prerequisite College Work**

Credit for college courses may be transferred if the course is comparable to the required course in the JRM School of Nursing curriculum, and was passed with a grade of C or better. Anatomy and physiology (A&P) I and II must have been taken in the last 5 years. Applicants with an Anatomy & Physiology I & II older than 5 years have the option of retaking Anatomy & Physiology or taking the Anatomy & Physiology National League for Nursing (NLN) achievement exam (one time only) (for a fee) scoring a 50% or higher. All other courses will transfer regardless of the number of years that have elapsed since the course was taken. An official college transcript must be sent to the School.

### **Transfer of Credits or Advanced Placement into JRM School of Nursing**

Transfer of credits or advanced placement requests will be reviewed on an individual basis by the Registrar and the appropriate Academic Program Director/Coordinator. Students seeking transfer credits from another institution must submit course descriptions and transcripts to the School of Nursing and meet with the director. The APRG committee is included in the evaluation and placement of transfer student in the nursing sequence and makes recommendations regarding the transfer of nursing credit to the director. In evaluation of transferability of credits the following will be considered: the currency, comparability, relevancy to program, calculation of credits used by the institution, and grade earned for the course. Standardized testing and validation of skills may be required based on the evaluation of transcripts. Credits accepted for transfer will be recorded on the student's transcript. Transfer credits are not calculated in the GPA or Numeric Average for the School of Nursing and only count toward the total credits earned/attempted on the official transcript. Transfer courses must have a minimum grade of "C" or higher to be accepted.

### **General Education and Credit by Examination**

General Education courses at JRM SON are taught through Southeast AR College (SEARK). Course descriptions and credits are the basis for comparison when evaluating general education coursework from other institution. The Arkansas Course Transfer System (ACTS) assists in this evaluation process by comparing general education courses offered at SEARK College to courses offered at other public colleges and universities in the state of Arkansas.

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students from the high school level through the adult workforce. This system contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admission and degree requirements. Students may complete the general education courses anywhere in the public system as well as many courses in the degree/major that have been pre-identified for transfer. Course

transferability is not guaranteed for courses listed in ACTs as “No Comparable Course”. Transferability of courses taken prior to January 1, 2007 is at the discretion of JRMC SON.

Revised: March 2019

## **Advance Placement for LPNs/LPTNs**

LPNs and LPTNs will be considered for advance placement if space is available in the class and if the following conditions are met:

1. Follow regular procedure for Admission (pp 12-14).
2. Submit transcripts and letter of good standing from the graduating vocational/technical school.
3. Hold a current Arkansas license to practice.
4. Attain passing score on the Fundamentals of Nursing standardized test before admission into Level II, Medical-Surgical Nursing, N201. Inability to attain the required score will result in placement in Level I, Nursing 101. Transcripts must be received prior to testing.
5. Pay Application Fee of \$35.00 and Testing Fee prior to assessment test.

LPNs and LPTNs with at least one (1) year experience in acute care (in hospital/medical-surgical), in addition to testing out of Level I: N101, may test out of the Medical Surgical course by achieving a passing on the Medical Surgical standardized test and by satisfactorily completing a Simulation lab module. If the prospective student (LPN or LPTN) has attended another nursing program and failed the Medical-Surgical nursing course, that student will be ineligible to challenge Medical-Surgical nursing course at JRMC School of Nursing.

LPNs and LPTNs without one (1) year acute-care experience but who have worked in a specialty area, such as Pediatrics, Psychiatry, or Women’s Health, have the option of challenging the following courses (in addition to N101): N202 (Mental Health Nursing Care), N203 (Maternal-Newborn Nursing Care) and/or N204 (Nursing Care of Children). Applicants who wish to challenge nursing courses must submit a written request to the APRG Committee or Director. A passing score on appropriate standardized test is required for a successful challenge. For purposes of testing out of nursing courses, each test may be attempted only one (1) time. Appropriate review manuals, CDs, and the course test book(s) will be made available (on loan) for prospective students wishing to challenge N101 Fundamentals of Nursing and/or the Medical-Surgical course. Challenge tests are administered at the School of Nursing for a fee.

It will be expected that the student successfully testing out of the Fundamentals of Nursing course will study the course syllabus, read specifically assigned content, and have a three (3) hour session with the Director or Advisor in order to become familiar with the philosophy and objectives of the program and content included in Nursing 101 that are unique to this nursing program.

## **Graduation Requirements for LPNs/LPTNs**

LPNs or LPTNs who successfully challenge nursing courses must complete no less than **four (4)** calendar months in the JRMC School of Nursing program.

## **Transfer Applicants**

Students who have been enrolled in other RN programs may apply to transfer into JRMC School of Nursing by following the admission procedure. A “letter of good standing” should be provided. Level/course placement will be determined by assessment of admission criteria, score achieved on required assessment test(s) for each nursing course completed, and documentation of mastery of required clinical skills. Transfer students should provide the Director with a school catalog and/or course syllabi for the purpose of comparing course content to JRMC School of Nursing courses. All transfer students must be admitted to Level I or Level II and will be considered based on availability of class and clinical space.

Transfer students who have failed a nursing course in another program and fail a nursing course in the JRMC School of Nursing program will be ineligible for readmission. Students who failed two (2) nursing courses in another program will be ineligible for transfer and/or admission.

## **Re-Admission**

A student desiring re-entry into the program will be evaluated by the Director and APRG Committee. Re-admission after dismissal will not be considered for any reason other than academic dismissal. A student may be re-admitted to the School only one (1) time following academic dismissal or a “withdrew failing” recorded on the School transcript. A student who will not be able to complete the program in (25.5) months from the date of initial admission will be re-evaluated on an individual basis. It is recommended that no more than 12 months elapse between dismissal and re-admission. To be considered for re-admission, the applicant must: 1) submit an application for re-admission prior to the date course begins and include a fee of \$35.00 with application form; 2) achieve a passing score on all ATI exams for courses completed. For purposes of applying for readmission, each ATI exam may be attempted only one (1) time. Inability to attain a passing score on the standardized test will result in placement in a lower level. Standardized tests are administered at a fee of \$50 each.

## **Notice to Applicants & Transfer Students**

All material submitted for the application process becomes the property of JRMC School of Nursing and cannot be returned or forwarded. Any false information will result in rejection for that applicant.

## **FINANCIAL INFORMATION**

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each term or according to the payment plan, and upon

registration for each course in Level II and III. Payments are made in the cashier's office at Jefferson Regional Medical Center.

Any student withdrawing or being dismissed from the School must absolve any payable fees immediately. No transcript or recommendations will be sent until the account is cleared.

### SCHOOL EXPENSES – CLASS MAY, 2021

#### APPROXIMATE COSTS BY TERM

COST ITEMS	Term 1	Term 2		Term 3		Term 4	
	Nursing 101	Nursing 201	Nursing 202	Nursing 203	Nursing 204	Nursing 301	Nursing 302
Tuition	\$1516.50	\$1516.50	\$505.50	\$1011.00	\$1011.00	\$1516.50	\$505.50
Uniforms, lab coat, scissors, stethoscope, shoes, hose	\$350						
Books	\$451.50	\$457	\$229	\$259	0	\$156	0
Lab & Technical Fees/	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Passport Fee	\$10				\$10		
Graduation fee (N303)							\$200
ATI Testing	\$562.50	\$562.50	--	\$562.50	--	\$562.50	--
Syllabus	\$30	\$30	\$30	\$30	\$30	\$30	\$30
TOTALS	\$3070.50	\$2716	\$914.50	\$2012.50	\$1201	\$2415	\$885.50
JRMC School of Nursing TOTAL							\$13,215.00
+27 Cost of General Ed. & Prerequisite Courses at SEARK							\$5121.55
GRAND TOTAL							\$18,336.55

+ Revised: July 2019

+ See Cost of Courses taken at SEARK below.

+ Each student will pay his or her regular tuition and fees to JRM School of Nursing and/or SEARK for credits attended at their institution.

### COST OF COURSES TAKEN AT SEARK

Course	SEARK Course Number	Credits	Tuition	Fees	Books	Cost (Tuition + Fees+ Books)
English Composition I	ENGL 1313	3	\$288.00	\$133.00	N/A	\$421.00
*Human Anatomy & Physiology I with Lab	BIOL 2454	4	\$384.00	\$133.00	\$306.00	\$823.00
*Human Anatomy & Physiology II with Lab	BIOL 2464	4	\$384.00	\$133.00	\$306.00	\$823.00
Microbiology with Lab	BIOL 2474	4	\$384.00	\$133.00	\$306.00	\$823.00
College Algebra	MATH 1333	3	\$288.00	\$101.00	\$252.00.	\$641.00
Introduction of Computers	COMP 1123	3	\$288.00	\$101.00	\$183.55	\$572.55
General Psychology	PSYC 2303	3	\$288.00	\$101.00	\$240.00	\$629.00
English Composition II	ENGL 1323	3	\$288.00	\$101.00	N/A	\$389.00
<b>TOTAL</b>		<b>27</b>	<b>\$2592.00</b>	<b>\$936.00</b>	<b>\$1593.55</b>	<b>\$5121.55</b>

- Lab, Internet, Telecourse, and CIV fees are not included: \$30/00 per course

### OTHER EXPENSES:

Nursing Pin	\$30+
Nursing Convention	\$200
Nursing License	\$100
Temporary Permit	\$25
NCLEX Registration	\$200
Criminal Background Checks/Fingerprinting	\$100
Cap & Gown	\$30
Pictures	\$6+

In addition, student will need class supplies, a personal allowance for transportation and other expenses outside hospital and medical care and group hospital insurance if not provided by a family policy. Meals should be estimated at about \$6.00 to \$8.00/meal in the cafeteria.

