JEFFERSON REGIONAL SCHOOL OF NURSING



STUDENT HANDBOOK

July 1, 2026-Jan 1, 2027

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DIRECTOR'S MESSAGE

WELCOME TO THE STUDENT HANDBOOK



Since its establishment in 1981, JRSON has had a proud tradition of preparing compassionate, knowledgeable nurses who serve as leaders and advocates within their communities. Our mission is to educate and graduate competent professional nurses who are committed to improving the health and well-being of individuals, families, and communities.

JRSON provides high-quality nursing education and fostering an environment that supports academic excellence, professional growth, and lifelong learning. Through our commitment to student success, we strive to meet the growing need for skilled nursing professionals in southeast Arkansas and beyond.

This Student Handbook has been designed to familiarize you with the policies, procedures, and expectations of the school and to serve as a resource throughout your educational journey. It outlines the standards and processes used to support and evaluate your progression through the program.

Thank you for choosing Jefferson Regional School of Nursing as the foundation for your nursing career. We are honored to be part of your educational experience and look forward to supporting you as you work toward achieving your professional goals.

Best wishes for a successful and rewarding academic journey.

Sincerely,

Michelle Newton MSN, RN-Director
Jefferson Regional School of Nursing

GENERAL INFORMATION

STUDENT HANDBOOK & RECERTIFICATION STATEMENT

Welcome to the 2026-2027 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.

JRSON reserves the right to revise, amend, or update policies, procedures, and other information contained in this handbook as necessary to comply with institutional, regulatory, accreditation, clinical agency, or educational requirements. 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.

The JRSON Catalog is the official source for institutional and academic information, including but not limited to:

- Admissions requirements
- Curriculum and program descriptions
- Tuition and fees
- Financial aid information
- Accreditation and approvals
- Graduation requirements
- End-of-Program Student Learning Outcomes

The Student Handbook is the official source for student-related policies and expectations, including but not limited to:

- Student conduct and professionalism
- Attendance requirements
- Academic progression standards
- Clinical requirements
- Testing and assessment procedures
- Appeals and grievance processes
- Disciplinary procedures
- Safety and health requirements

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. 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 are 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

The JRSON undergraduate nursing program is accredited by the Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22043, Phone: 703-917-9503, Website 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

JRSON was granted accreditation from the Accreditation Commission for Education in Nursing (ACEN) Effective August 31, 2023.

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: 4747 Dusty Lake Drive, Pine Bluff, Arkansas 71603
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 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.

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

HOURS OF OPERATION & HOLIDAY TIME

Refer to 'General Information: Hours of Operation and Holiday Time in the Catalog.

Original Policy Effective Date:

- General Information Section: Reviewed 01/08/2023, 07/02/2026

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 people 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 H).

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 in the document. Students must follow the curriculum organizational plan to ensure completion and graduation on the scheduled date. The 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 – Friday, 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 with 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 & EMPLOYMENT STATEMENTS

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

ADMISSIONS

ADMISSION TO JEFFERSON REGIONAL SCHOOL OF NURSING

Reference JRSON Catalog

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

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

APPLICATION PROCESS: Refer to Application Process section of the Catalog

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

JRSON is committed to maintaining an educational environment free from discrimination, harassment, and retaliation.
JRSON does not discriminate based on race, color, creed, religion, sex, gender, national origin, age, disability, genetic information, veteran status, or any other protected classification recognized by applicable federal, state, or local law.
Recruitment, admission, enrollment, educational services, and student activities are conducted in a nondiscriminatory manner.
Catalog Reference: See the *JRSON Catalog* for complete Equal Opportunity, Nondiscrimination, Harassment, and Complaint Procedures. Refer to 'Admissions' section of the Catalog.

STUDENT WITH DISABILITIES

JRSON provides reasonable accommodation to qualified students with documented disabilities in accordance with applicable laws and institutional policies.
Students requesting accommodation should:

1. Contact the Program Director or designated disability services representative.
2. Submit appropriate supporting documentation.
3. Initiate the accommodation process as early as possible
4. The documentation should be provided to the JRSON Director who will share the information with the appropriate course lead.
5. The student is responsible for any expenses incurred to obtain the necessary documentation and evaluation.

Accommodation determinations are made on an individualized basis.
Catalog Reference: See the *JRSON Catalog* for complete disability accommodation procedures and documentation requirements.

PROTECTION OF PRIVACY AND SECURITY OF INDIVIDUALS

Family Educational Rights and Privacy Act (FERPA)
JRSON complies with FERPA and protects the privacy of student education records.
Students have the right to:

- Inspect and review eligible education records.
- Request amendment of inaccurate records.
- Provide consent for disclosures when required by law.
- File a complaint regarding alleged FERPA violations.

Catalog Reference: See JRSON *Catalog* for complete FERPA rights and procedures.

Health Insurance Portability and Accountability Act (HIPAA)
Students participating in classroom, laboratory, simulation, and clinical activities must maintain the confidentiality of patient information and Protected Health Information (PHI).
Students are expected to:

- Protect patient privacy.
- Access patient information only when authorized.
- Refrain from inappropriate disclosure of patient information.
- Avoid posting patient information on social media or electronic platforms.

HIPAA violations may result in disciplinary action, clinical removal, dismissal from the program, and/or legal consequences.
Catalog Reference: See the *JRSON Catalog* for complete HIPAA requirements and confidentiality expectations.

Gramm-Leach-Bliley Act (GLBA) Information Security
JRSON maintains administrative, technical, and physical safeguards to protect student financial and personal identifiable information.
Students are expected to:

- Maintain secure passwords.
- Use approved school technology resources responsibly.
- Protect access to personal devices used for school activities.
- Report suspected security breaches or unauthorized access promptly.

Catalog Reference: See the *JRSON Catalog* for the Information Security Program and GLBA compliance requirements.

Title IX, Sexual Misconduct, and Sex Discrimination

JRSON prohibits:

- Sex discrimination
- Sexual harassment
- Sexual assault
- Sexual exploitation
- Dating violence
- Domestic violence
- Stalking
- Retaliation
- Other forms of sexual misconduct

Students are encouraged to report concerns promptly through established reporting channels.

Catalog Reference: See the *JRSON Catalog* for reporting procedures, supportive measures, grievance procedures, and appeal processes.

