

JEFFERSON REGIONAL SCHOOL OF NURSING



**STUDENT
HANDBOOK**

2023-2024

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DIRECTOR'S MESSAGE

WELCOME TO THE STUDENT HANDBOOK

Dear Student,

Welcome to Jefferson School of Nursing (JRSON)! The faculty and I are pleased that you have chosen a career in nursing. We are also happy that you have chosen the JRSON for your preparation in your career. We want the next seventeen months to be an exciting time of learning and development for you.

The JRSON Student Handbook is developed for students to provide information about the program guidelines and procedures and will serve as an adjunct to the most current Catalog.

The curriculum is designed for you to grow intellectually, psychologically, and socially. To derive full benefit from the program it will be necessary for you to study diligently and consistently.

You, the student, are the most important part of the school. Your suggestions and ideas are welcomed and may be submitted to the Director.

Sincerely,

Michelle Newton, MSN, RN

Director



GENERAL INFORMATION

STUDENT HANDBOOK REVISION STATEMENT

Welcome to the 2023-2024 Associate of Applied Science in Nursing (AAS) Jefferson Regional School of Nursing (JRSON) Student Handbook. The AAS Student Handbook is developed for students to provide information about the program guidelines and procedures, **and will serve as an adjunct to the most current Catalog.** The Student Handbook outlines essential information such as expectations of students, student code of conduct, and professional conduct. Students at JRSON are responsible for knowing the information contained herein and complying with the policies, procedures and guidelines written in the document.

This Student Handbook is intended to provide general information to students and prospective students. The school reserves the right to make changes to this Student Handbook, at any time, to update changes in federal and state regulations, accreditation standards, and any other policy changes the JRSON deems necessary. Changes to the Student Handbook are published in an Addenda and updated versions of the Student Handbook, which are distributed to all students via the learning portal. The Student Handbook changes become effective immediately upon publication and apply to all enrolled students.

PHILOSOPHICAL FRAMEWORKS

Goal, Mission, Vision, Philosophy, and Graduate Specific Competencies Crosswalk

Jefferson Regional Hospital Goal, Mission, Vision & Values	Jefferson Regional School of Nursing Program Goal, Mission, Vision & Values	JRSON Program Outcomes (PO), End-of-Program Student Level Outcomes (EPSLO) and Competencies
<p>The Goal of Jefferson Regional Hospital, is to focus on the future and within the next decade, Jefferson Regional will build a new facility to replace the current hospital. This will impact the health, wellness and economy throughout Southeast Arkansas for generations to come and will fulfill Jefferson Regional’s promise to provide quality health services to all members of our community.</p>	<p>The Goal of JRSON is to offer an educational program designed to prepare individuals to serve the nursing needs of the community and to contribute to the maintenance of high standards of evidence-based, patient-centered care.</p>	<p>PO#1: Graduate future entry-level nurses who will improve individual, family, and community health and wellness by applying evidence-based skills and knowledge into their practice.</p> <p>PO#2: Graduate competent entry-level practitioners to help meet the demand for professional nurses in</p>
<p>The Mission of Jefferson Regional hospital is to</p>	<p>The Mission of the JRSON is to prepare graduates who</p>	

improve health through excellence and compassion.	function as safe, competent, professional beginning practitioners of nursing in the hospital and other health care settings.	the community. PO#3: Offer the availability of nursing education opportunities for qualified learners.
The Vision of Jefferson Regional hospital is to be the healthcare provider and employer of choice for Southeast Arkansas.	The Vision of JRSON is to develop curriculum to enhance undergraduate nurse education that reflects JRSON Core Values of compassion, accountability, respect, excellence and safety (C.A.R.E.S).	PO#4: Develop responsible, accountable, and competent entry-level professional practitioners. EPSLO#1: Incorporate clinical judgment through the use of the nursing process to provide patient-centered care while meeting the needs of individuals, families, groups, and communities along the health-wellness continuum throughout the lifespan.
The values of Jefferson Regional Hospital are Compassion, Accountability, Respect, Excellence and Safety (C.A.R.E.S.)	The values of compassion, accountability, respect, excellence and safety (C.A.R.E.S) are integrated throughout the JRSON curriculum.	EPSLO#2: Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration.
<p>The Philosophy of Jefferson Regional Hospital is to actively improve the health of the communities served and to transform the way care is delivered.</p> <p>We at Jefferson Regional Hospital believe that:</p> <ul style="list-style-type: none"> • Patient care excellence is a commitment to those we serve – one that we renew each day. We will be here to deliver high-quality, specialized healthcare that is compassionate, collaborative and individually focused. • A culture of empathy, respect, teamwork and compassion is vital to our success. • It is essential to partner with patients and their families, making them members of the care 	<p>The Philosophy of JRSON is in accordance with the Jefferson Hospital Association and American Nurses Association (ANA) standards of professional performance and standards of care.</p> <p>JRSON nursing faculty believe that:</p> <ul style="list-style-type: none"> • It is important to integrate the JRSON Student Level Outcomes (SLO) and Quality and Safety Education for Nurses (QSEN) core competencies into the curriculum • Abide by the four metaparadigms of nursing that include person, environment, health, and nursing. • Due to the above beliefs, JRSON faculty primarily employ two educational theories in their teaching: 	<p>EPSLO#3: Prioritize safe nursing care to patients across the lifespan in a variety of settings.</p> <p>EPSLO#4: Integrate the use of informatics to assisting, gathering and utilizing healthcare information and knowledge in inpatient care.</p> <p>EPSLO#5: Model professionalism in the</p>

<p>team, in order to achieve positive outcomes.</p> <ul style="list-style-type: none"> • In taking a strong leadership role in improving the health of our communities, today and in the future. • The importance of partnering and aligning with other organizations to achieve this goal. 	<p>Patricia Benner’s Novice to Expert and the Constructivist theory. The faculty recognizes the obligation to prepare graduates who qualify to function as competent beginning practitioners of nursing in the hospital and a variety of health care settings.</p> <p><u>Nursing Metaparadigm</u></p> <ul style="list-style-type: none"> • A person is a physical, emotional, and spiritual being of worth and dignity who has the right to pursue the fulfillment of human needs. • Health is a state manifested by the absence of disease, optimal functioning, and a feeling of well-being. Health status is viewed along a health-wellness continuum throughout the lifespan. • Nursing is the application of clinical judgment through the connection of concepts across time and situation in the provision of patient-centered care. Nursing requires knowledge, skills, and attitudes within the QSEN and Massachusetts Nurse of the Future frameworks and the application of the nursing process in the promotion, maintenance, and restoration of health. Nursing communicates 	<p>nursing role while respecting an individual's dignity, worth, values, culture, and rights.</p> <p>EPSLO#6: Exemplify leadership and assume responsibility and accountability while becoming a self-directed professional nurse.</p> <p>EPSLO#7: Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care.</p> <p>EPSLO#8: Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings.</p> <p>EPSLO#9: Integrate quality improvement processes in the healthcare setting.</p> <p>EPSLO#10: Evaluate the effectiveness of patient education and modify the teaching plan as indicated.</p>
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	<p>and collaborates with the interprofessional healthcare team to provide safe, quality, patient-centered care.</p> <ul style="list-style-type: none">• Environment: Nursing care and leadership is provided in all environmental settings through patient-centered care, patient education, health promotion, and the use of informatics.• Nursing Education is a life-long process. A planned curriculum is outcome-directed and enriched by the diverse experiential knowledge, skills, and attitudes of students and faculty. The education of nursing students is enhanced by a climate of student-centered learning. The faculty facilitate the student's acquisition of knowledge within a constructivist framework. Students have the ultimate responsibility to construct knowledge from previously learned concepts and experiences. The faculty partner with students to prepare graduates who function as competent, beginning practitioners of nursing in the hospital and a variety	
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	<p>of health care settings. The faculty assumes the responsibility for their own continued professional development and for providing a curriculum that reflects current healthcare practices.</p> <ul style="list-style-type: none"> • JRSON serves as a community resource that 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. 	
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JRSON EDUCATIONAL LEARNING THEORIES & INSTRUCTIONAL METHODS

CROSSWALK: Faculty at Jefferson Regional School of Nursing program have chosen Constructivism and Adult Learning Theory as the educational theories of choice because they provide an active learning environment and encourage learners to construct knowledge rather than just passively take in information through rote memorization.

Learning Theory	Curriculum or Instructional Method
Constructivism	<p>Most JRSON courses have a project to complete by a group of students that is facilitated by faculty. These projects are intended to assist the student to:</p> <ul style="list-style-type: none"> • Construct new knowledge by building on previous learned knowledge and experiences • ‘Learning to learn’ how to be a safe competent nurse • Engage in an active process while learning • Use conversation and peer interaction, to help students retain their knowledge • Understand how ideas and concepts are linked together as they are learned from simple to complex

	<ul style="list-style-type: none"> Engage the mind and learn to become internally motivated to achieve excellence as a nursing student <p>A variety of teaching methods are utilized such as, but not limited to: participation in the annual QUAPI fair at Jefferson Hospital, online discussions to problem solve Next Generation case studies, completing problem-based/inquiry-based/cooperative learning assignments, constructing a mind map.</p>
Adult Learning Theory	
Self-Concept	<p>Students become more self-directed as they progress throughout the JRSON curriculum. This is accomplished through:</p> <ul style="list-style-type: none"> Regular teacher-student advisement sessions Encouraging self-directed learning by completing an ongoing individualized remediation plan with ATI Templates
Adult Learner Experience	<p>Adult learners bring with them a wealth of experience that is a resource for learning. A wide variety of instructional techniques create an inclusive learning environment for a wide range of learners from different backgrounds. Examples of blended learning instructional techniques include: Online student discussions, Canvas LMS assignments, quizzes, textbook readings, face-to-face lectures, discussion, group assignments, simulation scenarios, serious gaming.</p>
Readiness to Learn	<p>The adult learner is most interested in learning topics that have immediate relevance to them. The JRSON curriculum is a 17-month program with a strong clinical component for learning the knowledge, skills and abilities to become a safe competent beginning nurse.</p>
Orientation to Learning	<p>Adult learners prefer problem-centered activities and this criterion is met when:</p> <ul style="list-style-type: none"> The student engages and completes interactive simulation scenarios in the laboratory

	<ul style="list-style-type: none"> • Completes Next Generation case study NCLEX-RN style questions • Completes an extensive ATI repository of interactive learning activities. Examples include: Engage Fundamentals RN, Health Assess, Learning System RN, Nurse’s Touch, Nurse Logic, Pharmacology Made Easy, Real Life RN Medical Surgical, Skills Modules, The Communicator, Video Case Studies • Clear expectations and established assignment due dates are set by faculty
Motivation to Learn	Adults are practical, internally motivated and like to be respected. Students are treated as adults and are expected to be responsible and accountable for completing course assignments for lab/clinical/didactic, follow JRSON policy & procedures and to maintain professional behaviors at all times.

NCSBN CLINICAL JUDGEMENT MEASUREMENT MODEL: Students at JRSON will apply the NCSBN Clinical Judgement Measurement Model throughout the program in various didactic and clinical courses, to prepare them for the Next Generation NCLEX-RN board exam. It is highly recommended that students visit the NCSBN website to learn more about the model and details of the NCLEX-RN test plan. Access the websites at <https://ncsbn.org/clinical-judgment-measurement-model> and <https://www.ncsbn.org/exams/testplans.page>

LEVELED STUDENT LEARNING OUTCOMES

Student Learning Outcomes, QSEN & Benner’s Novice to Expert Theory Crosswalk

Quality and Safety Education for Nurses (QSEN)	Level I Student Learning Outcomes (Benner’s- Novice to Advanced Beginner)	Level II Student Learning Outcomes (Benner’s-Competent)
Professionalism <u>Level I & II</u> <ul style="list-style-type: none"> • Follows Policies and is prepared for clinical • Attends all clinical experiences/follows policy for reporting absence • Arrives on time 	<ul style="list-style-type: none"> • Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard based nursing care <i>Note: duplicated from Patient-Centered Care</i> 	<ul style="list-style-type: none"> • Model professionalism in the nursing role while respecting an individual's dignity, worth, values, culture and rights. • Exemplify leadership and assume responsibility and accountability while

<ul style="list-style-type: none"> • Dresses in appropriate attire following policy • Practices safely at all times • Maintains academic integrity • Maintains Patient Confidentiality and interacts appropriately with patients, faculty, peers, and members of the interdisciplinary team 		<p>becoming a self-directed professional nurse.</p>
<p>Patient-Centered Care</p>	<ul style="list-style-type: none"> • Implement nursing care to patients, families, and groups across the lifespan from diverse backgrounds in a variety of settings that is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs • Practice nursing in a professional, ethical, and legal manner while providing patient-centered, standard based nursing care • Demonstrate leadership, management, and priority setting skills to support safe, quality patient-centered care • Incorporate verbal and nonverbal communication strategies with patients and families from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships • Provide appropriate health-related information to patients and families that facilitate their understanding of new knowledge and skills 	<ul style="list-style-type: none"> • Incorporate clinical judgment through the use of the nursing process to provide patient-centered care while meeting the needs of individuals, families, groups, and communities along the health-wellness continuum throughout the lifespan. • Integrate therapeutic communication with the patient, patient's family, and the interprofessional healthcare team when providing care. • Evaluate the effectiveness of patient education and modify the teaching plan as indicated.

Teamwork & Collaboration	<ul style="list-style-type: none"> Participate as a member of the interprofessional healthcare team in the provision of safe, quality patient-centered care 	<ul style="list-style-type: none"> Lead the interprofessional team utilizing appropriate delegation and prioritization through teamwork and collaboration.
Evidence-based Practice	<ul style="list-style-type: none"> Identify best current evidence from scientific and other credible sources as a basis for developing individualized patient-centered plans of care 	<ul style="list-style-type: none"> Practice evidence-based professional nursing as a competent beginning practitioner in a variety of health care settings.
Quality Improvement	<ul style="list-style-type: none"> Participate in data collection processes that support established quality improvement initiatives 	<ul style="list-style-type: none"> Integrate quality improvement processes in the healthcare setting.
Safety	<ul style="list-style-type: none"> Implement strategies that minimize risk and provide a safe environment for patients, self, and others 	<ul style="list-style-type: none"> Prioritize safe nursing care to patients across the lifespan in a variety of settings.
Informatics	<ul style="list-style-type: none"> Utilize evidence-based information and patient care technology in the provision of safe, quality patient centered care 	<ul style="list-style-type: none"> Integrate the use of informatics to assist in gathering and utilizing healthcare information and knowledge in patient care.

JEFFERSON REGIONAL SCHOOL OF NURSING (JRSON) HISTORY

In mid-1980, the severe shortage of registered nurses in Arkansas prompted the Administration of Jefferson Regional Medical Center (JRMC) 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 Jefferson Regional Medical Center 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.

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).

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.

On July 29, 2002, the NLNAC granted continued accreditation to the JRMC 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 JRSON School of Nursing's existing building, learning was enhanced by one million dollars' worth of equipment received from a HRSA grant. On April 1, 2008, funds enabled the purchase of a high technological A/V system that provided connectivity within the skills laboratory, throughout the nursing school building, as well as linking the school with outside facilities.

In 2018, Michelle Newton was named Program Director. Previously, Director Michelle Newton served as the Administrative Director for several nursing units at Jefferson Regional Hospital, and these were: Maternal Child, Med Surg, Rehab, and Dialysis. Through her transformational leadership, Director Newton has brought about meaningful change at JRMC SON.

By modelling fairness and integrity, Director Newton has inspired faculty and students to work towards achieving their goals. In late 2019, an innovative new curriculum was developed with major changes, that was approved by the Arkansas State Board of Nursing (ASBN), Arkansas Department of Education (DOE) and Accrediting Bureau of Health Education Schools (ABHES). The new curriculum was initiated in July 2020 for the December 2021 cohort and culminated in a historic 100% pass rate on the NCLEX-RN.

Director Newton continually supports student success through team building and embedding active learning strategies throughout the curriculum. In 2021, a grant from the Blue and You

Foundation culminated in an extensive renovation to the Simulation Center. The Simulation Center provides high-quality clinical skills practice opportunities that promote sound clinical reasoning and decision-making amongst the students.

Director Newton's visionary leadership has been instrumental in advancing technologies and best teaching practice at JRSON. Accomplishments include utilizing educational telehealth services, standardizing curriculum within the Canvas Learning Management System, and purchasing several medium fidelity multicultural mannequins for the simulation center.

In 2022, JRMC SON was renamed Jefferson Regional School of Nursing (JRSON). According to the present director, Michelle Newton, JRSON has had a total of 1276 graduates since the opening of the program. The graduates are working in a large variety of health care facilities such as hospitals, nursing homes, physician offices, health clinics, health departments, department of corrections in Arkansas and throughout the United States.

JEFFERSON REGIONAL SCHOOL OF NURSING (JRSON) PIN

The JRSON pin symbolizes the concepts on which our nursing philosophy is based. It signifies the purpose and foundation of our educational endeavors.

The JRSON philosophy begins: "Man is a biopsychosocial being with common human needs." This assumption is represented on the pin by the three intertwined circles signifying the biopsychosocial aspects.

The spiral shown above the three circles is Dunn's conceptualization of man as he moves throughout the life cycle from conception to death, fluctuating between optimal functioning or high-level wellness to illness.

As, according to the philosophy, nursing requires a caring commitment to the application of the nursing process in the promotion and restoration of health during illness, the hands encompassing the circles and the spiral symbolize the nurse's special way of "caring." Our hands are the extension of our hearts and our minds.

The shield denotes "one who protects." The colors, green and white of the vertical stripes, have a special significance. The green signifies learning and educational growth. White is a symbol of purity of thought and freedom from bias.

The scalloped edges encircling the oval-shaped pin represent a continuous pattern of communication as nursing coordinates, collaborates, and consults with patients/clients, families, and health team members to bring about adaptive responses. Together, this represents attainment, after a long, hard pursuit, attainment of a goal in nursing (Phyllis Attwood-President, 1985).

In 2022, the JRSON pin was restyled. The overall color of green was replaced with a purple hue to symbolize transformation. Historically, the soothing color of purple has represented success, pride, a sense of honor and these values embody Jefferson Regional Four Beliefs:

- We believe patient care excellence is a commitment to those we serve – one that we renew each day. We will be here to deliver high-quality, specialized healthcare that is compassionate, collaborative and individually focused.
- We believe that a culture of empathy, respect, teamwork and compassion is vital to our success.
- We believe it is essential to partner with patients and their families, making them members of the care team, to achieve positive outcomes.
- We believe in taking a strong leadership role in improving the health of our communities, today and in the future. We recognize the importance of partnering and aligning with other organizations to achieve this goal.

At Jefferson Regional hospital, the color purple represents wisdom and bravery, and its effects enlighten, inspire, uplift and encourage those whom we serve and work with.

ACCREDITATION AND ARKANSAS DEPARTMENT OF EDUCATION CERTIFICATION

The JRSON undergraduate nursing program is accredited by the Bureau of Health Education Schools (ABHES), Suite 730, North Bethesda Maryland 20852 301-291-7550 info@abhes.org
 The JRSON undergraduate nursing program is approved by the Arkansas State Board of Nursing, 1123 South University Ave., Suite 800 Little Rock Arkansas, 72204, 501-686-2700 or 501-686-2714

The JRSON undergraduate nursing program is certified by the Arkansas Higher Education Coordinating Board. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement or any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined by Arkansas Code 6- 61-301. If you would like further information regarding Arkansas Higher Education, please contact them directly at 501-371-2000 or the website www.adhe.ark.gov.

MEMBERSHIPS AND AFFILIATIONS

Refer to the ‘General Information’ section of the Catalog: Memberships and Affiliations.

CAMPUS LOCATION AND EDUCATIONAL DEGREE OFFERING

JRSON consists of one main campus located in Pine Bluff Arkansas:
 Jefferson Regional School of Nursing
 Location: 4000 S. Hickory Street
 Mailing Address: 1600 West 40th, Pine Bluff, Arkansas 71603
 (870) 541-7858

The curriculum of JRSON 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 24 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. 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.

CAMPUS RESOURCES

Refer to ‘General Information’-Resources in the Catalog. Topics include human resources, Faculty input on budget & resource allocation, Blue & You grant, facilities.

JEFFERSON REGIONAL ADMINISTRATION

Refer to ‘General Information’-Jefferson Regional Administration in the Catalog.

ADMINISTRATIVE STAFF/FACULTY AND CREDENTIALS

Jefferson Regional School of Nursing provides students with a qualified faculty of professionals who are committed to sharing their knowledge and experience. Faculty credentials can be viewed in Appendix A.

HOURS OF OPERATION & HOLIDAY TIME

Refer to ‘General Information’-Hours of Operation and Holiday Time in the Catalog.

RELATED DOCUMENTS

Administrative Staff, Faculty Credentials and Other Important Numbers (Appendix A)

DATE(S)

Original Policy Effective Date:

- General Information Section: Reviewed 01/08/2023

Change/Review/Approval Date:

NURSING PROGRAM

ASSOCIATE OF APPLIED SCIENCE IN NURSING AND PROGRAM DELIVERY

Jefferson Regional School of Nursing offers an Associate of Applied Science in Nursing (AAS) degree program. This program of residential instruction offers 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 and 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.

Jefferson Regional 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). The curriculum consists of forty-eight (48) 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-four (24) credits of general education coursework. A total of seventy-two credits are required for graduation. Upon completion of the program, the learner is awarded an associate of applied science in nursing degree and is eligible to apply to take NCLEX-RN®.

The curriculum incorporates the prelicensure Quality and Safety Education for Nurses (QSEN) competencies, American Nurses Association Code of Ethics for Nurses with Interpretive Statements, National Patient Safety Goals, Healthy People 2030, CDC guidelines for isolation precautions, and other relevant professional nursing standards. The entire program is delivered in the English language only.

NCLEX-RN AND LICENSURE

The undergraduate nursing program offered by JRSON prepares the student to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Completion of the program at JRSON does not guarantee licensure. The Arkansas State Board of Nursing has specific guidelines that the graduate student must follow for licensure. More information can be found on the ASBN website <https://www.healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing>

Completion of the JRSON program of study and graduation along with obtaining ATI Green Light Status denotes eligibility to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Successful candidates on the NCLEX-RN are recognized as a Registered Nurses, having demonstrated competency and quality performance in the profession.

However, licensing restrictions based on criminal records in the Nurse Practice Act of the State of Arkansas may not be eligible to receive or hold a license issued by the Arkansas State Board of Nursing. This includes persons that have pleaded guilty or nolo contendere to, or been found

guilty: of an offense listed in ACA 17-87-312; on a Criminal Background Check, and the ACA 17-3-102 (Appendix K).

CURRICULUM ORGANIZATIONAL PLANS AND PROGRAM SCHEDULE

At JRSON students enter the program of study as part of a cohort. Each cohort follows the 17-month curriculum organization plan as outlined on the document (Appendix B). Students must follow the curriculum organizational plan to ensure completion and graduation on the scheduled date. There must be no deviations from the plan without the Registrar and respective Coordinator's/Program Director's prior approval.