## LIST OF FEES

Make-up Unit Examination:	\$ 50.00
Make-up Final Examination:	\$100.00
Clinical Make-up	\$50.00
Standardized Course Exam Make-Up:	\$ 50.00
Standardized Exit Exam Make-Up:	\$ 75.00
Syllabus fee	\$ 30.00
Laboratory & Technology Fees	\$150.00
Graduation Fee	\$200.00
Identification badge fee	\$ 5.00

**Financial assistance will no longer pay for any make-ups or retakes, i.e. clinical make-up, HESI retakes, exam make-ups.**

### Admission Fees

Application Fee	\$35.00
Re-Admission Fee	\$35.00

*These above fees are to accompany the application for admission (or re-admission) to the School of Nursing and are not refundable.*

Registration Fee	\$100.00
------------------	----------

*(The Registration Fee is payable when the applicant is notified of acceptance into the School of Nursing and is not refundable.)*

### Payment of Tuition and Fees

All tuition and fees are paid in the cashier's office at JRMC with your student account number on the personal check or money order. Copies of all receipts are submitted to the Registrar in the JRMC School of Nursing for record keeping purposes. There is a fee for all returned checks. Receipt of two (2) returned checks during a twelve (12) month period will result in forfeiture of check writing privileges.

Tuition does not include books, accrued clinical make-up fees, unit exam make-up fees, syllabus fees, standardized test retake-fees, graduation fees, laboratory fees, technical fees, etc. Financial Aid does not cover all fees. Clinical make-up and exam make-up fees must be paid in cashier's office and Registrar must receive receipt of payment prior to receiving final grade.

## **Delinquent Tuition**

Tuition and fees must be paid according to your school's payment terms, as reflected by your estimated award letter. All tuition and fees must be paid before the end of the current class in order to progress to the next term.

All students must be cleared by the financial aid coordinator prior to receiving a final course grade.

# **STUDENT FINANCIAL AID**

## **General Consumer Information**

Most of the information required for consumer information has been satisfied via our school's web site, however the school has someone available during normal operating hours to assist current or prospective students and their families with additional information.

At a minimum, the following information must be provided about financial assistance available at a school:

- the need-based and non-need based federal financial aid that is available to students;
- the need-based and non-need based state and local aid programs, school aid programs and any private aid programs that are available;
- how students apply for aid and how eligibility is determined;
- how the school distributes aid among students;
- the rights and responsibilities of students receiving aid;
- how and when financial aid will be disbursed;
- the terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling and
- the criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory progress may re-establish eligibility for federal financial aid.

### **To be eligible to receive federal student aid, you must:**

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number.
- Have a high school diploma or a General Education Development (GED) certificate.
- Be enrolled in an eligible program as a regular student seeking a degree or certificate.
- Maintain satisfactory academic progress.
- Not owe a refund on a federal student grant or be in default on a federal student loan.
- Register (or already be registered) with the Selective Service System, if you are a male and not currently on active duty in the U.S. Armed Forces.
- Not have a conviction for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, work-study, or loans). If you have such a conviction, you must complete the Student Aid Eligibility Worksheet to determine if you are eligible for aid or partially eligible for aid.

Many types of federal student aid, such as the Federal Pell Grant or Subsidized Loans where the government pays the interest while you are in college, also require you to have financial need. Additionally, once you have a bachelor's degree or a first professional degree, you are not eligible for Pell Grants.

## **Application**

To apply for federal student aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. To access this application you may go to [www.fafsa.gov](http://www.fafsa.gov). Our Financial Aid Office is also available to assist students in the completion of this form and to answer any questions. The FAFSA is used to determine eligibility for all types of federal student aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility.

Student aid from federal programs is not guaranteed from one year to the next. Each student must re-apply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new colleges to determine the appropriate procedures for re-applying for financial aid.

## **Need and Cost of Attendance**

Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance (COA). The COA is the amount it will cost you to go to school. The School will calculate your COA to show your total cost for the school year.

## **Satisfactory Academic Progress**

Students must meet the standards for satisfactory academic progress in order to remain eligible to continue receiving financial assistance, as well as to remain eligible to continue as a student of JRMC School of Nursing.

## **Financial Aid History (NSLDS)**

Federal regulations require that Federal Family Educational Loan Programs (subsidized and unsubsidized Stafford) cannot be released until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The School may obtain this information by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.



# FINANCIAL AID PROGRAMS

## General

All Title IV financial aid funds received by the School will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current Federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

The School Code for the School of Nursing is 016498.

## Selection of Eligible Applications

In accordance with Federal Regulation 668.43(b)(3), the following paragraphs describe funding program procedures and how aid recipients are selected from the pool of eligible applicants.

## Federal Pell Grant

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance (COA). For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Financial Aid Office of the School. The application will be transmitted electronically through a federally approved need-analysis system which will determine the applicant's EFC.

For more information on grants, go to [studentaid.gov/types/grants-scholarships](http://studentaid.gov/types/grants-scholarships).

## Veterans Benefits

The School is an approved education facility for veterans training.

If you are a veteran or you are the spouse or dependent of a veteran, education benefits may be available. Information is available at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling 1-888-GI-BILL-1 (1-888-442-4551).

Approval of training benefits to be awarded is the responsibility of the Department of Veterans Affairs. All students applying for veterans benefits through JRM School of Nursing must

supply verification of high school graduation or GED certificate. All postsecondary education from an accredited institution must be verified with an official college transcript.

## **William D. Ford Federal (Direct Loan) Program**

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the U.S. Department of Education is your lender. There are four types of Direct Loans available:

- Direct Subsidized Loans are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a college or career school.
- Direct Unsubsidized Loans are loans made to eligible undergraduate, graduate, and professional students, but in this case, the student does not have to demonstrate financial need to be eligible for the loan.
- Direct Consolidation Loans allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

### **Direct Subsidized Loan**

Federal Direct Loans are low interest loans that are insured by a guarantee agency and made to the student by the U.S. Department of Education. The Subsidized Stafford Loan is awarded based on financial need and the school determines the amount you can borrow. The amount borrowed cannot exceed your financial need.

The U.S. Department of Education pays the interest on a Direct Subsidized Loan as long as the student remains in college on at least a half-time status. It also pays the interest for the first six months after you leave school (referred to as a grace period), and during certain other periods (postponement of loan payments).

### **Direct Unsubsidized Loan**

The Direct Unsubsidized Loan program is available to both undergraduate and graduate or professional degree students; there is no requirement to demonstrate financial need. The school determines the amount you can borrow by considering the cost of attendance and the amount of other financial aid you received. An Unsubsidized Stafford Loan is not awarded based on need.

The term "Unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full. You are responsible for paying the interest on Direct Unsubsidized Loans during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, the interest will be capitalized at the end of the grace, deferment, or forbearance period. That is, the unpaid interest will be added to the principal amount of the loan.

For more information, go to [studentaid.gov/sub-unsub](http://studentaid.gov/sub-unsub).

### **Interest Rates**

The table below shows interest rates for new Direct Loans made on or after July 1, 2013 and before July 1, 2014. Visit [studentaid.gov/interest](http://studentaid.gov/interest) for more information on interest rates and fees.

TYPE OF LOAN	INTEREST RATE
Direct Subsidized	4.45% (undergraduates)
Direct Unsubsidized	4.45%

## State Aid

The Arkansas Department of Higher Education (ADHE) provides loans, grants, and scholarships to Arkansas residents enrolled at JRMC School of Nursing. Award criteria include financial need, academic achievement, and/or study of specific subjects. For additional information about financial aid, call ADHE at (800)54-STUDY or in the Little Rock area, (501) 371-2050, or visit [www.adhe.edu](http://www.adhe.edu). Programs like the Arkansas Academic Challenge (lottery) Scholarship require the YOUuniversal application to be completed by June 1. Awards may be renewable and can be a great financial supplement.

## Other Aid Programs

Other aid programs include the following:

- Arkansas Department of Higher Education - Academic Challenge (lottery) Scholarship
- Arkansas Department of Higher Education Opportunities Grant - Go Grants
- Arkansas Rehabilitation
- WIA (Workforce Investment Act)

## Other Sources

Students may find other sources of funding based on their state of residence or personal history. These resources include:

- Friends and family
- Employers (tuition reimbursement)
- Americorps
- Public Libraries & Internet
- Business and Labor Organizations, etc.
- U.S. Armed Forces
- U.S. Department of Veterans Affairs
- Internal Revenue Service

## Scholarships

A scholarship is free money the student can receive to assist in funding their education. There are many different types of scholarships available. The student can simply search the web for different organizations that offer scholarships such as the following just to name a few:

- [www.scholarships.com](http://www.scholarships.com)
- [www.wiredscholar.com](http://www.wiredscholar.com)
- [www.fastweb.com](http://www.fastweb.com)
- [www.uncf.org](http://www.uncf.org)

## **Return of Title IV**

This policy applies to students who receive federal financial aid (Federal Pell Grant and Federal Direct Subsidized and/or Unsubsidized Loans) and completely terminate enrollment prior to completing 60% of the period of enrollment.

Termination of enrollment can be a result of any of the following actions:

- Student initiates an official withdrawal from JRMC SON.
- Student is administratively dropped by the instructor from all classes due to non-attendance.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
- Student is considered an official withdrawal by receiving failing grades or a combination of failing grades and either the instructor or the student starts the withdrawal process.