Military Leave of Absence

Students who serve in the United States Armed Forces, National Guard, or Reserve Components may be eligible for Military Leave of Absence benefits in accordance with applicable laws and institutional policies.

Catalog Reference: See the *JRSON Catalog* for Military Leave of Absence procedures and eligibility requirements.

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
- GLBA 06/2026

Change/Review/Approval Date:

- Admissions Section: Reviewed 01/08/2023, 07/01/2026

STUDENTS RIGHTS

Students enrolled at JRSON are entitled to the following rights:

Equal Educational Opportunity

Students have the right to:

- Be treated fairly and respectfully.
- Receive equal access to educational opportunities.
- Learn free from unlawful discrimination and harassment.
- Receive approved accommodation when qualified.

Safe Learning Environment

Students have the right to:

- Physical and psychological safety.
- Safe classroom, laboratory, simulation, and clinical learning experiences.
- Report safety concerns without retaliation.
- Receive safety and emergency preparedness information.

Privacy and Confidentiality

Students have the right to:

- Protection of educational records under FERPA.
- Confidential handling of personal information.
- Access to eligible educational records.
- Protection of information disclosed during institutional proceedings as permitted by law.

Academic Information

Students have the right to:

- Course syllabi and grading criteria.
- Information regarding progression and graduation requirements.
- Timely evaluation of performance.
- Academic advising and support services.

Due Process

Students have the right to:

- Notice of alleged policy violations.
- Opportunity to respond when applicable.
- Access to grievance and appeal procedures.
- Fair and impartial review processes.

Complaints and Grievances

Students have the right to:

- Express concerns.
- Submit complaints without retaliation.
- Receive information regarding complaint procedures.
- Seek resolution through applicable institutional processes.

Participation in Program Improvement

Students have the right to:

- Provide feedback regarding courses and services.
- Participate in evaluations and surveys.
- Contribute to continuous program improvement efforts.

Freedom from Retaliation

Students have the right to be free from retaliation for:

- Reporting safety concerns.
- Reporting discrimination or harassment.
- Filing complaints or grievances.
- Participating in investigations.
- Exercising rights are protected by law or policy.

Access to Institutional Information

Students have the right to access information regarding:

- Accreditation and approvals.
- Program outcomes and student learning outcomes-Students are expected to demonstrate the End of Program Student learning Outcomes published in the Catalog.
- Tuition and fees.

- Financial aid.
- School policies and services.

Professional and Respectful Treatment

Students have the right to:

- Be treated with dignity and respect.
- Learn free from bullying, intimidation, and harassment.
- Receive professional communication.
- Be evaluated according to established performance standards.

FINANCIAL INFORMATION

TUITION, EXPENSES & FEE STRUCTURE COSTS

Reference JRSON Catalog

UNIFORMS & EQUIPMENT

Reference JRSON

PAYMENT OF TUITION AND FEES

Reference JRSON Catalog

FINANCIAL INFORMATION AND DELINQUENT TUITION

Reference JRSON Catalog

STUDENT FINANCIAL AID

Reference JRSON Catalog

FINANCIAL AID PROGRAMS

Reference JRSON Catalog

GENERAL INFORMATION AND JRSON SCHOOL CODE:

Reference JRSON Catalog

VETERANS BENEFITS

Reference JRSON Catalog

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The absence of the registration symbol ® does not constitute a waiver of VA's trademark rights in that phrase.

RETURN OF TITLE IV FUNDING

Reference JRSON Catalog

FINANCIAL AID SATISFACTORY PROGRESS POLICY STATEMENT

Reference JRSON Catalog

WITHDRAWAL AND FINANCIAL AID

Reference JRSON Catalog

ARKANSAS STATE REFUND POLICY

Reference JRSON Catalog

FINANCIAL AID APPEAL

Reference JRSON Catalog

Change/Review/Approval Date:

- Financial Information Catalog Section: Reviewed 10/2022
- Tuition & Fee Structure Costs Catalog: Revised 10/2022
- Southeast Arkansas College Tuition & Fee Structure Catalog: Revised 10/2022
- Financial Information Section Catalog: Reviewed 01/08/2023, 01/2024, 01/2025, 01/2026, 07/01/2026

ACADEMIC POLICIES

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, or 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 a fee for each clinical absence, see JRSON Catalog.

A student will be required to make up for 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 sick or unprepared including failure to adhere to dress code.

A tardy is defined as arriving after the scheduled start time or leaving class or clinical before the scheduled end time. Each tardy will be documented on the student's attendance record.
For purposes of perfect attendance, every three (3) tardies in a course will be counted as one (1) absence. In clinical courses, three (3) clinical tardies are equivalent to one (1) clinical absence. Students are responsible for ensuring their timekeeping devices are synchronized with official JRSON time. Additional attendance requirements and course-specific expectations are outlined 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.

DRESS CODE

Jefferson Regional School of Nursing (JRSON) students are expected to maintain a professional appearance that reflects the standards of the nursing profession and promotes safety, infection prevention, patient confidence, and a positive learning environment. Students represent JRSON and Jefferson Regional whenever participating in classroom, laboratory, simulation, clinical, and school-sponsored activities.

Students are expected to maintain appropriate personal hygiene, grooming, and attire always while participating in educational activities. Clothing, hairstyles, cosmetics, accessories, and fragrances should reflect a professional image consistent with nursing practice.

The dress code is monitored by faculty, coordinators, and the Director. Students who fail to comply with dress code requirements may be denied participation in class, laboratory, simulation, clinical experiences, testing, or other learning activities and may receive an absence and/or corrective action.
Classroom Attire

Students are expected to be clean, neat, and professionally dressed while attending class.
Acceptable Classroom Attire

- Solid-colored scrub top & pants.
- Under scrub shirts may be black, gray or white.
- Jefferson Regional shirts, JRSON-approved shirts, or solid-colored shirts worn with scrub pants on non-clinical days.
- Clean, professional, closed-toe nursing shoes.
- Hair: should be clean, well-groomed and professional in style and color. Unnatural hair coloring (ie blue, purple, pink etc) and trendy hairstyles are not acceptable. Extensions or weaves should be natural looking in color.