Classes are scheduled on a regular basis and are usually Monday – Thursday, 8:00 am – 4:00 pm unless otherwise scheduled on course calendars. A class schedule is provided during the first day of class. Selected courses have clinical labs taught concurrently with lecture topics. This approach provides students hands-on experience and visual reinforcement of the principles learned in the classroom. Lab rotations are scheduled by the faculty and may occur on any class day. The clinical experience varies per course.

GENERAL EDUCATION

Refer to the 'Nursing Program' section of the catalog. Topics General education, course descriptions for SEARK and JRSON.

CAREER PLACEMENT, STUDENT EMPLOYMENT AND EMPLOYMENT STATEMENTS

Refer to the 'Nursing Program' section of the catalog. Topics career placement, student employment, Jefferson Regional employment statement.

ATI LEARNING & TECHNOLOGY RESOURCES FOR NURSING STUDENTS

ATI LEARNING: Students will begin using ATI resources in N100 Foundations of Nursing, and throughout the JRSON program for review, remediation, preparation for class/clinical, as well as a tool to begin preparing for success on the NCLEX-RN exam. Student assignments in ATI will include, but are not limited to: case studies, skills modules, dosage calculation modules, and practice/proctored assessments. Students will be required to complete ALL assigned ATI course work as well as any other assignments the faculty find to be of value to the student. Failure to complete assignments will result in the student's inability to progress to the next level of the program.

What does ATI offer?

- Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success.
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are

provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

- ATI Orientation resources such as the ATI Plan can be accessed from “My ATI” tab. It is highly recommended that you spend time navigating through these orientation materials.

Review Modules/eBooks: ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials: ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments: Students will complete practice assessments as well as standardized proctored assessments that will be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation: Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student’s individual assessment report will contain a listing of the Topics to Review. Students will remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. Failure to complete remediation will have consequences. Students are required to spend at least 1 hour, or the recommended time in the skills modules, as well as any other module assigned in ATI in order to receive credit/points. All remediation templates require (3) Critical Points. This could be Nurse Touch, Nurse Logic, Pharm, skill modules, etc.

Students will receive credit for the first score given on the practice tests and their Focused Reviews and Active Learning Templates (ALT) will be built from the first attempt at the exam. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students will provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Standardized Proctored Assessment: All students will be allowed two attempts. Students scoring less than a level 2 are required to retake where the best score will be utilized. Points will be given as indicated in the Content Mastery Series (CMS) grading rubric.

CONTENT MASTERY SERIES GRADING:

- a) Instructors will use the ATI CMS rubrics to grade the assessments.
- b) There will be no partial credit for the Content Mastery Series assignments.
- c) There will be no partial credit for the Content Mastery Series late or incomplete assignments.
- d) Ensure that you have your school identification badge at every testing session, both ATI and unit exams for admittance to the examination room. Without proper identification, you will not be allowed to test.

Content Mastery Series | Grading Rubric

(CMS practice and proctored assessments equal 10% of the Coursegrade)

Practice Assessment	
4 points	
<p>Complete Practice Assessment A <i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review onthe initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Complete Practice Assessment B <i>Remediation:</i></p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review onthe initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. **



Standardized Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 point
<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum two-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum three-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum four-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. **
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake*			
No retake	No retake required but may be taken and best score utilized	Retake required. The best score will be utilized.	Retake required. The best score will be utilized.

Comprehensive Predictor | Grading Rubric

(CMS practice and proctored assessments equal 10% of the coursegrade)

Practice Assessment	
4 point	
<p>Practice assessment A Remediation:</p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review on the initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Practice assessment B Remediation:</p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review on the initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. **

Standardized Proctored Assessment			
95 percent or above Passing predictability =4 points	90 percent or above Passing predictability = 3 points	85 percent or above Passing predictability = 1 point	84 percent or below Passing predictability =0 points
<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum two-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum three-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. ** 	<p>Remediation = 2 points:</p> <ul style="list-style-type: none"> • Minimum four-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. **
10/10 points	9/10 points	7/10 points	6/10 points
Proctored Assessment Retake			
Retake not required	Retake not required but may be taken- best score will be utilized.	Retake Required - best score will be utilized.	Retake Required- best score will be utilized

** Handwritten ALTs and Three Critical Points are required

ATI CAPSTONE, VIRTUAL ATI POLICY & STUDENT ACKNOWLEDGEMENT: This process will begin in the Level II part of the nursing program at JRSON. Beginning in Level II courses, the ATI Capstone program will begin where students utilize an 8 week, ATI coach led, product to help prepare for successful completion of the program as well as the NCLEX-RN. Following the Capstone component, students will progress through a live onsite NCLEX-RN review, followed by the 12-week Virtual ATI product. Similar to that of the Capstone, the Virtual ATI product is, again, a coach led intensive review through the major topic areas studied in nursing (Fundamentals, Pharmacology, Medical-Surgical, Maternal Newborn, Nursing Care of Children, and Mental Health). After successful progression through these topics areas, the student will then be allowed to take the virtual ATI predictor exam. Depending on the score, students may have to repeat this exam more than once, with a waiting period in between each attempt. At the completion of the final course of study in this program, NCLEX-RN Prep, students must achieve a minimum of 75% completion in this program to meet the final course requirement and be eligible for graduation.

ATI & COMPREHENSIVE NURSING EXIT REQUIREMENTS: Students must complete the Virtual ATI prep course and obtain the 100% completion and achieve “Green light” status in order to meet course requirements. The Virtual ATI prep course is a component of N208 NCLEX Prep and benchmarks/minimum scores must be met as part of the course requirements. Students must achieve the 90% or above passing predictability on the Comprehensive Predictor exam within two (2) attempts in order to meet course requirements.

Because students will not be released to test for NCLEX-RN until they have satisfied the ATI requirements, it is necessary for students stay in close communication with their ATI coach and follow directions precisely to prevent any delays in their virtual product timeline. Students who do not complete these ATI requirements within the specified time range, will be awarded an ‘Incomplete I’ grade. Refer to ‘Academic Policies’-Incomplete section of the Catalog for more information.

Additionally, ATI representatives at their own discretion, may withhold and not award Green Light Status when anomalies are noted with an individual’s Virtual-ATI assessments results. Anomalies may include, but are not limited to: numerous assessment retakes, multiple exits and re-entries into the same assessment attempt, group/cohort assessment taking, taking ATI assessments not directed by the educator, irregular or unexpectedly high total scores based on known characteristics of Virtual-ATI assessment samples (e.g., standard deviation), assessment times significantly above or below normal standard deviation times, and significant inconsistencies with content scores.

STUDENT ACKNOWLEDGEMENT: The ATI Student Acknowledgement Form is to be completed by all students (Appendix C).

Ticket-to-Class Assignments: Learning experiences may be assigned to be completed prior to class days. These learning experiences/assignments are designed to help prepare for the information that will be delivered in the didactic portion of this course. Refer to your course calendar for specific ticket-to-class assignments. If these are not completed by the due date, you will not be permitted to attend class. All ticket-to-class assignments are due the day before class

by 11:59 pm as indicated on your course calendar. You may have some that are due on weekends.

CANVAS LEARNING MANAGEMENT SYSTEM (LMS): At JRSON Canvas is the Learning Management System (LMS) of choice and all official communication is done via this technology. Students will be able to access nursing courses, Canvas Dashboard and the Global Navigation Menu in Canvas.

RELATED DOCUMENTS

- JRSON Curriculum Organization Plans (Appendix B)
- JRSON School Events and Activities Calendar (Appendix B)
- ATI Student Acknowledgement Form (Appendix C)

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Nursing Program Section: Reviewed 02/02/2024

ADMISSIONS

ADMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

SEVIS, ABILITY-TO-BENEFIT, ADVANCED PLACEMENT, EXPERIENTIAL LEARNING STATEMENTS: Refer to ‘Admissions’ section of the Catalog.

ADMISSIONS CONTACT INFORMATION: All inquiries or correspondence for admission should be directed to:

Registrar-Julia White
Jefferson Regional School of Nursing
1600 West 40th Avenue
Pine Bluff, Arkansas 71603
(870-541-7858)

APPLICATION AND ADMISSION REQUIREMENTS: Refer to ‘Admissions’ section of the Catalog.

ATI TEAS EXAM: Refer to ‘Admissions’ section of the Catalog.

APPLICATION PROCESS: The prospective nursing student may begin the application process while still enrolled in required pre-requisite college courses. However, all required pre-requisite courses must be completed with a grade of C or better by January or July/August of the enrollment year in order to progress into Foundations of Nursing N100. Packets will be emailed upon request or may also be downloaded from JRSON web page, <https://www.jrmc.org/schoolofnursing/>

Class Starts:	Deadline for Enrollment:
January	November 1 st
July/August	June 1 st

SELECTION PROCESS: Admission to Jefferson Regional School of Nursing is selective and includes a complete review of the applicant’s file by the Director and/or Admissions, Promotion, Recruitment and Graduation (APRG) committee. Selection for entry is competitive because each entering class is limited in size by number. Also, selection for enrollment is based on a pre-established scoring system that includes: High School GPA, College GPA, Academic History, and a ATI Teas Entrance Exam, GED.

The APRG committee selects applicants for admission to JRSON who best meet the criteria for selection and admission. Each applicant is notified in writing of their status (acceptance, pending receipt of ATI TEAS scores or completed transcript, or non-acceptance). Applicants selected for admission should notify the JRSON 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.

CANCELLATION OF ENROLLMENT

Refer to 'Admissions' section of the Catalog.

READMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

Refer to 'Admissions' section of the Catalog.

TRANSFER POLICIES

Refer to 'Admissions' section of the Catalog.

EQUAL OPPORTUNITY, DISCRIMINATION, AND HARASSMENT POLICY

Refer to 'Admissions' section of the Catalog.

STUDENT WITH DISABILITIES

Jefferson Regional School of Nursing will provide reasonable accommodation as 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.

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. JRSON 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 JRSON Director who will share the information to the appropriate course lead.

PROTECTION OF PRIVACY AND SECURITY OF INDIVIDUALS

The Privacy Policy of JRSON 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, JRSON 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 of the JRSON Privacy Policy in its entirety. A form, signed and dated by the student, is kept in the school office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education 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.

Under FERPA, Students have the right to know about the purpose, content, and location of information kept as part of their educational records. They also have the right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information.

Educational records are defined as records that directly relate to a student and are maintained by an institution or by third-party acting on behalf of that institution. Such records may include written documents (including student advising files), computer media, video or audiotapes, CDs, film, photographs, or any other record that contains personally identifiable information that is directly related to the student, such as student files, student system databases, and student projects.

Records not considered educational records under FERPA are private notes of individual staff or faculty (not kept in advising files), police records, medical records, statistical data compilations that contain no personally identifiable information, and administrative records kept exclusively by the maker of the records and are not accessible or revealed to anyone else.

Some information in a student's educational record is defined as directory information under FERPA. The school may disclose this type of information without the written consent of the student. However, the student can make a formal written request to restrict the release of directory information. Students may withhold directory information by notifying the Registrar in writing within two (2) weeks after the first day of classes. Requests for nondisclosure of directory information will be honored by the school for one year; therefore, requests must be filed with the Registrar upon annual matriculation. Directory information may include name, address, phone number, email address, dates of attendance, degree awarded, and enrollment status.

Non-directory information will not be released to anyone, including the parents of the student, without the prior written consent of the student. Faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include social security numbers, earner identification numbers, race, ethnicity, nationality, gender, transcripts, and grades.

Prior written consent is required before the school can disclose any non-directory information.

Prior written consent is not required when the disclosure is made directly to the student or to other school officials within the same institution when there is a legitimate educational reason. A legitimate educational reason may include enrollment or transfer matters, financial aid issues, information requested by governmental or accrediting agencies, and third-party financial aid processors. Prior written consent is not required to disclose non-directory information when the health and safety of the students are in jeopardy or when complying with a judicial order or subpoena.

FERPA also affords students certain rights to their education records. These rights include:

- The right to inspect and review students' education records within forty-five (45) days of the day the school receives the request;
- The right to request amendments to students' education records that the student believes are inaccurate
- The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that FERPA authorizes disclosure without consent
- The right to prevent disclosure of directory information.
- The right to be annually reminded about their rights under FERPA: and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

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. For more information or complaints, write to:

FERPA Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5901
Students Right to Due Process

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA):

All institutions in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, amounts of information necessary to accomplish the task.

The minimum disclosure standard, however, does not apply to a request for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment. To protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies.

Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications, which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will, therefore, be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from fines up to and including imprisonment.

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education 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.

STUDENT RECORDS: Records are kept on each applicant, student, and former student of JRSON. The Director of JRSON is the person responsible for these records. In compliance with ABHES, the following documents are to be noted by students and alumni as their education records at JRSON.

In accordance with the ABHES 19th Edition (2024) Appendix E-Records Maintenance requirements, the following information/documents are retained for a minimum of three (3) years after the end of the institution's most recent fiscal year during which the students were last enrolled.

1. Student Status (Current, Withdrawn, Graduate, LOA)
2. Program enrolled in, start date, and graduation date
3. Enrollment agreement
4. Signed attestation of high school graduation or equivalent (e.g. diploma, transcript or GED)
5. Admission determination documentation [e.g. admission exam(s)]
6. Financial records (e.g. required financial aid documentation, tuition payments, refund calculations and evidence of monies returned)
7. Academic transcripts (must be maintained indefinitely).
8. Progress reports or correspondence.
9. Evaluations for externships and/or internal clinical experiences.
10. Documentation of placement activity.
11. Health records will be kept for six weeks after graduation.

SEXUAL MISCONDUCT POLICY-TITLE IX

Refer to 'Admissions' section of the Catalog.

RELATED DOCUMENTS

N/A

DATE(S)

Original Policy Effective Date:

- Student Military Leave of Absence Policy: 10/2022
- Sexual Misconduct Policy: 08/14/ 2020
- Students with Disabilities: 02/1981
- Family Educational Rights and Privacy: 02/1981
- Health Insurance Portability and Accountability Act (HIPAA): 02/1981

Change/Review/Approval Date:

- Admissions Section: Reviewed 01/08/2024

FINANCIAL INFORMATION

TUITION & FEE STRUCTURE COSTS

All school charges are subject to change. The basic expenses include tuition and fees. Tuition and fees are payable upon registration each semester in Level I or according to the payment plan, and upon registration for each course in Level II. Payments are made in the cashier's office at Jefferson Regional. 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.

Jefferson Regional School of Nursing is affiliated with Southeast Arkansas College (SEARK) and each student will pay the tuition and fees for credits attended at the respective institution.

SOUTHEAST ARKANSAS COLLEGE TUITION & FEE STRUCTURE:

Note: Access SEARK website for cost updates

Course	SEARK Course No.	Credits	Tuition	Fees	Books	Total Costs (Tuition, Fees, Books)
English Composition I	ENGL 1313	3	\$300.00		NA	
English Composition II	ENGL 1323	3	\$300.00		NA	
College Algebra	MATH 1333	3	\$300.00		Est. \$300.00	
General Psychology	PSYC 2303	3	\$300.00		Est. \$300.00	
Microbiology with lab	BIOL 2474	4	\$400.00		Est. \$300.00	
Human Physiology 1 with Lab	BIOL 2454	4	\$400.00		Est. \$300.00	
Human Physiology 2 with Lab	BIOL 2464	4	\$400.00		Est. \$300.00	
TOTAL		24	\$2,400.00	\$994.00	\$1,500.00	\$4,894.00

JRSON TUITION & FEE STRUCTURE: There are a total of 48 credit hours, Mental Health and Nutrition concepts are threaded throughout the curriculum. 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. Nursing books may be purchased in the school office and view the details in the chart below.

Cost Item	Term 1	Term 2	Term 3	Term 4
	Level 1 Semester 1 (16 weeks)	Level 1 Semester 2 (16 weeks)	Level 2 Semester 1 (16 weeks)	Level 2 Semester 2 (16 weeks)
	N100 Foundations of Nursing Practice (12 Credit Hours)	N104 Adult Health I (9 Credit Hours)	N200 Maternal/Child Nursing Care (10 Credit Hours)	N204 Adult Health II (9 Credit Hours)
		N106 Pharm 1 (3 Credit Hours)		N206 Pharm 2 (2 Credit Hours)
				N208 NCLEX Prep (1 Credit Hour)
Tuition \$200.00/Credit Hour	\$3,000.00	\$2,250.00	\$2,500.00	\$2,250.00
		\$750.00	\$500.00	\$500.00
				\$250.00
Books	\$800.00	\$200.00	\$200.00	\$100.00
Lab/Tech Fees	\$300.00	\$300.00	\$300.00	\$300.00
Graduation Fee				\$215.00
ATI	\$695.00	\$695.00	\$695.00	\$695.00
Syllabus	\$30.00	\$60.00	\$60.00	\$60.00
TOTALS	\$4,825.00	\$4,255.00	\$4,255.00	\$4,370.00
GRAND TOTAL				\$17,705.00
Note: Fees are subject to change, textbooks are estimated only due to publisher costs				

EXPENSES

LIST OF FEES	COST
General Fees	
Nursing License and Background Check	\$ 151.25 estimated
NCLEX Pearson Vue App	\$ 200.00
Transcripts – Official or Unofficial	\$ 6.00 each
Identification badge fee	\$ 6.00+
Clinical Make-up	\$ 50.00
Application and Registration Fee	\$ 135.00
*Also, the student will need class supplies, a personal allowance for transportation and other expenses outside the 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.	
Examination Fees	
Make-up Unit Examination	\$ 50.00
Make-up Final Examination	\$ 100.00
Standardized Course Exam Make-Up	\$ 50.00 and is dependent on ATI fees
Standardized Exit Exam Make-up	\$ 75.00 and is dependent on ATI fees
*Financial assistance will not pay for any make-ups or retakes. For example: Clinical make-up or exam make-ups.	
Application/Readmission Fees	
Application Fee	\$35.00
Readmission Fee	\$35.00
*The above fees are to accompany the application for admission (or readmission) to JRSON and are not refundable.	
Registration Fee	
Registration Fee	\$100.00
*The registration fee is payable when the applicant is notified of acceptance into JRSON and is not refundable.	

UNIFORMS & EQUIPMENT

Uniforms are purchased by the student at an approximate cost of \$350.00. Information on ordering uniforms will be provided in the admission packet they receive with their letter of acceptance. 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, pen light, bandage scissors, watch with a second hand, small note pad, black permanent ink pen and tape measure. Clipboard with calculator is also recommended.

PAYMENT OF TUITION AND FEES

All tuition and fees are paid in the cashier's office at Jefferson Regional with the student account number on the personal check or money order. Copies of all receipts must be submitted to the Registrar at JRSON to ensure proper credit to the student's account. 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 exam 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 the Cashier's office at Jefferson Regional Hospital. The Registrar must receive a receipt of payment prior to receiving the final grade.

FINANCIAL INFORMATION AND DELINQUENT TUITION

Tuition and fees must be paid according to school's payment terms unless special arrangements are made with the Director.

All fees must be paid prior to receiving the final grade.

A document hold is applied against a student's file for non-payment of tuition and/or fees to JRSON. No documents, including official or unofficial transcripts, will be released until the student's account is current.

STUDENT FINANCIAL AID

FINANCIAL AID HISTORY (NSLDS): Students who have previously attended other colleges may have a financial aid history that affects their eligibility for FSA funds at JRSON. The student can review their financial aid history by using the National Student Loan Data System (NSLDS) For Financial Aid Professionals. Online access is located at <https://nslidsfap.ed.gov> or the student can call 1-800-999-8219.

In order to avoid overpayments or miscalculation of financial aid in the National Student Loan Database System, the financial aid history of the student and/or the NSLDS pages of the Institutional Student Information Record (ISIR) is accessed by the user.

FINANCIAL AID OVERVIEW: JRSON makes every effort to ensure that opportunities for higher education be given to all those who desire it. The goal of Financial Aid (FA) is to provide resources to students that without such funding would otherwise be unable to attend. Financial Aid (FA) will work individually with prospective and current students to ensure that options for paying the cost of education are explored.

Your first step in the Financial Aid process is to complete and submit your FAFSA. You must do this for every year you would like to be considered for Financial Aid and other scholarships.

Students should apply for federal aid by completing the Free Application for Federal Student Aid at <https://studentaid.gov/>.

Verification of student data may be required. Financial Aid will request from you any required documentation. No financial assistance will be awarded until ALL required documents are received and determined to be correct.

Financial aid awards will be applied electronically each semester to the student account. Also, please be aware that students are not eligible to receive Title IV funding at more than one school concurrently.

When Title IV funds credits to a student's account exceeds the total allowable charges assessed by the school, the resulting credit balance will be returned to the student within 14 calendar days after the credit balance occurred, if it occurred after the first day of the semester.

The student may voluntarily authorize the school to hold a credit balance by signing a Credit Balance Authorization. However, the school will pay the remaining balance of loan funds by the end of the loan period and other Title IV funds by the end of the last payment period in the award year for which they were awarded. The school may use Title IV credit balances to cover prior-year charges up to \$200.

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
- The criteria for measuring satisfactory academic progress and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

NEED AND COST OF ATTENDANCE: Many types of federal student aid are available, such as the Federal Pell Grant or Subsidized Loans, where the government pays the interest while you are in college. To receive this funding the student must demonstrate a financial need.

Additionally, students are no longer eligible for Pell Grants after obtaining a bachelor's degree or first professional degree.

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 transfer with them. Students should check with their respective colleges to determine the appropriate procedures for re-applying for financial aid.

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.

STUDENT FINANCIAL AID AND 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 JRSON.

FINANCIAL AID PROGRAMS

GENERAL INFORMATION AND JRSON SCHOOL CODE: 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 School Code for Jefferson Regional School of Nursing is 016498.

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.

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. The different types of financial aid programs available to those who qualify are discussed in detail below.

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 a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the website <https://studentaid.gov>. The application will be transmitted electronically through a federally approved need-analysis system, which will determine the applicant's EFC. Website is fafsa.ed.gov

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, educational benefits may be available. Information is available at 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 JRSO must supply verification of their high school graduation or GED certificate. All post-secondary education from an accredited institution must be verified with an official college transcript.

VA Pending Payment Compliance Policy

In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

GI Bill® is a registered trademark of the United States Department of Veterans Affairs (VA)
The absence of the registration symbol ® does not constitute a waiver of VA's trademark rights in that
phrase.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>."

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 three types of Direct Loans available:

1. **Direct Subsidized Loans** are loans made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education at a post-secondary institution.
2. **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.
3. **Direct Consolidation Loans** allow you to combine all of your eligible federal student loans into a single loan with a single loan servicer.

FEDERAL SUBSIDIZED AND UNSUBSIDIZED LOANS: 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 <https://studentaid.gov/>.