The amount of Title IV aid an institution must return to the federal student aid program is determined by the federal return to Title IV funds formula as specified in 484B of the Higher Education Act. JRMC uses the program provided by the Department of Education to calculate the amount of aid that must be returned which was initially employed to pay institutional charges. The date of determination provided by the instructor is used to document the last date of enrollment. If the student is considered to be an unofficial withdrawal and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date is used in the Return of Title IV calculation. If a date cannot be determined for an unofficial withdrawal, the last know activity by the student will be used in the calculation in addition, scheduled breaks of at leave five consecutive days are excluded from the calculation thereby reducing the total number of calendar days attended in the period of enrollment.

JRMC establishes unearned aid used to pay institutional charges in the following order within 45 days of the withdrawal determination date:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Pell Grant
- 

A repayment may also be required of the student when a refund has been issued to the student from financial aid funds in excess of the amount used to pay institutional charges that the student failed to earn by continuing enrollment. JRMC will also restore these funds to the appropriate source in the order above within 45 days of the withdrawal determination.

Students will be billed for any unearned aid that was refunded to the federal student aid programs that caused institutional charges to be unpaid. Also students will be billed for any money the school returns on the student's behalf that is owed to the federal aid programs as a repayment of funds disbursed directly to the student for non-institutional charges. Copies of the Return of Title IV calculations are provided to the student, along with a bill when the calculation is processed.

If a student earns more aid than was disbursed, the student may be eligible to receive a post-withdrawal disbursement. Students are notified by mail of their eligibility for this disbursement. If the post-withdrawal disbursement is loan funds, the student must confirm in writing that the loan funds are still wanted. A post-withdrawal disbursement of grant funds will automatically be credited to the student's account for outstanding charges. A student, who does not have a balance due, must confirm in writing their desire to receive the grant funds. If a student is entitled to an institutional refund of tuition and fees, those monies will first be applied to any outstanding balance to the school before being refunded to the student.

## **Withdrawal**

When a student withdraws or is terminated from JRMC SON after beginning classes, tuition refunds may be made for the student leaving prior to completion of his/her course of study and are based on the tuition/books/fees for the academic period in which the student withdraws and any prior period completed. On the date withdrawal paperwork is completed, the student must go to Financial Aid and Registrar to complete the required paperwork.

## **Procedures**

A student who wishes to withdraw during a term should do so officially through their current lead instructor, faculty advisor and the Financial Aid Office. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. The student's identification badge must be turned in to the School at the time of withdrawal. Only in cases of serious illness may the student withdraw by any other communication. Failure to officially withdraw properly may result in the assignment of failing grades that become part of the student's permanent record. All students receiving financial aid should complete an exit interview through the Financial Aid Office. In all cases of withdrawal, the last date of attendance will be used to calculate refund amounts. If JRMC SON determines that a student did not begin the withdrawal process or otherwise notify the School of the intent to withdraw, the School may use a date of determination as the last academically-related activity the School has documented.

## **Arkansas State Refund Policy (“ASBPCE”)**

Schools shall publish and adhere to a refund policy that provides not less than:

1. The registration fee not to exceed one hundred dollars (\$100.00) paid to the school by the student may be retained as an enrollment or application fee.
2. All amounts paid in excess of one hundred dollars (\$100.00) shall be refundable.
3. The refund shall be based on the cost for each payment period of the program. All tuition beyond the current payment period shall be refunded when a student terminates.
  - a) During the first twenty five percent (25%) of the payment period the refunds shall be made on a pro rata basis.
  - b) At completion of 25% of the payment period the student owes 50% of the tuition.
  - c) At completion of 50% of the payment period the student owes 75% of the tuition.
  - d) At completion of 75% of the payment period the student owes 100% of the tuition.

## **Re-entry Fees**

The school charges an entry fee to re-admit students who have previously withdrawn.

# **ACADEMIC POLICIES**

## **Privacy Policy**

The Privacy Policy of JRMC School of Nursing has been established in accordance with the Family Educational Rights Privacy Act (FERPA) as amended; Title 13, Chapter 2, Sub-Chapter 7 of the Arkansas Code; and the federal Gramm-Leach-Bliley Financial Modernization Act of 1999 (GLB Act), and other applicable state and federal laws and regulations. In general, JRMC School of Nursing will not disclose student information to other parties except as required by law, regulation, court order, or other official direction unless requested by the student.

Enrolled students are informed in writing on a yearly basis of the JRMC School of Nursing Privacy Policy in its entirety, and a form signed and dated by the student is kept in the School office.

## **Family Educational Rights and Privacy Act**

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Under this law, students may request to examine the institutional records pertaining to them. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

## **Students Right to Due Process**

The School of Nursing has established a student appeal procedure to ensure that each student receives fair, equal and consistent treatment. When a student thinks he/she has not been treated fairly or otherwise wishes a review of an action that has been taken, both the student and faculty have a responsibility to communicate openly and honestly. The procedure is described fully in the student handbook, which is distributed on orientation day.

No provision of the outlined procedure usurps a student's right to seek counsel or relief from any member of the Hospital's Management or Administrative Staff.

## **Standardized Testing**

JRMC School of Nursing requires examination through standardized achievement testing in specific areas of the curriculum. Students achieving less than the required score must retake the test. There is a fee for each test. Retesting does not apply for students attempting to test out of a course(s) for advanced placement.

## **Transcripts and References**

Transcripts will be provided upon written request from students, former students or graduates.

Transcripts will not be provided upon telephone or verbal request.

The first copy of a transcript will be at no charge, thereafter, a fee of \$6.00 will be charged for each copy.

Transcripts will not be provided to anyone with an outstanding balance or who has not met all obligations to the School of Nursing.

All current student and former student records are confidential and will not be released to outside agencies, etc. without the written authorization of the student or former student. Forms are available in the School of Nursing office.

Requests for references from employers of graduates will be completed only if accompanied by a signed release. Requests received without the required release will be returned to the sender with a release form to be signed by the graduate who is requesting the reference. The referral will be completed upon receipt of the signed release form.

Information provided by the School regarding a student or former student will be to verify enrollment only.

Telephone numbers, addresses, parent's names, grades, employment classification or other personal information will not be given without permission from the student.



# SATISFACTORY ACADEMIC PROGRESS (SAP)

## Grading System & Grading Policy

Scholastic ratings are determined by the student's performance in theoretical and clinical components of the curriculum. To pass each nursing course, the student must have an average of at least 78% on all exams plus any math component for that course. Final grades in each course will be calculated in the following manner:

- 1) Average percentage score for all Unit Exams
- 2) Plus average percentage score for all Math Exams/Quizzes (if not already calculated into Unit Exam scores)
- 3) Plus the end of course standardized test will be included in to the exam grades. The score will be calculated by taking a specified percentage of the raw standardized test score. The higher of the two end of course standardized test will be entered into the grade book. This grade will be included in the EXAMS section of the grade book. The pharmacology standardized test administered in Level III will NOT be counted as a grade.
- 4) Plus percentage score for the Final Exam
- 5) Overall average percentage for Exams and Math must be 78% or greater
- 6) If that percentage score is less than 78%, the student has failed the nursing course
- 7) If that percentage score is 78% or greater, other points (quizzes and assignments) accumulated by the student will be averaged into the overall final course grade in the manner described in the Student Handbook and Syllabi

The following grading system is utilized at the School of Nursing for all nursing courses:

<b>Letter Grade</b>	<b>Interpretation</b>	<b>Numerical Grade</b>	<b>Value Points</b>
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2
F	Failure	77 & Below	0
I	Incomplete	0	0
S	Satisfactory (Clinical only)	0	0
U	Unsatisfactory (Clinical only)	0	0
W	Withdrawal		
(W/P)	is not included in GPA & Hrs. Attempted		
(W/F)	is included in GPA & Hrs. Attempted		
(NCR)	Non-credit Remedial	0	0
CLEP	Successfully tested out course using College Level Examination Program (CLEP)	0	0

## **Incomplete Grades**

An incomplete grade (“I”) is awarded when circumstances beyond the student’s control prevent timely completion of course requirements. A student must have a minimum of a 78% in their unit exam grade in order to request an incomplete. A time limit will be agreed upon between the lead instructor and/or advisor, and the student, not to exceed six (6) weeks. If the requirements are not met in the agreed time frame, an “F” will be recorded as the permanent grade and be reflected on the transcript. The student may not progress in the program until the incomplete grade has been satisfied. If a learner fails to complete the required coursework by the end of the term, or if additional remediation is required, with additional time, he/she could fulfill the requirements, the learner should request an incomplete status from the course instructor. The decision to grant this request is at the discretion of the instructor.

When an Incomplete status is granted, both the learner and instructor must agree in writing on provisions for the make-up and/or remedial work. The Incomplete status cannot extend beyond the end of the following term. When all required make-up and/or remedial work is completed in a satisfactory manner and within the allowed timeframe, the instructor will request that the incomplete status change to the letter grade earned.

**Revised: March 2019**

## **Repeated Course Work**

Courses that have been successfully completed may not be considered in determining enrollment status for federal financial aid.

## **Completion of Course Work**

If a student does not pass the minimum required hours, they will not meet SAP. A student is considered to be meeting SAP when they pass all courses within a term. The following grades will not be considered as hours earned “W”, “I”, and “F”. However, they will count as attempted hours.

## **Proficiency Credits**

LPNs and LPTNs can be considered for advance placement by attaining a passing score on the Fundamentals in Nursing standardized test. LPNs and LPTNs with at least one (1) year experience in acute care (in hospital/medical-surgical), in addition to testing out of Fundamentals in Nursing, may test out of Medical Surgical courses by also achieving a passing score on the Medical-Surgical standardized test, and by satisfactorily completing a Simulation lab module.