Prohibited Classroom Attire

- Open-toe shoes, sandals, house shoes, or fuzzy slippers.
- Hats, bonnets, beanies, scrub caps, or other head coverings not approved as a religious or medical accommodation.
- Clothing that is excessively tight, revealing, torn, or otherwise inconsistent with a professional educational environment.

Clinical, Simulation, and Skills Laboratory Attire
Approved Uniform The official JRSON student uniform consists of:

- Charcoal gray scrubs- No logos or monogramming except for JR, no joggers or yoga style pants
- Monogrammed white JRSON laboratory coat.
- Black lab coat for approved laboratory or clinical use.
- Approved student identification badges.
- White socks/hose or color-coordinating hosiery.
- Clean professional nursing shoes.
- May wear plain white, black or gray undershirt beneath scrub top.

Uniform Requirements
Students participating in clinical, simulation, or skills laboratory experiences must:

- Wear the complete approved uniform.
- Ensure clothing is clean, wrinkle-free, and in good repair.
- Wear uniform pants that do not drag the floor.
- Wear laboratory coats that are knee length.
- Ensure uniform skirts or dresses extend to the knee.
- Wear undergarments that are not visible through the uniform.
- Display required student identification at all times.
- Bring all required clinical equipment and supplies.

Prohibited Clinical Attire
The following items are not permitted during clinical, simulation, or laboratory activities:

- Colored laboratory coats.
- Jefferson Regional T-shirts or other non-approved shirts.
- Neon, brightly colored, or multicolored shoes.
- Open-toed footwear.
- Clogs with holes or ventilation openings.
- Scrub caps, hats, or caps unless specifically approved.
- Gum chewing in patient care, simulation, or laboratory environments.

Maternity Uniform

Students requiring maternity attire will wear charcoal gray scrubs with the monogrammed JRSON laboratory coat.

Grooming Standards

1. Hair-Hair must:

- Be clean, neat, and professional.
- Be secured off the face and above the collar whenever possible.
- Be braided or secured when extending more than two inches below the collar.
- Be of a natural hair color.
- Be free of bows, decorative beads, or ornamental accessories.
- No "messy" buns.

Only white, gray, or black headbands not exceeding three inches in width may be worn. Hair must not interfere with patient care or infection prevention practices.

2. Facial Hair-Beards, mustaches, and sideburns must be neat, well-groomed, clean, and trimmed. Excessive facial hair that interferes with safety requirements or professional appearance may be prohibited.

3. Nails-To support infection prevention standards:

- Nails must be clean and maintained at a length not exceeding one-quarter inch.
- Clear nail polish may be worn if not chipped.
- Artificial nails, acrylic nails, dip nails, nail art, overlays, and similar products are prohibited in classroom, laboratory, simulation, and clinical settings.

Students found in violation of nail requirements may be removed from the learning experience and receive an unsatisfactory evaluation or zero, as applicable.

4. Cosmetics and Fragrances -Cosmetics should be conservative and professional. Perfumes, colognes, and heavily scented products should be avoided due to patient sensitivities and clinical safety concerns.

5. Jewelry, Tattoos, and Body Piercings

Jewelry may be worn only when it does not interfere with infection prevention or safety standards.

Permitted Jewelry

- One non-dangling necklace.
- Up to two rings with small settings.
- A watch with a second hand.
- Small stud earrings, one per earlobe.
- Approved school- or hospital-issued pins.

Prohibited Jewelry

- Smart watches in SIM, lab or clinical settings.
- Large or ornate jewelry.
- Dangling earrings.
- Jewelry that creates a safety or infection prevention risk.

Body Piercings

Visible body piercings, including tongue, eyebrow, nose, or other facial piercings, are prohibited during clinical, simulation, and laboratory experiences.

Tattoos-Tattoos must be professional in appearance. Tattoos deemed offensive, distracting, or inconsistent with professional nursing standards must be covered.

6. Identification Requirements- 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

replacements. Students must wear the official JRSON student identification badge and any required student designation badge while:

- Attending clinical experiences.
- Participating in simulation or laboratory activities.
- Participating in testing.
- Attending approved off-campus educational activities.

Failure to present required identification may result in denial of participation in educational activities. 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.

7. Required Clinical Equipment-Students are responsible for obtaining and maintaining the following equipment required:

- Two complete uniforms.
- Laboratory coat.
- School identification badge.
- Nursing shoes.
- Stethoscope.
- Pen light.
- Bandage scissors.
- Watch with a second hand.
- Small notepad.
- Black ink pen.
- Tape measure.

Additional equipment may be required by faculty or clinical agencies.

8. Enforcement-Students who fail to comply with the JRSON Dress Code policy may be:

- Removed from the classroom, laboratory, simulation, or clinical setting.
- Marked absent or unprepared.
- Issued corrective counseling.
- Assigned an unsatisfactory clinical evaluation when applicable.
- Subject to additional disciplinary action in accordance with the Student Conduct Policy.

Professional appearance is an essential component of clinical readiness, patient safety, infection prevention, and professional nursing role development.

Revised 07/01/2026

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

Grade Point Average (GPA) Grade point averages, cumulative GPA calculations, grading scales, academic progression requirements, and graduation GPA requirements are published in the JRSON Catalog. Students are responsible for understanding and complying with these academic standards.

CUMULATIVE GRADE POINT AVERAGE CALCULATION (CGPA)

GPA and CGPA calculations, grading scales, progression requirements, academic standing classifications, honors criteria, and graduation requirements are published in the JRSON Catalog. Students are responsible for understanding and maintaining the academic standards outlined in the Catalog.

SATISFACTORY ACADEMIC PROGRESS (SAP) DETAILS

Students are required to maintain Satisfactory Academic Progress (SAP) to remain in good academic standing and eligible for financial aid. SAP includes meeting minimum standards for cumulative grade point average (CGPA), successful completion of coursework, and progression through the nursing program within the maximum allowable time frame. Students are responsible for monitoring their academic performance, seeking academic advising when concerns arise, and taking appropriate action to maintain compliance with program requirements. Failure to meet SAP standards may result in academic warning, probation, suspension, dismissal, and/or loss of financial aid eligibility. The official Satisfactory Academic Progress Policy, including GPA requirements, pace standards, evaluation criteria, appeals, and reinstatement procedures, is published in the JRSON Catalog and serves as the authoritative source for all SAP requirements.