1. **Direct Subsidized Loan:** Federal Direct Loans are low-interest loans that are insured and approved for 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.
2. 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).
3. **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.

CHILDREN OF FALLEN HEROES' SCHOLARSHIP: This grant is for students who had a parent or guardian who died in the line of duty as a public safety officer. If applicable, you may qualify for additional federal aid if you meet the eligibility requirements and can submit documentation to prove entitlement for this scholarship. If you have self-identified yourself as a Student that may be entitled to this scholarship, please see Financial Aid.

STATE AID: The Arkansas Department of Higher Education (ADHE) provides grants, and scholarships to Arkansas residents enrolled at JRSON. 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. Programs like the Arkansas Academic Challenge (Lottery) Scholarship require the YOUniversal application to be completed by June 1. Awards may be renewable and can be a great financial supplement.

MISCELLANEOUS AID PROGRAMS AND SOURCES:

Other aid programs include the following:

1. Arkansas Department of Higher Education - Academic Challenge (Lottery) Scholarship
2. Arkansas Department of Higher Education Opportunities Grant - Go Grants
3. Arkansas Vocational Rehabilitation

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

1. Friends and family
2. Employers (tuition reimbursement)
3. AmeriCorps
4. Public Libraries & Internet
5. Business and Labor Organizations, etc.
6. U.S. Armed Forces
7. U.S. Department of Veterans Affairs
8. 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:

1. <https://www.scholarships.com/>
2. <https://www.fastweb.com/>
3. www.uncf.org

RETURN OF TITLE IV FUNDING

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

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

- The student initiates an official withdrawal from JRSON.
- The student is administratively dropped by the instructor from all classes due to non-attendance.
- The student is administratively withdrawn from all courses as a result of disciplinary action.
- The 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. JRSON 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 known activity by the student will be used in the calculation. In addition, scheduled breaks of at least five consecutive days are excluded from the calculation, thereby reducing the total number of calendar days attended in the period of enrollment.

JRSON 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

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. Jefferson Regional School of Nursing 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 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.

FINANCIAL AID SATISFACTORY PROGRESS POLICY STATEMENT

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward completion. Progress is determined quantitatively

and qualitatively. Please see the Academic Policies section for details relating to Satisfactory Academic Progress.

WITHDRAWAL AND FINANCIAL AID

When a student withdraws or is terminated from JRSON 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 to complete the required paperwork.

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 JRSON determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the school may use the date of determination as the last academically related activity the school has documented.

ARKANSAS STATE REFUND POLICY

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 the completion of 25% of the payment period, the student owes 50% of the tuition.
 - c) At the completion of 50% of the payment period, the student owes 75% of the tuition.
 - d) At the completion of 75% of the payment period, the student owes 100% of the tuition.

FINANCIAL AID APPEAL

Only reasonable explanations for not meeting SAP will be considered in the appeal. A student granted a favorable decision in the appeal will be put on Academic and Financial probation and is entitled to receive Title IV funding, only if he/she is in full compliance with the terms of the probation. If the appeal is approved by the JRSON, the student may be placed on probation after

it is determined that the student did not meet SAP during a previous evaluation period. Probation will be for one additional term/semester during which the student remains eligible for Title IV aid. The academic advisor will develop an academic plan to help him/her achieve the required SAP standards. The financial aid appeal must begin and be completed before the anticipated class start. The student will need to meet with both academics and financial aid. The Curriculum Committee will meet and discuss the appeal, and a letter will be sent with the approval or denial of the appeal. There are NO exceptions to the decision. Upon completion of the plan, the student will either be (1) within SAP, (2) have completed the program, or (3) new status makes the student ineligible for Title IV funds because they failed to meet SAP standards.

RELATED DOCUMENTS

- Satisfactory Academic/Financial Progress Form (SAP) (Appendix G)
- Financial Aid Satisfactory Academic Progress Appeal Form (Appendix H)

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Financial Information Catalog Section: Reviewed 01/30/2024
- Tuition & Fee Structure Costs: Revised 02/02/2024
- Southeast Arkansas College Tuition & Fee Structure: Revised 02/02/2024
- Financial Information Section: Reviewed 02/02/2024

ACADEMIC POLICIES

REGISTERED NURSE LICENSURE FOR ARKANSAS

After you graduate from Jefferson Regional School of Nursing, and receive your ‘Green Light’ from ATI, you are eligible to apply for the NCLEX-RN licensure examination. You must pass the NCLEX-RN exam to qualify for employment as a Registered nurse. Graduates are prepared to enter professional practice areas such as hospitals, long-term care facilities, physicians’ offices and community settings. To be eligible for licensure by examination in the state of Arkansas (www.healthyarkansas.gov):

- You must submit an Arkansas State Board of Nursing (ASBN) application.
- You must declare your primary state of residence
- You must pay required fees
- The program director will submit a completed Affidavit of Graduation.
- You must complete registration for NCLEX-RN with the testing vendor, Pearson VUE
- You must complete a Criminal Background Check
- You must submit an official transcript to the ASBN office prior to the release of the examination results.

Students should be aware that no application for initial Registered Nurse (RN) licensure will be considered by the ASBN without state and federal criminal background checks by the Arkansas State Police and the Federal Bureau of Investigation. The ASBN 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 ASBN.

ATTENDANCE POLICY

The level of achievement in any course will depend on the amount of well-planned study time and quality of work done. Students enrolled in JRSON have a commitment and responsibility to themselves and to the patients to whom they are assigned. Attending classes regularly and giving consistent, high-quality nursing care is essential in any nursing course.

All students are expected to attend every class and clinical laboratory experience in order to meet the course objectives. Any student who, in the instructor's judgment, is not prepared for clinical experience will be asked to leave the unit, will be considered absent, and will receive "unsatisfactory" for clinical that day. No more than two clinical absences are allowed per course. Students are not to schedule doctor appointments, dentist appointments, interviews, and other personal business during times scheduled for class or clinical.

Specific attendance requirements for meeting course objectives will be discussed by the individual instructors at the beginning of each course. A student with excessive absences will be dismissed from the course. Excessive absence is defined as more than Four (4) or more missed days in a 16-week course. The total number of four absences also includes clinical absences in the calculation. Being absent on a scheduled clinical make-up day is considered another absence and is counted into the total accrued absences. Request for an exception must be submitted in writing to the Director of JRSON. All absences are recorded on the student's attendance record, which will become a part of the student's official record.

Students will be required to pay \$50 for each clinical absence.

A student will be required to make up ALL clinical absences. If a student is sent home from clinical for any reason, this constitutes an absence. A student may be sent home for coming to clinical ill or unprepared.

Tardy is defined as Arriving late (after scheduled time) and/or leaving the class or clinical early (before the scheduled time) and will be recorded on the student's attendance record. For the purpose of awarding perfect attendance – three instances of arriving late or leaving early during each course will be counted as one absence. Three clinical tardies equal one absence. Students should set their watches to JRSON time. Further information regarding attendance is included in each course syllabus.

It is the responsibility of the student to make arrangements for make-up assignments with the lead instructor. Make-up assignments are to be arranged prior to the student's final evaluation.

The student's advisor and the lead instructor may design individualized learning experiences appropriate for clinical make-up for up to 2 (two) absences.

ACADEMIC PROGRESSION

Refer to 'Academic Policies' section of the Catalog

STANDARDS OF ACADEMIC PROGRESS

Refer to 'Academic Policies' section of the Catalog

GRADE POINT AVERAGE CALCULATION

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

Grade	Value Points
A	4
B	3
C	2
F	0
I	0

The total points are based on the final grades of all general education courses, the required nursing courses, and other required courses reflected in the program of study. The GPA is based on the final grades of all courses completed at an established point-in-time. The statistic reflects all general education courses, final grades of all required nursing courses, and the final grades of all other courses required in the program of study.

CUMULATIVE GRADE POINT AVERAGE CALCULATION (CGPA)

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

SATISFACTORY ACADEMIC PROGRESS (SAP) DETAILS

All JRSON students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP must be maintained in order to remain eligible to receive assistance under the Title IV, HEA Programs. SAP sets minimum standards for program completion, course completion, and cumulative grade point average. SAP is measured at the end of each course in the term/semester and is checked prior to disbursement of financial aid.

SAP POLICY: All schools participating in Federal Student Aid (FSA), Title IV, and military benefits are required by federal regulations to monitor and document SAP properly. These standards apply to all students enrolled in the Associates of Applied Science degree in Registered Nursing and are used to measure satisfactory progress toward graduation. This policy is provided to all students prior to the first-class session and is consistently applied to all students.

This policy determines academic standards that all students must meet and sets a schedule of measuring the achievement of quantitative and qualitative standards, as well as the maximum time frame allowed to achieve SAP.

The SAP policy for Title IV and military students is consistently applied and identical to the school's actual measurement and used to monitor quantitative and qualitative standards as well as the maximum time frame for students enrolled in the same educational program who are not receiving Title IV financial aid.

EVALUATION PERIODS: At each formal SAP evaluation, at the mid-point of each course and at the end of each term/semester, the JRSON checks:

- Qualitative Measure (grade-based)
- Quantitative Measure (pace based)
- Maximum time frame

A compilation of grades is used to evaluate SAP and is placed in each student file.

ACADEMIC YEAR DEFINITION: The academic year minimum is defined as:

- Academic progress that is measured by credit hours.
- Minimum instructional time per semester that is 16 weeks.
- 32 weeks long.

QUANTITATIVE MEASURE: SAP requires students to attend a minimum of 67% of their educational program in no longer than 100% of the length of the program as measured in credit hours. A final evaluation is conducted at the end of each term/semester to determine if a student has the minimum requirements.

The pace is calculated by dividing the total number of credit hours successfully completed by the total number of credit hours attempted for all courses. At the end of each evaluation period, JRSON determines if students have maintained at least 67% course completion rate since the beginning of the semester. This indicates that, given the same completion rate, the student will graduate within the maximum time frame allowed.

Withdrawn courses are counted as attempted credit hours that are not successfully completed for the purpose of calculating the successful course completion rate. Failed and repeated courses are counted in the calculation as credit hours attempted. The JRSON has no provisions for remedial course work, non-credit courses, or pass/fail grades. These activities have no effect on SAP. The successful course completion rate requirements and academic remedies are detailed in the SAP Progress Table in the JRSON catalog.

Full-time students are scheduled to attend 12-15 semester credit hours, and part-time students are scheduled to attend 9-11 credit hours, half time students are scheduled at 6-8 credit hours and less than half time students are scheduled at 1-5 credit hours.

QUALITATIVE MEASURE: A grade of "C" is required to pass a course. A grade of "C "or higher is required on all graded assignments and evaluations in all courses. Completion of the mandatory, faculty-prescribed remediation is required on all graded assignments and evaluations where a "C "grade has not been achieved. Should the mandatory, faculty-prescribed remediation not be completed, an "F" grade will be assigned on the corresponding assignment or evaluation. Failure to complete any required learning activity may prevent a student's progression to the next level or graduation from an academic program. Any course with a failing grade must be repeated. If the course is a pre-requisite for a higher-level course, it must be completed before progressing in the academic program.

Students must also achieve specific cumulative GPA requirements at certain points during enrollment at JRSON to meet SAP. These requirements are detailed in the SAP Table in the JRSON catalog. In order to avoid being placed on academic probation, a student must achieve a cumulative grade point average of 2.0 at the end of each term/semester and a cumulative grade point average of at least 2.0 to graduate from the program.

Students receive a letter grade, as indicated in the JRSON catalog and are based on the end of semester evaluation. Students who receive an "F" are required to repeat the course. Students who fail a course must retake and pass the course in order to progress to any courses for which the failed course is a pre-requisite. Those who wish to repeat a course in order to improve the grade may be allowed to do so at the discretion of the Director. Students must pay for all repeated coursework and any updated required course materials. In some instances, students may be eligible to receive Title IV for repeated coursework.

CHECKING SAP: The process is as follows:

- Students will meet with their individual advisor at mid-term of the course in the term/semester, and if there are any issues with SAP compliance, will be placed on Academic & Financial Warning.
- Student's SAP final evaluations occur at the end of a term/semester.
- Each evaluation includes qualitative, quantitative, and maximum time frame standards.
- JRSON reviews all courses taken toward a student's program of study.

At the time of review, any student who is not in compliance with SAP standards is placed on Academic/Financial Warning. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

SATISFACTORY ACADEMIC PROGRESS (SAP) TABLE & CREDIT HOURS:

SAP Table

Total Credit Hours	Attempted/Financial Warning or Probation if CGPA is below:	Academic/Financial Warning or Probation if course completion rate is below:
1-12	2.0	67%
13-25	2.0	67%
26-38	2.0	67%
39-51	2.0	67%
52-72	2.0	Maximum Time Frame

Term/Semester Credit Hours		
Term/Semester	Credit Hours	Course(s)
Term/Semester 1	1-12	*Foundations of Nursing
Term/Semester 2	13-24	*Adult Health I *Pharmacology I
Term/Semester 3	25-36	*Maternal/Child Nursing Care *Transition to Professional Nursing
Term/Semester 4	37-48	*Adult Health II *Pharmacology II *NCLEX Prep

Standards of Progress for VA Students

Evaluation of progress of VA students will be conducted by the school's evaluation policy schedule. Students with a minimum of 2.0 academic average and a maximum of 4 unexcused attendance will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress the student must meet both attendance and academic minimum requirements. Students receiving VA benefits who fail to meet minimum progress and attendance requirements will be placed on **probation** for 30 days. At the end of the probationary period, the student's progress (academic and attendance) will be re-evaluated. If the student is meeting minimum requirements, the student will be determined to be making satisfactory progress and will be considered off Probation.

Suspension/Withdrawn/ Termination

If the student fails to meet minimum requirements in either academics or attendance, the school's certifying official will submit a 22-1999b effective on the last day of probation.

Reinstatement of VA student's educational benefits: Once VA student's educational benefits has been suspended and after 30 days and the students is meeting the minimum standards of progress, the school's certifying official will submit a 22-1999.

Refund Policy

In the event a veteran fail to enter the course or withdraws or is discontinued a refund will be based on a pro rata refund of the unused portion of tuition, fees and charges. This refund will be returned promptly as required under 38 CFR 21.4255

REFUNDS: Refunds will be made based on the chart below within 40 days of withdraw. STUDENT ENTITLED UPON WITHDRAWAL/TERMINATION	REFUND
10% of program completed	90% Refund
20% of program completed	80% Refund
30% of program completed	70% Refund
40% of program completed	60% Refund
50% of program completed	50% Refund
60% of program completed	40% Refund
70% of program completed	30% Refund
80% of program completed	20% Refund
90% of program completed	10% Refund

Original Policy Effective Date:

Change/Review/Approval Date:

- SAP: Reviewed 01/30/2024
- SAP VA Revised 01/30/2024

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.

INCOMPLETE (I) – is recorded when a student is unable to complete the coursework by the end of the semester or a six-week time frame is required. If a student fails to complete the required coursework by the end of the six-week time period, or if additional remediation is required, and reasonably believes that with additional time requirements can be fulfilled, then the student should request an extension of the incomplete status in writing from the course instructor. Additionally, the incomplete status must be resolved prior to the start of the next course in the

curriculum plan for that individual student. The decision to grant this request is at the discretion of the Program Director upon advise of the Chief Nursing Officer.

When an Incomplete status is granted, both the student and the Course Lead/Director must agree in writing on provisions for the make-up and/or remedial work. The Incomplete status cannot extend beyond the six- week time frame. When all required make-up and/or remedial work is completed in a satisfactory manner, and within the allowed time frame, the instructor will request that the incomplete status change to the letter grade earned. Failure to complete the required work within the allowed time frame will result in a failure of the course, and the incomplete status will be changed to an "F" grade.

WITHDRAWAL (W) – is recorded when a student officially withdraws from a course. Withdrawals have no effect on GPA; however, course credit hours will be considered as attempted but not completed for the purpose of calculating the maximum time frame and course completion rate portions of SAP.

Students who withdraw prior to completion of the course and wish to re-enter the program will return in the same SAP status as at the time of withdrawal. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer credits accepted toward the completion of a student’s program are counted as both credit hours attempted and credit hours completed but excluded from GPA calculations.

OFFICIAL WITHDRAWAL- Students who complete the formal withdrawal process by submitting a signed copy of the withdrawal form is the date used to notify the JRSON that the student plans to withdraw or to indicate the date of the determination of the last date of attendance, whichever is later.

UNOFFICIAL WITHDRAWAL - If a student stops attending the JRSON without providing official notification, the date of determination assigned by JRSON but will be no later than 14 calendar days after the last day of attendance. The Registrar's Office will submit a copy of the withdrawal paperwork to the Financial Aid department and will record information to the appropriate authorities.

VOLUNTARY WITHDRAWAL - A student may voluntarily withdraw for the following reasons:

- Personal illness or injury
- Dependent care of a spouse, parent, or child
- Pregnancy
- Personal reasons
- Withdrawal Failing (prior to the end of course)
- Withdrawal Passing (prior to the end of course)

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. The identification badge must be turned-in to the school office at the time of withdrawal.

DISMISSAL - The Faculty reserves the right to dismiss or recommend the withdrawal of a student whose attendance, academic standing, or conduct makes it inadvisable for the student to remain in the school and successfully complete the program. 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."

1. Academic – A final theory grade of “C” and a clinical laboratory grade of “S” (Satisfactory) are minimum requirements for each nursing course. Clinical and theory requirements for each nursing course must be met for the student to progress. The earning of a theory grade less than “C” and/or a clinical laboratory grade of “U” will result in course failure academic dismissal. A clinical nursing course may be repeated only one time. A second withdrawal from the program due to the failure of a nursing course will result in permanent dismissal.
2. Misconduct – Any behaviors that jeopardize patient safety or adversely affect the school’s accomplishment of the educational goals. The following student conduct may result in dismissal from the program.
 - i. Breach of Confidentiality – An unauthorized disclosure of confidential information.
 - ii. Smoking – Jefferson Regional is a smoke-free institution. Smoking is not permitted on any of the hospital's property, which includes the JRSON (effective October 1, 2005). The first offense will result in a written warning, the second offense will result in suspension for two (2) school days, and the third offense will result in dismissal from the school.
 - iii. Professional Substance Abuse - is defined as the use of a drug in a way that is inconsistent with medical or social norms leading to problems in psychosocial, biologic, cognitive/perceptual, or spiritual/belief dimensions of life.
 - iv. Cheating on exams and/or course work. Cheating is defined in the cheating policy.
 - v. Abusive language or disruptive behavior as described in related policy.
 - vi. Incivility - Engaging in the use of obscene, profane or vulgar language on any social media network and/or exhibiting behaviors that are harassing, threatening, bullying, libelous or defamatory. Incivility can be physical, verbal, or nonverbal, and may occur via a variety of formats such as face-to-face, written communication, and electronic media. All media is to be preapproved prior to posting to any network.
 - vii. Professionalism – Students are expected at all times to present a professional image. The JRSON uniform and badge are designed to identify the Jefferson Regional nursing student, protect the professional image of nursing, and keep patients safe. The uniform, including the name badge are not to be worn in non-clinical settings without the prior approval from the Program Director.

The Withdrawal/Dismissal report will be completed by the lead instructor, Advisor, and/or Director of the School on all dismissed students. On the date of withdrawal, the student must also

go to Financial Aid and the Registrar to complete the required paperwork. (See Student Handbook for further information.)

A copy of the Withdrawal/Dismissal report will be placed in the student's permanent record.

REPEAT (R) – replaces the grade in the previous attempts when a course is repeated. The new grade is used in GPA calculation. All attempts count toward the maximum time frame (150%) calculation for program completion.

TRANSFER CREDIT (TC) – is recorded when the requested transfer credits have been approved. In order to receive credit, an official transcript must be requested by the student directly from the institution attended. Specific grades for courses transferred from another institution are not recorded.

MAXIMUM TIME FRAME - Each student must successfully complete the educational objectives of the academic program within a maximum time frame not to exceed 150% of the normal program length. This will be measured by limiting students to attempting 1.5 times or 150% of the number of credit hours in the program. For example, the total credit hours that may be attempted (maximum program length) for a 48 semester credit hour program is 72 credit hours or 150% of 48. The maximum time frame is measured at the end of each term/semester.

If a student is meeting SAP before the beginning of a term/semester, but will exceed the maximum time frame after the end of the term/semester, the student must submit a successful appeal to extend the maximum time frame to at least the end of the term/semester.

ACADEMIC/FINANCIAL WARNING - This will occur during mid-point advisement during the current class. Students are told of their potential grades in the current class and how it will affect the SAP for the current and upcoming terms. All that is required is advisement and a clarification of what will be needed for future grades in order to maintain SAP. No financial aid information is needed at this time. A copy of the student's grades must accompany the academic/financial aid warning.

ACADEMIC AND FINANCIAL AID PROBATION - Any student on Academic/Financial Warning who does not meet the SAP requirements will be placed on Academic and Financial Probation. Probationary status will occur at the end of the semester. The student will be given one term (16 weeks) to raise SAP to required standards or will lose their financial aid eligibility and will be withdrawn from JRSON. Students will be monitored on their progress at mid-term of each class in the semester, and a decision may be made at that time whether the student may complete the term.

ACADEMIC AND FINANCIAL AID SUSPENSION - Students failing to satisfactorily maintain the SAP standards during the probationary period will be withdrawn from school and are no longer eligible to participate in Title IV FSA programs. The official withdrawal process will begin with the advisor and financial aid.

REINSTATEMENT - Students who wish to return to JRSON to complete their program of study must meet with the Program Director. The Director will research the student's progress and

advise a plan that will help the student again become eligible to meet the requirements of SAP in all three components (GPA, pace, and maximum time frame). Students must return to the same status as they were when last attending the program. The student will have one term to meet these standards.

In addition to meeting all reinstatement requirements, the following timeframes will be adhered to when reconsidering reinstatement applicants:

1. If a student applies for reinstatement to begin instruction within one calendar year of the official date of withdrawal, the student may be considered for reinstatement at a point in the program to be determined by the Program Director.
2. If a student applies for reinstatement after one calendar year from their official withdrawal date, the student must meet with the Director, and will only be considered to reenter the program at the discretion of the Director.
3. If a student has been reinstated into the program and is unsuccessful, the student will no longer be eligible to apply for reinstatement.
4. All financial balances must be paid in full before returning to JRSON.

It will be the student's responsibility to make satisfactory monetary payments for the repeated term. When the SAP standards are met, the student may be eligible to receive Title IV funding for the following term.

In order for a student to re-establish their financial aid eligibility upon return is through the appeal process. The reinstatement process must begin before and completed before class starts. There will be NO exceptions to this policy.

DEFINITIONS OF CONTACT/CLOCK AND CREDIT HOURS

Refer to 'Academic Policies' section of the Catalog

GRADING POLICIES

Students will be evaluated and receive final course grades at the end of each course. Grades will be based on assignments, testing and evaluation throughout the semester. Some courses have a skills or clinical component. Depending on the requirements of the course, grades earned will be based on student performance in theory, laboratory, and clinical. Students must meet all course and/or clinical objectives and achieve a grade of 'C' or higher to successfully progress in the curriculum.