Student successfully testing out any of the School’s nursing courses will receive a grade of “CLEP”. The grade will be considered as hours earned and counted as attempted hours.

## **Other Course Work and Credits**

The School does offer a non-credit remedial course, a standardized test NCLEX-RN Review and Remediation program. However, it does not count toward the maximum time frame and GPA. This program is designed to aid students in the review and remediation process for the NCLEX-RN. The program consists of end-of-course assessment tests and review modules for courses taught in the School's curriculum.

## **CUMULATIVE GRADE POINT AVERAGE CALCULATION (CGPA)**

The Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are calculated by using all final course grades attempted and completed at JRMC School of Nursing and are reflected on the official school transcript.

## **RETENTION**

A minimum grade of "C" is required in all courses. A grade lower than "C" in the theory and/or an overall score in the clinical component of the course requires that the course be repeated before progression to the next nursing course. The student will be placed on academic dismissal until that course is offered again. Failure to repeat the course satisfactorily will result in permanent academic dismissal from the School of Nursing.

## **PROMOTION**

All courses in a Level must be satisfactorily completed and fees paid, according to the schedule, before advancement to the next Level. Inability to meet financial obligations to the School will be handled on an individual basis by the Director.

Students will progress from Level I (freshman) to Level II to Level III and to graduation. Progression requires satisfactory completion of each nursing course with a grade of "C" or better, a clinical evaluation, and all course assignments completed. The continuation of each student in the School depends upon evidence of achievement of personal, academic and clinical standards of the program. The student shall complete the program within 150% of initial admission.

## **SATISFACTORY ACADEMIC PROGRESS AND REENTRY STANDARDS**

The eligibility to register each term is contingent, in part, that adequate satisfactory progress is being made by the student in the program of study. The academic progression of JRMC SON is such that the student must satisfactorily complete their term with a minimum of a C (78%). The program is based on a linear scale of education, whereas the first term is a pre-requisite for the following term, and continues throughout the remaining terms of the program. Therefore, if SAP is met the student will be awarded an AAS in nursing degree.

To maintain Satisfactory Academic Progress (SAP), a student must enroll and complete all required courses in a particular term for the program of study with a C (78%) or above and be in good standing with the school. Any student who does not complete all required courses with a C (78%) or above, will be administratively withdrawn from the program.

Students who are administratively withdrawn from a program are eligible to reenter according to the reentry procedures for the program of study. Students who are in danger during the term of not meeting SAP standards are alerted to their deficiencies, advised of the means to remedy them, and alerted to the consequences of their failure to do so.

Students who have not met SAP standards, voluntarily withdrawn, or have been administratively withdrawn from JRMC SON, may be eligible to apply for reentry according to the requirements. In addition to meeting all program application requirements, the following timeframes will be adhered to when considering reentry applicants.

1. If a student applies for reentry to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reentry at a point in the curriculum to be determined by the appropriate Admissions Committee or Curriculum Coordinator.
2. If a student applies for reentry to begin instruction after one calendar year of the official date of withdrawal, the student will only be considered for entry into the first term of the program of study.
3. If a student has reentered JRMC SON and is unsuccessful, the student will no longer be eligible to apply for reentry.

Academic progress will be reviewed at the end of each term. The Financial Aid Satisfactory Academic Progress policy is located in the Financial Aid portion of the Catalog.

## **FINANCIAL AID POLICIES**

### **Financial Aid Satisfactory Academic Progress (SAP) Policy**

Federal regulations require that a student receiving financial aid must meet and maintain satisfactory academic progress (SAP). Progress is measured qualitatively and quantitatively and is monitored each term by the Curriculum Coordinator. All students enrolled at JRMC SON who receive financial aid through any Title IV programs must meet the SAP requirements defined below:

#### **Repeated Course Work**

Courses that you have successfully completed will be considered in determining your enrollment status for federal financial aid.

## **Completion of Courses**

If a student does not pass the minimum required credits, they will not meet SAP. A student is considered to be meeting SAP when they pass all courses within a term. Any course(s) that does not result in satisfactory grades, however, will be counted as attempted hours.

## **Maximum Time Frame to Complete a Program**

The maximum time frame allowed for a student a JRMC SON to complete a program of study shall be limited to 150% of the program's required timeframe. Courses previously taken by reentry students are included in these requirements. Students who do not meet this compliance requirement will not be able to receive federal financial aid.

## **Financial Aid Probation**

A student who returns will be placed on Financial Aid Probation for one term. A student may continue to receive financial assistance during the probation period. If the student does not meet the standards of the policy in one term, there is no appeal option. The student will not be eligible to receive federal financial aid until the policy standards are met.

## **Satisfactory Academic Progress (SAP) Status**

Students not meeting the minimum SAP requirements after the financial aid probationary period will be placed on an ineligible SAP status and will receive a SAP letter stating they have lost their eligibility to receive federal and state financial aid. A student will stay on an ineligible SAP status until the student has completed the required coursework and/or GPA to put them into compliance with JRMC's SAP policy or have an approved SAP appeal.

## **Appeals to the Satisfactory Academic Progress Policy**

Students may appeal JRMC SON's ineligible SAP status by completing a letter of appeal from the student. All appeals and documentation must be submitted to the JRMC SON office. A student can appeal if they can demonstrate and document unusual or extenuating circumstances as to why they did not meet the minimum requirements of the SAP Policy. The appeal must include: why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. The appeal will be reviewed and a decision made by the APRG Appeal Committee. The committee may request additional documentation before reaching a decision. Students will be notified in writing of the results of the appeal committee's decision and the results are final.

## **Academic Dismissal**

This is the status assigned to a student who fails to make SAP at the end of any given term. To meet SAP the student must maintain a letter grade of “C” or above or a numerical grade of 78 or above in all classes. The student will be advised throughout the grading period should their class average fall close to or below 78%. The student is placed on academic advisement in an attempt to meet SAP standards during a warning period (normally during, but by the end of that term). A student who does not achieve SAP requirements by the end of the warning period will be dismissed.

## **Reinstatement**

A student may be re-admitted to the School only one (1) time following academic dismissal. (See RE-ADMISSION in Catalog.) Once the student has been reinstated, they are removed from “academic dismissal” status to “active” status.

When the student returns for reinstatement to the program it will be explained to them and they will sign a probationary acknowledgement form informing them they are on probation until the completion of the course they are returning to. If they are successful in that course (78% or better) they will be removed from probation status. If not, they will follow the Academic Dismissal Process.

Revised: March 2019

## **Appeals to the Satisfactory Academic Progress Policy**

Students may appeal ineligible SAP status by following the School’s appeal process.

## **The Appeal Process**

When a student feels he/she has been treated unfairly or otherwise wishes a review of an action that has been taken, both the student and faculty bear the responsibility to openly and honestly communicate. In order to facilitate this process, the following procedure should be initiated within five (5) school days:

- A. Step One: The student will submit a written request for an appointment with the instructor or individual involved in the situation and a summary of the situation, which will include all pertinent facts. The student, by appointment, confers with that instructor or individual. If the problem is not resolved, Step Two shall be initiated within two (2) school days.
- B. Step Two: The student bears responsibility for bringing the grievance to the attention of the Admission, Progression, Retention, and Graduation (APRG) Committee through his/her Instructor or the Director. If the problem is not resolved, Step Three shall be initiated within two (2) school days.
- C. Step Three: The student bears responsibility for bringing the grievance to the attention of the Faculty Curriculum Committee through his/her Instructor or the Director. If the problem is not resolved, Step Four shall be initiated within two (2) school days.

1. The Curriculum Committee Chairman will notify the student of the hearing date within two (2) school days of the submission of the request.
  2. The student may have one (1) person (parent, friend, or significant person other than an attorney) present during the grievance. This individual may **not** address the panel, speak on behalf of the student, question witnesses or otherwise participate in the hearing.
  3. The instructor(s) or individual(s) involved may be present at the hearing.
  4. Following the hearing, the Curriculum Committee Chairman will notify the student of the decision in writing within two (2) school days.
  5. If the student is not satisfied with the decision or does not receive a response within two (2) days, Step Four may be initiated within two (2) school days.
- D. Step Four: The student requests in writing an appointment with the Administrator of Jefferson Regional Medical Center or his designee. The student, by appointment, confers with the Administrator or his designee. The administrator has two (2) school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final.

To initiate the appeals process outlined in the JRMC School of Nursing Catalog, the student must submit a detailed letter of appeal within five (5) school days. The letter must include: unusual and extenuating circumstances of why the student did not meet SAP policy and what has changed to ensure SAP should the appeal be granted.

When the student appeals a failing grade, the academic appeals process will begin. This process may last a maximum of nineteen (19) school days. If the next sequential course is in progress during the appeals process, the student will be allowed to attend classroom activities while the appeal is under review.

If the appeal resolution process is in favor of the student, the student will continue with coursework as outlined in the JRMC School of Nursing curriculum without penalty. If the appeal resolution process does not decide in the favor of the student, the student will be administratively withdrawn from JRMC School of Nursing and a failing grade (“F”) will be placed on the student’s transcript for the appealed course.

### **ADHE Complaint Process:**

If you would like to file a grievance about an institution of higher education that you have attended, please complete the form at the link below. It is recommended that you complete your institutions complaint process before submitting this form. Please note that the Arkansas Department of Higher Education is a coordinating board that coordinates state financial aid, state funding to institutions of higher education and academic program review. ADHE does not have authority over the day-to-day operations of institutions of higher education. We may be able to offer guidance for issues you are having with an institution, but in most cases we cannot issue an immediate solution. If you have a grievance about a for-profit institution, this form may help us to provide you with a resolution.