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.

COMMUNICATING GRADES

Refer to ‘Academic Policies’ section of the Catalog

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 question 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 are 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 buds or headphones are compatible. Microsoft Word 6. Wireless connection capability of 802.11AC.
RESPONDUS LOCKDOWN BROWSER: All exams proctored 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 C).

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

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.

Policy Reviewed 07/01/2026

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 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 students 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 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 to make two attempts. Students scoring less than 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	
Complete Practice Assessment A *Remediation:* • Minimum one-hour Focused Review onthe initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. **	Complete Practice Assessment B *Remediation:* • Minimum one-hour Focused Review onthe initial attempt • For each topic missed, complete an active learning template and identify three critical points to remember. **

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Standardized Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 point
Remediation = 2 points: • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and identify three critical points to remember. **	Remediation = 2 points: • Minimum two-hourFocused Review • For each topic missed, complete an active learning template and identify three critical points to remember. **	Remediation = 2 points: • Minimum three-hourFocused Review • For each topic missed, complete an active learning template and identify three critical points to Remember. **	Remediation = 2 points: • Minimum four-hourFocused 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 bestscore 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 points	
Practice assessment A Remediation: • Minimum one-hour Focused Review on the initial attempt • For each topic missed, complete an active learning templateand identify three critical points to remember. **	*Practice assessment BRemediation:* • Minimum one-hour Focused Review on the initial attempt • For each topic missed, complete an active learning template andidentify three critical points to remember. **

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Standardized Proctored Assessment			
95 percent or above Passing predictability =4 points	90 percent orabove Passing predictability = 3 points	85 percent orabove Passing predictability = 1 point	84 percent or below Passing predictability =0 points
Remediation = 2 points: • Minimum one-hour Focused Review • For each topic missed, complete an active learning template and identifythree critical points to remember. **	Remediation = 2 points: • Minimum two-hour Focused Review • For each topic missed, complete an active learning template and identifythree critical points to remember. **	Remediation = 2 points: • Minimum three-hour Focused Review • For each topic missed, complete an active learning template and identifythree critical points to Remember. **	Remediation = 2 points: • Minimum four-hour Focused Review • For each topic missed, completean 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 - bestscore will be utilized.	Retake Required- best score willbe utilized

*** Handwritten ALTs and Three Critical Points are required*

ATI CAPSTONE, VIRTUAL ATI POLICY & STUDENT ACKNOWLEDGEMENT: Students must satisfactorily complete all courses in the JRSON curriculum as defined by the course syllabus with a "C" or better. This process will begin in the Level II part of the nursing program at JRSON. Beginning in Level II, term 4 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. Like 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, Leadership 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 be eligible to participate in the graduation ceremony.

ATI & COMPREHENSIVE NURSING EXIT REQUIREMENTS: Students must complete the Virtual ATI prep course and obtain the 100% completion and achieve "Green light" status to meet course requirements as part of the N208 NCLEX course. 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 90% or above passing predictability on the Comprehensive Predictor exam within two (2) attempts to meet course requirements. There are two (2) attempts as part of the student package and a third (3rd) attempt if needed, at the student's expense.

Because students will not be released to test for NCLEX-RN until they have satisfied the ATI requirements, it is necessary for students to 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 B).

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 in 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.

Original Policy Effective Date:

Change/Review/Approval Date:

- Nursing Program Section: Reviewed 01/08/2023, 07/01/2026

ATI TEMPLATES-EDUCATIONAL ENHANCEMENT/REMEDIATION

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 knowledgebase. The student will be required to complete specific ATI templates and are to follow the following format:

a) All templates must be handwritten 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. The student may submit one file or 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.

STUDENT COMPLAINT RESOLUTION AND GRIEVANCE POLICY

Jefferson Regional School of Nursing (JRSON) is committed to providing students with a fair, equitable, and timely process for resolving concerns, complaints, grievances, and appeals. The School encourages the prompt resolution of concerns at the lowest appropriate administrative level whenever possible while ensuring due process, confidentiality, impartial review, and freedom from retaliation. This policy supports compliance with accreditation, regulatory, and institutional requirements and promotes a learning environment characterized by mutual respect, professionalism, and accountability. Students have the right to express concerns, submit complaints, seek review of decisions, and receive fair consideration of grievances without fear of retaliation.

JRSON maintains a complaint and grievance process that is accessible, well-publicized, and consistently applied. Concerns will be addressed fairly, impartially, and in a timely manner. All complaints, investigations, and resolutions will be documented and maintained according to

institutional record retention requirements. Students who file complaints, participate in investigations, or exercise rights under this policy will be protected from retaliation. The School encourages students to attempt informal resolution whenever appropriate before initiating a formal complaint process.

Definitions

A complaint is a concern regarding a policy, procedure, service, decision, action, condition, or occurrence that negatively affects a student and may be capable of resolution through informal or administrative review.

Grievance is a formal written complaint alleging that an institutional action, decision, policy, or procedure has been applied improperly, unfairly, inconsistently, or arbitrarily and has adversely affected the student.

An academic appeal is a request for review of an academic decision that is subject to appeal under institutional policy, including course grades, progression decisions, or satisfactory academic progress determinations.

School day: is defined as Monday through Friday. Per the student calendar.

Non-Retaliation

JRSON prohibits retaliation against any student who, in good faith, reports a concern, files a complaint or grievance, requests review of a decision, participates in an investigation, or provides information related to a complaint. Any act of retaliation may result in disciplinary action.

Informal Resolution Process

Students are encouraged to seek informal resolution whenever feasible. The student should first discuss the concern with the individual directly involved within five (5) school days of the event giving rise to the concern. If the issue is not resolved through direct communication, the student may seek assistance from the appropriate faculty member, clinical instructor, level coordinator, or administrative staff member. Informal discussions should be conducted in a professional and respectful manner by all parties. Many concerns can be resolved at this level without the need for a formal complaint.

Formal Complaint/Grievance Process

If informal efforts do not result in satisfactory resolution, or if the nature of the concern makes informal resolution inappropriate, the student may submit a formal written complaint.