GRADING SYSTEM

The following grading system is utilized at JRSON for all nursing courses.

Letter Grade Points	Interpretation	Numerical Grade	Value
A	Excellent	93-100	4
B	Above Average	85-92	3
C	Average	78-84	2

F	Failure	77 & Below	0
S	Satisfactory (Clinical Only)/Lab		0
U	Unsatisfactory (Clinical Only)/Lab		0
W	Withdrawal		0
W/P	Not included in GPA & Hours Attempted		0
W/F	Is included in GPA & Hours Attempted		0

EXAMINATION, TESTING POLICIES & PROCEDURES

GENERAL PROCEDURES:

- a) All quizzes and examinations are proctored by Instructor/s who will be present throughout the test.
- b) No study guides will be provided prior to the exam.
- c) Only calculators furnished or approved by the school may be used on exams.
- d) The number and kind of examinations are to be determined by the instructor and explained to the student at the beginning of the course.
- e) A student who misses a scheduled examination may be eligible to take an examination make-up. He/she is required to contact the appropriate Faculty on the day of return to class to arrange for examination make-up. Examination make-ups will be administered within 1 week or at the discretion of the Faculty. Standard fees apply.
- f) Retake of a scheduled exam that the student has already completed for purposes to improve scores or other reasons is not permitted.
- g) Post-exam review is **not** done per ATI Testing Policies.
- h) Make-up quizzes are not allowed.
- i) There will be no examinations given before the scheduled date or time.
- j) For all testing situations, smartwatches, as well as phones, must be removed.
- k) All assignments/ coursework must be submitted prior to the unit examination, if the student has missing assignments/coursework they will not be allowed to take the next scheduled unit examination until all work has been submitted. The missing work must be submitted by 1159 the day before the scheduled examination. There will be a fee for make-up exams.
- l) All unit examinations will be administered within the current LMS platform.
- m) Unit Exams may be a combination of varying formats. Examples include but not limited to: multiple choice, matching, essay, drag and drop, drop down cloze, multiple response, highlight, dosage calculation, bowtie, trend, drop-down rationale, matrix and fill-in-the-blank.

MAKE-UP EXAM(S): The make-up examination may be in an alternate format and differ from the original one. Alternate format may include essay style questions. There will be a fee for make-up examinations. All unit examinations will be administered within the current LMS platform.

COMPUTER REQUIREMENTS FOR TESTING: PC is required for this course. No Chrome books, no MAC books or iPad type products, no tablets (our LMS is not supported by these

products and you may not be able to test or complete assignments). The computer must have web cam, recording, microphone and sound. Also ear bud or headphone compatible. Microsoft Word 6. Wireless connection capability of 802.11AC.

RESPONDUS LOCKDOWN BROWSER: All proctored exams will be given using Respondus lockdown browser. If an ATI test requires the Respondus Lockdown Browser to be used, the student will not be able to take the test with a standard web browser. Respondus does not provide a report that assists in troubleshooting student internet/device issues. If the student's computer does not meet the system requirements for Respondus and is unable to test in Respondus, then the student will not be allowed to take the exam. A make-up fee will be charged. All students are required to complete the 'Respondus Lockdown Browser' form (Appendix D).

Specific computer requirements are required to use Respondus lockdown browser and these are:

- Windows: 10, 8, 7
- No Chromebook or IPAD of any type
- Web camera (internal or external)
- Microphone (internal or external)
- An internet connection of at least 5 Mbps (ideally 10+ Mbps). Test internet speed using www.speedtest.net

ATI TESTING: JRSON is a full partner with ATI and as such follow the policies and procedures as outlined by the organization. For specific guidelines related to standardized testing, see ATI Testing Policy.

ATI TEMPLATES-EDUCATIONAL ENHANCEMENT/REMEDICATION

The purpose of completing the ATI templates is to provide academic support to the student. Individualized post-unit exam feedback is given to the student and is a way for the student to make specific improvements in their knowledge-base. The student will be required to complete specific ATI templates and are to follow the following format:

- a) All templates must be hand-written and must be the student's original work.
- b) The student is to avoid engaging in self-plagiarism. This refers to using previous work that has already been submitted in a class. Previous work that is resubmitted in whole, part or as a paraphrased document is considered **cheating**. Self-plagiarism misleads the assessor by presenting old work as new and interferes with the intent of educational enhancement-remediation.
- c) All remediation templates require three (3) critical points. There is no highlighting of the critical points allowed and the student is expected to follow course specific instructions for templates.
- d) Work is to be completed using your school textbooks/ATI resources.
- e) Unit exam templates will be due one week after the unit exam.

- f) Students must complete the ATI content mastery quiz generated based on individual score, if a quiz is generated. If you score below ATI threshold in any of the categories, then you must take the quiz that is generated after your focused review time.
- g) For proctored exam templates: a) Screen shot of focused review time **and** a topic list will be uploaded. Students must spend the required amount of time in the module and submit the ATI report that states the amount of time spent in the module and the report must have the post test score on it as well in order to receive grade for assignment if the correct report/s is not submitted the student will not receive credit for the assignment.
- h) There will be no partial credit for proctored templates that are late or incomplete.
- i) All unit exams & proctored exams templates will have the exam name or number listed on the top of the page. All templates will have the course name, student's full name and date on the template. Submit as one file rather than separate images. Ensure your work is neat and legible. Complete all topics as shown on your report printout. Information must be complete and accurate. Templates submitted incorrectly may receive zero credit and returned for correction and the faculty will notify students of the new due date. This may result in zero credit and/or the inability to test. You will need to upload this quiz into canvas.
- j) When submitting Active Learning Template remediation, ensure the title of the assignment, based on your assessment report, is clearly labeled on your template as it is on the assessment report. All templates must be arranged in order of your individualized assessment report or you will not receive credit for those templates. NO photocopies/screen shots allowed. All templates must be **handwritten** on paper and the student is required to scan and upload the document (s) into Canvas.

PROTESTING EXAM QUESTION(S) POLICY

Students may seek clarification on content missed on exams by making an appointment with an assigned advisor to review the content/concepts of their exam(s). If, at the end of the review, the student desires to protest a question, the student must use the designated protest form. The form must be completed and submitted to the student's advisor within (3) three working days of receiving the grade for the exam in question. After receiving the form, the advisor will submit the question to the Curriculum Committee for review of the exam question/content and the nature of the protest and respond to the request within (3) three working days. Each student must individually submit his/her request and will receive an individual response (Student Test Item Protest Form -Appendix E).

DIDACTIC GRADING POLICY

Scholastic ratings are determined by the student's performance in the theoretical and clinical components of the curriculum. To pass each nursing course, the student must have an average of 78% on all Unit Exams plus the Final Exam for that course. Final grades

will be calculated in the following manner:

1. Average percentage score for all Unit Exams
2. Plus percentage score of the Final Exam
3. Overall average percentage for Unit Exams plus the Final average must be 78% or greater.
4. If the percentage score is less than 78% on the Unit Exams and the Final Exam, the student has failed the nursing course.
5. 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 and must be a passing score of 78% overall.

** There will be NO rounding of grades

**A student with a score of 78% or higher in the Unit Exam category will be allowed to take the Final Exam. If a student has less than 78% in the Unit Exam category they will not be allowed to take the Final Exam and will follow the withdrawal process.

**Students must: 1) pass the math component for courses, 2) follow mandates related to Ticket-to-Test assignments, 3) complete all required coursework prior to the scheduled Unit Exam.

ACADEMIC RECOGNITION, AWARDS & HONORS REQUIREMENT

ACADEMIC RECOGNITION & AWARDS: Many awards are available to students after meeting the specified criterion. For more information, contact JRSON secretary at ext: 7858:

Foundation Scholarships	Awards	Commencement Usher(s) Scholarships
Julie Bridgforth Trinity Foundation Kathy Pierce Nursing Administration Tanja and Kevin Bonnette State Farm Louise Hickman	Valedictorian Salutatorian Faculty Award Lois Ashcraft Merrell Perfect Attendance	Student Marshall(s) Scholarships

Faculty Award – The outstanding graduate is recognized in each class and is presented the Faculty Award. This selection is made by the Faculty on the basis of scholastic achievement, clinical nursing ability, service, and active support of the school. To be eligible for this award, the student must complete the last two levels at JRSON.

Honors Award – Award recognizing superior academic achievement is presented to the graduate with the highest scholastic average.

Attendance Award(s) – Presented to graduate(s) with perfect attendance in class and clinical during the 17 months required for completion of nursing courses.

Leadership Award – Presented to a student who has demonstrated characteristics inherent in a leader and promoted the nursing profession by participating in the Local, State, and National Student Nurses Associations.

Commencement Marshalls - Level II students with the highest scholastic achievement are selected as marshalls for commencement. Ushers will wear the clinical uniform.

LATIN HONORS: Jefferson Regional School of Nursing recognizes the academic achievement of graduating students with Latin Honors distinction. In order to receive Latin Honors students must complete the entire program and meet all End of Program Learning Outcomes. Prerequisite course grades are excluded when calculating the institutional GPA for the Honors distinction. Students must have a final GPA that meets the following requirements.

- Cum Laude—3.60-3.79 GPA
- Magna Cum Laude—3.80-3.99 GPA
- Summa Cum Lade—4.00 GPA

VALEDICTORIAN DISTINCTION: The valedictorian shall be the student with the highest grade point average as computed at the end of the fourth term of the senior year.

SALUTATORIAN DISTINCTION: The salutatorian shall be the student with the second highest grade point average as computed at the end of the fourth term of the senior year.

COMMUNICATING GRADES

Refer to ‘Academic Policies’ section of the Catalog

FORMAL COMPLAINTS

STUDENT’S RIGHT TO DUE PROCESS: The school has established a Student appeal procedure to ensure that each Student receives fair, equal, and consistent treatment. When a student perceives unfair treatment or otherwise wishes to 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 either distributed on orientation day or located on the JRSON website. 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 team.

STUDENT GRIEVANCE/COMPLAINT STATEMENT: Students are encouraged to address any concern and seek resolution directly from the individual faculty or staff member. If the concern is not resolved at this stage, the student is invited to escalate the concern to the designated Coordinator. If the issue is not resolved at this stage; the student is invited to escalate

the grievance to the appropriate hospital administrator by filing an official written grievance describing the details of the concern. The hospital administrator will investigate the concern with the Program Director and respond in writing within (10) business days of receiving the grievance.

JRSON will make reasonable effort to resolve grievances promptly. The student may file a complaint with the corresponding state higher education authority at any time during the grievance process. As a last resort, the student who feels that the concern has not been resolved through the grievance process may submit the concern, in writing, to the school's accrediting and approval agencies whose contact information is provided in this catalog.

FORMAL COMPLAINTS DEFINITION: A complaint is a formal, written, signed statement, or allegation against the nursing program or any of its employees. Formal complaints about the Nursing Program, students, or any employees must be submitted in writing to the Director. All formal complaints will receive a written response from the Director with a resolution of the complaint noted. A record of formal complaints will be maintained and kept in the Director's office.

- The Curriculum Committee will review the formal complaints and the written responses annually to validate that all complaints were responded to in writing.
- All formal complaints will be reported to accrediting bodies.
- The report will include the number of complaints, type of complaints, and written responses to the complaints.

RESOLUTION OF GRIEVANCES/COMPLAINTS POLICY AND PROCEDURE

Satisfactory student-faculty relationships depend on shared goals and objectives. Optimal results are achieved in an atmosphere where challenges and opinions can be discussed freely without fear of reprisal. The Grievance Procedure provides students the opportunity to bring concerns that require resolution to the attention of the faculty.

SCHOOL DAY DEFINITION: is defined as Monday through Thursday. Friday is not considered a day of consecutive attendance by the student.

ACADEMIC GRADE APPEAL DEFINITION: is defined as a process that allows the student the ability to request a review of circumstances in relation to a decision that has been made in regards to his/her academic progress or an academic award. This is a formal request asking for a change in decision that has been made or an exception to the policy.

ACADEMIC GRIEVANCE DEFINITION: is defined as a complaint process in which the student feels that an unresolved injustice/unfairness has occurred. It is an action where the

individual alleges that his/her rights have been violated without a rational basis or done in bad faith. The projected grievance must meet all of the following conditions:

- a. It must address a concern, decision, or judgment for which there is no existing policy/procedure to follow; it must not involve a grade.
- b. It must be a situation for which JRSON can identify a solution.

ACADEMIC STUDENT GRADE APPEAL PROCESS: The appeal process should be initiated within (5) five school days of the grade, disciplinary action, or academic circumstance in question. A student appealing a grade, disciplinary action, or academic circumstance is required to adhere to the following process:

- a. Submit a written request for a conference to the instructor in which the grade, disciplinary action, or academic circumstance is in question within (2) two school days.
- b. If the problem is not resolved with the instructor, the student should schedule an appointment with the course lead/Coordinator within (2) two school days.
- c. If a solution is not reached, the student will meet with the Program Director within (2) two school days.
- d. Only after following all of the above steps, the student may then appeal to the Curriculum Committee. The students should submit a written request for a hearing to the Committee Chairperson within (3) three school days of the scheduled meeting with the Program Director. The decision of the Curriculum Committee is final. The student will receive the outcome of the grade appeal process by the Program Director.

When the student appeals for a failing grade, the academic appeals process will begin. This process may last a maximum of (9) nine 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 JRSON curriculum without penalty. If the appeal resolution process does not decide in favor of the student, the student will be administratively withdrawn from JRSON, and a failing grade (“F”) will be placed on the student’s transcript for the appealed course.

STUDENT APPEAL OF SATISFACTORY ACADEMIC PROGRESS (SAP):

To initiate the appeals process outlined in the JRSON Catalog, the student must submit a detailed letter of appeal within (5) five 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. The appeal process will be followed.

ACADEMIC STUDENT GRIEVANCE PROCESS: The grievance procedure should be initiated within (5) five school days of the incident occurring. A student grieving an action or circumstance is required to adhere to the following process:

1. 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, proceed to the next step within (2) two school days.
2. The student bears responsibility for bringing the grievance to the attention of the faculty Curriculum Committee through their instructor or the Director. If the problem is not resolved, proceed to the next step within (2) two school days.
3. The Curriculum Committee Chairperson will notify the student of the hearing date within (2) two school days of the submission of the request.
4. The student may have (1) one person (parent, friend, or significant person other than an attorney) present during the grievance. The individual may not address the panel, speak on behalf of the student, question witnesses, or otherwise participate in the hearing.
5. Any JRSON faculty/staff directly involved in the grievance process may not be present for the student hearing or be allowed to participate in any voting activities. An alternate school official will be appointed as a stand-in.
6. Following the hearing, the Curriculum Committee Chairperson will notify the student of the decision in writing within (2) two school days.
7. If the student is not satisfied with the decision or does not receive a response within (2) two school days, proceed to the next step within (2) school days. The student requests in writing an appointment with the Administrator of Jefferson Regional or the designee.
8. The student, by appointment, confers with the Administrator or the designee. The administrator has (2) two school days to meet with the student and make a decision regarding the appeal. The decision of the Administrator is final. The student will receive the outcome of the grievance process from the Program Director.

The grievance process may last a maximum of (19) nineteen school days. If the next sequential course is in progress during the grievance process, the student will be allowed to attend classroom activities while the grievance process is underway. If the grievance resolution process is in favor of the student, the student will continue with coursework as outlined in the JRSON curriculum without penalty. If the grievance resolution process does not decide in favor of the student, the school policy/procedure will be followed relative to the topic of the grievance.

ARKANSAS DEPARTMENT OF HIGHER EDUCATION (ADHE) COMPLAINT PROCESS

If the student wants to file a grievance about the institution of higher education attended, it is recommended that the institutional complaint process be followed prior to contacting the ADHE. The Arkansas Department of Higher Education is a 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. An ADHE representative may be able to offer guidance for issues, but in most cases cannot issue an immediate solution. For further information access the website www.adhe.ark.gov or phone 1-501-371-2000.

GRADUATION INFORMATION

Only after meeting all curriculum and graduation requirements will the student's name be submitted by the JRSON Director to the Arkansas State Board of Nursing, as a candidate eligible to test for RN licensure.

GRADUATION REQUIREMENTS:

1. Satisfactorily complete all requirements in the prescribed educational program
2. Complete an exit interview with Director
3. Pay all financial obligations to the school, including graduation fees
4. In the last course of the curriculum, make a satisfactory score on the ATI Comprehensive Predictor and achieve VATI Greenlight Status.
4. Provide verified documentation of required activities for NCLEX-RN in the ATI virtual review course.

GRADUATION AND LICENSURE: Prior to graduation, the Director of JRSON 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 JRSON will be eligible to receive a diploma and participate in the commencement ceremony. A student may participate in commencement but will 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 Background Check, ASBN Licensure Examination fees and Pearson Vue Testing fees.

When all graduation requirements have been met, the graduate of JRSON is eligible to apply to take the NCLEX-RN. Satisfactory performance on this examination is required for licensure by ASBN. 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-RN. Persons convicted of a crime may not be eligible to apply for the NCLEX-RN. All students are required to have a criminal background check completed prior to applying for the NCLEX-RN. Completion of all program requirements does not guarantee eligibility to take NCLEX- RN.

COMMENCEMENT CEREMONY: JRSON holds a commencement ceremony twice a year, after the completion of each class's program of study. Commencement ceremony dates are listed in the Academic Calendar section of this Catalog and are non-negotiable. Students are invited to participate in the ceremony upon satisfactory completion of all graduation requirements. Students may be allowed to participate in the ceremony prior to completing all graduation

requirements; however, degrees will not be conferred, nor official transcripts or diplomas issued until all graduation requirements have been met. Students who participate in the commencement ceremony will receive a JRSON pin and honor cords as awarded. Participation in the commencement ceremony does not imply official graduation from JRSON. Graduation is the completion of all degree requirements as recorded on the official transcript.

COMMENCEMENT CEREMONY DRESS CODE: The Dress code is as follows:

- The Commencement attire is a black cap and gown with white tassel. No alteration or additions may be made to graduation regalia. All students will comply with the commencement dress code.
- Mortarboard caps are worn parallel to the ground, not tilted at an angle. The front point should be in the center of your forehead—no decorating the Mortarboard cap.
- You should iron/steam your robes with cool or warm iron --- not hot! It's recommended that you put a towel between the iron and the gown to prevent scorching. Do not dry clean.
- The student must be in compliance with the dress code to be allowed to participate in the ceremony.

Females:

- Wear black closed-toe shoes, flats or heel.
- High heels: Avoid high heels – you could trip on the steps! High heels must be less than 3-inches.
- No lace-up heels, no stiletto heels, no sandals, no boots or booties, no stacked/platform heels.
- Only black dresses or black dress pants under the robe.
- Dress attire must be properly fitting—no skintight attire.
- Make sure dresses are no longer than the robe.
- No jeans, capris, or shorts.
- Do not wear hairdos that will prohibit the fit of the mortarboard (cap).
- Do not wear dangling earrings.

Males:

- Wear black dress shoes only. No boots
- Wear black slacks only. No jeans.
- Wear a white dress shirt only
- Wear a solid, dark-colored necktie.

STUDENT PARTICIPATION IN GOVERNANCE

Student representatives on JRSON committees provide the points of view of students who are currently enrolled and completing the undergraduate nursing curriculum. Student representatives are not voting members of the committees but their thoughts and ‘voice’ are considered crucial to the learned, taught and assessed curriculums.

STUDENT REPRESENTATION ON FACULTY COMMITTEES: Student Representatives are invited to participate on the three JRSON Standing Committees and these are: Curriculum,

Admissions, Promotion, Recruitment and Graduation Committee (APRG) and Student/Faculty Resources Committee.

The purposes of the Committees are as follows:

- a. The APRG Committee purposes are to: establish and oversee criteria for admission, progression, and graduation; provide a forum for student hearings; to select candidates for admission to the AAS program; and to award grants and scholarships to nursing students.
- b. The Curriculum Committee purpose is to continually update the curriculum and to ensure that students receive the most effective and relevant curriculum for the practice of nursing.
- c. The Student/Faculty Resource Committee purpose is to identify and provide assets that can be used by JRSON in order to function effectively.

STUDENT GOVERNMENT ORGANIZATION (SGO): JRSON form of student governance is the Student Government Organization and general rules of conduct.

- a. The Student Government Organization self-governs within the values, policies/procedures and philosophies of JRSON and Jefferson Regional Hospital.
- b. Elected student representatives may serve on specified JRSON Faculty Standing Committees.
- c. Class meetings and activities are scheduled by the president when classes are not in session. These meetings and activities are conducted within the parameters of JRSON policies and procedures.
- d. A class may organize and manage fund raising activities as approved by the Director or JRSON Coordinator(s) or designee. Class funds may only be used for intended purposes as approved by the Director or JRSON Coordinator(s) or designee.
- e. A student who is on probation, suspension or is an academic reentry student cannot hold a class officer position on the Student Government Organization.
- f. Student Governance nominations must be cleared by the Director prior to the development of the class ballot.
- g. A majority rule will prevail when voting on class issues. A minimum vote of 51% of class members present will determine passage of a motion. Class business voting is done by a show of hands, voice vote or anonymous ballot.

BYLAWS OF THE STUDENT GOVERNMENT ORGANIZATION: The Bylaws of serve to provide a description of expectations for learning and shared governance of JRSON.

ARTICLE I

Name

- 1.1 **Name:** The name of the Student Government Organization shall be Jefferson Regional School of Nursing Student Government Organization.

ARTICLE II

Purpose

- 2.1 Purpose: The purpose of the SGO is to provide student an opportunity to learn and participate in a democratic process, develop leadership skills and to contribute to the continuous improvement of JRSON.

ARTICLE III Membership

- 3.1 Membership: Membership in the SGO shall consist of currently enrolled students at JRSON.

ARTICLE IV Officers and Duties

- 4.1 Elected Officers: Officers shall be elected by students who are enrolled at JRSON and include:
- a. President
 - b. Vice President
 - c. Secretary
 - d. Student Representatives
- 4.2 GPA Requirement: Officers must maintain a Grade Point Average (GPA) of 2.5 or greater during their term of service.
- 4.3 President: The president shall:
- a. Schedule and preside at all meetings
 - b. Supervise all activities of the class
 - c. Present class activity proposals to the Director or Coordinator or designee
 - d. Appoint or call for election of class members when necessary
 - e. Represent the class when indicated by a democratic class vote
- 4.4 Vice President: In the absence of the president, the Vice President shall assume all duties, authority and responsibility of the president.
- 4.5 Secretary: The Secretary shall:
- a. Record the minutes of each class meeting using school format
 - b. Maintain class records and submit reports to the Director or Coordinators.
 - c. Attend all class meetings or arrange for one of the other officers as a substitute to take minutes.
 - d. Perform other duties that usually pertain to the role of Secretary.
- 4.6 Student Representatives: The Student Representatives shall:
- a. Serve on standing committees if not designated by elected officer position.
 - b. Represent the class on Ad hoc or Select Committees when needed.