Website: [www.adhe.ark.gov](http://www.adhe.ark.gov) Phone: 1-501-371-2000

# **GRADUATION POLICIES**

## **COMPREHENSIVE PREDICTOR**

Achievement of a satisfactory score on a Comprehensive Exit Examination is required. If the student does not achieve a satisfactory score on the first attempt, he/she will be required to retake a different version of the comprehensive nursing exam. Evidence of completion of an NCLEX-RN review must be demonstrated prior to taking each successive Comprehensive Examination. All students will be allowed to take two attempts. The best score will be utilized. Students must reach level 2 after two attempts to pass N302 Leadership and Management.

Only after passing the required Comprehensive Exit Examination and after all other graduation requirements (listed below) will the student's name be submitted by the Director to the Arkansas State Board of Nursing as a candidate eligible to test for RN licensure.

## **GRADUATION REQUIREMENTS**

1. Satisfactorily completed all requirements in the prescribed educational program
2. Complete exit interview with Director
3. Pay all financial obligations to the school, including graduation fees
4. Comply with commencement dress code
5. In the last course of the Curriculum, make a satisfactory score on the ATI Comprehensive Predictor.
6. Provide verified documentation of required activities for NCLEX-RN in the ATI virtual review course.

## **GRADUATION AND LICENSURE**

Prior to graduation, the Director of the School of Nursing will conduct an exit interview with each student. Those who have satisfactorily completed all requirements in the prescribed educational program and who have discharged all financial obligations to the School will be eligible to receive a diploma and participate in the Commencement ceremony. A student may participate in commencement but not be eligible to apply as a candidate to test for RN licensure if a satisfactory score has not been achieved on the ATI Comprehensive Predictor.

Students should be prepared for additional expenses of about \$400.00. Included in that estimate are graduation cap and gown, school pin, invitations, pictures, and fee to apply for the licensure examination.

When all Graduation Requirements have been met, the graduate of JPMC School of Nursing is eligible to apply to take the National Council Licensure Examination for Registered Nurse (NCLEX-RN). Satisfactory performance on this examination is required for licensure by Arkansas State Board of Nursing. The fee for taking the examination is due when the graduate applies to take the examination.



A student who has been convicted of a crime any time in the past is required to notify the Arkansas State Board of Nursing prior to taking the NCLEX. Persons convicted of a crime may not be eligible to apply for the NCLEX. All students are required to have a criminal background check completed prior to applying for the NCLEX. Completion of all program requirements does not guarantee eligibility to take NCLEX-RN.

## **STUDENTS RIGHT TO KNOW**

To assist you in making the decision to enroll in the Nursing - Associate of Applied Science in Nursing Degree Program at Jefferson Regional Medical Center School of Nursing, we want you to know that it is a relatively new program with the first class graduating May, 2016. Below is the information about the students who previously graduated from the 5<sup>th</sup> Associate of Applied Science Program at Jefferson Regional Medical Center School of Nursing in May 2018.

The graduates of JRMC School of Nursing have a history of success in performance on the NCLEX-RN (licensure examination) and in obtaining employment as a registered nurse. Of the thirty (30) students originally enrolled in the Class of May 2018, 63% or 19 of the original group of students went on to complete the program of study within 17 months.

Fifty-six percent (56%), or 10 of the 18 students who graduated in May 2018 have passed NCLEX and nine of the 18 students (50%) have found jobs in the nursing profession. (One graduate has not started to work due to pregnancy.) One hundred percent (100%) or 19 students who graduated May 2018 passed the Comprehensive Exit Examination, and were eligible for the licensure examination. Fifty six percent (56%) or 10 of 18 passed the NCLEX-RN on the first attempt (one remains to test.) However, (61% or 11 out of 18 have passed the NCLEX-RN. (1 passing on 2<sup>nd</sup> attempt).

## **EDUCATIONAL EFFECTIVENESS**

Thirteen (13) Curriculum Evaluation Surveys were mailed to graduates and graduate employers of the Class of October 2018 in May 2019. All graduates and employers responding to the survey agreed that the graduate had been prepared by the program to function as a beginning practitioner of nursing.

## **WITHDRAWAL**

Voluntary withdrawal from the school requires that the student meet with the current faculty advisor. The student must complete and sign a form specifying the reasons and circumstances of the withdrawal. It is recommended that no more than 12 months elapse between withdrawal and readmission.

Students are provided a handbook and are expected to abide by the rules and policies contained therein. The handbook includes information on student rights, student conduct, and grounds for dismissal.

# **DISMISSAL**

A student may be dismissed if attendance, academic standing, conduct, or payments make it inadvisable for the student to remain in the School. A voluntary withdrawal with a failing grade prior to the end of a nursing course will be treated as an academic failure. The only difference is that “withdrew failing” will be recorded on the transcript rather than “F”. The complete policy is in the Student Handbook which is distributed on orientation day.

## **Attendance**

Students are to attend all classes, conferences and clinical assignments. Three or more missed clinical days in one course constitutes excessive clinical absence and is cause for dismissal.

All absences become a part of the student’s permanent record. Attendance and clinical make-up policies are specified in the student handbook, which is distributed during orientation.

## **Academic Standing**

A final course grade lower than 78% on exams and/or an overall grade lower than “C” and/or satisfactory or less in clinical is cause for dismissal. A nursing course may be repeated only one time. A second withdrawal due to failing any course will result in permanent dismissal.

## **Misconduct**

Any conduct that may jeopardize patient safety or adversely affect the school or hospital’s accomplishment of the educational goals may result in dismissal. Such conduct includes but is not limited to: breach of confidentiality; smoking, i.e. vaping and smokeless tobacco in unauthorized areas; substance abuse; cheating on exams or course work; abusive language; and violation of school rules.

## **Delinquent Tuition**

The school will make every attempt to assist students through difficult situations; however, students who do not pay tuition or make arrangements with the Director may be dismissed if payments are not made within three weeks of the payment due date.

## **GENERAL PROGRAM INFORMATION**

### **Associate of Applied Science in Nursing Degree Program**

JRMC School of Nursing offers an Associate of Applied Science in Nursing degree program. Traditional and advanced placement options are available for those students seeking initial licensure. The advanced placement option is available for qualified LPN/LPTNs. Both options offer the knowledge, skills, and attitudes essential to the competent nurse and are taught in settings ranging from the classroom, campus skills, and simulation laboratories, to major area hospitals, outpatient facilities, and other health care facilities. All instruction is delivered onsite/on campus. (The School does not offer distance learning.) The graduate is prepared to enter professional practice settings such as hospitals, long-term care facilities, physicians' offices, and community settings.

The School's learning environment is enhanced by \$1 million worth of equipment. Its high technological A/V system provides connectivity within the simulation laboratory, throughout the nursing school building, as well as linking the school with outside facilities. With the A/V system students may record simulation experiences from a control booth. Students may view simulation sessions individually on a small monitor with headphones or groups of students may view on a large flat screen monitor throughout the building. Forty computers are available for students, 30 in the computer lab classroom and 10 in the simulation lab. In addition to the simulation laboratory there are three classrooms. Each classroom is equipped with table-top desks with outlets, surround sound, overhead projectors and screens and Elmo. In the simulation laboratory there are two patient rooms and four practice stations with headwalls. The simulation laboratory is equipped with four high and low fidelity mannequins each, 3G, crash carts, defibrillator, ventilation, etc. This wonderful state of the art equipment provides a learning environment which best meets the learning needs of today's nursing students.

The Program is approved by the Arkansas State Board of Nursing and the school has Institutional Accreditation by the Accrediting Bureau for Health Education Schools (ABHES). Upon completion of the curriculum, the graduate is eligible to apply to take the National Council Licensing Examination for Registered Nurses (NCLEXRN).

Students who are considering a career in nursing should be aware that no application for initial Registered Nurse (RN) licensure will be considered by the Arkansas State Board of Nursing without state and federal criminal background checks by the Arkansas State Police and the Federal Bureau of Investigation. The Arkansas State Board of Nursing shall refuse to issue the RN license to any person who is found guilty of or pleads guilty or nolo contendere to any offense listed in Act 1208 of 1999, for details refer to the Arkansas Nurse Practice Act Sub-Chapter on Licensing. Persons requesting initial licensure may request a waiver from the Arkansas State Board of Nursing. The School requires a state/national criminal background check and drug screening on all students upon admission and random drug screenings thereafter. Results may prohibit entry and/or progression in the program. Clinical agencies used for nursing laboratory may require additional criminal background checks, scheduled drug screening, and/or random drug screens for nursing students. Results of agency screening may prohibit participation in clinical laboratory. Nursing students prohibited from participation in laboratory at a clinical agency will not be permitted to maintain enrollment in the nursing program.

# Curriculum for Associate of Applied Science in Nursing Program

## GENERAL EDUCATION COURSES

Course	UAPB Course Number	SEARK Course Number	Credit Hours	Class Hours	Clinical Lab Hours
*English Composition I	ENG 1311	ENGL 1313	3	45	
*Human Anatomy & Physiology I with Lab	BIO 2451	BIOL 2454	4	45	30
*Human Anatomy & Physiology II with Lab	BIO 2452	BIOL 2464	4	45	30
*Microbiology with Lab	BIO 3470	BIOL 2474	4	45	30
College Algebra	N/A	MATH 1333	3	45	
Intro. to Computer	N/A	COMP 1123	3	45	
General Psychology	PSY 2302	PSYC 2323	3	45	
English Composition II	ENG 1321	ENGL 1323	3	45	
<b>GENERAL EDUCATION TOTALS</b>			<b>Total Credit Hours</b>	<b>Total Class Contact Hours</b>	<b>Total Clinical Contact Hours</b>
			<b>27</b>	<b>360</b>	<b>90</b>

\*pre-requisites to Foundations of Nursing –N101

**Formula for calculating credit/clock hour equivalents for JRMC School of Nursing courses listed on the following page:**

50 Minutes = 1 theory (class/lab) contact hour

60 Minutes = 1 clinical contact hour

15 Theory (class/lab) hours = 1 credit equivalent hour

45 Clinical hours = 1 credit equivalent hour

Credit equivalents are provided to assist in comparing programs in regard to hours of study and tuition per credit hour; credit equivalents may or may not be transferable to a college or university.