The written complaint must include the students' name, date of submission, a detailed description of the concern, the names of individuals involved, supporting documentation, and a

statement of the desired resolution. The complaint should generally be submitted within five (5) school days following the unsuccessful attempt at informal resolution. See APPENDIX F

Upon receiving the complaint, the Program Director or designee will review the information, gather relevant documentation, and communicate with involved parties as necessary.

The Program Director will appoint a Grievance Review Committee to conduct an impartial review of the matter. Committee members shall have no direct involvement in the matter under review and shall be free of actual or perceived conflicts of interest. The committee will review records, may interview involved parties, request additional information, and consider any relevant evidence necessary to resolve the grievance.

Following its review, the committee shall issue a written determination outlining its findings and conclusions. The student will receive written notification of the decision within the timeframes identified in the student resolution timeframe. The written determination will include the basis of the decision, any corrective actions deemed appropriate, and information regarding further appeal rights. The Program Director will review the appeal and issue a written decision. The decision of the Program Director shall be considered the final institutional determination unless otherwise required by law or institutional policy.

Appeal Process

A student who is dissatisfied with the determination of grievance may submit a written request to the Chief Nursing Officer or designee of Jefferson Regional within two school days of receiving the decision. A written appeal must submitted at the time to identify a procedural error, present new information that was not reasonably available during the original review, or demonstrate that the decision was arbitrary, capricious, or inconsistent with institutional policy.

Recordkeeping

JRSON shall maintain documentation related to complaints, grievances, investigations, decisions, and appeals in accordance with institutional record retention requirements. Records shall be maintained in a secure manner and made available for accreditation, regulatory, and institutional review as required. JRSON will maintain evidence of complaint resolution and due process in accordance with accreditation expectations.

External Complaint Processes

Students are encouraged to fully utilize and exhaust JRSON's internal complaint and grievance procedures before seeking review by an external agency.

Students who believe that the school is not in compliance with accreditation standards may submit concerns to the Accreditation Commission for Education in Nursing (ACEN) after institutional procedures have been exhausted. ACEN expects students to first utilize the nursing program's published grievance procedures before filing a complaint.

Students may also file complaints related to accreditation compliance with the Accrediting Bureau of Health Education Schools (ABHES).

Students may seek review through the Arkansas Division of Higher Education when applicable and in accordance with state complaint procedures.

Students may submit concerns regarding nursing program compliance with the Arkansas State Board of Nursing when appropriate under Board authority and jurisdiction.

Student Rights-Students utilizing this process are entitled to due process, respectful treatment, timely review, impartial consideration, the opportunity to present relevant information, written notification of outcomes, appeal rights when applicable, and protection from retaliation.

STUDENT RESOLUTION PROCESS TIMELINE: 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 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 students of the hearing date within (2) two school days of the submission of the request.
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 resolution/grievance process may last a maximum of seventeen (17) 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. The students will be notified of the delay and provided with an updated timeline.

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.

Revised 07/01/2026

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.

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 do not witness signatures of documents under any circumstances and always refer to such a request to the Charge Nurse or his/her designee.

MEDICATION ADMINISTRATION ERROR POLICY

Purpose

The purpose of this policy is to promote patient safety, accountability, and professional nursing practice through the prevention, identification, reporting, investigation, and remediation of medication administration errors.

Policy Statement

Patient safety is the highest priority during all medication administration activities.

Students must follow:

- Faculty instructions
- Clinical agency policies
- Medication administration procedures
- Accepted standards of nursing practice

Any actual or potential medication administration error must be reported immediately.

Definition of a Medication Administration Error

A medication administration error is any preventable event that results in, or has the potential to result in, inappropriate medication use or patient harm.

Examples include:

- Wrong patient
- Wrong medication
- Wrong dose
- Wrong route
- Wrong time
- Wrong documentation
- Wrong reason/indication
- Wrong response evaluation
- Failure to verify allergies
- Failure to follow medication administration procedures
- Omission of a prescribed medication
- Administration without authorization
- Failure to follow agency medication safety policies
- Failure to exercise appropriate clinical judgment

Near misses must also be reported.

Student Responsibilities

Students administering medications are expected to:

- Know medication classifications, actions, indications, contraindications, side effects, and nursing considerations
- Verify medication orders
- Follow the rights of medication administration

- Follow agency and faculty requirements
- Accurately document administration
- Seek faculty assistance when needed
- Apply clinical judgment and critical thinking throughout the medication administration process

Immediate Actions Following a Medication Error
Protect the Patient
The student must:

- Remain with the patient as appropriate
- Assess patient condition
- Monitor for adverse effects
- Take measures necessary to ensure patient safety under faculty direction

Notify Appropriate Personnel
Immediately notify:

- Clinical faculty
- Assigned registered nurse/preceptor
- Appropriate healthcare provider as directed
- Students must never conceal, alter, or independently manage a medication error without faculty involvement.

Complete Required Reporting
Students must complete all required agencies and school reporting procedures.
Failure to report an error may constitute a more serious violation than the error itself.

Documentation and Investigation
Faculty will:

- Assess the circumstances
- Document the event
- Review contributing factors
- Evaluate the student's clinical judgment and adherence to policy
- Determine appropriate corrective action

Remediation
Students involved in medication errors may be required to complete remediation such as:

- Medication calculation review
- Medication safety assignments
- Simulation activities
- Skills laboratory practice
- Reflection assignments

- Competency demonstrations
- Additional clinical evaluations
- Successful completion of remediation may be required before resuming medication administration activities.

Clinical Probation
May be imposed when:

- Multiple errors occur
- Medication safety concerns persist
- Prior remediation is unsuccessful
- Significant deficiencies in clinical judgment are identified
- Patient safety is substantially threatened

Clinical Failure
A medication error may result in clinical failure when:

- Actual patient harm occurs
- Gross negligence is demonstrated
- Clinical judgment is significantly compromised
- Required remediation is not completed
- A pattern of unsafe practice exists
- The student fails to report the error
- Documentation is falsified
- A single serious medication error may result in immediate clinical failure.

Progression Implications
Depending on severity, consequences may include:

- Remediation
- Written Clinical Warning
- Clinical Probation
- Restriction of medication administration privileges
- Clinical Failure
- Course Failure
- Delayed progression
- Suspension
- Dismissal

Professional Expectations
Students are expected to demonstrate:

- Accountability
- Honesty

- Integrity
- Safe clinical judgment
- Effective communication
- Policy compliance
- Commitment to patient safety
- Students retain all rights to due process, grievance, complaint, and appeal procedures described elsewhere in the Student Handbook and Academic Catalog.