At this time, the JRSON Student Association is dormant and not active. However, the Bylaws have been included in the Student Handbook for future reference.

ARTICLE I NAME:

The name of this Association shall be the Jefferson Regional School of Nursing Student Association (JSNSA).

ARTICLE II PURPOSE AND FUNCTION

SECTION 1: Purpose

- 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 the health care of people in all walks of life.

SECTION 2: Function

1. To influence health care, nursing education and practice through legislative activities as appropriate.
2. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
3. To represent nursing students to the consumer, to institutions and other organizations.
4. To promote and encourage students' participation in interdisciplinary activities.
5. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
6. To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III MEMBERS

SECTION 1: School Constituent

1. A School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
2. There shall be only one chapter on this school campus.
3. For yearly recognition as a constituent, an officer of the JSNSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
4. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

5. JSNSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and ANSA exercising no supervision or control over these immediate daily and regular activities. NSNA and ANSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of JSNSA or the member thereof. In the event any legal proceeding is brought against NSNA and ANSA as a result of such acts of omission or commission by JSNSA, JSNSA will indemnify and hold harmless the NSNA and ANSA from any liability.

SECTION 2: Categories of Constituent Membership Members of the constituent associations shall be:

1. Active members:
2. Students enrolled in state approved programs leading to licensure as a registered nurse, who are members of NSNA.
3. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
4. Active members shall have all the privileges of membership.

Associate members:

1. Students enrolled in state approved programs leading to licensure as a registered nurse, who are not members of NSNA. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.
3. Active and associate membership shall be renewable annually.

SECTION 3: Active and associate membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

ARTICLE IV DUES

SECTION 1:

1. The annual NSNA dues for active members shall be \$25 plus state dues for new members (\$30 plus state dues for renewal), and \$10.00 school dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
2. The annual NSNA dues for active members joining for two years shall be \$50 plus state dues per member, and \$10.00/year school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
3. All students will pay school dues during the first week of the annual year.
4. Said dues shall be deposited in the safe keeping of the Association treasurer to be used to pay those expenses incurred by this Association for social or community activities so approved by voting members of the said Association.

5. The dues are not refundable if the student withdraws from the School.

ARTICLE V OFFICERS

SECTION 1: Elected officers of the Student Association shall consist of:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Curriculum Committee Representative
- F. Educational Resources Committee Representative
- G. APRG Representative
- H. Historian
- I. Level II Representatives
- J. Delegates

SECTION 2: Duties of the above shall consist of:

- 1. The President shall:
 - a. Preside at all meetings
 - 2. Appoint special committees and designate a Chair-person to fulfill the goals of said committee.
 - 3. Select date and time for the regular meetings of the Association and executive members.
 - 4. To serve as ex-officio member for all committees.
 - 5. Represent the Association in matters relating to the Association and perform all other duties pertaining to the office.
 - 6. Be the chairperson for or be a member of the Executive Board.
- C. The Vice-President shall:
- 1. Assume the duties of the president in the absence or disability of the president.
 - 2. In the event of a vacancy occurring in the office of the President, assume the duties of the President.
 - 3. Be responsible for the program of meetings of the Association.
 - 4. Be responsible for review and recommendations for change in By-Laws.
 - 5. Perform all other duties as assigned by the President.
 - 6. Serve as a member of the Executive Board.
- D. The Secretary shall:
- 1. Prepare the minutes of all business meetings of the Association and Executive Board.

2. Prepare and maintain a role of current members of the Association.
3. Write all correspondence for the Association and Executive Board.
4. Keep in a minute book a list of all Association officers and committee chair-persons and submit a current updated copy to the Director of the School.
5. Serve as a member of the Executive Board.

E. The Treasurer shall:

1. Keep an accurate record and give a verbal report to the Association and a written report to the Secretary quarterly as to source and amount of all money received and disbursed.
2. Pay only those bills duly signed and approved by the President of the Association.
3. Delivery to the succeeding Treasurer immediately upon expiration of office all records and money of the Association with a supplemental report covering all transactions from the time of the last report to the Association.
4. Serve as a member of the Executive Board.

F. The Representative of each standing faculty committee shall:

1. Attend the respective committee meetings as they are scheduled.
2. Represent the student body in providing pertinent information, assisting with decision making, and facilitating intercommunication between the faculty and the student body.
3. Provide a written and verbal report of the actions of their respective committees to the Association at each meeting.
4. Serve as a member of the Executive Board.

G. The break through to nursing chair shall:

1. Preside at scheduled committee meetings
2. Appraise breakthrough to nursing activities
3. Communicate/correspond with state breakthrough to nursing chairs
4. Plan and implement break through to nursing activities

H. The curriculum committee shall:

1. Assess quality and effectiveness of current courses
2. Assist in development and renewal of course curriculum
3. Improve the sequencing of courses and communication among faculty and student body
4. Delineate educational mission, goals, and objectives

I. The APRG Committee shall:

1. Review current admission, progression, and retention of students
2. Evaluate course equivalencies
3. Present recommendations for improvement to nursing faculty who in turn make final recommendations to the dean of the division of nursing

ARTICLE VI ELECTIONS

SECTION 1: Election of Officers

The Class Representative of each level will submit a list of one to three nominees for the officers of their level of the current Student Association President no later than two weeks prior to the annual meeting of this Association. Voting will be conducted by secret ballot two weeks prior to the association meeting. It will contain the names of all nominees and the officers for which they are nominated. The method of nominating officers will be left up to each level. Ballots will be distributed and received after voting by those Association officers designated by the President. Ballots will be counted and recorded by two or more Association officers designated by the President. One candidate for each office will be elected by receiving the majority of votes for the office for which he/she is nominated. The Association President will not vote except in the case of a tie and then he/she will be required to vote. Names of those elected will be read during the annual meeting by the President. Those members of the Association in Level III will abstain from voting, as the newly elected officers will not begin their term of office until after the graduation of those members.

SECTION 2: The term of office for each officer shall be one year; from January to December

SECTION 3: In the event there is a vacancy it shall be filled as follows:

- A. A vacancy in the Office of the President shall be filled by the Vice President.
- B. A vacancy in any other office occurring prior to completion of the term of office shall be filled by holding a new election within four weeks of that officer's resignation. This election shall be conducted in the same manner as the first election.

ARTICLE VII MEETINGS

SECTION 1: The annual meeting of this Association shall be held in October of each year, prior to the annual ANSA Convention, and the day and time of the annual meeting will be determined by the Executive Board of the JSNSA.

SECTION 2: The annual meeting shall be for the purpose of announcing new student association government officers, receiving reports, and conducting other business as may properly come before the Association.

SECTION 3: That a meeting be held four weeks before graduation date of the student members to give reports, and/or otherwise make necessary arrangements to assure that all business matters and outstanding accounts incurred by this Association have been duly recognized and terminated in an acceptable manner.

ARTICLE VIII VOTING PRIVILEGES

SECTION 1: Each member of JSNSA has one vote. The presiding officer may decide if the vote is to be by ballot or otherwise.

SECTION 2: The presiding officer does not vote unless the result is a tie. In case of a tie, the presiding officer must vote.

SECTION 3: All votes will be recorded in the minutes either as unanimous or the votes for or against the issue.

ARTICLE IX EXECUTIVE BOARD

SECTION 1: Definition

A. The Executive Board shall consist of the elected officers and one faculty representative.

SECTION 2: Duties and Responsibilities

A. The Executive Board shall be responsible for:

1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
2. Reviewing monetary disbursements, acquisitions, and fund raising activities and shall be responsible for procuring persons for audit of all accounts as needed.

ARTICLE X DELEGATES

SECTION 1: Purpose and Function

- a. To serve as spokesperson for this association at the annual state and national conventions.
- b. Present to the state organization all proposed resolutions or amendments to bylaws or policies proposed by this association.
- c. Keep informed as to all current and proposed resolutions at the state and the national levels and report information to this association's membership at regularly scheduled membership meeting.
- d. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

SECTION 2: Qualification and Appointment

A. Any active member (NSNA member) maintaining a grade level of C or above, who is active in JSNSA projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.

B. Appointment shall be one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

SECTION 3: Delegate Representation

A. School constituents:

JSNSA when recognized as an official NSNA constituent shall be entitled to one voting delegate and one alternate at the NSNA/ANSA House of Delegates. In addition, JSNSA shall be entitled to one voting delegate for every 5 members at National meetings and one voting delegate for every 15 members at State meetings.

ARTICLE XI FACULTY ADVISOR

SECTION 1: A member of the faculty shall be elected by the Association to serve as Faculty Advisor.

SECTION 2: The duties of Faculty Advisor shall be:

- A. Attend all Association meetings.
- B. Serve as a liaison between faculty and students by communicating pertinent information between the two groups.
- C. Advise and guide the students in making decisions in keeping with the School's philosophy, objectives, standards, and policies.

ARTICLE XII PARLIAMENTARY AUTHORITY

SECTION 1: All meetings shall be conducted according to parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these By-Laws.

ARTICLE XIII AMENDMENTS

SECTION 1: These By-Laws may be amended at any meeting of the Association by the greatest number of votes of those present provided that a copy of said proposed amendment. Be presented to the Executive Board before the meeting.

RELATED DOCUMENTS

Student Complaint/Grievance Form (Appendix I)

The ATI Student Acknowledgement Form (Appendix C).

Financial Aid Satisfactory Academic Progress Appeal Form (Appendix H)

Satisfactory Academic/Financial Progress Form (SAP) Appendix G

DATE(S)

Original Policy Effective Date:

- Honors Requirement: 10/2022

Change/Review/Approval Date:

- Academic Policies Section Reviewed 02/02/2024

CLINICAL POLICIES

CLINICAL POLICIES & PROCEDURES

CLINICAL EXPERIENCE: Clinical experience is an integral part of all nursing courses. All clinical assignments will be planned and made by the instructor to provide opportunities for learning and correlation of theory. The student will practice under the direct supervision of the instructor and students will be assigned to evening experience hours when such an assignment will best meet their educational needs.

Planned instructor-student evaluation conferences are usually held every two weeks concerning academic and clinical achievement. The Clinical Evaluation Form is to be completed prior to each planned clinical evaluation.

CLINICAL EXPECTATIONS FOR STUDENTS

Students are expected to:

1. Report to clinical areas on time in a complete student uniform. (See dress code)
2. Report on and off to the Instructor and/or Charge Nurse.
3. Be certain that all assignments and charting are complete, including Instructor co-signature,

before leaving the unit.

4. The student will be permitted to perform all procedures outlined in the Hospital Procedure Manual within his/her level of competency and classroom preparation. The performance will be at the discretion of and under the supervision of the School of Nursing Instructor.
5. Students may read anecdotal notes written by their instructor regarding their clinical performance.
6. Students will not leave the assigned unit without the permission of the instructor.

CLINICAL EXPERIENCE GRADING POLICY

The student's daily clinical performance will be evaluated in the acute/long-term setting. At the end of each clinical week, the clinical instructor will document student progress toward achievement of program student outcomes using the following scale.

S – Satisfactory Performance

U – Unsatisfactory Performance

NO - Not Observed

Each course with a clinical component has specific criteria that must be met to achieve a grade of satisfactory performance. Review the course syllabus for clinical grading details. Whenever a student received a "U" for their weekly clinical performance, the student's advisor or clinical instructor will counsel the student regarding necessary corrective actions. The student will have an opportunity to review the instructor's evaluation and make comments during advisement.

A copy of the counseling details and corrective plan of action will be signed and dated by the student and instructor(s). If behaviors are not corrected within the time frame outlined in the plan of action, the student will be in jeopardy of failing the course. A grade of satisfactory in clinical experience is required to pass each nursing course. If the final grade in the clinical nursing experience is unsatisfactory, the grade for the course is reported as "F."

NURSING SIMULATION CENTER

The Nursing Simulation Center Policies and Procedures Manual is available upon request. To demonstrate respect for the simulation environment, the learner is expected to:

- a. Come prepared and complete all prebrief assignments.
- b. Arrive on time. Contact the facilitator prior to simulation experience if you are not able to attend.
- c. Maintain a physically and psychologically safe environment with other learners.
- d. Be careful of all mechanical connections when repositioning the manikin.
- e. Carefully roll and reposition any manikin in the bed, as requested. The SimBaby may be held.

- f. Not actually administer medications by route of oral, optic, otic, nasal, and rectal. Preparation should be performed and medication brought to the manikin. IV medication can be administered per saline lock or IV tubing. Faculty may choose to utilize a task trainer in a hybrid simulation format.
- g. Not use markers, pens, acetone, iodine, or other staining materials in the center at any time. Only pencils are used for documentation.
- h. Not bring any food or drinks into the center or debriefing room.
- i. Leave a personal cell phone outside the center and debriefing room, unless prior authorization is given by the facilitator. The use of a cell phone for the purpose of video recording or taking of pictures is prohibited.
- j. Not remove any simulation equipment out of the center without prior approval by faculty, or appointee.
- k. Contribute to the simulation realism.
 - l. Treat the simulator the same as a live patient.
- m. Dress in clinical attire and follow policies/procedures, per the student handbook.
- n. Maintain professional communication techniques with others in simulation and debriefing. If an issue arises, maintain professional conduct and present the issue to the facilitator.
- o. Ask questions prior to simulation for any clarification required.
- p. Maintain confidentiality at all times.

CLINICAL ASSIGNMENT PREPARATION

Students will receive their patient care assignments from the instructor on the morning of clinical.

1. Students are to wear approved student uniform, ID badge, and Level badge when going into the hospital to check patient care assignments. Students must adhere to the dress code – (See Dress Code Policy).
2. Students are permitted to use the patient charts to get the needed information. Students are to adhere to HIPAA & strict confidentiality mandates at all times.
3. Students are permitted to visit their patients to further ascertain nursing needs. They make an initial visit to each new patient to whom they are assigned. No further visits outside of the regularly scheduled clinical experience are to be made unless permission is given by the instructor.
4. Students are permitted only on the nursing unit to which their patients are assigned. Students are not to accompany friends to other units to check assignments.

HIPAA REQUIREMENT FOR LEARNERS

All institutions in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to a request for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment. To protect patient/client privacy, all personally identifying information must be removed from learner papers, such as care plans and case studies.

Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Learner papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications, which extend beyond the need to know for treatment and/or educational purposes. Clinical agencies are also mandated to follow HIPAA regulations. Learners will, therefore, be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation. HIPAA is a Federal law. Penalties for wrongful disclosure range from fines up to and including imprisonment.

This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education 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.

CLINICAL PROFESSIONAL CONDUCT

PERSONAL VISITORS: Students may not entertain personal visitors in the clinical area. If a personal visitor comes to your work area, you should explain to the person that hospital work areas are restricted and that you will meet them during your break, lunch period, or after clinical hours. Students should advise friends and relatives not to call them at the school or clinical areas except in emergencies. In case of an emergency, every effort will be made to contact the student. In the event the student cannot be reached for emergencies while in the clinical area, a message will be taken and given to the student at the first available time.

If it is necessary to make a personal phone call while in the hospital, students should use one of the public phones or the phone in the student lounge. Except for emergencies, personal calls should be made during mealtime or on break. Students should not instruct others to leave messages in the school office, except in case of emergencies. Students may not use the office phone for personal business. The use of cell phones is not allowed in the clinical area.

CLINICAL COMMUNICATION & HIPAA: The professional information obtained when caring for patients is strictly confidential. Please do not discuss confidential information with

other students and employees except as necessary to provide nursing care. NEVER discuss patients outside the hospital or in public hospital areas.

Giving out information about the condition of patients is the responsibility of the medical staff and authorized nursing personnel. Students are not allowed to give out information. Misleading, incomplete, or inaccurate information may cause unnecessary suffering, worry, or embarrassment. Giving out confidential information is not only improper ethically, but it can lead to legal action potentially harmful to the hospital, the staff, a student, or a patient.

Unauthorized disclosure of confidential information will result in disciplinary action being taken by the JRSON. All students of JRSON are expected to conduct themselves in a manner that reflects the highest professional standards.

While in the hospital setting:

- All unnecessary conversation and noise should be avoided.
- Loitering in hospital service areas is not permitted.
- Students may visit friends and/or relatives who are patients when off duty during regular hospital visiting hours.
- Students will not be permitted to leave class or clinic areas to visit relatives except in cases of extreme emergency.
- A student may not visit his/her patients when off duty unless special permission is granted by the instructor.
- Students may not remove hospital equipment without permission.

PROVIDER APPOINTMENTS: The student is responsible for selecting his/her own physician and making appointments in case of illness. Appointments should be made for a time when no classes or clinical assignments are scheduled.

STUDENT PRESCRIPTIONS: Students are to take only medications prescribed for them by their physician.

HEALTH AND IMMUNIZATION REQUIREMENTS

Immunizations required by JRSON include current Tdap; proof of (2) MMR vaccines and/or titers; proof of varicella x 2, or 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 and annual flu shot. Documentation of immunization is to be submitted on the school's scheduled Orientation day. The following is the MMR policy: Students will show evidence of two live measles vaccinations or documentation of physician-diagnosed measles or laboratory evidence of measles immunity. Persons born on 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. Review Jefferson Regional Hospital policy 'Policy: Hepatitis B Immunization Program'. Note: Implementation of the immunization program subject to change at the discretion of the faculty.

CLINICAL ATTENDANCE POLICIES

Clinical attendance policies available in the ‘Academic Policies’-Attendance Policy section of the Catalog.

HEALTH INSURANCE

Information available in ‘Health and Safety’-‘Student Health Program section of the Catalog.

EXPOSURE TO BLOOD BORNE PATHOGENS

All students to follow Jefferson Regional Hospital Policy for ‘Exposure Control - Blood & Body Fluids’. Any exposure to blood born pathogens (needle sticks, etc.) must be reported to the Employee Health Nurse, and the policies of Jefferson Regional Hospital will be followed for such incidents.

DRUG SCREENING

GENERAL INFORMATION: All students to follow the ‘Drug Free Policies and guidelines available in ‘Health and Safety’ section of the Catalog. Authorization and Consent for Substances Screening Tests and Disclosure of Results form.

As a condition of enrollment, each student will sign an Authorization and Consent for Substance Screening Tests, and Disclosure of Results form agreeing to adhere to the JHA Substance Policy (Appendix F).

DRUG TESTING PROCEDURES: All students will be drug screened as a part of the admission process during orientation. Drug tests will be done at Health Works 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. JRSON 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 is performed as required by the clinical agencies, JHA, or Jefferson Regional Medical Center.

1. On the random date, the randomly selected students will be notified by the Director, or designee, to report immediately to Employee Health at JR for a drug test at the school’s expense. (If the student is not at school on the random date selected, the drug test will be performed the next day the student is in school.)
2. Results of the drug test will be communicated confidentially from Employee Health to the Director of JRSON.
3. If the test is positive for substances that violate this policy, the student will be immediately dismissed from JRSON program. Also, refusal to comply with the Drug Testing Procedures and policies will result in dismissal from the program.
4. Confidentiality will be maintained, and all testing results will remain the property of JHA.

DRUG TESTING FOR CAUSE: Any nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected

to testing. The nursing faculty member's decision to a drug test will be drawn from those facts in light of the experience of the observer and may be based on but not limited to, the following:

1. Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug
2. Erratic behavior, slurred speech, staggering gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work performance
3. Conviction by a court, or entering a plea of guilt or nolo contendere to a drug, alcohol, or controlled substance criminal charge
4. Attendance with a pattern of tardiness and/or absenteeism

DRUG TESTING FOR CAUSE PROCEDURE: The procedure is as follows:

1. Testing will be conducted using the following procedure:
 - a. The faculty member will have another faculty member or staff RN confirm the suspicious behavior.
 - b. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location, ensuring privacy and confidentiality. The discussion will be documented, and the decision to a drug test will be made.
 - c. If warranted, the student will submit appropriate laboratory specimens in accordance with the JHA Substance Abuse Policy.
2. The student will be suspended from all clinical activities until the results of the drug test are known.
3. If the laboratory test is negative for substances that violate this policy, the student will be allowed to return to class without penalty. Arrangement to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
4. If the test is positive for substances that violate this policy or if the student refuses to comply, the student will be immediately dismissed from the JRSON program.
5. Confidentiality will be maintained, and all testing results will remain the property of JHA.

POSITIVE DRUG SCREENS: The outcome of a positive drug test will result in immediate dismissal from JRSON. If the student wishes to challenge the decision of the nursing program, the due process procedure of JRSON will be followed. Any student dismissed following a positive drug test for cause will be eligible for consideration for re-admission to JRSON with proof of successful completion of a drug rehabilitation program. Students will be evaluated on an individual basis for re-admission.

CRIMINAL BACKGROUND CHECK REPORT

To comply with mandates from clinical agencies utilized by JRSON, students are required upon initial enrollment and annually to have a criminal background check. These checks will be performed by an outside agency at the student's expense. Results will be released confidentially to the Director of JRSON and to the student. The school will review reports of student criminal activity, including but not limited to arrest or conviction, and take actions deemed appropriate. **Individuals convicted of a specific crime may not be eligible to take the NCLEX-RN as**

identified in Arkansas Code 17-87-312. Potential applicants can receive a complete list of offenses by downloading a copy from www.jrnc.org/us/nursingschool.html. A copy of ACA 17-87-312 will be distributed during the first day of class or the information can be viewed in Appendix I and J of the Catalog.

According to the Arkansas State Board of Nursing Rules and Regulations, potential nursing school graduates will be required to submit fingerprints for state and federal criminal background checks. For further information, see ASBN website.

WITNESSING DOCUMENTS

Students are not permitted to sign or witness any legal documents or other documents signed by patients and/or families, even at the request of a lawyer or patient. These documents must be witnessed by an employee of the hospital. Students are not to witness signatures of documents under any circumstances and always refer to such a request to the Charge Nurse or his/her designee.

CARDIOPULMONARY RESUSCITATION REQUIREMENTS (CPR)

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

STUDENT ATTIRE, GROOMING AND IDENTIFICATION

DIDACTIC/CLASSROOM DRESS: The public expects the hospital, its personnel, and students to be clean, neat, orderly, and to project a professional appearance. Attention to personal hygiene, neatness of attire, and cleanliness of apparel enhances the professional appearance. It is your responsibility to adhere to the school's dress code by maintaining personal hygiene and neatness in attire at all times.

Fabric, color, and design of all clothing, hairstyle, cosmetics, and scents should be conservative and in keeping with the nature of the professional image. Students are to dress appropriately for class. Solid colored scrubs pants will be the only acceptable uniform attire for students on class days. Jefferson Regional tee shirts/shirts or solid-colored tee shirts/shirts without the Jefferson Regional logo may be worn with scrub bottoms on non-clinical days to class. Closed-toe shoes must be worn with the scrubs.

The campus dress code will be monitored by the faculty, coordinators and Director. Students who are not in compliance with the required dress code will not be allowed to attend learning experiences and this will result in corrective action.