## JRMC NURSING CORE COURSES

### First Term: (1) 16-week Course

Level/Course	Class Contact Hours	Clinical Contact Hours	Outside Preparation Hours	Total Credit Equivalent Hours
Level I/N101 Foundations of Nursing	81 (5.065 hrs/wk x 16 wks)	162 (10.125 hrs/wk x 16 wks)	115 hours	9

### Second Term – (1) 12-week Course & (1) 4-week Course

Level/Course	Class Contact Hours	Clinical Contact Hours	Outside Preparation Hours	Total Credit Equivalent Hours
Level II/N201 Medical-Surgical Nursing	81 (6.75 hrs/wk x 12 wks)	162 (13.5 hrs/wk x 12 wks)	110 hours	9
Level II/N202 Mental Health Nursing	27 (6.75 hrs/wk x 4 wks)	54 (13..5 hrs/wk x 4 wks)	40 hours	3

### Third Term – (2) 8-week Courses

Level/Course	Class Contact Hours	Clinical Contact Hours	Outside Preparation Hours	Total Credit Equivalent Hours
Level II/N203 Maternal Newborn	54 (6.75 hrs/wk x 8 wks)	108 (13.5 hrs/wk x 8 wks)	75 hours	6
Level II/N204 Nursing of Children	54 (6.75 hrs/wk x 8 wks)	108 (13.5 hrs/wk x 8 wks)	100 hours	6

\*\* Sequence will be N203 followed by N204, or N204 followed by N203

### Fourth Term – (1) 12-week Course & (1) 4-week Course

Level/Course	Class Contact Hours	Clinical Contact Hours	Outside Preparation Hours	Total Credit Equivalent Hours
Level III/N301 Critical Care/Pharmacology	81 (6.75 hrs/wk x 12 wks)	162 (13.5 hrs/wk x 12 wks)	153 hours	9
Level III/N302 Leadership/Transitions	27 (6.75 hrs/wk x 4 wks)	54 (13.5 hrs/wk x 4 wks)	40 hours	3
	<b>405</b>	<b>810</b>	<b>0</b>	<b>45</b>
<b>PROGRAM TOTALS: Contact hours: 1,665</b>	<b>765</b>	<b>810</b>	<b>90</b>	<b>633</b>



## **Course Descriptions**

### **ENGL 1313 ENGLISH COMPOSITION I – SEARK**

(Prerequisite: Score of 19 or above on the ACT Test or a grade of “C” or better in ENGL 1013 Basic English; Co-requisite: READ 1213 Developmental Reading, if required.) This course includes instruction in fundamentals of communication, selected readings, paragraph and essay development, and written reports. A minimum grade of “C” is required for passing and for graduation credit.

### **ENGL 1323 ENGLISH COMPOSITION II – SEARK**

(Prerequisite: English 1313 English Composition I). This course includes further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. A minimum grade of "C" is required for passing.

### **PSYC 2303 GENERAL PSYCHOLOGY – SEARK**

(Prerequisite: None) This course focuses on the human experience within the physical and social environment. Topics include application of the scientific method, the relationship between brain and behavior, social and personality development, motivation, emotion, social cognition and interaction, consciousness and maladaptive behavior.

### **BIOL 2454 HUMAN ANATOMY & PHYSIOLOGY I – SEARK (1<sup>st</sup> 8 WEEKS)**

This is a lecture-laboratory course designed to cover the structure and function of the following systems: the cell, tissues, skin, skeletal, muscular, nervous and special senses.

### **BIOL 2464 HUMAN ANATOMY & PHYSIOLOGY II – SEARK (2<sup>nd</sup> 8 WEEKS)**

(Prerequisite: BIOL 2454 Human Anatomy & Physiology I). This is a lecture-laboratory course designed to cover structure and function of the following systems: circulatory, lymphatic, respiratory, digestive, urinary, endocrine and reproductive.

### **BIOL 2474 MICROBIOLOGY – SEARK**

This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human.

## **MATH 1333 COLLEGE ALGEBRA– SEARK**

(Prerequisite: Placement by an ACT math score of 19 or higher. ACCUPLACER Math score of 77 or higher or MATH 1023 Intermediate Algebra with a grade of “C” or better). The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex numbers, functions and graphs, logarithms, and systems of equations. ACTS Equivalent Course Number = MATH 1103 (Offers in fall, spring and summer).

## **COMP 1123 INTRO TO COMPUTER – SEARK**

(Prerequisite: None) This course introduces microcomputer hardware, software, their applications and terminology to the beginner, and provides a hands-on training in Windows Operating System and Microsoft Office.

## **FOUNDATIONS OF NURSING N101 –SON**

Foundations of Nursing is a 16-week course. Theory days are two days per week and there are two clinical days per week. Content provides an introduction to the cognitive, psychomotor and affective skills basic to the pursuit of a successful career in professional nursing. The biopsychosocial-spiritual needs of patients/ clients are explored in the context of the nursing process. The role of the nurse and the practice of nursing are examined from a historical perspective, including the impact of current socioeconomic issues and trends. The value of a commitment to patient safety, comfort, caring and advocacy are discussed as a basis for ethical and legal practice and accountability. Content in this course allows the student to gain knowledge of nursing as a practice-oriented discipline, including application of the nursing process, problem solving and critical thinking. The importance of maintaining optimal health for the hospitalized patient is emphasized. Concepts and content will cover basic components of patient care in the acute setting, and selected physiological and social interaction needs. Concepts focused on in this course include: comfort, nutrition, physiological needs, hygiene, psychosocial, communication, elimination, safety and asepsis. Guided clinical and laboratory experiences afford opportunities for integrating theory and practice in the hospital setting.

Class: 81 hrs. (5.065 hrs/wk x 16 wks)

Clinical: 162 hrs. (10.125 hrs/wk x 16 wks)

Outside Preparation Time: 115 hours

Credits: 9 hrs.

## **MEDICAL-SURGICAL NURSING N201 – SON**

This course allows the student to expand basic fundamental nursing concepts in the care of the medical-surgical adult patient. Human needs concepts, which are integrated in the course, include protection, oxygenation and tissue perfusion, mobility, sensation and cognition, nutrition, metabolism, bowel elimination, urinary elimination, and sexuality. Disorders of specific body systems requiring medical-surgical management are included. The nursing process is used as the problem-solving approach for safe and effective care of patients with medical-surgical problems. Content includes pathophysiology, fluid & electrolyte and acid-base imbalances,



diagnostics such as laboratory findings, pharmacology, legal aspects, psychosocial implications and patient teaching principles, asepsis, therapeutic communication, legal aspects, pain management, and stress adaptation. Selected medical-surgical units, the surgery department, as well as home health agencies, and a gerontology clinic are used for the clinical component of the course.

Class: 81 hrs. (6.75 hrs/wk x 12 weeks)

Clinical: 162 hrs. (13.5 hrs/wk x 12 weeks)

Outside Preparation Time: 110 hours

\*Credit: 9 hrs.

## **MENTAL HEALTH NURSING N202 – SON**

Provides the student with a broad-based understanding of the concepts of mental health and the cognitive, behavioral, emotional and perceptual impairments that constitute mental illness. Contemporary trends in the psychobiological sciences are presented in the context of the advances in psychopharmacology and other treatment modalities to prepare the nursing student for the professional role. Clinical experiences are selected to teach the student to analyze the health care system and the resources available to individuals and families. Opportunities are provided for the student to enter into collaborative working relationships with clients and to use the nursing process to promote, maintain and restore mental health. The basis for intervention is the nurse-patient relationship, which requires development of therapeutic communication and interpersonal skills.

Class: 27 hrs. (6.75 hrs/wk x 4 wks)

Clinical: 54 hrs. (13.5 hrs/wk x 4 wks)

Outside Preparation Time: 40 hours

\*Credit: 3 hrs.

## **MATERNAL-NEWBORN NURSING N203 – SON**

Instructor selected guided learning experiences in prenatal, labor, delivery, postpartum and newborn areas are provided. These experiences will enable the student to attain knowledge of essential maternity nursing and teaching health supervision of the mother and baby. An expectant mother will be followed through labor and delivery, and post-partum, with one home visit to be made by the student. Contemporary maternal/newborn trends are studied to prepare the nursing student for his/her role.

Class: 54 (6.75 hrs/wk x 8 wks)

Clinical: 108 (13.5 hrs/wk x 8 wks)

Outside Preparation Time: 75 hours

\*Credit: 6 hrs.

## **NURSING OF CHILDREN N204 – SON**

A study of the well, ill, and impaired child including principles of growth and development from infancy through adolescence. The nursing process is used to meet the needs of children and their families in restoring and maintaining health. Consideration is given to the care of the ill child in an acute care environment.

Class: 54 (6.75 hrs/wk x 8 wks)

Clinical: 108 (13.5 hrs/wk x 8 wks)

Outside Preparation Time: 100 hours

\*Credit: 6 hrs.