Revised 07/01/2026

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."
Reviewed 07/01/2026

CLINICAL PLACEMENT DENIAL POLICY

Clinical experiences are required components of the nursing curriculum. Clinical agencies retain independent authority regarding student participation within their facilities.
Policy Statement
Clinical agencies may deny, restrict, or terminate student placement at any time.
JRSON cannot guarantee:

- Placement at a specific facility
- A specific clinical unit

- A particular shift
- Specialty area assignments
- Geographic location assignments

Students must maintain eligibility for clinical participation throughout the program.

Reasons for Clinical Placement Denial

Clinical agencies may deny placement for reasons including:

Criminal Background Findings

Examples include:

- Felony convictions
- Certain misdemeanor convictions
- Crimes involving violence
- Theft-related offenses
- Drug-related offenses
- Abuse or neglect findings
- Offenses against vulnerable populations

Drug Screening Results

Placement denial may occur because of:

- Positive drug screens
- Refusal to test
- Altered test results
- Violations of substance abuse policies

Failure to Meet Health Requirements

Including failure to maintain:

- Immunizations
- Tuberculosis screening
- Physical examination requirements
- Health documentation
- Agency-specific health requirements

Failure to Maintain Certifications or Documentation

Including failure to maintain:

- CPR certification
- Confidentiality agreements
- HIPAA training
- Clinical orientation requirements
- Agency onboarding documentation

Professional Conduct Concerns

Including:

- Unprofessional behavior
- Unsafe clinical practice
- Breach of confidentiality

- HIPAA violations
- Harassment
- Discrimination
- Social media misconduct
- Ethical violations

Fitness for Clinical Practice Concerns

Including:

- Physical impairment
- Emotional or psychological impairment
- Substance impairment
- Inability to safely perform assigned duties
- Failure to meet essential functions

Agency-Specific Requirements

Examples include:

- Additional drug screening
- Vaccination requirements
- EMR training
- Security clearance procedures
- Facility orientation requirements

Student Responsibilities

Students are responsible for:

- Maintaining compliance with all requirements
- Meeting documentation deadlines
- Maintaining professional conduct
- Maintaining CPR certification and required credentials
- Immediately reporting circumstances affecting eligibility

Program Limitations

JRSON cannot:

- Override agency placement decisions
- Require agencies to accept students
- Guarantee alternative placements
- Modify agency eligibility requirements

Impact on Progression

Clinical placement denial may result in:

- Inability to meet course outcomes
- Clinical failure
- Delayed progression
- Delayed graduation
- Loss of eligibility for continued enrollment

Alternative Clinical Placement

JRSON may attempt to locate an alternative placement when feasible; however:

- Alternative placements are not guaranteed.
- Students must meet all agency requirements.
- Additional travel or expenses may be the responsibility of the student.

Appeals

Students may utilize institutional grievance and appeal procedures regarding program decisions. However, clinical agency placement decisions may not be subject to institutional appeal.

Policy Origin Date: 07/01/2026

CLINICAL ASSIGNMENT PREPARATION

Students will receive their patient care assignments from the instructor, when feasible on the day before clinical.
1. Students are to wear approved student uniform, ID badge, and Level badge. 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 always adhere to HIPAA & strict confidentiality mandates.
Policy Origin: 07/01/2026

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.

Except for emergencies, personal calls should be made during mealtime or on break. Students should instruct others to leave messages in the school office, who will notify the clinical instructors to notify the students. The use of cell phones is not allowed in the clinical area.
Reviewed 07/01/2026

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 JRSON. All students of JRSON are expected to conduct themselves in a manner that reflects the highest professional standards.

While in n 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 area to visit relatives except in cases of extreme emergency. Faculty must be notified when there is a need for this.
- 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.

Reviewed 07/01/2026

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 Sim Baby 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 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.

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 during the application process and before the first day of class. 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.
Reviewed 07/01/2026

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 borne 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 from agreeing to adhere to the JHA Substance Policy (Appendix D).

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 JRSON expense. If a drug

screen is positive, the test will be sent off for further review. JRSON requires the student to submit to drug testing under any or all the following circumstances: 1) Upon admission to the program, 2) Random testing is performed as required by the clinical agencies, JHA, or Jefferson Regional.

1. On the random date, the randomly selected students will be notified by the Director, or designee, to report immediately to Employee Health at Health Works. 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.
Reviewed 07/01/2026

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.

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 JR 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.

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

Original Policy Effective Date:

Change/Review/Approval Date:
- Clinical Policies Section: Reviewed 01/08/2023, 01/2024, 01/2025,01/2026, 07/01/2026

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. If 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.

Reviewed 07/01/2026

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 always abide by the published Student Code of Conduct.

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 hubs 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 the 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 prelicensure students to undergo 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.
Reviewed 07/01/2026

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 students meet with them to assure that the students' 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.
Reviewed 07/01/2026

VISITOR POLICY

Applies To: All visitors, guests, family members, friends, vendors, volunteers, and other non-enrolled individuals visiting Jefferson Regional School of Nursing (JRSON) facilities or participating in school-sponsored activities.

Jefferson Regional School of Nursing (JRSON) is committed to maintaining a safe, secure, professional, and respectful learning environment that supports student success and protects the privacy, safety, and well-being of students, faculty, staff, patients, and visitors. This policy

establishes expectations and requirements for visitors while on campus, in simulation and laboratory environments, at clinical facilities, and during school-sponsored activities.

Definition of a Visitor

A visitor is any individual who is not:

- A currently enrolled JRSON student;
- A JRSON faculty or staff member;
- An approved clinical instructor, preceptor, or agency representative;
- A Jefferson Regional employee conducting official business; or
- An individual specifically authorized by School of Nursing administration.

Visitor Access and Authorization

All visitors must:

- Enter through approved public entrances.
- Check in with the appropriate school representative when requested.
- State the purpose of their visit.
- Wear visitor identification if issued.
- Follow all instructions provided by faculty, staff, administrators, clinical personnel, or security personnel.