CLINICAL UNIFORM POLICY: The student uniform is symbolic of Jefferson Regional School of Nursing and should be worn with dignity and pride. The student nurse uniform is to be worn only when performing the role of a student in the Jefferson Regional School of Nursing

Program. The approved School uniform consists of charcoal gray scrubs, and a white Jefferson Regional School of Nursing laboratory coat that is monogrammed.

For all clinical/simulation/skills laboratory assignments, students are to wear:

- Charcoal gray scrubs, a monogrammed white lab jacket with white socks/hose.
- Colored laboratory coats are not allowed in the simulation laboratory or clinical areas.
- Jefferson Regional t-shirts cannot be worn in clinical areas
- Only white t-shirts can be worn underneath uniform tops
- Shoes must be clean (solid white or color coordinating, solid leather preferred). NO neon or multicolored shoes. Shoes must have closed toes—no clogs with holes on top or sides. Socks should be long enough to cover bare legs when sitting.
- Undergarments are worn at all times and must be a color appropriate to skin hue, and are not visible for showing through clothing.
- For female students who prefer a dress, a uniform skirt may be worn with one of the approved uniform tops. Only white t-shirts are to be worn under uniform tops.
- Uniform pants are to touch the top of the shoes and not drag the ground, and Lab coats should be knee-length. Uniform dresses should cover the knee. The uniform and the Lab Coat are to be clean, well pressed, and in good condition.
- Maternity Uniform: Charcoal gray scrubs with the monogrammed JRSON laboratory coat is to be worn as the maternity uniform.
- Identification badge

GROOMING: The grooming guidelines are as follows:

A. Hair:

- i. When wearing the uniform, the hair is to be neat, clean, and off/above the collar. If the hair is longer than two inches below the top of the collar, it must be either braided or secured off the face with pins, plain combs, or barrettes.
- ii. Hair must be of a natural hue. Hair style and color must reflect a professional appearance as approved by faculty, coordinators, or Director.
- iii. No messy hair buns during clinical/simulation/laboratory experiences.
- iv. Bows, beads, and other decorations are not to be worn with the uniform. Only white, black, brown, or hunter green headbands are permitted. Headbands must not be any more than 3 inches wide.
- v. Hair must be contained to avoid possible contamination of the work area or hands.
- vi. The male student is to be groomed, which includes a clean shave when in uniform. Beards, sideburns, and mustaches are discouraged; if worn, must be neat, clean, and trimmed. Beards and Mustaches must be no longer than two (2) inches.
- vii. No hats or caps are to be worn while in uniform.

B. Nails:

- i. Nails must be kept short-no longer than ¼ inch, smooth, and clean. Nail polish, if worn, should be clear and not chipped.

- ii. No artificial nails or nail art or dipped nails are to be worn in the classroom setting nor the laboratory/clinical areas. Evidence of the aforementioned during clinical/simulation/laboratory will result in being sent home and an ‘unsatisfactory or zero’ grade for the learning experience.

C. Jewelry and Accessories:

- i. If there is the possibility that the jewelry will interfere with infection control or safety of staff or patient, and then jewelry will not be worn. Also, no ornate jewelry is allowed to be worn.
- ii. When jewelry can be worn safely, the student may wear: a) A single necklace that will not dangle in the work area, b) Maximum of two rings with small mounting, one ring per hand, c) A watch with the capability to count seconds, d) Appropriate school/hospital issue pins, e) small earrings, one earring per lobe of ear, e) No visible body ornamentation such as tongue rings, eyebrow piercings etc., are to be worn.

D. Tattoos/Body Art/Body Piercings: Tattoos must be kept at a minimum observed. Any large tattoos or those deemed offensive by management/supervision will be covered.

E. Cosmetics:

- i. Cosmetics should be worn with moderation when wearing the uniform.
- ii. Perfumes, colognes, and after-shave lotions are not to be worn in patient care areas.
- iii. Gum chewing is not permitted when in uniform.

IDENTIFICATION: The Human Resources Department provides the identification badges for JRSON. The first badge will be provided for you and there will be a fee for replacement.

- A. Student identification badge is worn at all times and is to be worn on the upper left shoulder area/above the waist with picture facing outward. The ID badge is to be worn when the student is in the JRSON building or during clinical time outside of the building
- Student identification badge is to be worn during testing. Students without an identification badge will not be allowed to test.
 - Decorative stickers or pins or other items are not to be placed on or through the badge.
 - The student identification badges are to be turned into the JRSON Office upon termination (leave of absence, withdrawal, dismissal, or graduation).
 - A change of name requires that a new badge be issued.
 - Students must show badges when purchasing items at a discount in the Pharmacy or gift shop or when eating meals in the hospital cafeteria. The badge is also necessary to obtain hospital discounts.
 - In the event of a disaster recall, the student must use the identification badge to identify themselves to the Civil Defense workers and Police Department prior to returning to the hospital.

- Security, Department Heads, and Supervisors have the right to challenge employees and students not wearing their badges. Specific instructions will be given to the students regarding the identification badges during orientation.
- All destroyed or lost badges shall be replaced at the student's expense.
- Students are to wear the Student I.D. badge with the uniform and lab coat when doing clinical assignments and at any on-campus or a JRSON affiliate site.
- When leaving the building for lunch breaks or at the end of the allotted time for the day the student ID badge will be removed. When wearing the Jefferson Regional student ID badge, the student is representing JRSON and Jefferson Regional hospital. Therefore, it is not appropriate to wear the badge while making non-school related videos, consuming alcohol, using profanity, etc on or off the premises. Refer to the 'Academic Policies'-Dismissal-Academic & Misconduct section in the Catalog for additional information.

B. Level Identification Badge: A badge designating 'STUDENT' is to be worn under the JRSON identification badge. The first badge will be provided free of charge; thereafter, there will be a replacement fee.

UNIFORMS AND EQUIPMENT: Uniforms are purchased by the student at an approximate cost of \$350.00. Information on ordering uniforms will be provided in the admission packet they receive with their letter of acceptance. 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, pen light, bandage scissors, watch with a second hand, small note pad, black permanent ink pen and tape measure. Clipboard with calculator is also recommended.

POLICIES FOR STUDENTS INVOLVING INCIDENTS

Any accident or incident occurring while in the clinical area must be reported to the Instructor and Charge Nurse. The student responsible and the instructor should document the incident or accident according to JRSON/Jefferson Regional Hospital policy.

The following are considered incidents and necessitate the student completing the appropriate form(s):

1. Errors of Omission or Commission involving medications or treatments.
2. Incidents occurring in the clinical area or on JRMC property involving injury or potential injury to patient, visitor, or self.
3. Any situation occurring in the hospital for which nursing or hospital administration requires an incident report from the student.

COVID-19 POLICY

All students will follow Jefferson Regional (JR) policy and protocols regarding COVID 19 when on the hospital campus and school.

Masks/ Protective Eye wear

All students, faculty, staff and visitors who have not been vaccinated for the COVID 19 virus with two doses must wear face coverings over their mouth and noses and while on JRSON campus. This includes hallways, public spaces, class rooms and other common areas of the school and in offices and work spaces. In the classroom, non-vaccinated students must mask at all times during the class lecture, clinical and in the skills lab.

All students, faculty, staff and visitors are expected to adhere to this policy. Failure to comply with face covering requirement may result in denial of access to designated areas or participation in activities and or progressive discipline. Faculty have the right to deny a student entry into the room if a student is not wearing a face mask/ covering. Refusing to comply with masking guidelines will result in activation of the disciplinary process.

Screening for illness

All students, faculty, staff and visitors must be screened for illness upon entry into the building. Student, faculty and staff will self-screen and report signs of illness. Students who show symptoms of illness must remain off campus until the symptoms subside for at least 24 hours. A student with a positive COVID 19 diagnosis, even if asymptomatic, must remain off campus until released by employee health after receiving the positive test report.

Positive COVID 19/ Quarantine

A student diagnosed with COVID-19 will collaborate with employee health regarding when the student may return to class. Any documentation regarding a student and COVID 19 status/ quarantine will be shared with JR employee health and the school and will be placed in the student health file at the school.

Absence from Class due to positive COVID 19 or need for quarantine

In the event a student is positive for COVID 19 or has been placed on quarantine from the health department, documentation must be provided to the school director or designee. It is understood that missing class or clinical may be unavoidable. Every attempt will be made by faculty to provide alternative assignments/ lectures will be made. Unit exams may be made up as indicated in the syllabus.

It is possible a student may need to receive an “I” or incomplete for the course. All work for the class must be completed before advancing to the next class. It may be necessary to withdraw from the current class and join the same class with the next cohort.

RELATED DOCUMENTS

- Criminal Background Check Information/ACA Code 17-87-31 (Appendix L)
- Licensing Restrictions Based on Criminal Records/ACA Code 17-3-102 (Appendix K)

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Clinical Policies Section: Reviewed 02/02/2024
- Scholarships Revised 02/02/2024
- Drug Screening Revised: 02/02/2024

STUDENT CONDUCT

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

Student Bill of Rights and Responsibilities are as follows:

- The student's capacity for critical judgment and independent search for truth should be encouraged.
- Students should exercise the right to learn and to teach with responsibility. The students' right to learn should be protected by policies and procedures provided by the institution.
- Race, creed, sex, age, or marital status should have no bearing on the decision of admittance to this institution under any circumstances.
- The student is responsible for learning required material for enrolled courses; however, reserves the right to reasonably question views offered in a course and to reserve judgment about a matter of opinion.

- Students should be protected against prejudiced academic evaluation through established procedures.
- Confidential information concerning student views, beliefs, personal life, and political association required by instructors should not be released without the consent of the student. Personal privacy is the right of the student, provided that the welfare of others is respected.
- A means should be defined for the participation of students in the development of institutional policies affecting the student body.
- The student has the right to have printed material available to him/her that specifically states the policies, procedures, and standards of conduct that could affect the student's standing in school.
- It is the responsibility of the student to know the standards of conduct published in the student handbook or through other means.
- The student shall have the right to have access to a workable grievance procedure and be present at any hearing of their grievance. In the event that a student's grievance is declared invalid, the student has the right to written clarification of the decision.
- It is the right of students to have a voice in the determination of the school curriculum. It is the right of students to have clarification of grading policies for each course.
- The student should have access to his/her record and should have knowledge of its disclosure to any other persons or institutions.
- It is the right of students to have a voice in the determination of the uniform code to maintain the highest professional standards.
- The school should arrange to provide adequate safety precautions for its students.

STUDENT CODE OF CONDUCT

JRSON provides an educational environment that is designed to facilitate learning and academic and professional growth. Students are coached in professional role behavior throughout their enrollment at JRSON. Students must abide by the published Student Code of Conduct at all times.

Students must not engage in any unacceptable or illegal behaviors and must abide by all policies, rules, regulations, and laws. Any violation may lead to disciplinary action, including but not limited to, failing grade for an assignment, failing grade in a course, academic probation, or immediate withdrawal from JRSON.

Students must not engage in inappropriate or illegal conduct, including but not limited to:

- Failure to follow directions from faculty, school staff or administration, or collaborators of clinical facilities unless following such directions will cause irreparable harm;

- Possession of weapons or explosive materials on the school's experiential learning hubs or sites;
- Illegal use, possession, sale, or transfer of drugs or alcohol on the school or clinical premises;
- Being under the influence of alcohol or illegal drugs while on the school or clinical premises;
- Being under the influence of prescription medications that may affect performance while on JRSON or clinical premises;
- Stealing or willfully damaging any school property or the property of others;
- Gambling on the school or clinical premises;
- Inappropriate use of the school's or any experiential learning hub's or site's technology resources (For example: sending, accessing, or storing discriminatory, harassing, defamatory, or pornographic material, duplicating or distributing copyrighted material without official permission, or transmitting confidential information);
- The use of foul, abusive, or threatening language toward any other student, faculty, school staff or experiential learning hub and site employee, or patient;
- Disregarding safety requirements or regulations;
- Performing any type of indecent act while on the premises of the school or any clinical site;
- Dressing inappropriately or lacking personal hygiene while engaged in any school-related activities;
- Using electronic devices while engaged in learning activities for texting, games, or other non- course-related activity;
- Leaving the clinical sites during the assigned shifts;
- Taking unauthorized leave at any point during a current term; and/or being overly fatigued during clinical due to lack of rest

All past, present, or future unlawful or unprofessional conduct could result in a student's ineligibility for certifications, licensure, or employment.

All past, present, or future unlawful conduct involving the possession or distribution of controlled substances or illegal drugs may result in the loss or suspension of eligibility for Federal Student Aid.

Prospective students who are concerned that they may not qualify for certification, licensure, employment or financial aid are advised to perform the necessary research prior to enrollment. JRSON requires all pre-licensure students to undergo a criminal background check and drug screening prior to attending direct focused client care experiential learning and reserves the right to deny admission or continued enrollment based on the results.

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. Further information can be found in ‘Satisfactory Academic Progress Details-Dismissal’ section of the Catalog.

CLASSROOM BEHAVIOR/DISRUPTION POLICY

Students will not disturb normal classroom procedures and instruction. Disruptive conduct includes but is not limited to refusal to comply with reasonable classroom instructor directions, employing insulting language or gestures, unnecessarily leaving class during lecture, distractive talking, cellular phone usage/texting during class without instructor permission, monopolizing discussion, violent or noisy actions, profane or obscene language, intoxication, verbal abuse/slander, quarreling, fighting, threats to safety to oneself or others and failure to comply with the directions of a university official.

A faculty member may, at their discretion, dismiss a disruptive student from the classroom for the balance of the class period and, at the faculty member’s discretion, consider the missed class time as an unexcused absence. Faculty may, following a student dismissal from class, request that the student meet with them to assure that the student’s classroom conduct will be appropriately modified. The first dismissal from the classroom for disruptive or distracting behaviors serves as a warning.

Instructors may also lock the classroom doors at the start of an exam or assessment/evaluation to decrease disruption to the test takers.

OFFENSES

All past, present, or future unlawful or unprofessional conduct could result in a student’s ineligibility for certifications, licensure, or employment. All past, present, or future unlawful conduct involving the possession or distribution of controlled substances or illegal drugs may result in the loss or suspension of eligibility for Federal Student Aid.

Prospective students who are concerned that they may not qualify for certification, licensure, employment or financial aid are advised to perform the necessary research prior to enrollment. Jefferson Regional School of Nursing requires all pre-licensure students to undergo a criminal background check and drug screening prior to attending direct focused client care experiential learning and reserves the right to deny admission or continued enrollment based on the results.

CORRECTIVE ACTION PROCEDURES

Corrective action procedures may include the denial of entry, conduct or academic probation, written counseling, written warnings, suspension, administrative withdrawal and or dismissal. Jefferson Regional School of Nursing has the right to take corrective action based on information and evidence that it, in its sole discretion, determines credible. Likewise, JRSON has the obligation to ensure that the rights of the student and public are protected.

TECHNOLOGY AND CELLULAR DEVICE POLICIES

TECHNOLOGY POLICY: The use of recording/technology devices of any type is strictly prohibited at any time at Jefferson Regional School of Nursing in all classroom, clinical, conference situations, and faculty offices without the prior written approval of faculty, including but not limited to tape recorders, digital recorders, cell phones, PDA, iPods, and any other devices. An exception to this policy may be made at the discretion of the classroom instructor if that instructor wishes to allow tape recording of classroom lectures to accommodate student(s) learning. Please refer to specific syllabi.

CELLULAR DEVICE POLICY: Cellular phones, tablets, blue tooth devices, and smartwatches are not permitted in any clinical area at JRSON or its affiliates. The use of cellular devices during testing or in the clinical setting is considered a serious offense and will follow the Human Resources policy progressive discipline cycle. In the event of an emergency and the student needs to be reached, please direct all emergency phone calls to 870-541-7858, and the student and/or instructor will be notified promptly. Failure to follow this policy will lead to progressive discipline, as stated in the Human Resources policy, up to dismissal from the program. The use of cellular devices during class time is at the discretion of the instructor, and the student will be notified in advance of this occurrence.

COMMUNICATION WITH THE MEDIA POLICY

Information requests from any news media representative are to be directed to the Director of Marketing. The President or designated Administrator on-call shall be the referral source in the absence of the Director of Marketing. When a media representative contacts any hospital employee for information, the employee must indicate that all information is disseminated by the Director of Marketing or hospital administration and that the employee is not in a position to comment. The President or Administrator on call may authorize specific other management personnel to release information to the media on a situation-by-situation basis.

RELATED DOCUMENTS

NA

DATE(S)

Original Policy Effective Date:

- Classroom Behavior and Disruption Policy: 10/2022

Change/Review/Approval Date:

- Student Conduct Section: Reviewed 02/02/2024

STUDENT SERVICES

CONSTITUTION DAY

Refer to 'Student Services' section in the Catalog

STUDENT ORIENTATION

Each new student cohort is familiarized with the program and services provided by JRSON. Students will have the opportunity to meet the Program Director, faculty members, staff and other students. Various school policies and procedures will be discussed including but not limited to: N100 Foundations in Nursing syllabus, attendance, dress code and code of conduct.

STUDENT ADVISEMENT

The faculty advisor conferences with the student following a unit exam and when indicated, concerning academic and clinical achievement. Failure to raise the theory grade to a “C” or failure to raise the clinical evaluation to an "S" satisfactory by the end of the semester or term will result in failure of the course.

When indicated, students are formally notified when their status is in jeopardy because of unsatisfactory performance (academic and/or clinical) or repeated infractions of the hospital and/or school policies, procedures, or standards. Written documentation of such is placed in the student's official file.

During advisement the student is informed of the reason(s) for the action and the schedule of review status. The purpose of the review/advisement is to determine academic and/or professional growth. Following the review, one of the following actions will be taken: (1) continued enrollment or (2) dismissal from school.

MEASURING STUDENT SATISFACTION

MEASURING STUDENT SATISFACTION: Students provide ongoing feedback throughout the curriculum. For example, students are invited to complete end-of-course and faculty surveys and this data is compiled and analyzed by faculty. Additionally, an anonymous survey is sent to the student via the ATI platform. Survey information is needed to improve the program of study and meet accreditation mandates.

LEARNING RESOURCES

At JRSON, students have access to EBSCO CINAHL database that indexes the top nursing and allied health literature available including nursing journals and publications from the National League for Nursing and the American Nurses Association.

STUDENT HOUSING

JRSON does not provide housing for students. Students living in Pine Bluff Arkansas and surrounding areas commute to class daily.

FOOD SERVICES ON CAMPUS

Students are responsible for their own meals. The main cafeteria is located at Jefferson Regional hospital and offers a variety of hot and cold foods.

NAME CHANGE

Should a student marry or have a name change during the program this information should be promptly provided to the Financial Aid Coordinator and Registrar. This is to ensure the student

record is kept current and up to date. Information includes but is not limited to: the change in name, address, marriage certificate and phone number.

TRANSCRIPTS AND OFFICIAL DOCUMENTS

Refer to the 'Student Services' section of the Catalog

REFERENCES

Refer to the 'Student Services' section of the Catalog

RELATED DOCUMENTS

NA

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Student Services Section: Reviewed 01/08/2023, 02/02/2024

HEALTH AND SAFETY

DRUG FREE POLICIES

Jefferson Regional School of Nursing is concerned about the potential adverse effects of alcohol or other drug use on student health and safety, satisfactory academic performance, and patient care. Students are expected to arrive to class and the clinical agency in the appropriate mental and physical condition conducive to learning and the provision of safe patient care.

Jefferson Regional hospital and JRSON 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 their 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 ASBN Prior to applying for the NCLEX- RN.

JRSON recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing profession. The school is committed to protecting the safety, health, and welfare of its faculty, staff, and students, and people who come into contact with its Faculty, staff, and students during scheduled learning experiences. JRSON strictly prohibits the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs.

Any Registered Nurse who tests positive for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Arkansas Nurse Practice Act, ACA 17-87-309 (a)(3)(4) and (6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.m.

Furthermore, any Registered Nurse who is aware that another nurse has violated a provision of the Arkansas Nurse Practice Act is obligated to report that nurse to the Board. A failure to do so in and of itself is a violation of the Arkansas Nurse Practice Act, ACA 17-87-309(a)(6); and the Arkansas State Board Rules and Regulations Chapter Seven, Section XI.A and Section XV.A.6.j. Similar professional expectations apply to nursing students. Any nursing student who is aware that another nursing student is using or is in possession of illegal drugs, prescription medications that are not being used as prescribed or are not prescribed for the student at all which can affect the student's mental or physical ability to work safely in the medical field, otherwise legal intoxicants in violation of Jefferson Hospital Association's policies, or controlled substances is obligated to report this information to a JRSON faculty member.

SUBSTANCE ABUSE POLICY: JRSON follows a zero-tolerance drug policy and prohibits the use, possession, sale, conveyance, distribution, and/or manufacture of illegal, controlled, or abuse-potential substances and the presence of such substances in the body. JRSON does drug testing on its students (scheduled and random).

Students must disclose any positive drug screenings from employment.

As a condition of enrollment, each student will sign an Authorization and Consent for Substance Screening Tests, and Disclosure of Results form agreeing to adhere to the JHA Substance Policy.

All students will be drug screened as a part of the admission process and occurs prior to the initiation of the term. 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. Jefferson Regional School of Nursing requires the student to submit to drug testing under any or all of the following circumstances:

1. Upon admission into the program.
2. Random testing as required by the clinical agencies or Jefferson Regional hospital and JRSON.
3. For cause.

MEDICAL MARIJUANA POLICY: A safety-sensitive position is defined by the Arkansas Medical Marijuana Amendment of 2016 Amendment 98 as "...any position designated in writing by an employer as a safety sensitive position in which a person performing the position while under the influence of marijuana may constitute a threat to health or safety". JRSON staff, faculty and students are designated as those who work in safety sensitive positions. The essential duties of the job require the employee/student to work in a constant state of alertness in a safe manner. Therefore, 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 Medical Marijuana registry ID card.

INCLEMENT WEATHER, ABSENCE POLICY & PROCEDURES

INCLEMENT WEATHER: Students are expected to make all reasonable efforts to report to class and clinical for their normally scheduled hours. Class and clinical may be canceled for reasons of inclement weather at the discretion of the Director or in the absence of the Director, a Coordinator designated by the Director. Closings will be posted on CANVAS.

In the event that JRSON is closed, the students will be required to check-in CANVAS throughout the day to view postings of alternate assignments and lecture material posted. These assignments may include but are not limited to PowerPoint material, case studies, quizzes, journal articles, reading assignments, and any other assignments designated. These assignments are designed to meet the course outcomes and program outcomes.

A grace period will be provided and announced in Canvas for students who make a reasonable effort to report to class/clinical and are unavoidably detained. After this grace period, it will be counted as a tardy.

The Director of JRSON or, in the absence of the Director, a Coordinator designated by the Director may elect to permit students to leave class or clinical early when the road conditions are, or threaten to be, hazardous due to inclement weather. Students who do not report to class or clinical as scheduled will be considered absent and will be required to make up the missed clinical.