## **CRITICAL CARE/PHARMACOLOGY N301 – SON**

This course focuses on the critically ill patient with complex problems. Emphasis is placed on acute medical and surgical situations necessitating critical interventions in crisis situations requiring an expanded knowledge base. Patient problems relating to oxygenation, fluid and electrolytes, acid-base balance, neurological, cardiovascular and other life threatening conditions are stressed. The Emergency Department, Coronary Care, Cardiovascular Intensive Care, Surgical Intensive Care, Medical Intensive Care, Express Admit, Cath Lab, and local Ambulance services are utilized.

Class: 81 (6.75 hrs/wk x 12 wks)

Clinical: 162 (13.5 hrs/wk x 12 wks)

Outside Preparation Time: 153 hours

\*Credit: 9

## **LEADERSHIP/TRANSITIONS 302 - SON**

Concepts of behavioral sciences applicable to nursing leadership and management, development of leadership skills, effect of leadership styles and group development is studied. Trends, issues, ethical and legal aspects of nursing and career opportunities are explored as the student prepares to make the adjustment from student to graduate. Participation in the delivery of nursing care, observation of hospital and nursing committee meetings and various leadership situations will assist the student as a professional person and member of the community. Pharmacology facilitates the acquisition, comprehension, and application of knowledge related to drug therapy. Upon completion of this course, the student is expected to competently manage the care of a group of patients.

Class: 27 (6.75 hrs/wk x 4 wks)

Clinical: 54 (13.5 hrs/wk x 4 wks)

Outside Preparation Time: 40 hours

\*Credit: 3 hrs.

\* May or may not be transferable to a college or university.

50 Minutes = 1 Theory contact hour

60 Minutes = 1 Clinical contact hour

15 Theory hours = 1 Credit hour equivalent

45 Clinical/Lab hours = 1 Credit hour equivalent

# **STUDENT AFFAIRS**

## **Guidance Program**

The Guidance Program is based on the philosophy that personal adjustment and maturity in all areas of living are essential to a happy and successful life. The aims of the School are to facilitate self-understanding and self-acceptance and to assist the student to grow and develop personally and professionally.

Each student is assigned a faculty advisor during each level of the program. The faculty advisor conferences with the student every two weeks concerning academic and clinical achievement. The faculty advisor assists the student in educational career planning and evaluation of academic and clinical progress.

Confidential guidance and counseling services are available to students for assessment of emotional and social problems through Area Health Education Center (AHEC) which is located on the JRMC campus.

## **Student Health Program**

The student is responsible for his/her own health care. Health insurance is recommended. Services available to students include:

1. Twenty-four (24) hour medical assistance is available for accident or illness while in class or clinical areas, through the Emergency Department. The student will assume the cost of hospitalization, physician fees, and treatment, with no exceptions.
2. Health and screening services provided and required for employees of JRMC are provided for students, with the exception of the Hepatitis B vaccine. The Hepatitis vaccine or a waiver indicating the student's refusal to receive the vaccine is required and must be on file in the student's health file at the School of Nursing. Annual TB skin testing is required.

## **Marriage**

Should a student marry at any time during the program, changes in name, address, phone number, and other personal information should be promptly provided to the Registrar so that the school record is kept current and up-to-date.

## **Maternity Policy**

Maternity leave will be considered based on the length of leave required by the individual involved. A student should notify the Director when pregnancy is confirmed, and may continue the program or withdraw with written recommendation of her physician. After delivery, the student may return to school with written recommendation from the physician. Attendance policies apply.

## **Orientation Program**

The orientation program is offered to students prior to the beginning of the classes to facilitate adjustment to school life. All new students are required to participate so that they are made aware of the program of study and resources and services available.

## **Student Nurses' Association**

The JRMC School of Nursing Student Association (JSNSA) was organized to provide all students with a form of representative self-government and participation in the State and National Student Nurses' Association. The purposes of the organization are:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.
- D.

## **FACILITIES**

### **Melville Library**

Sponsored by the Area Health Education Center (AHEC), the Melville Library is located on the grounds of Jefferson Regional Medical Center. The School of Nursing provides the majority of the nursing collection for the library. This library is for the use of hospital employees, medical staff and students.

### **Offices**

The School of Nursing office is located at 4000 S. Hickory Street, adjacent to JRMC. The School occupies one building, which houses three classrooms, student lounge, computer laboratory, nursing skills laboratory, audio-visual room, administrative offices, faculty offices, faculty conference room, and faculty lounge.

### **Housing**

JRMC School of Nursing does not provide housing for students. Students living in Pine Bluff and surrounding areas commute to class daily.

### **Food Service**

Students are responsible for their own meals. Each student will receive a discount of 25 percent on cafeteria meals at JRMC. Students must be wearing an identification badge in order to receive the discount.

## **Books and Uniforms**

Students purchase their own books at an approximate cost of \$1,500.00 for the entire program. Nursing books may be purchased in the school office.

Uniforms are purchased by the student at an approximate cost of \$300.00. Information on ordering uniforms will be provided during orientation. Each student is required to purchase at least two (2) complete uniforms, a lab coat and school badge. Students are also required to purchase nursing shoes, hose or socks, stethoscope, bandage scissors and tape measure.

In addition, students will need class supplies, a personal allowance for transportation and other expenses, such as medical care and health insurance if not provided by a family policy.

## **Job Placement**

Job placement services are provided for students through the JRMC Human Resources department. These services are available to students seeking part-time employment while in school, as well as for the graduate seeking full-time employment.

Although the School does provide placement assistance upon graduation, the student is still ultimately responsible for obtaining employment and must seek job openings, prepare and send resumes, prepare for interviews and conduct himself/herself in a professional manner during the employment process. The Student understands that the student's college record and the efforts he/she puts into a job search have a significant effect and impact on his or her ability to find suitable employment. **THE SCHOOL HAS NOT AND DOES NOT GUARANTEE OR MAKE ANY REPRESENTATION OR WARRANTY OF ANY KIND OR NATURE (EXPRESS, IMPLIED OR OTHERWISE) REGARDING OR WITH RESPECT TO THE AVAILABILITY OR SUITABILITY OF EMPLOYMENT, ANY LEVEL OF COMPENSATION UPON EMPLOYMENT, OR ANY OTHER MATTERS RELATING TO EMPLOYMENT AND EMPLOYMENT OPPORTUNITIES AFTER GRADUATION OR COMPLETION OF ANY COURSE WORK AT THE SCHOOL.**

# CAMPUS SECURITY POLICY

It shall be the policy of Jefferson Regional Medical Center to provide a safe environment for patients, visitors, students and employees. The JRMC Comprehensive Safety Program is designed to provide a safe and effective health care setting. The Safety Committee will use leadership, wide assessment of hazards, evaluation, coordination, and feedback from hospital employees, community, clients and visitors to ensure and promote a wide-spread commitment to continuously improve safety.

The Safety Management Program is under the direction of a Safety Director, who is authorized by the hospital's Chief Executive Officer and Medical Board.

If an incident arises at the hospital or School of Nursing for which assistance is needed, the student or employee should immediately contact the Security Office, at extension 7106. If the officer cannot be reached, dial "0" for the hospital operator, who will page the security officer on duty. The Security Department has access to all hospital facilities, including the School of Nursing.

All new students entering the School of Nursing are required to attend orientation which includes information on safety/security. New hospital employees must also attend an orientation which includes information regarding hospital safety/security.

In addition to the JRMC Comprehensive Safety Program, JRMC SON publishes an annual Clery Act Campus Security Report annually. It is available on the Internet on the School of Nursing webpage at [www.jrhc.org](http://www.jrhc.org). A new Clery Act Campus Security Report will be available on the website on October 1<sup>st</sup> of each year.

## **Crime Statistics**

The Crime statistics reported to Campus Security authorities or local police agencies for the last three calendar years are illustrated on the following pages.

# CRIME STATISTICS 2015

## CRIMINAL OFFENSES - ON CAMPUS

## TOTAL OCCURRENCES ON CAMPUS

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle theft	0
Arson	0

## HATE CRIMES - ON CAMPUS

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY/ ORIGIN	NATIONAL ORIGIN
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0

Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0
--	---	---	---	---	---	---	---	---

**VAWA OFFENSES - ON CAMPUS**

Domestic violence	0
Dating violence	0
Stalking	0

**ARRESTS - ON CAMPUS**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**DISCIPLINARY ACTIONS -ON CAMPUS**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**TOTAL OCCURRENCES ON PUBLIC PROPERTY**

**CRIMINAL OFFENSES -PUBLIC PROPERTY**

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle theft	0
Arson	0



	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY/	NATIONAL ORIGIN
<b>HATE CRIMES - PUBLIC PROPERTY</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES - PUBLIC PROPERTY</b>									
Domestic violence	0								
Dating violence	0								
Stalking	0								
<b>ARRESTS - PUBLIC PROPERTY</b>									
Weapons: carrying, possessing, etc.	0								
Drug abuse violations	0								
Liquor law violations	0								
<b>DISCIPLINARY ACTIONS - PUBLIC</b>									

**PROPERTY**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**UNFOUNDED CRIMES**

Total Unfounded Crimes	0
------------------------	---

**CRIME STATISTICS 2016**

**CRIMINAL OFFENSES - ON CAMPUS**

**TOTAL OCCURENCES ON CAMPUS**

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle theft	0
Arson	0

**HATE CRIMES - ON CAMPUS**

**TOTAL RACE RELIGION SEXUAL ORIENTATION GENDER IDENTITY DISABILITY ETHNICITY/ NATIONAL ORIGIN**

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY/	NATIONAL ORIGIN
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0

Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

**VAWA OFFENSES - ON CAMPUS**

Domestic violence	0
Dating violence	0
Stalking	0

**ARRESTS - ON CAMPUS**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**DISCIPLINARY ACTIONS - ON CAMPUS**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**CRIMINAL OFFENSES - PUBLIC PROPERTY      TOTAL OCCURENCES ON PUBLIC PROPERTY**

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0

Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle theft	0
Arson	0

	TOTAL	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY/ ORIGIN	NATIONAL ORIGIN
<b>HATE CRIMES - PUBLIC PROPERTY</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES - PUBLIC PROPERTY</b>									
Domestic violence	0								
Dating violence	0								

Stalking 0

**ARRESTS - PUBLIC PROPERTY**

Weapons: carrying, possessing, etc. 0

Drug abuse violations 0

Liquor law violations 0

**DISCIPLINARY ACTIONS - PUBLIC PROPERTY**

Weapons: carrying, possessing, etc. 0

Drug abuse violations 0

Liquor law violations 0

**UNFOUNDED CRIMES -**

Total Unfounded Crimes 0

**CRIME STATISTICS 2017**

**CRIMINAL OFFENSES - ON CAMPUS**

**TOTAL OCCURENCES ON CAMPUS**

Murder/Non-negligent Manslaughter 0

Negligent Manslaughter 0

Rape 0

Fondling 0

Incest 0

Statutory Rape 0

Robbery 0

Aggravated Assault 0

Burglary 0

Motor vehicle theft 1

Arson	0								
<b>HATE CRIMES - ON CAMPUS</b>	<b>TOTAL</b>	<b>RACE</b>	<b>RELIGION</b>	<b>SEXUAL ORIENTATION</b>	<b>GENDER</b>	<b>GENDER IDENTITY</b>	<b>DISABILITY</b>	<b>ETHNICITY/</b>	<b>NATIONAL ORIGIN</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES - ON CAMPUS</b>									
Domestic violence	0								
Dating violence	0								
Stalking	0								
<b>ARRESTS - ON CAMPUS</b>									
Weapons: carrying, possessing, etc.	0								
Drug abuse violations	0								
Liquor law violations	0								

**DISCIPLINARY ACTIONS - ON CAMPUS**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**CRIMINAL OFFENSES - PUBLIC PROPERTY TOTAL OCCURENCES ON PUBLIC PROPERTY**

Murder/Non-negligent Manslaughter	0
Negligent Manslaughter	0
Rape	0
Fondling	0
Incest	0
Statutory Rape	0
Robbery	0
Aggravated Assault	0
Burglary	0
Motor vehicle theft	0
Arson	0

<b>HATE CRIMES - PUBLIC PROPERTY</b>	<b>TOTAL</b>	<b>RACE</b>	<b>RELIGION</b>	<b>SEXUAL ORIENTATION</b>	<b>GENDER</b>	<b>GENDER IDENTITY</b>	<b>DISABILITY</b>	<b>ETHNICITY/ ORIGIN</b>	<b>NATIONAL ORIGIN</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0

Larceny-Theft	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0

**VAWA OFFENSES - PUBLIC PROPERTY**

Domestic violence	0
Dating violence	0
Stalking	0

**ARRESTS - PUBLIC PROPERTY**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**DISCIPLINARY ACTIONS - PUBLIC PROPERTY**

Weapons: carrying, possessing, etc.	0
Drug abuse violations	0
Liquor law violations	0

**UNFOUNDED CRIMES -**

Total Unfounded Crimes	0
------------------------	---

Revised 08/2018



## **JRMC SCHOOL OF NURSING DRUG-FREE WORK-PLACE POLICY**

Jefferson Regional Medical Center and the School of Nursing will provide a drug-free/ alcohol-free work place in accordance with the Drug-Free Work-Place Act of 1988. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on Hospital property or while participating in a school-related activity off Hospital premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination. Students involved in violations of this policy may also be subject to legal consequences.

Students with drug dependency or substance abuse problems are encouraged to seek help in dealing with such conditions through the Employee Health Nurse, where appropriate referrals can be made. Students are expected and required to report for clinical experience and class on time and in appropriate mental and physical condition. At the discretion of any faculty member, a drug screen may be requested. Any student receiving financial aid will acknowledge in writing his/her understanding of the imminent loss of financial aid if convicted of a drug-related offense.

Any student convicted of a crime will be required to notify the Arkansas State Board of Nursing Prior to applying for the NCLEX-RN.

## SCHOOL EVENTS AND ACTIVITIES CALENDAR CLASS OF MAY, 2021

January 6, 2020	1 <sup>st</sup> day of Class (N101 – Foundations – Class 5/21)
January 13, 2020	1 <sup>st</sup> day of Class (N202 – Mental Health – Class 10/20)
January 13 – January 17, 2020	Break – Level II –Class 5/20
January 20, 2020	Martin Luther King, Jr. Holiday
January 21, 2020	1 <sup>st</sup> day of Class (N301- Critical Care- Class 5/20)
February 10 – February 14, 2020	Break – Level II – Class 10/20
February 17, 2020	1 <sup>st</sup> day of Class (N203 – Maternal/Newborn – Class 10/20)
March 23-27, 2020	Spring Break
April 20, 2020	1 <sup>st</sup> day of Class (N204 – Nsg of Children – Class 10/20)
April 20, 2020	1 <sup>st</sup> day of Class (N302- Leadership – Class 5/20)
May 4 – May 8, 2020	Break – Level I – Class 5/21
May 11, 2020	1 <sup>st</sup> day of Class (N201-Medical-Surgical Nsg – Class 5/21)
May 21, 2020	Graduation – Class 5/20
May 25, 2020	Memorial Day Holiday
June 15 – June 19, 2020	Break – Level II – Class 10/20
June 22, 2020	1 <sup>st</sup> day of Class (N301 – Critical Care – Class 10/20)
July 4, 2020	July 4 <sup>th</sup> Holiday
August 3 – August 7, 2020	Break – Level II – Class 5/21
August 10, 2019	1 <sup>st</sup> day of Class (N202-Mental Health Nsg – Class 5/21)
September 7, 2020	Labor Day Holiday
September 7 – 11, 2020	Break – Level II – Class 5/21
September 14, 2020	1 <sup>st</sup> day of Class (N302 – Leadership – Class 10/20)
September 14, 2020	1 <sup>st</sup> day of Class (N203 – Maternal-Newborn – Class 5/21)
October 15, 2020	Graduation – Class 10/20
November 9, 2020	1 <sup>st</sup> day of Class (N204 – Nsg of Children – Class 5/21)
November 26-27, 2020	Thanksgiving Holiday
December 21, 2020 – January 1, 2021	Christmas Break
January 18 – January 22, 2021	Break – Level II – Class 5/21
January 25, 2021	1 <sup>st</sup> day of Class (N301 – Critical Care – Class 5/21)
April 26, 2021	1 <sup>st</sup> day of Class (N301 – Leadership – Class 5/21)
May 27, 2021	Graduation – Class 5/21

Revised: 5/15/2019

**JEFFERSON REGIONAL MEDICAL CENTER**

***ADMINISTRATION***

Brian Thomas.....	CEO
Peter Austin.....	Chief Operating Officer
Bryan Jackson.....	Executive Vice President Chief Financial Officer
Louise Hickman, RN, MA, CLNC.....	Vice President Patient Care Services/Chief Nursing Officer
Reid Pierce, M.D.....	Vice President Chief Medical Officer
Jeremy Jeffery.....	Vice President Strategy & Business Analytics

# JRMC SCHOOL OF NURSING

## **DIRECTOR**

Michelle Newton, MSN, BSN, RN; Jefferson School of Nursing, Pine Bluff, Arkansas, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN; Delta State University, Cleveland, Mississippi, MSN.

## **FACULTY**

Shannon Davis, MSN, BSN, RN; University of Arkansas for Medical Sciences, Little Rock, Arkansas, BSN; University of Arkansas, Fayetteville, Arkansas, MSN.

Lori Grace, MSN, BSN, RN; University of Arkansas at Monticello, Monticello, Arkansas, BSN; University of Phoenix, Phoenix, Arizona, MSN.

Kathryn S. Howell, MSN,BSN,RN; Trinidad State Junior College, Trinidad, Colorado, RN; University of Phoenix, Pueblo, Colorado, BSN; University of New Mexico at Albuquerque, Albuquerque, New Mexico, MSN.

Linda Linsy, MSN,BSN, RN; Baptist School of Nursing, Little Rock, AR, RN; Arkansas Tech University, Russellville, Arkansas, BSN; Arkansas Tech University, Russellville, Arkansas, MSN.

Katharine McCoy, MSN/FNP, BSN, RN; University of Arkansas at Pine Bluff, Pine Bluff, Arkansas, BSN; University of Central Arkansas, Conway, Arkansas MSN/FNP.

Tina McDaniel, MSN, BSN, RN; Nebraska Wesleyan University, Lincoln, Nebraska, BSN. Capella University, Minneapolis, Minnesota, MSN.

Carolyn Morrisey, DNP, MNSc, BS, RN, CCRN; University of Central Arkansas, Conway, Arkansas, BS; University of Arkansas for Medical Sciences, Little Rock, Arkansas, MNSc; University of Alabama, Birmingham, Alabama, DNP.

Loyce Anne Stafford, MS, BSN, RN; Excelsior College, Albany, New York, BSN; Excelsior College, Albany, New York, MS.

## **STAFF**

Judy Stott, Financial/Regulatory Services Coordinator

Lucy Mullikin, Department Secretary/Registrar

April 2019