JRSON reserves the right to deny entry, restrict access, or require a visitor to leave school property to maintain safety, confidentiality, security, or the orderly operation of the school.

Student Responsibility

Students are responsible for ensuring invited guests understand and comply with school expectations.

Students may not invite, encourage, or permit visitors whose behavior interferes with:

- Classroom instruction;
- Skills laboratory activities;
- Simulation experiences;
- Testing environments;
- Clinical learning experiences; or
- Normal school operations.

Students who facilitate violations of this policy may be subject to corrective action under applicable Student Conduct policies.

Classroom, Laboratory, and Simulation Areas

Visitors are not permitted to:

- Attend classroom instruction without prior administrative approval.
- Observe, participate in, or interfere with examinations, testing sessions, or test reviews.
- Participate in laboratory or simulation activities.
- Access restricted instructional areas.
- Interrupt educational activities.

Faculty maintain authority over all learning environments and may require visitors to leave if their presence becomes disruptive or interferes with educational activities.

Clinical Facility Restrictions

Visitors are prohibited from accompanying students to:

- Hospitals;
- Clinics;
- Clinical agencies;
- Patient care areas;

- Clinical laboratory experiences; or
- Clinical simulation experiences.

Students may not receive personal visitors while participating in clinical experiences. Personal visitors should not contact students during clinical assignments except in emergencies.

Conduct Expectations

Visitors are expected to:

- Treat students, faculty, staff, patients, and guests with dignity and respect.
- Comply with all school policies and posted instructions.
- Maintain professional behavior and appropriate language.
- Refrain from disruptive, threatening, intimidating, discriminatory, harassing, or unsafe conduct.
- Respect the educational mission and professional standards of JRSON.

JRSON maintains a learning environment free from harassment, bullying, discrimination, retaliation, and other disruptive behaviors.

Privacy and Confidentiality

Visitors must respect the confidentiality of:

- Student educational records;
- Faculty and employee information;
- Patient information;
- Clinical information;
- Institutional records; and
- Proprietary or confidential school information.

Unauthorized photographing, recording, access, disclosure, sharing, or distribution of confidential information is prohibited.

Photography, Recording, and Electronic Devices

Visitors may not:

- Photograph students, faculty, staff, patients, or visitors without authorization.
- Record classroom instruction, testing sessions, simulations, or laboratory activities.
- Livestream educational activities.
- Capture or distribute images, audio, or video within school facilities without permission.

Faculty, staff, administrators, or security personnel may require recording activities to cease immediately.

Children on Campus

For safety and educational reasons:

- Children must remain under the direct supervision of a parent or guardian at all times.
- Children may not be left unattended on campus.
- Children are not permitted in classrooms, laboratories, simulations, testing sessions, or clinical experiences.
- Exceptions may be approved for designated school-sponsored events.

Safety and Security

Visitors must:

- Remain within approved areas.
- Follow emergency procedures and evacuation instructions.
- Report on safety concerns to school personnel.
- Comply with security requirements.
- Cooperate with faculty, staff, and security personnel during emergencies.

School-Sponsored Events
Visitors attending approved orientation activities, commencement exercises, pinning ceremonies, receptions, community service events, educational programs, and other school-sponsored functions must comply with this policy and any event-specific requirements.
Policy Violations
Visitors who violate this policy may be:

- Asked to leave campus immediately;
- Restricted or prohibited from future visits;
- Referred to Jefferson Regional Security; and/or
- Referred to law enforcement when warranted.

Students who participate in, facilitate, or encourage visitor policy violations may also be subject to corrective action.
Administrative Authority
The Director of JRSON or designee reserves the right to:

- Approve or deny visitor access;
- Restrict visitor presence in specific areas;
- Establish visitor procedures and requirements;
- Address circumstances not specifically covered by this policy; and
- Modify visitor requirements to maintain safety, security, privacy, regulatory compliance, and educational integrity.

Original Policy Effective Date: 07/01/2026

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 classrooms, 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, headphones 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 or student for information, the employee or student must indicate that all information is disseminated by the Director of Marketing or hospital administration and that the employee or student 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.

DATES
Original Policy Effective Date:

- Classroom Behavior and Disruption Policy: 10/2022

Change/Review/Approval Date:

- Student Conduct Section: Reviewed 01/08/2023, 07/01/2026

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, code of conduct. background check, special accommodations and admission drug screening.

STUDENT ADVISEMENT

The faculty advisor conferences with the students 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.

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. CANVAS LMS, ATI Resources, Simulation Labs, dedicated conference rooms for study and private lactation room.

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 & ADDRESS CHANGE

Should a student have a name or address 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

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 at 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 workplace in accordance with the Drug Free Workplace 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 encounter 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 Works at the school's expense. If a drug screen is positive, the test will be sent off for further review at an additional cost to the school. JRSON requires the student to submit to drug testing under any or all the following circumstances:
1. Upon admission into the program.
2. Random testing as required by the clinical agencies or JR and JRSON 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 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.

If 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 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 threatened 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.
2. Clinical experience is to be made up. The student is responsible for planning 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.
Reviewed 07/01/2026

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 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 approved 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 be 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 JRSON Student Government Organization.

ARTICLE II
Purpose

2.1 Purpose: The purpose of the SGO is to provide students with 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

1.1 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 2.0 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.

JRSON STUDENT ASSOCIATION

Currently, the JRSON Student Association is active. However, the Bylaws have been included in the Student Handbook for reference.

ARTICLE I NAME:

The name of this Association shall be the JRSON Student Association (JSNSA).

ARTICLE II PURPOSE AND FUNCTION

SECTION 1: Purpose

A. To assume responsibility for contributing to nursing education 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 because of the negligence or acts of JSNSA or the member thereof. In the event any legal proceeding is brought against NSNA and ANSA because 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 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 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. Presiding at all meetings
2. Appoint special committees and designate a chairperson 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 reviewing and recommendations for changes 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 chairpersons 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 with approval from the faculty coordinator.
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 breakthrough to nursing chair shall:

1. Presiding 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 between 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 people 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 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, 01/03/2025, 01/02/2026, 07/01/26

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 JR are provided for students, except for 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.

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.
5. Provide verified documentation of required activities for NCLEX-RN in the ATI virtual review course.
6. Provide verified documentation of 100% completion of the ATI virtual review course and achieve Green Light Status.