GENERAL ABSENCE PROCEDURE:

1. In case of absence, the student must notify the School Office and/or instructor at least ½ hour before a scheduled class. Notification may be made via Canvas, JRSON individual email, or faculty office phone voice mail.

2. Clinical experience is to be made up. The student is responsible for making arrangements with the instructor for the necessary make-up work.

MEDICAL ABSENCE PROCEDURE:

1. When a student has been ill and is absent three (3) consecutive school days, a release form from the attending physician is required.
2. The employee health nurse and/or a physician must approve any student's return to the clinical area following diagnosed communicable disease, surgical-procedure, accidents, which limit the return to full duty and return from maternity leave.
3. Students are not expected or permitted to attend class or clinical experience when ill.
4. In the event the student is ill for a prolonged period of time with an acute or chronic condition, his/her situation will be discussed by the Student/Faculty Resources and Admissions, Progression, Retention, Graduation Committee, and/or Director, and he/she may be asked to withdraw from the School of Nursing.

STUDENT RESPONSIBILITY FOLLOWING AN ABSENCE: Students are held responsible for the content covered during the classes which they miss. It is the student's responsibility to seek assistance from the instructor. If handouts were given to those who attended class, it is the responsibility of the absent student to obtain copies of the handouts.

At the beginning of each course, the instructor (s) responsible for the course shall specify, in the course syllabus or otherwise, the procedure to be followed in that course for making up assignments.

STUDENT HEALTH PROGRAM

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

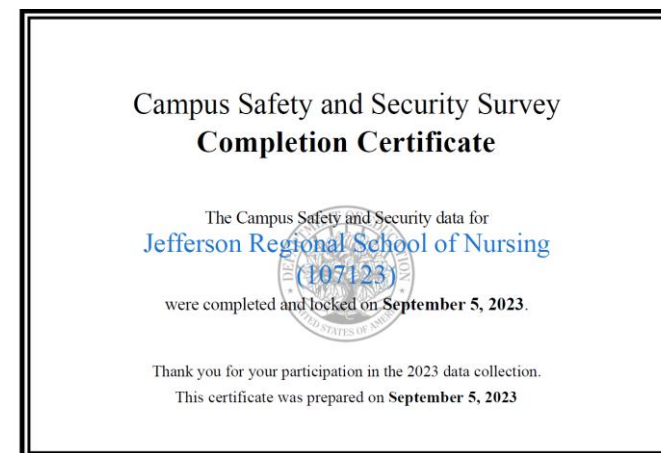
1. Twenty-four (24) hour medical assistance is available for accident or illness while in class or clinical areas, through the Emergency Department. The student will assume the cost of hospitalization, physician fees, and treatment, with no exceptions.
2. Health and screening services provided and required for employees of Jefferson Regional 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. Jefferson Regional hospital employee health mandated TB skin testing is required.

3. Confidential guidance and counseling services are available to students for assessment of emotional and social problems through the employee health department of the parent organization.

SECURITY

It shall be the policy of Jefferson Regional to provide a safe environment for patients, visitors, learners and employees. The Jefferson Regional Hospital 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 the hospital employees, community, clients, and visitors to ensure and promote a widespread 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 JRSON 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 JRSON.

All new students entering JRSON are required to attend an 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 JRSON Comprehensive Safety Program, Jefferson Regional hospital publishes an annual Clery Act Campus Security Report annually. It is available on the Internet on the JRSON webpage at www.JRMC.org. A new Clery Act Campus Security Report will be available on the website on October 1st of each year.



THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require post-secondary institutions to provide timely warnings of crimes that represent a threat to the safety of Students or employees and to make public their security policies. It also requires

that crime data be collected, reported, and disseminated to the College community. The Clery Act is intended to provide Students and their families with accurate, complete and timely information about safety on instructional sites, so they can make informed decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety:

<http://www.ed.gov/admins/lead/safety/campus.html>.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Jefferson Regional is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. JRSON will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement.

CRIME STATISTICS

The crime statistics report to Campus Security authorities or local police agencies for the last three calendar years are illustrated on Jefferson Regional's website at www.JRMC.org. These statistics are displayed electronically on the website, but copies of the Campus Security and Crime Statistics are available in hard copy from the Registrar's office.

EMERGENCY RESPONSE AND EVACUATION

JRSON as part of Jefferson Regional hospital also has an organized plan in place when the hospital is experiencing any emergency. The first warning that a potential danger exists is announced at the hospital. It is the responsibility of the hospital operator to notify JRSON of the emergency. The Director has the responsibility to ensure that all faculty, staff and students are following the plan accordingly and will have them remain on the campus for security purposes. It is an established plan that can alert and inform the JRSON community members in the event of an imminent threat to health and safety (e.g. severe weather conditions, active shooter, fire, etc.)

Additionally, various procedures for responding to emergencies can also be assessed on the JRSON website. School officials will conduct annual tests and exercises of emergency response and evacuation procedures to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of JRSON emergency response and recovery capabilities. Tests will be announced in advance via email, JRSON website or other available methods. JRSON publicizes crime prevention information through official publications. Officials at JRSON urge all members of the community to be responsible for their own safety and to assist in the prevention of crime.

SECURITY AND CRIME AWARENESS AT CLINICAL SITES

JRSON does not control any physical spaces at the experiential learning hubs and sites. Therefore, the maintenance of the physical plants and security services at each of the clinical site are under the purview of the JRSON healthcare partners. JRSON encourages all persons to report criminal activity at or any other concerns with an experiential learning hub or site to the local manager and/or the appropriate law enforcement agency. JRSON complies with the requirements of the Violence Against Women Act (VAWA), Title IX, and Clery Act and will provide information on criminal activity to the law enforcement agency in whose jurisdiction the act occurs.

SAFETY & VIOLATIONS OF CRIMINAL LAW

Behavior that violates this policy may also constitute a crime under state law. For example, the State of Arkansas criminalizes and punishes forms of sexual assault, domestic violence, stalking, and false reporting. This compilation of criminal statutes is not exhaustive but is offered to notify the College community that some forms of prohibited conduct may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy. sexual assault; unlawful sexual activity; rape; forcible sodomy; forcible sexual abuse; aggravated sexual assault; domestic violence; stalking; criminal defamation.

CONFIDENTIAL SAFETY RESOURCES

To ensure the safety of the JRSON community, collaborators are required to report information they receive about prohibited conduct to the Security Office. If you want to speak with someone confidentially, contact one of the resources below. Using these resources means that none of the information shared will be provided to other individuals at JRSON.

Resource	Telephone	Information
Rape Recovery Center	870-541-5387 or 870-267-8878	101 W. Barraque, Suite 201, Pine Bluff, Arkansas 71601
Arkansas Crisis Line	(888) 274-7472	24-hour Crisis Line
National Sexual Assault Hotline	(800) 656-4673	24-hour Hotline
Domestic Violence	870-535-0287 or 800-332-4443	P O Box 6705 Pine Bluff, AR 71601
Hope of the Deltas	870-535-0811	3905 Hazel Street, Pine Bluff 71603
Southeast Arkansas Behavioral	870-534-1880 or 870-534-1834	3905 Hazel Street, Pine Bluff 71603

PARKING

JRSON has sufficient parking for students, faculty, and staff. Designated faculty parking spaces are located at the side of the school near the doors. Additionally, parking areas include the appropriate number of handicap accessible spaces to meet the parking needs of the school.

LOCKED DOORS SAFETY POLICY

Exterior doors on the east and south sides of the JRSON are to remain locked except as designated for brief periods by the Director or designee. Exterior doors are equipped with “panic bars” so that the locking mechanisms do not prevent exit. School employees entering the south door by key access are to ensure that the locking mechanism is properly engaged before leaving the area. At no time and under no circumstances is either door to be propped open. Example: Exiting through the door on the south side of the building, adjacent to the smoking area, and leaving the door propped to later gain easy access. The School's Dismissal policy refers to behaviors that adversely affect the school's accomplishment of its educational goals. Propping doors creates a very serious safety issue and jeopardizes the safety of students, faculty, staff, and equipment. Violators will be subject to that Dismissal policy. Interior doors to areas containing equipment such as simulation mannequins and/or computers are to remain locked when not in use. Faculty is responsible for ensuring that doors to the Computer Lab, Debriefing Room, Simulation Lab, and Faculty Conference Room are locked at the end of the occupancy. No one should share door codes.

FIRE SAFETY POLICY

All employees are responsible for knowing the contents of the hospital safety manual, including how to locate and use a fire extinguisher and how to report a fire. The JRMC Safety/Security Department will acquaint you with fire regulations and evacuation procedures for the school on a yearly basis. Remember to be calm in a dangerous situation. "Panic spreads even faster than fire." What is done during the first five minutes of a fire could be more important than what is done during the next five hours. In the hospital, a fire is announced over the public address system as follows: "Code Red, Zone " (the zone number of the location of the fire is given). Once conditions have cleared, it will be announced over the public address system, "Code Red, All Clear." The emergency extension number is 4444.

The proper response to fire or smoke is R.A.C.E.

R = Rescue patients immediately from fire or smoke area.

A = Pull fire alarm station and call the emergency number, give an exact location. C – Contain the smoke or fire by closing all doors to rooms and corridors.

E = Extinguish the fire (when safe to do so.)

Calm and reassure any visitors who may be in your assigned area. Assigned personnel will coordinate traffic flow at all fire doors and corridors.

FIRE IN JRSON COMPLEX (CODE RED)

1. All Faculty and students will exit through the two back doors facing the parking lot.
2. Everyone will meet in the parking lot west of the school.
3. Everyone will remain there until released by the Director or her designee.
4. Quarterly fire drills are performed to ensure proper evaluation procedures.

TORNADO ALERT PROCEDURE

The procedure followed by the hospital for the protection of patients, visitors, and employees are contained in a written plan. The first phase of the plan is activated in the event the Tornado Alert System operated by the Jefferson County Office of Emergency Services is sounded. The switchboard operator will announce "Attention All Personnel, Code Yellow," and personnel will begin their assigned responsibilities. PBX will notify the school office. In the event a funnel cloud is sited within the immediate proximity of the hospital, the switchboard operator will announce, "Attention All Personnel, Code Black." PBX will notify the School office. Upon this announcement, immediate precautions will be taken by assigned personnel, in addition to those outlined in Phase I of the Plan. All personnel is required to remain on duty until an "All Clear" is sounded or until relieved of duty by their supervisor.

It is most important for you to familiarize yourself with the contents of the Fire Plan, Disaster Plan, and Tornado Alert Procedure.

TORNADO WARNING (CODE BLACK)

1. Faculty and students are to move to the hallways or nearest room without windows (Classrooms, Computer Lab, or any bathroom).
2. Everyone will remain there until released by the Director or her designee.

THREATENING WEATHER (CODE YELLOW)

Faculty and students are to remain in the building until released by the Director or her designee.

INFANT ABDUCTION (CODE PINK)

This code is announced over the hospital intercom/speaker system in the event of infant abduction from the nursery or postpartum units. A telephone call is made to outside buildings to alert all staff. In the event of a code pink, all personnel (including students) are to be on the lookout for anyone carrying a baby or suspicious bags large enough to hide a baby and stop them and question them. For a complete outline of the policy, see the Jefferson Regional Medical Center Safety Policy & Procedure Manual for Infant Abduction.

ACTIVE SHOOTER

If an active shooter or shooter is/are identified on JHA properties, quickly determine the most reasonable way to protect your own life.

1. Evacuate
2. Hide Out
3. Take action against the active shooter

RELATED DOCUMENTS

- Authorization and Consent for Substance Screening Tests and Disclosure of Results Form (Appendix F)
- Clery Act Report (Appendix M)

DATE(S)

Original Policy Effective Date:

Change/Review/Approval Date:

- Health and Safety Section: Reviewed 01/08/2023, 02/02/2024
- Clery: Campus Safety Security Survey Completion Certificate updated 02/02/2024

APPENDIX A

Administrative Staff, Faculty Credentials and Other Important Numbers

Amanda Haynes Staff Jefferson School of Nursing Financial Aid Coordinator	541-7935
Judy Stott Staff Financial/Regulatory Services Coordinator	541-7935
Michelle Newton Director MSN, Delta State University, Cleveland Mississippi BSN, Nebraska Wesleyan University, Lincoln Nebraska RN	541-7164
Carolyn Morrisey Coordinator DNP, University of Alabama, Birmingham Alabama MSN, University of Arkansas for Medical Sciences, Little Rock Arkansas	541-7861

BS, University of Central Arkansas, Conway Arkansas CCRN	
Michelle Grant Coordinator MSN, Chamberlain University BSN, Chamberlain University APRN	541-7849
Tina McDaniel Coordinator MSN, Capella University, Minneapolis Minnesota BSN, Nebraska Wesleyan University, Lincoln, Nebraska RN	541-7862
Cassie Cox Faculty-Instructor BSN, Arkansas Tech University, Russellville Arkansas RN	541-7854
Terra McGuire Faculty-Instructor MSN, University of Arkansas for Medical Sciences, Little Rock Arkansas BSN, University of Arkansas, Little Rock Arkansas APRN, FNP-C	541-7867
Kacee Reynolds Faculty-Instructor MSN, Walden University BSN, Jefferson School of Nursing, Pine Bluff Arkansas APRN, FNP-C	541-7829
Deb York Faculty-Instructor MSN, Capella University BSN, University of Arkansas, Little Rock RN-BC, CCHP, CMS-RN, LNHA	541-7856
Sharakee Duncan Geiggar MSN, Arkansas State University BSN, The University of Arkansas at Pine Bluff RN	541-7863
Julia White Secretary/Registrar	541-7858
Security	541-7106 or 541-7107
JR Hospital (Main Line)	541-7100
Emergency Department	541-6413
Cashier	541-7984
Nursing Administration	541-7770
Pharmacy	541-7904

APPENDIX B
School Events and Activities Calendar

Classes of 2024 COHORT 05/2024 & COHORT 12/2024	
January 9,2023	1 st Day of N100 Foundations in Nursing (Class 5/23)
January 16, 2023	MLK Day
March 20-24, 2023	Spring Break
May 6-10, 2023	Break (Class 5/23)
May 29, 2023	Memorial Day Holiday
June 19, 2023	Juneteenth
July 4, 2023	July 4 Holiday
July 31,2023	1 st Day of N100 Foundations in Nursing (Class 12/24)
September 2-6, 2023	Break (Class of 5/24)
September 4, 2023	Labor Day
September 11, 2023	1 st Day of N200 Maternal Child (Class 5/24) 1 st Day of N202 Transitions (Class 5/24)
November 20-24, 2023	Thanksgiving Holiday
November 27, 2023	1 st Day of N104 Adult Health I (Class 12/24) 1 st Day of N106 Pharmacology I (Class 12/24)
December 18-January 1, 2024	Christmas Break
January 22-26, 2024	Break (Class of 5/24)
January 29, 2024	1 st Day of N204 Adult Health II (Class 5/24) 1 st Day of N206 Pharmacology II (Class 5/24) 1 st Day of N208 NCLEX Prep (Class 5/24)
March 18-22, 2024	Spring Break
April 15,2024	1 st Day of N200 Maternal Child (Class 12/24) 1 st Day of N202 Transitions (Class 12/24)
May 30,2024	Graduation Class of May 2024
May 27, 2024	Memorial Day Holiday
June 19, 2024	Juneteenth
July 4, 2024	July 4 th Holiday
August 5-9,2024	Break (Class of 12/24)
August 11, 2024	1 st Day of N204 Adult Health II (Class 12/24) 1 st Day of N206 Pharmacology II (Class 12/24) 1 st Day of N208 NCLEX Prep (Class 12/24)

JRSON COHORT Curriculum Plan

Cohort 05/24

JEFFERSON REGIONAL SCHOOL OF NURSING –
CURRICULUM ORGANIZATION PLAN - CLASS OF MAY 2024
JANUARY 9, 2023-MAY 24, 2024

PRE-REQUISITES	LEVEL I		LEVEL II					
PRE-REQUISITES to N100 Foundations of Nursing	1 st TERM	BREAK	2 nd TERM	BREAK	3 rd TERM	BREAK	4 th TERM	
English Composition I (3 credits) Anatomy & Physiology I (4 credits) Anatomy & Physiology II (4 credits) <i>OR</i> Anatomy & Physiology for Health Professionals (8 credits) Microbiology (4 Credits) Psychology PSYCH (3 credits) English Composition II (3 credits) College Algebra MATH 1333 (3 credits)	N100 Foundations of Nursing (12 credits) January 9, 2023 - May 5, 2023	May 6 - May 10	N104 Adult Health I (9 credits) N106 Pharm I (3 credits) May 15, 2023 - Sept 1, 2023	Sept 2 - Sept 6	N200 Maternal/Child Nursing Care (10 credits) N202 Transition to Professional Nursing Practice (2 credits) September 11, 2023 - January 19, 2024	Jan 22 - Jan 26	N204 Adult Health II (9 credits) N206 Pharm II (2 credits) N208 NCLEX Prep (1 credit) January 29, 2024 - May 24, 2024	Graduation May 30, 2024
	<i>Holiday: January 16 MLK</i> <i>Spring Break March 20-24</i>		<i>Holidays: May 29 Memorial Day</i> <i>Juneteenth June 19</i> <i>July 4 Independence Day</i>		<i>Holiday November 20-24 Thanksgiving</i> <i>December 18- January 1, 2024 Christmas Break</i>		<i>Holiday: March 18-22 Spring Break</i>	
	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

- ❖ Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 72 total credit hours

Revised: January 16, 2023//09/24/2023

JEFFERSON REGIONS SCHOOL OF NURSING
 CURRICULUM ORGANIZATION PLAN - CLASS OF DECEMBER 2024
 July 31, 2023-December 6, 2024

PRE-REQUISITES
PRE-REQUISITES to N100 Foundations of Nursing
English Composition I (3 credits)
Anatomy & Physiology I (4 credits)
Anatomy & Physiology II (4 credits) OR
Anatomy & Physiology for Health Professionals (8 credits)
Microbiology (4 Credits)
Psychology PSYCH (3 credits)
English Composition II (3 credits)
College Algebra MATH 1333 (3 credits)

1 st TERM	BREAK	2 nd TERM	BREAK	3 rd TERM	BREAK	4 th TERM	
N100 Foundations of Nursing (12 credits) July 31, 2023 - November 17, 2023	November 20 - November 24	N104 Adult Health I (9 credits) N106 Pharm I (3 credits) Nov 27, 2023 - April 5, 2024	April 8 - April 12	N200 Maternal/Child Nursing Care (10 credits) N202 Transition to Professional Nursing Practice (2 credits) April 15, 2024 - August 2, 2024	August 5 - August 9	N204 Adult Health II (9 credits) N206 Pharm II (2 credits) N208 NCLEX Prep (1 credit) August 11, 2024 - December 6, 2024	Graduation December 12, 2024
	<i>Holiday: September 4 Labor Day</i> <i>Thanksgiving Break November 20-24</i>	<i>Holidays: Christmas Break December 18-Jan 1, 2024</i> <i>January 15, 2024 MLK</i> <i>Spring Break March 18-22</i>		<i>Holiday May 27 Memorial Day</i> <i>June 19 Juneteenth</i> <i>July 4 Independence Day</i>			
16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

LEVEL I

LEVEL II

- ❖ Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 72 total credit hours

JEFFERSON REGIONAL SCHOOL OF NURSING
 - CURRICULUM ORGANIZATION PLAN - CLASS OF MAY 2025
 JANUARY 8, 2024-MAY 23, 2025

PRE-REQUISITES	LEVEL I		LEVEL II					
PRE-REQUISITES to N100 Foundations of Nursing	1 st TERM	BREAK	2 nd TERM	BREAK	3 rd TERM	BREAK	4 th TERM	
English Composition I (3 credits)	N100 Foundations of Nursing (12 credits)	May 6 - May 10	N104 Adult Health I (9 credits)	Sept 2 - Sept 6	N200 Maternal/Child Nursing Care (10 credits)	Jan 20 - Jan 24	N204 Adult Health II (9 credits)	Graduation May 29, 2025
Anatomy & Physiology I (4 credits)	January 8, 2024 - May 3, 2024		N106 Pharm I (3 credits)		N202 Transition to Professional Nursing Practice (2 credits)		N206 Pharm II (2 credits)	
Anatomy & Physiology II (4 credits) OR			May 13, 2024 - August 30, 2024		September 9, 2024 - January 17, 2025		N208 NCLEX Prep (1 credit)	
Anatomy & Physiology for Health Professionals (8 credits)							January 27, 2025 - May 23, 2025	
Microbiology (4 Credits)								
Psychology PSYCH (3 credits)	<i>Holiday: January 15 MLK</i>		<i>Holidays: May 27 Memorial Day</i>		<i>Holiday November 25-29 Thanksgiving</i>		<i>Holiday: January 20 MLK</i>	
English Composition II (3 credits)	<i>Spring Break March 18-22</i>		<i>June 19 Juneteenth</i>		<i>December 20- January 3, 2025 Christmas Break</i>		<i>March 17-21 Spring Break</i>	
College Algebra MATH 1333 (3 credits)			<i>July 4 Independence Day</i>					
	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	1 week	16 weeks/ 12 credits	

- ❖ Mental Health and Nutrition concepts threaded across the curriculum
- ❖ 72 total credit hours

APPENDIX C

ATI Student Acknowledgment Form



All students will complete the student acknowledgment.

Student Acknowledgment

Initial all statements and sign below:

_____ **I have received a copy of and have read and understand JRSON
ATI Assessment and Review Policy.**

_____ **I understand that it is my responsibility to utilize all of the books,
tutorials, and online resources available from ATI, as designated by Jefferson
Regional School of Nursing.**

Date

Student Printed Name

Student Signature

APPENDIX D



Respondus Lockdown Browser Form

I _____ (Print Name) understand that all proctored exams will be given using Respondus lockdown browser. I understand that I must meet specific computer requirements in order to use Respondus lockdown browser. I must have the following system requirements for Respondus:

- Windows: 10, 8, 7
 - No Chromebook or IPAD of any type
- Mac: OS X 10.12 or higher
- Web camera (internal or external)
- Microphone (internal or external)
- An internet connection of at least 5 Mbps (ideally 10+ Mbps). Test internet speed using www.speedtest.net
- If an ATI test requires the Respondus Lockdown Browser be used, you will not be able to take the test with a standard web browser. Respondus does NOT provide a report that assist in troubleshooting student internet/device issues

I understand that I must use the Respondus lockdown browser to test, and if my computer does not meet the system requirements for Respondus and I am unable to test in Respondus I will not be allowed to take the exam. A make-up fee will be charged.

Signature _____

Date _____

APPENDIX E

Student Test Item Protest Form

Name: _____

Class: _____

I am protesting test item(s): # _____ on Exam # _____

Reason for protest: (Explain why you believe the test item is incorrect):

References: Cite two published resources (ATI resources that reflect current best practice guidelines, etc) including the page number, to validate your protest. Note: One reference should come from the course textbook.

1.

2.

APPENDIX F

Authorization and Consent for Substance Screening Tests and Disclosure of Results

I hereby authorize, consent, and agree to take any physical or medical screenings, including blood, urine, or other tests for drugs and/or alcohol if requested by JHA. I further consent and agree to truthfully give any information requested in connection with such tests. I understand the laboratory results of tests and information provided by me will be used to detect the presence of drugs, alcohol, or medications in my body, to determine my competence to perform duties for which I am being assigned, and to identify any physical or mental condition resulting from drug/alcohol abuse, which would bear on my performance. I authorize the communication of the laboratory results and information by the entity conducting the tests and internally, as JHA deems appropriate, in its sole discretion.

I understand the initial costs of any screenings or test involving my status as a nursing student will be borne by Jefferson Hospital Association, Inc., and I agree any information and test results will be retained by Jefferson Hospital Association, Inc., and is exclusively its property.

I understand and agree that refusal to submit to and/or to fully cooperate in any screenings for drug/alcohol abuse testing in connection with my role as a student and/or testing positive will result in dismissal from Jefferson Regional School of Nursing.

I understand that while I am a student with Jefferson Regional School of Nursing, I may be requested to provide specimens of my urine and/or blood for testing in accordance with the Substance Abuse Policy of Jefferson Hospital Association, Inc. Such a policy may be revised from time to time. I consent and agree to give any information requested in connection with such tests. I understand the laboratory results of tests and information provided by me will be used to detect the presence of drugs, alcohol, or medications in my body, to determine my competence to perform the work required by me as a student, and to identify any physical or mental condition, which would bear on my performance. I authorize the communication of the laboratory results and information, the entity conducting the tests and internally, as Jefferson Hospital Association, Inc., deems appropriate in its sole discretion.

I also consent and agree to cooperate in any questioning and any searches of my vehicle, locker, baggage, desk, clothing and/or other related areas on Association property without notice. I understand and agree that refusal to submit to and/or to fully cooperate with any physical or medical screening for the purpose of drug/alcohol abuse testing or search will subject me to disciplinary action, including my dismissal as a student with Jefferson Regional School of Nursing.

This authorization and consent shall continue throughout my enrollment as a student with Jefferson Regional School of Nursing and shall not be revoked by any passage of time nor for any reason whatsoever.

I CERTIFY I HAVE READ THIS AUTHORIZATION AND CONSENT AND I HAVE BEEN GIVEN THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY CONCERNING ITS OPERATION AND EFFECT THAT I AM NOT RELYING ON THE REPRESENTATIONS OF ANY REPRESENTATIVE OF JEFFERSON HOSPITAL ASSOCIATION, INC., AND I AGREE TO IT FREELY AND VOLUNTARILY, WITHOUT ANY COERCION WHATSOEVER.

Applicant/Student Signature

Witness Signature

Date

Date

APPENDIX G

SATISFACTORY ACADEMIC/FINANCIAL PROGRESS FORM (SAP)

STUDENT NAME _____ COURSE _____

_____ **ACADEMIC & FINANCIAL WARNING (Mid-point)**

Students are advised if their GPA will fall below the satisfactory completion rate/pace and/or they will fail to satisfactorily complete 67% of the credit hours in which they enroll.

_____ **ACADEMIC & FINANCIAL PROBATION (End of term)**

Students are advised that they are being placed in a probationary status and they have failed to satisfactorily maintain one of the components of the Satisfactory Academic Progress policy. The student will have one term to bring the SAP into compliance or they will be on academic suspension. If the student does comply with their academic plan and regains satisfactory academic progress, they will be removed from this status.

_____ **ACADEMIC & FINANCIAL SUSPENSION (End of term)**

Students that fail to maintain satisfactory academic progress for two consecutive terms will be suspended from the school and will lose their financial eligibility.

Qualitative			
Quantitative			
Maximum Time Frame			
SAP Criterion: 1) GPA must be 2.0 or more. 2) Attempted hours are divided by earned hours and must be greater than 67%. 3) Student can attempt no more than 72 hours to finish the program.			

Advisement notes discussed:

This is to certify that I have been advised of my unsatisfactory compliance in the area of Satisfactory Progress and I understand the information discussed during my advisement sessions.

Signature Student

Advisor Academic

Date

APPENDIX H

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEAL FORM

JRSON students are required to have a mitigating circumstance in order to apply for an appeal. Note: A mitigating circumstance is an unusual, unexpected or non-recurring event beyond the student’s control. Examples for which an appeal may be filed include, but are not limited to, personal illness, injury, undue hardship or death in the student’s immediate family.

Please make sure to add your name & student number on each page you submit with your appeal form.

Student Name _____ Student # _____

Email address _____ Phone # _____

Please answer the following questions on a separate sheet of paper. Your answers may be typed or legibly handwritten. Failure to answer the questions and provide required documentation will result in denial of the application.

1. Provide a statement detailing the mitigating circumstances that caused you to perform poorly or not complete your degree in the timeframe allowed and how it affected your performance.
2. Provide statement explaining the steps you have taken to remove your mitigating circumstances and explain whether the circumstances have been remedied.
3. Provide a document that supports the statement above. PLEASE ATTACH THE DOCUMENT(S) REGARDING THIS ISSUE.

Types of documents: Please check all applicable documents that you are attaching:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Fire Dept. Reports	<input type="checkbox"/> Medical Records
<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Police Reports	<input type="checkbox"/> Obituary Notice
<input type="checkbox"/> Hospital Bills	<input type="checkbox"/> Drs. Statement	<input type="checkbox"/> Other

Student Acknowledgement:--I hereby request that my case be reviewed for possible reinstatement of my financial aid.

- I have attached all documentation needed to explain my mitigating circumstances.
- I understand that only exceptional cases, which can be documented, will be approved.
- I also understand that I am responsible for any balances on my account and I agree to make necessary payments in the event my SAP application is not approved.
- I understand that all appeals must be submitted by deadlines. Appeals submitted after the final deadline will NOT be reviewed; All appeals are final and cannot be overturned.

_____ Student Signature

_____ Date

APPENDIX I

STUDENT COMPLAINT/GRIEVANCE FORM

STUDENT NAME _____ ID # _____

PHONE NUMBER _____ DATE _____

What School policy, department or employee is your grievance in reference to?

Describe the facts associated with your grievance. Please be as specific as possible, in regard to dates, times and witnesses, if applicable. Attach additional sheets, if needed.

Have you attempted to informally resolve this grievance? If so, explain below with whom you discussed your complaint and the dates.

What result are you seeking regarding this specific action?

By signing below, I acknowledge that the information above is true and correct to the best of my knowledge.

Student Signature

Date

APPENDIX J



Catalog, Handbook, FERPA Verification

COHORT _____

I have received the Jefferson Regional School of Nursing (JRSON) Catalog, Handbook, and the FERPA Release Form.

I have read and understood the JRSON Catalog, Handbook, FERPA Release Form.

Student Signature: _____

Student Printed Name: _____

Date: _____

APPENDIX K

Licensing Restrictions Based on Criminal Records (ACA Code 17-3-102)

ASBN Criminal Background Checks Website

<https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks>

- (8) Robbery as prohibited in § 5-12-102;
- (9) Aggravated robbery as prohibited in § 5-12-103;
- (10) Battery in the first degree as prohibited in § 5-13-201;
- (11) Aggravated assault as prohibited in § 5-13-204;
- (12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;
- (13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211, if a Class Y felony;
- (14) Terroristic threatening in the first degree as prohibited in § 5-13-301;
- (15) Rape as prohibited in § 5-14-103;
- (16) Sexual indecency with a child as prohibited in § 5-14-110;
- (17) Sexual extortion as prohibited in § 5-14-113;
- (18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;
- (19) Incest as prohibited in § 5-26-202;
- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
- (21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;
- (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
- (23) Permitting the abuse of a minor as prohibited in § 5-27-221;
- (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
- (25) Computer child pornography as prohibited in § 5-27-603;
- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 — 5-64-442;

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

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court, unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

- (1) Capital murder as prohibited in § 5-10-101;
- (2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;
- (3) Manslaughter as prohibited in § 5-10-104;
- (4) Negligent homicide as prohibited in § 5-10-105;
- (5) Kidnapping as prohibited in § 5-11-102;
- (6) False imprisonment in the first degree as prohibited in § 5-11-103;
- (7) Permanent detention or restraint as prohibited in § 5-11-106;

- (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
- (27) Felony adult abuse as prohibited in § 5-28-103;
- (28) Theft of property as prohibited in § 5-36-103;
- (29) Theft by receiving as prohibited in § 5-36-106;
- (30) Arson as prohibited in § 5-38-301;
- (31) Burglary as prohibited in § 5-39-201;
- (32) Felony violation of the Uniform Controlled Substances Act, § 5-64-101 et seq., as prohibited in the former § 5-64-401, and §§ 5-64-419 – 5-64-442;

- (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
- (34) Stalking as prohibited in § 5-71-229;

- (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
- (36) All other crimes referenced in this title.

(b)

(1) If an individual has been convicted of a crime listed in subsection (a) or subsection (e) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:

- (A) An affected applicant for a license; or
 - (B) The individual holding a license subject to revocation.
- (2) A basis upon which a waiver may be granted includes without limitation:
- (A) The age at which the offense was committed;
 - (B) The circumstances surrounding the offense;
 - (C) The length of time since the offense was committed;
 - (D) Subsequent work history since the offense was committed;
 - (E) Employment references since the offense was committed;
 - (F) Character references since the offense was committed;
 - (G) Relevance of the offense to the occupational license; and
 - (H) Other evidence demonstrating that licensure of the applicant does not pose a threat to the health or safety of the public.

(3) The waiver requirements of this section are not required for a renewal of a license if an individual has been convicted of a crime listed in subsection (a) of this section and has either:

- (A) Completed the waiver requirements of this section at his or her initial licensure;
 - (B) Been licensed in this state before the enactment of subsection (a) of this section; or
 - (C) Attended a professional or occupational school, program, or training in pursuit of an occupational license before the enactment of subsection (a) of this section and would have been qualified to hold an occupational license on or before July 24, 2019.
- (c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:
- (A) Was not convicted for committing a violent or sexual offense; and

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

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

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

(2) Consider arrests without a subsequent conviction.

(e) Due to the serious nature of the offenses, the following shall result in disqualification for licensure, regardless of the date of conviction or the date on which probation or incarceration ends unless a waiver is granted under subsection (b) of this section:

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

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

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

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

(5) Rape as prohibited in § 5-14-103;

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

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

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

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

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

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

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

(13) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print media depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403.

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

(g) The disqualification for an offense listed in subsection (a) of this section and the disqualification for an offense listed in subsection (e) of this section do not apply to:

(1) An individual who holds a valid license on July 24, 2019;

(2) An individual who holds a valid license on or before July 24, 2019, but failed to renew his or her license for any reason; or

(3) An individual who was a student on or before July 24, 2019, in a professional or occupational school, program, or training in pursuit of an

APPENDIX L

Criminal Background Check Information (ACA Code 17-87-312)

Dear Licensure Applicant,

Thank you for submitting your Arkansas State Board of Nursing (ASBN) Application for Licensure. The information contained in this material is for you to use if you have ever been convicted of a misdemeanor or felony, pled guilty or nolo contendere to any charge in any state or jurisdiction. This material is designed to provide you with information and identify documentation that you must submit to ASBN as part of your application process.

The ASBN requires all applicants for nursing licensure to answer specific eligibility questions as identified on the application. In addition, all applicants must submit their fingerprints for a state and federal criminal background check.

In the event that you have responded “yes” to respective screening question(s) and/ or have a positive result on either of the criminal background check(s), you are required to submit documentation to the ASBN. If you answer “yes” to respective eligibility question(s) and/ or have a positive result on either of the criminal background check(s) and do not provide the required documents, your application will not be considered by the ASBN until you provide the required documents.

You are required to report all misdemeanor and felony convictions that occurred in Arkansas or any other state or jurisdiction, regardless of when they occurred, even if adjudication is withheld. DWI/DUIs and similar offenses must be reported. An offense(s) must be reported even if a suspended imposition of sentence occurred, or is a juvenile, sealed or expunged offense.

Applications are reviewed and investigative cases are opened in the order that they are received. Please read the information carefully and provide all required documentation. Additional documentation may be required on a case-by-case basis. Failure to submit a complete application, correct application fee(s), and required documents will delay review of your licensure application. An investigative case will not be complete for final review and action until you have provided all required documentation. The ASBN is unable to provide a specific timeframe regarding processing of your application. Review is on a case-by-case basis and may take longer depending on the nature of your offense(s), the rate at which you submit required documentation and the volume of applications received by ASBN.

A formal Board hearing may be required depending on the nature of your offense(s); identified in the ASBN Nurse Practice Act in Arkansas Code, Act 1208 of 1999 Legislative Session- ACA 17-87-312. Specific offenses are ACA 17-3-102.

Sincerely,

Arkansas State Board of Nursing Staff

GENERAL INFORMATION A complete application and correct amount of required fee(s) must be submitted to the ASBN office before your application will be processed and an investigative case will be opened. Instructions for completing the Examination or Endorsement Application are located on the website and within application.

You should be forthcoming and honest when answering the ASBN Examination or Endorsement Application eligibility questions. The criminal background check conducted by ASBN is very thorough

and offenses may appear on the report that may not have appeared in previous reports that you have had conducted.

You are encouraged to review the ASBN Nurse Practice Act and Rules located at www.arsbn.org. According to the ASBN Nurse Practice Act (Sub Chapter Section 3- 17-87-312), no person who shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty, nolo contendere, or been found guilty of any of the offenses (as identified in Arkansas Code Annotated 17-3-102).

ACA § 17-87-312 provides the applicant an opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances depending on the offense(s). However, certain offense(s) are considered a permanent bar to licensure in Arkansas and an individual with one or more of these offense(s) are not eligible to apply for a waiver. You should review the ASBN Nurse Practice Act (Sub Chapter section 3- 17-87-312.)

For examination applicants, a temporary permit will not be issued and permission to take (Authorization to Test) the National Council Licensure Examination® (NCLEX®) will not be extended until completion of the investigation and eligibility has been determined.

For additional information you may refer to the Criminal Background Frequently Asked Questions located on our website at www.arsbn.org. Click on the Criminal Background Check box.

DOCUMENTATION You are required to submit documentation to the ASBN if you respond “yes” to respective eligibility question(s), if notified that you have a positive criminal background check report(s) or as directed by the ASBN.

The required documentation shall be uploaded through your nurse portal account.

Court documents and behavioral evaluation reports, if required by ABSN, must be submitted directly to the ASBN, Attention Education Department, from the respective court or agency.

1. Personal Documentation You must upload a personal letter of explanation to the ASBN. The self-explanatory letter should identify the timeline of offense(s) and describe each offense in your own words. You should discuss specific information in the letter including but not limited to the circumstances related to the offense(s), behavior(s) that led to offense(s), and your conduct since. If applicable, you should discuss any rehabilitative efforts since the offense(s). The letter needs to be legible and may be handwritten or typed. Please sign and date the letter and submit it as identified herein.

2. Court Documentation You will need to contact the court in the county where each of your offense(s) occurred and request them to submit a certified copy of each of your offenses.

You will need to request a certified copy of documentation for all offenses that reflects: — Charge(s)/conviction(s); — Disposition of charge(s) (order, judgment, fine(s), community service, probation, sentence, or deferred orders); and — Evidence that the conditions of the court/restitution has been met (i.e. all fines paid in full, parole/probation terms complete etc.)

Important notes: • In the event that any of your offenses are identified as a bar for licensure, the statute number of the offense must be included on the respective court document or submitted to ASBN from the court. You may need to specifically request that the statute number is reflected on your court documentation. • The name(s) on your documents should match the name(s) on your application. If the name(s) on your court document(s) are different from the name(s) that you have listed on the ASBN Application, you will be required to provide documentation that validates the name(s) on the court document(s). Such documentation used to validate your name(s) would include a copy of a marriage

license, divorce decree or other court ordered documentation officially reflecting your name change. • If a case number(s) on your court documentation does not reflect the actual name of the respective offense(s), you will be required to obtain documentation that will reflect the association of the case number to the offense. • In the event that your offense(s) have been officially sealed or expunged you must have the court submit the order to seal documentation or order of expungement documentation to ASBN for review. You must mark “yes” on the ASBN application screening question regarding a prior conviction. • In the event that your offense(s) occurred as a juvenile, you should contact the juvenile division of the court in the county where the offense(s) occurred to obtain a letter regarding the status of your offense(s). • If court records have been purged or destroyed, you will need to request that the court submit a letter to the ASBN that reflects that a records search was conducted for identified timeframe and the outcome. • All criminal convictions, deferred orders, dismissed orders, suspended imposition of sentence orders, and/ or adjudication orders must be reported to the board; including those from another state or jurisdiction.

3. Rehabilitative Documentation You must upload documentation to the ASBN if you have responded “yes” to either of the application screening questions regarding current drug related behavior or participation in a chemical or alcohol dependency treatment/rehabilitation program.

Documentation that needs to be uploaded should include information such as: —Verification of treatment for substance abuse —Rehabilitative program completion —Admission summary — Discharge summary —Recommendations —Verification of compliance with aftercare recommendations —Evidence of continuing sobriety, support group, etc.

Important notes: The ASBN may require that you have an addictive behavioral evaluation completed based on the nature of your response(s) and /or the nature of your offense(s). If the ASBN requires an addictive behavioral evaluation, you will be notified of the requirement. You will be provided with a list of evaluators that provide these services. Be aware that the evaluation must be completed by a person who specializes in addiction, and credentialed appropriately as approved by the Board. The evaluation must consist of an in-depth psychological/addiction evaluation sent directly to the Board. The evaluation must note that the evaluator has read the letter that the ASBN will send to you. The Board will not accept evaluations that are done by social workers.

4. Board Documentation You must provide documentation to the ASBN if you have responded “yes” to the application eligibility question regarding discipline or voluntarily surrender of your license, certificate or privilege to practice in any state or jurisdiction or if it is determined that you have had discipline in another state or jurisdiction. This includes any license or certificate (CNA, Pharmacy, massage, etc.).

You need to upload documentation to your nurse portal account.

Documentation that needs to be submitted should include: —Copy of Facts and Finding from the respective Board of Nursing —Evidence of completion of respective Board of Nursing’s stipulations; and —Evidence of reinstatement of license.

APPENDIX M Cleary Act Report

1 st Shift		2 nd Shift		3 rd Shift		2021 Totals	
Quantity	Task	Quantity	Task	Quantity	Task	Quantity	Task
24	Alarm	4	Alarm	6	Alarm	34	Alarm
2	Arrest	1	Arrest	0	Arrest	3	Arrest
0	Assault	0	Assault	2	Assault	2	Assault
183	Assist	58	Assist	24	Assist	265	Assist
121	Code Blue	28	Code Blue	36	Code Blue	185	Code Blue
51	Code Lift	14	Code Lift	5	Code Lift	70	Code Lift
295	Code One	291	Code One	121	Code One	707	Code One
1	Code Orange	0	Code Orange	1	Code Orange	2	Code Orange
39	Code Quick	18	Code Quick	7	Code Quick	64	Code Quick
12	Code Red	5	Code Red	5	Code Red	22	Code Red
4	Code Yellow	0	Code Yellow	0	Code Yellow	4	Code Yellow
37	Disturbance	4	Disturbance	4	Disturbance	45	Disturbance
22	Door Locked	715	Door Locked	102	Door Locked	839	Door Locked
525	Door Unlocked	369	Door Unlocked	408	Door Unlocked	1302	Door Unlocked
49	Employee Assist	113	Employee Assist	9	Employee Assist	171	Employee Assist
111	Equipment Problem	3	Equipment Problem	6	Equipment Problem	120	Equipment Problem
14	Escort	50	Escort	26	Escort	90	Escort
2	Evictions	0	Evictions	3	Evictions	5	Evictions
19	Fall	10	Fall	4	Fall	33	Fall
17	Full Trauma	25	Full Trauma	18	Full Trauma	60	Full Trauma
35	Helicopter	20	Helicopter	18	Helicopter	73	Helicopter
149	Incident Report	119	Incident Report	67	Incident Report	335	Incident Report
147	Limited Trauma	133	Limited Trauma	89	Limited Trauma	369	Limited Trauma
250	Morgue Temp	40	Morgue Temp	198	Morgue Temp	488	Morgue Temp
14	Off Site Response	2	Off Site Response	2	Off Site Response	18	Off Site Response
57	Other	61	Other	63	Other	181	Other
164	Patient Assist	102	Patient Assist	45	Patient Assist	311	Patient Assist
11614	Patrol	10363	Patrol	6604	Patrol	28581	Patrol
105	Phone Call	9	Phone Call	3	Phone Call	117	Phone Call
150	Prisoner Escort	0	Prisoner Escort	6	Prisoner Escort	156	Prisoner Escort
142	Psych Assist	83	Psych Assist	22	Psych Assist	247	Psych Assist
61	Refuel Truck	0	Refuel Truck	1	Refuel Truck	62	Refuel Truck
1	Signal 110	73	Signal 110	0	Signal 110	74	Signal 110
244	Signal 111	0	Signal 111	0	Signal 111	244	Signal 111
1	Smoking - Employee	0	Smoking - Employee	0	Smoking - Employee	1	Smoking - Employee
1	Smoking - Other	0	Smoking - Other	0	Smoking - Other	1	Smoking - Other
2	Smoking - Patient	3	Smoking - Patient	1	Smoking - Patient	6	Smoking - Patient
1	Smoking - Visitor	0	Smoking - Visitor	0	Smoking - Visitor	1	Smoking - Visitor
66	Suspicious Person	7	Suspicious Person	11	Suspicious Person	84	Suspicious Person
7	Theft	0	Theft	0	Theft	7	Theft
410	Valuable Pickup	230	Valuable Pickup	208	Valuable Pickup	848	Valuable Pickup
809	Valuable Release	86	Valuable Release	13	Valuable Release	908	Valuable Release
14	Vehicle Accident	0	Vehicle Accident	1	Vehicle Accident	15	Vehicle Accident
47	Vehicle Assist	19	Vehicle Assist	0	Vehicle Assist	66	Vehicle Assist
2	Verbal Threat	0	Verbal Threat	0	Verbal Threat	2	Verbal Threat
40	Visitor Assist	15	Visitor Assist	4	Visitor Assist	59	Visitor Assist
0	Weapons Violation	0	Weapons Violation	1	Weapons Violation	1	Weapons Violation

APPENDIX N

Nightingale Pledge

I solemnly pledge myself before God and in the presence of this assembly; to pass my life in purity and to practice my profession faithfully.

I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug.

I will do all in my power to evaluate the standards of my profession and will hold in confidence all personal matters committed to my keeping, and all family affairs coming to my knowledge in the practice of my profession.

With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care.