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 unless the graduation requirements are met.

Students should be prepared for additional expenses of approximately $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 at any time in the past is required to notify the Arkansas State Board of Nursing prior to taking the NCLEX-RN. This is typically done through

the ASBN Nurse Portal. People 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. Completing 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. Students are invited to participate in the ceremony upon satisfactory completion of 75% of their VATI. 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 follow the dress code to be allowed to participate in the ceremony.

Females:
- Wear black closed-toe shoes, flats or heels.
- Only black dresses or black dress pants under the robe.
- Dress attire must be properly fitting.
- 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. No boots
- Wear black slacks. No jeans.
- Wear a white dress shirt
- Wear a solid, dark-colored necktie.

Original Policy Effective Date:
- Honors Requirement: 10/2022, 01/2023, 01/2024, 01/2025, 01/2026

Change/Review/Approval Date:

- Academic Policies Section Reviewed 01/08/2023, 01/2026, 07/01/2026

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	
Julie Bridgforth Trinity Foundation Nursing Administration Alice Lawson Louise Hickman Richard Justiss Commencement Marshalls	Valedictorian Salutatorian Faculty Award Lois Ashcraft Merrell Perfect Attendance	Auxiliary Scholarships

Faculty Award – The outstanding graduate is recognized in each class and is presented the Faculty Award. This selection is made by the faculty based on 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.

Level II students with the highest scholastic achievement are selected as ushers for commencement. Marshalls will wear the clinical uniform.

**Any student, no graduate, who is receiving an award at graduation will be dressed in the clinical uniform per the clinical uniform policy

LATIN HONORS: Jefferson Regional School of Nursing recognizes the academic achievement of graduating students with Latin Honors distinction. 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.

Revised 07/01/2026

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. Approval to sit this exam is by the Arkansas State Board of Nursing. 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
- JRSON 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.

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 improving 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,

THE CLERY ACT

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.

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 also has an organized plan in place where 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 shooters, 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 sites are under the purview of the JRSON healthcare partners. JRSON encourages all people 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. Additionally, parking areas include the appropriate number of handicapped accessible spaces to meet the parking needs of the school.

LOCKED DOORS SAFETY POLICY

Exterior doors are equipped with “panic bars” so that the locking mechanisms do not prevent exit. School employees entering through the employee entrance are to ensure that the locking mechanism is properly engaged before leaving the area. At no time and under no circumstances are external door to be propped open. 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.

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 front and back doors facing the parking lot.
2. Everyone will meet in the parking lot in front of the school.
3. Roll call will be taken of all students and staff.
4. Everyone will remain there until released by the Director or her designee.
5. 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 “All Clear" is sounded or until they are 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

Original Policy Effective Date:

Change/Review/Approval Date:

- Health and Safety Section: Reviewed 01/08/2023, 07/01/2026

APPENDIX A
Administrative Staff, Faculty Credentials and Other Important Numbers

Michelle Newton Director MSN, Delta State University, Cleveland Mississippi BSN, Nebraska Wesleyan University, Lincoln Nebraska RN-Jefferson School of Nursing Pine Bluff AR	870-541-7164
Tina McDaniel Faculty Coordinator MSN, Capella University, Minneapolis Minnesota BSN, Nebraska Wesleyan University, Lincoln, Nebraska RN UALR Little Rock, AR	870-541-7862
Carolyn Morrisey Faculty Coordinator DNP, University of Alabama, Birmingham Alabama MNSc, University of Arkansas for Medical Sciences, Little Rock AR BS, University of Central Arkansas, Conway AR RN Baptist School of Nursing, Little Rock AR CCRN, CHSE certifications	870-541-7861
Kacee Reynolds Faculty Coordinator MSN, Walden University APRN, FNP-C RN, Jefferson School of Nursing, Pine Bluff AR	870-541-7829
Melanie Coleman Faculty MSN Chamberlain College RN Twin River, Malvern AR	870-541-7856
Racheal Davis Clinical Faculty PDN MSN University of Arkansas at Fayette AR RN -Jefferson School of Nursing, Pine Bluff, AR	870-541-7852
Alyson Gamble Clinical Faculty PDN MSN Western Governors University, Utah RN Mississippi University, MS	870-541-7289
Carolyn Hood Clinical Faculty Part time MNSc, University of Arkansas for Medical Sciences, Little Rock AR BSN UAPB Pine Bluff AR	870-541-7867
Catherine Jackson Clinical Faculty PDN BSN Chamberlain University, Illinois RN Jefferson Regional School of Nursing	870-541-7853
Micki Nail Faculty MNSc, University of Arkansas for Medical Sciences, Little Rock AR BSN-University of Mary Hardin Baylor, Texas	870-541-7732
Belinda Taylor Faculty BSN Chamberlin University, Illinois RN Jefferson School of Nursing Pine Bluff, AR	870-541-7849
Holly Wilson Faculty MSN-University of Arkansas at Monticello BSN- University of Arkansas at Monticello RN- JRMC School of Nursing Pine Bluff AR	870-541-7854
Amanda Bailey	870-541-7935

AAS- Seark Financial Aid Coordinator	
Connor McDonald Marketing/ Recruitment MBA SAU Tech BA- SAU Tech	870-541-7853
Erin McGriff Secretary/Registrar	541-7858
Security	541-7106 or 541-7107
Jefferson Regional (Main Line)	541-7100
Emergency Department	541-7111
Cashier	541-7984
Nursing Administration	541-7770
Pharmacy	541-7902
Julie Dobbins/UAMS Library	541-7629

APPENDIX B

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 C

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 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 D

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 that the initial costs of any screening or test involving my status as a nursing student will be borne by Jefferson Hospital Association, Inc., and I agree that 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 at 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 E

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 Satisfactory Progress and I understand the information discussed during my advisement sessions.

_____ Student Signature

_____ Academic Advisor

_____

Date

APPENDIX F

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 G



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 H
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 subsectio (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 I
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 background check.

If 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 investigation 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 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) is 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: If any of your offenses are identified as a bar for licensure, the statue 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 in 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 order 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 J

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 I will endeavor to aid the physician in his work, and devote myself to the welfare ofthose committed to my care.